

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

PT. Inti Indosawit Subur: Muara Bulian POM
Client company Address: <u>Jl. MH. Thamrin No. 31,</u> <u>Jakarta</u> <u>10230</u> <u>Indonesia</u>
Certification Unit: Muara Bulian POM and its Supply Base Location of Certification Unit: Bulian Jaya Village, Maro Sebo Ilir District, Batanghari Regency, Jambi Province Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0022-06-000-00	Membership Approval Date	6 th February 2006
Parent Company Name	PT. Inti Indosawit Subur		
Address	Head Office: Jl. MH. Thamrin No.31 Jakarta 10230, Indonesia		
Subsidiary (Certification Unit Name)	PT. Inti Indosawit Subur – Muara Bulian POM		
Address	Plantation: Singoan Village, Bukit Sari Village, Bulian Jaya Village, Maro Sebo Ilir District, Batanghari Regency, Jambi 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 21 230 1120

2. Certification Information			
Certificate Number	RSPO 5894418	Date of First Certification	28 th August 2012
		Certificate Start Date	28 th August 2017
		Certificate Expiry Date	27 th August 2022
Scope of Certification	Production of CPO and PK of Muara Bulian Palm Oil Mill (Muara Bulian POM); 1 Own Estate (Muara Bulian Estate); 6 Smallholders Scheme.		
Applicable Standards	RSPO Principles and Criteria Indonesia National Interpretation September 2016; RSPO Certification System, June 2017; RSPO Supply Chain Certification Standard, June 2017; and RSPO Supply Chain Certification System, June 2017;		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ID05/65250	ISO 14001:2004	SGS	10 June 2017
EU-ISCC-Cert-DE100-16472016	ISCC EU	SGS	31 Aug 2017

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Muara Bulian POM	Bulian Jaya Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 35' 9.65"	E 103° 12' 9.76"
Muara Bulian Estate	Bulian Jaya Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 34' 49"	E 103° 11' 43"
KUD Barokah (Smallholder Scheme)	Karya Mukti Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 32' 12"	E 103° 11' 20"
KUD Subur Makmur (Smallholder Scheme)	Tidar Kuranji Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 34' 41"	E 103° 7' 26"
KUD Budi Sari (Smallholder Scheme)	Bukit Sari Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 32' 43"	E 103° 12' 37"
KUD Makmur Rejeki (Smallholder Scheme)	Bulian Jaya Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 35' 20"	E 103° 12' 06"
KUD Karya Lestari (Smallholder Scheme)	Kehidupan Baru Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province – Indonesia	S 1° 37' 2"	E 103° 6' 24"
KUD Buah Sakato (Smallholder Scheme)	Danau Embat Village, Maro Sebo Iilir District, Batang Hari Regency, Jambi Province - Indonesia	S 1° 40' 11"	E 103° 9' 15"

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Muara Bulian Estate	1,726	76.18	53.82	1,856	93
KUD Barokah (Smallholder Scheme)	1,240	-	-	1,240	100
KUD Subur Makmur (Smallholder Scheme)	1,130	-	-	1,130	100
KUD Budi Sari (Smallholder Scheme)	900	-	-	900	100
KUD Makmur Rejeki (Smallholder Scheme)	730	-	-	730	100
KUD Karya Lestari (Smallholder Scheme)	710	-	-	710	100
KUD Buah Sakato (Smallholder Scheme)	2,248	-	-	2,248	100
Total (ha)	8,684	76.18	53.82	8,814	99

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6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 – 3*	4 - 10	11 - 20	21 - 25	26 - 30		
Muara Bulian Estate	875	0	0	229	622	851	875
KUD Barokah	0	0	0	1,240	0	1,240	0
KUD Budi Sari	0	0	0	1,130	0	1,130	0
KUD Subur Makmur	0	0	0	900	0	900	0
KUD Makmur Rejeki	0	0	0	182	548	730	0
KUD Karya Lestari	0	0	0	710	0	710	0
KUD Buah Sakato	0	0	2,248	0	0	2,248	0
Total (ha)	875	0	2,248	4,391	1,170	7,809	875

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Aug 2017 – Jul 2018)	Actual (Aug 2017 – Jun 2018)	Forecast (Aug 2018 – Jul 2019)
Muara Bulian Estate	20,071	16,669.23	17,503
KUD Barokah (Smallholder Scheme)	22,191	17,639.76	18,169
KUD Subur Makmur (Smallholder Scheme)	20,791	20,104.89	20,708
KUD Budi Sari (Smallholder Scheme)	14,064	9,785.79	10,079
KUD Makmur Rejeki (Smallholder Scheme)	8,950	8,421.08	8,674
KUD Karya Lestari (Smallholder Scheme)	13,039	10,916.28	11,244
KUD Buah Sakato (Smallholder Scheme)	35,016	28,993.18	29,863
Total (ton)	134,122	112,530.21	116,240

Forecast for next estimated FFB certified is calculated 3% (smallholders) and decreasing 5% (Own Estate) from actual production due to replanting activities.

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8. Certified Tonnage of FFB (from other certified unit(s))			
Estate	Tonnage / year		
	Estimated (Aug 2017 – Jul 2018)	Actual (Aug 2017 – Jul 2018)	Forecast (Aug 2018 – Jul 2019)
Nil	N/A	-	N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)			
Independent FFB Supplier	Tonnage / year		
	Estimated (Aug 2017 – Jul 2018)	Actual (Aug 2017 – Jun 2018)	Forecast (Aug 2018 – Jul 2019)
Third-party FFB suppliers	103,358	93,386.55	125,260
Total	103,358	93,386.55	125,260

10. Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: MB	Estimated (Aug 2017 – Jul 2018)	Actual (Aug 2017 – Jun 2018)	Forecast (Aug 2018 – Jul 2019)
	FFB	FFB	FFB
	134,122	112,530.21	116,240
	CPO (OER: 21.93 %)	CPO (OER: 21.95 %)	CPO (OER: 22 %)
	29,413	24,700.38	25,573
	PK (KER: 5.41 %)	PK (KER: 5.39 %)	PK (KER: 5.5 %)
	7,256	6,065.38	6,393

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	-	24,382.24	-	-	24,382.24

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	5,764.08	-	-	-	5,764.08

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

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-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 (RSPO-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 initial assessment was conducted from **2-6 July 2018**. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criterias Indonesia National Interpretation (INA NI) 2016 and RSPO Supply Chain Certification Standard, June 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 estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (RAV)	Year 2 (ASA1_1)	Year 3 (ASA1_2)	Year 4 (ASA1_3)	Year 5 (ASA1_4)
Muara Bulian POM	√	√	√	√	√
Muara Bulian Estate	√	√	√	√	√
KUD Barokah		√		√	
KUD Subur Makmur	√		√		√
KUD Budi Sari		√		√	
KUD Makmur Rejeki	√		√		√
KUD Karya Lestari		√		√	
KUD Tuah Sakato	√		√		√

Tentative Date of Next Visit: July 1, 2019 - July 5, 2019

Total No. of Mandays: 25

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2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Yudwi Wisnu Rahmanto (YW)	Lead Auditor	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute and long term aspect.
Eko Purwanto (EP)	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 experience in auditing ISO 9001, ISPO, RSPO P&C and RSPO SCC with SAI Global since 2012 to 2017 as Lead Auditor and sometimes as Auditor. He joined BSI Group Indonesia in August 2017 as Auditor/Lead Auditor for ISO, ISPO, RSPO P&C and RSPO SCC (Client Manager/Tutor). 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 received refreshment training of RSPO P&C in May 2018 and RSPO SCC in March 2018. 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.
Imam Fakhrurozi (IM)	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 OHS aspect and social insurance.
Edi Widodo (EW)	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

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		experience in the industrial sector and audit Plantation and also the processing industry and agricultural mechanization. He 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 transparency, social, labor and stakeholder consultation
Mujinius Jalaraya (MJ)	Team Member	He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He has 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 Environmental and HCV management.

Accompanying Persons:

No.	Name	Role
1	Pratama A Sedayu (PS)	Qualifying Reviewer

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2.3 Assessment Plan

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

Date	Time	Subjects	YWR	MJ	EP	EW	IF
			PRSPOLA	PRSPOLA/ PRSPODHS/EMS	PRSPOSCC/OH S/EMS	PRSPOT OHS/EMS/SA	PRSPOT TOHS/TEMS/ TSA
Sunday, 01/07/2018	11.05 – 12.35	Flight Jakarta – Jambi	√	√	√	√	√
	12.35 – 15.00	Travelling to PT IIS – Muara Bulian	√	√	√	√	√
Monday, 02/07/2018	08.00 – 09.00	Opening meeting <ul style="list-style-type: none"> • Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) • Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) • Verification of Basic Information (Mill and supply bases) • Review of previous assessment findings. 	√				
	09.00 – 12.00	Interview with Stakeholders (statutory bodies): <ul style="list-style-type: none"> - Environmental Agency of Batang Hari Regency - Labour Agency (Disnakertrans) of Batang Hari Regency - National Land Agency (Kantor Pertanahan) of Batang Hari Regency - Plantation Agency (Disbun) of Batang Hari Regency 		√		√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
			PRSPOLLA	PRSPOLA/PRSPO-OHS/EMS	PRSPO-SCC/OHS/EMS	PRSPO-T OHS/EMS/SA	PRSPO-T OHS/TEMS/TSA
	09.00 – 12.00	Field observation to Muara Bulian Estate: <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) Implementation of Occupational Health & Safety Aspect Implementation of Legal Aspect (Land Ownership, Legal Boundaries, Land Occupied) Observation of Workers Facilities (Housing complex, School, Worship Place, etc.). 	√		√		√
	12.00 – 14.00	Lunch Break	√	√	√	√	√
	14.00 – 17.00	Field observation to Muara Bulian POM: <ul style="list-style-type: none"> BMP for Mill Processing – site visit Supply Chain for CPO Mill (site visit) - FFB Receiving, Weighbridge, Dispatch CPO. Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, Processing Activities) Implementation of Environmental and Waste Management Aspect (POME Pond, Empty Bunch Area, Reservoir/Intake Point, Biogas Plant – <i>if any</i>) Consultation with internal stakeholders (labor union and gender committee) and local contractor for Mill and Estate. 	√	√	√	√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
			PRSP- LA	PRSP- LA/ PRSP- OHS/EM S	PRSP- SCC/OH S/EMS	PRSP- -T OHS/E MS/SA	PRSP- - TOHS/ TEMS/ TSA
Tuesday, 03/07/2018	08.00 – 12.00	<p>Field observation to KUD Barokah (scheme Smallholders):</p> <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) • Implementation of Occupational Health & Safety Aspect • Implementation of Legal Aspect (Land Ownership, Legal Boundaries) • Consultation with internal stakeholders (village head, cooperative management), local contractor and local NGO's (if any) <p>Sample taken: 28 smallholders plot</p>	√	√	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√	√	√
	14.00 – 17.00	<ul style="list-style-type: none"> • Continued Field Observation (if any) • Verification of field visit and completing checklist 	√	√	√	√	√
				√	√	√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
			PRSP- LA	PRSP- LA/ PRSP- OHS/EM S	PRSP- SCC/OH S/EMS	PRSP- -T OHS/E MS/SA	PRSP- - TOHS/ TEMS/ TSA
Wednesday, 04/07/2018	08.00 – 12.00	<p>Field observation to KUD Budi Sari (scheme Smallholders):</p> <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) Implementation of Occupational Health & Safety Aspect Implementation of Legal Aspect (Land Ownership, Legal Boundaries) Consultation with internal stakeholders (village head, cooperative management), local contractor and local NGO's (if any) <p>Sample taken: 24 smallholders plot</p>	√	√	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√	√	√
	14.00 – 17.00	<ul style="list-style-type: none"> Continued Field Observation (if any) Verification of field visit and completing checklist 	√	√	√	√	√
				√	√	√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
			PRSP- O- LA	PRSP- O- LA/ PRSP- OHS/EM S	PRSP- O- SCC/OH S/EMS	PRSP- O- T OHS/E MS/SA	PRSP- O- TOHS/ TEMS/ TSA
Thursday, 05/07/2018	08.00 – 12.00	<p>Field observation to KUD Karya Lestari (scheme Smallholders):</p> <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) Implementation of Occupational Health & Safety Aspect Implementation of Legal Aspect (Land Ownership, Legal Boundaries) Consultation with internal stakeholders (village head, cooperative management), local contractor and local NGO's (if any) <p>Sample taken: 21 smallholders plot</p>	√	√	√	√	√
	12.00 – 14.00	Lunch break	√	√	√	√	√
	14.00 – 17.00	• Continued Field Observation (if any)	√	√	√	√	√
		• Verification of field visit and completing checklist	√	√	√	√	√
Friday, 06/07/2018	08.00 – 11.30	• Confirmation of Time Bound Plan (if any changes)	√				
		• Document verification for Mill and completing checklist	√	√		√	√
		• Supply Chain for Mill (continued) – document review			√		
	11.30 – 14.00	Lunch break	√	√	√	√	√
	14.00 – 15.00	Report preparation	√				
	15.00 -17.00	<p>Closing Meeting</p> <ul style="list-style-type: none"> Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion) Comments, Responses and Questions 	√				
17.00 – 20.00	Travelling to Tungkal Ulu	√	√	√	√	√	

Section 3: Assessment Findings

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

- PT. Inti Indosawit Subur Time Bound Plan
- RSPO Supply Chain Certification Checklist 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 – Asian Agri Group has explained the certification plan for all of its subsidiaries; indicating all palm oil mills, company-owned estates and scheme smallholder as the supply base.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure PT MUP has been submitted to RSPO by email on 29 November 2017, however there is no feedback from RSPO related to this.	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?	There is no changes from previous audit	Comply
If there have been changes, what circumstances have occurred?	There is no changes from previous audit	Comply
Have there been any stakeholder comments?	No there is haven't	Comply
Have there been any newly acquired subsidiaries?	No there is haven't	Comply
If yes, have the newly acquisitions certified within a three-year timeframe?	No there is haven't	Comply
Have there been any isolated lapses in implementation of the	No isolated lapse.	Comply

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plan?		
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> Primary forest. Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure of non-compliant land clearing PT MUP has been submitted to RSPO by email on 29 November 2017, the latest process is waiting final LUC report from external team. There is no feedback from RSPO afterward.	Comply
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure of non-compliant land clearing PT MUP has been submitted to RSPO by email on 29 November 2017, the latest process is waiting final LUC report from external team. There is no feedback from RSPO afterward.	Comply
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure of non-compliant land clearing PT MUP has been submitted to RSPO by email on 29 November 2017, the latest process is waiting final LUC report from external team. There is no feedback from RSPO afterward.	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure of non-compliant land clearing PT MUP has been submitted to RSPO by email on 29 November 2017, the latest process is waiting final LUC report from external team. There is no feedback from RSPO afterward.	Comply
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure of non-compliant land clearing PT MUP has been submitted to RSPO by email on 29 November 2017, the latest process is waiting final LUC report from external team. There is no feedback from RSPO afterward.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau will planned Re-Audit in year 2018. Status of disclosure of non-compliant land clearing PT MUP has been submitted to RSPO by email on 29 November 2017, the latest process is waiting final LUC report from external team. There is no feedback from RSPO afterward.	Comply

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	There is only two smallholders: Penarikan KKPA and Gunung Sahilan KKPA that not been certified within three years. It is due to Segati Mill not yet certified and still on progress for Land Use Change.	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 Continuing Assessment Visit (CAV-1.1) there were Twelve (12) Major Non-Conformities and Four (4) Minor nonconformities raised. PT Inti Indosawit Subur – Muara Bulian POM Certification unit submitted Corrective Action Plans for the nonconformities. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the Major non-conformities had been conducted on 23rd – 24th July 2018 through NC Major Visit.

While, the implementations of the corrective action plans to address minor non-conformities will be followed up during the next surveillance assessment (CAV-1.2).

Major (12) nonconformities arising from this assessment.

Non-Conformity			
NCR Ref #	1651189-201807-M1	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 2.1.1 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	The Certificate Holder cannot demonstrate that status of employees from casual worker (Pekerja Harian Lepas) promote to permanent worker (Pekerja Tetap) in Muara Bulian Estate, Mill and Smallholder's. This is non-compliance against "Keputusan Menteri Tenaga Kerja No.100 Tahun 2004 tentang Ketentuan Pelaksanaan Perjanjian Kerja Waktu Tertentu".		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available		
Objective Evidence:	Based on sampled interview and finger print records with Land Application operator (Estate), FFB Smallholder's sortation clerk and upkeep worker (Estate), it was found that status of the workers is Casual workers (PHL). According to verification on their pay slips period January to June 2018, found		

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	<p>that the workers are worked more than 21 days per month on three consecutive months.</p> <ol style="list-style-type: none"> 1. FFB smallholder's sortation clerk at Smallholder's: Jan (25 days); Feb (22 days); Mar (23 days); Apr (24 days); May (26 days). 2. Land Application operator (Estate): Jan (25 days); Feb (23 days); Mar (24 days); Apr (23 days); May (23 days). 3. Upkeep worker (Estate): Mar (25 days); Apr (23 days); May (22 days). <p>It is not complying to Kepmenaker No. 100 Tahun 2004, Pasal 10 (3): "Dalam hal pekerja/buruh bekerja 21 (dua puluh satu) hari atau lebih selama 3 (tiga) bulan berturut-turut atau lebih maka perjanjian kerja harian lepas berubah menjadi PKWTT."</p>
<p>Corrections:</p>	<ol style="list-style-type: none"> 1. Proposing the promotion for several casual workers to be permanent workers, as below: <ul style="list-style-type: none"> - Land Application operator - FFB sortation clerk - Housekeeping person - Estate security 2. Creating Working Agreement of Certain Workers (PKWT) for continuous job type.
<p>Root Cause Analysis:</p>	<p>The company classifying the job that done by casual workers is temporary nature and not include as continuous working.</p>
<p>Corrective Actions:</p>	<ol style="list-style-type: none"> 1. Undertake inventory of workers with PHL status for temporary employment and continuous employment 2. Making Monitoring for PKWT workers 3. Make the program of hiring PHL workers for continuous work in phases each year according to the inventory with predetermined targets. <p>23 July 2018:</p> <p>During NC Close out visit, auditor makes an interview with sample workers who have been promoted to permanent workers (SKU-H) and the result as follow:</p> <ol style="list-style-type: none"> 1. The process of submission from unit (Muara Bulian Estate) to HR Manager Region as per No: 016 / Promosi-KMB / VI / 2018, dated June 4, 2018. 2. Memorandum of employee promotion a / n Bpk. Al Mujri (No. 052 / HR-RO3 / MEMO / SK / 07/2018, dated July 11, 2018), type of work: Security. Started July 1, 2018 into SKU-H and approved by the Regional Manager of Jambi (Charles Sianturi). 3. The submission process from unit (Muara Bulian Estate) to HR Manager Region as per No: 020 / Promosi-KMB / VI / 2018, dated 30 June 2018. 4. a / n Bpk. Supanto (No. 053 / HR-RO3 / MEMO / SK / 07/2018, dated July 11, 2018), type of work: LA operator. (casual worker promoted to permanent worker).

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	<p>5. a / n Bpk. Akhmad Sobandi (No. 050 / HR-RO3 / MEMO / SK / 07/2018, dated July 11, 2018), type of work: Kerani Sortasi Plasma. (casual worker promoted to permanent worker).</p> <p>6. a / n Ibu Sumini. Specific Time Working Agreement / PKWT (No. 001 / IIS-KMB / SPK / VII / 2018, dated July 11, 2018). Job type: Messenger. Agreement period: July 11, 2018 - June 30, 2019 (1 year). The agreement has been signed by both parties. (casual worker promoted to certain worker)</p> <p>Supporting documents for promoting to permanent workers as below:</p> <ol style="list-style-type: none"> 1. Inventory of PHL Kebun Muara Bulian workers for the period of June 2018, dated July 16, 2018, a total of 130 employees with PHL status. Where divided into 2 properties of work are: continuous (83 employees) and temporary (47 employees). Created by Krani Personnel: Dewi, known by KTU: Ardy Arto. 2. Inventory of PHL workers of Muara Bulian Plant in the period of June 2018, dated July 16, 2018, a total of 23 employees are identified for the nature of continuous employment. Created by Krani Personnel: Maisar, known by KTU: Ade April Angga 3. Monitoring of Working Agreement of Certain Time (PKWT) of Muara Bulian Smallholders (Plasma) Year 2018 dated July 12, 2018. A total of 26 employees are identified, including: Afd.1 (6 persons), Afd. 2 (8 persons), Afd. 3 (5 persons), Afd. 4 (4 persons), CSV (1 person), Office (2 persons). All of the employees have been changed to PKWT status, while the other 2 (Ahmad Sobandi and Iqbal) have been appointed SKU-H. 4. Memorandum No: 09 / EST-KMB / MEMO / 11/18, dated July 11, 2018 regarding the Appointment of SKU-H Appointment Program, endorsed by Senior Manager (a / n Muhammad). The appointment program from SFM to SKU-H has been made for a period of 5 years (2018-2022), where details are: 2018 (15 people); 2019 (22 people); 2020 (16 people); 2021 (16 people); 2022 (16 people) with a total of 85 employees.
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is closed.

Non-Conformity			
NCR Ref #	1651189-201807-M2	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 2.2.2 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	Legal boundaries in sample of smallholder's plot are not found and ineffectiveness of corrective action made by the Certificate Holder.		
Requirement	Legal boundaries are demonstrated clearly and maintained.		

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Reference:	
Objective Evidence:	<p>During site visit at sample of smallholder's plot as follow: 1. KUD Barokah: Block/Hamparan 88 (Plot No. 2390; 2398, 2399); Block/Hamparan 81 (Plot No. 2016, 1941, 1994, 1935) 2. KUD Karya Lestari: Block/Hamparan 65 (Plot No. 1330, 1332); and Block/Hamparan 72 (Plot No. 1487, 1537)</p> <p>Auditor did not found that boundary poles are in place. However, it is recurrence findings from previous assessment on the same indicator with same issue. There is no mechanism to monitor corrective action made was effective.</p>
Corrections:	<p>Installing boundary poles of smallholders plot at:</p> <ol style="list-style-type: none"> 1. KUD Barokah: Hamparan 88 (Plot No. 2390, 2398, 2399); Hamparan 81 (Plot No. 2016, 1941, 1994, 1935). 2. KUD Karya Lestari: Hamparan 65 (Plot No. 1330, 1332); Hamparan 72 (Plot No. 1487, 1537).
Root Cause Analysis:	<p>Inventory of boundaries markers is absence.</p>
Corrective Actions:	<ul style="list-style-type: none"> - Make an inventory of farmer boundaries - Creating plans for installing and repairing boundaries of smallholdings of smallholders - Monitoring and checking the maintenance of the perimeter boundary every 6 months by the farmers / harvesters & the monitoring results are captured by the sorting clerk. <p>NC Close visit on 23-24 July 2018. 23rd July 2018: Memorandum No. 12 / IIS / KLM / MEMO / 7/18, dated July 18, 2018. Related Duties & Responsibilities Long Term Plan Installation of Boundaries Plot, period 2018-2020. The document is accompanied by Roadmap Installation of Smallholders Plots Boundaries period 2018 – 2020, among others:</p> <ol style="list-style-type: none"> 1. Planning. Tahap Perencana (Inventory Planning → Memorandum on Duties & Responsibilities → Developing Mechanism of Boundaries Inventory → Socialize to all PIC); Timeline: July 2018. 2. Inventory. Tahap Inventaris (Communicated to Smallholders/Harvester related boundaries installation → Inventory of smallholders boundary poles → summarize of missing poles); Timeline: July-December 2018. 3. Creating boundaries poles. Tahap Persiapan patok (Budget Allocation → Creating poles); Timeline: August 2018 – June 2020. 4. Installation. Tahap Pemasangan (Creating Plan of Installation Boundary Poles → Installation); Timeline: July 2018 – July 2020. 5. Monitoring. Tahap Monitoring (Communicated to Smallholders/Harvester related Boundaries Monitoring → Implementation of Poles Monitoring →

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	<p>Developing Action Plan of Monitoring Result); Timeline: Continue. Correction made is creating map of smallholders installation poles that completed by coordinates, in example:</p> <ol style="list-style-type: none"> 1. Map of Smallholders Plot KUD Barokah (SP-1), Scale 1:5,000. Projection system: Geographic; Sistem Grid: Degree Minute Second; Datum: WGS 84. This map covers of installation poles at Hamparan 88 (Plot. 2429, 2401, 2390 and 2399). 2. Minutes of Boundary Poles Installation at KUD Barokah, dated 11 July 2018. 3. Map of Smallholders Plot KUD Karya Lestari (SP-5), Scale 1:11,000. Projection system: Geographic; Sistem Grid: Degree Minute Second; Datum: WGS 84. This map covers of installation poles at Hamparan 65 (Plot. 1320 and 1332); Hamparan 68 (Plot. 1363). <p>Minutes of Boundary Poles Installation at KUD Karya Lestari, dated 11 July 2018.</p> <p>24th July 2018: Based on field observation in smallholders sample plot, as follow:</p> <ol style="list-style-type: none"> 1. KUD Budi Sari: Hamparan 24, Plot No. 486 (Sugito). 2. KUD Barokah: Hamparan 88, Plot No. 2429 (Iman). 3. KUD Sumber Makmur: Hamparan 52, Plot No. 1257 (Suprianto). <p>The boundaries pole is already installed in the field and appropriate with the map. The process step commence are Inventory of smallholders poles for remaining smallholders by using Summary of Inspection Result form on July 2018 (Rekapitulasi Hasil Inspeksi), including boundary poles checking (complete or not complete).</p> <p>Also, there is a schedule for boundary poles monitoring which have been installed "Jadwal Monitoring Patok Batas Kavling untuk Patok yang telah terpasang", period September – October 2018 and March – April 2019.</p> <p>Status: CLOSED</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M3	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.5.1 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	Muara Bulian Smallholder cannot demonstrate accurate record on monitoring of Integrated Pest Management (IPM)		
Requirement Reference:	Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.		

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Objective Evidence:	Census Report of Muara Bulian Smallholder has not described real condition. Based on interview with smallholders and field observation to KUD Budi Sari, Block/Hamparan 26 (Plot no. 724 and 743), in 2017 there was a pest infestation (nettle caterpillar). However, monitoring record regarding such issues is not available.
Corrections:	Making coordination with R&D to provide the pest and diseases data census of year 2017.
Root Cause Analysis:	Late response to providing of pest and disease census data year 2017 during audit, due to unwell managed of the IPM document at smallholder office.
Corrective Actions:	<ul style="list-style-type: none"> - Developing Work Instruction (WI) census and plant diseases (PHT) - Improve system to make documents and management in plasma & KUD conducted routinely in accordance with existing census program. <p>Verification on 23rd July 2018 onsite:</p> <ol style="list-style-type: none"> 1. Report Infestation of Nettle Caterpillar or "Justifikasi Serangan Hama Ulat Daun Kebun Muara Bulian PT. IIS", dated 11 July 2018. Where the census result has recorded and implemented by Research & Development team as per Memorandum No: 08/RD/KMB/SEP/2017, dated 19 September 2017. According to the report of "Laporan R&D Pest & Disease No: KLM/R&D-P&D/01-2017, dated 18 September 2017. Date of visit 7-8 September 2017, where Hamparan 26 is been visited and reported by R&D team, that infestation is presence. Recommendation from R&D team is pest control by using trunk injection. 2. Working Instruction of Pest and Diseases Control "Instruksi Kerja Pengendalian Hama dan Penyakit Kebun Plasma Muara Bulian (No. Dok: 001/IK/KLM/2018, dated 17 July 2018). 3. There is a Masterlist of "Dokumen Kebun Plasma Muara Bulian PT. IIS, tanggal update 16 July 2018". Where the master list contain of Type of Document, Document source, Updating Period, Keeping period, Location of Document and PIC. The master list of document placed in Smallholders/Plasma Office as monitoring of completeness and availability of document. This method is develop to preventing negligence of assigning PIC. <p>Status: CLOSED.</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M4	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.6.5 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed	Yes	Date of nonconformity	24 July 2018

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(Yes / No)	Closure
Statement of Nonconformity:	Muara Bulian Smallholder cannot demonstrate that all pesticide applicators have been sufficiently trained.
Requirement Reference:	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)
Objective Evidence:	Based on interview with sample of smallholder's in KUD Barokah: Block/Hamparan 88 (Plot 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot 755, 785 and 814), stated that they conducted spraying activity by themselves (not by team) using material Round Up (Glyphosate) and Garlon (Triclophir). However, record of training related pesticide which applied by several smallholders was not evident.
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is prohibited.
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots.
Corrective Actions:	<ul style="list-style-type: none"> - Create a time line on internal inspection schedule of farmers plot - Equalize the format of BMP monitoring checklist of farmers - Determine the PIC, which is related to the person who will conduct cross-checks with other affairs - Create coordination meeting schedule to review the results of inspection and action plan - Make a statement from all KUD not to sell pesticide materials in each KUD <p>23rd July 2018:</p> <ol style="list-style-type: none"> 1. Conducting cross checking on internal inspection that performed by Agronomy Assisstant as per Memorandum No: 33/IIS/KLM/MEMO/07/18, dated 12 July 2018. 2. Summary of Internal Inspection on July 2018, the available information including Smallholders Plot Maintenance (TUS/Spraying team, Own spraying, Slashing). In Example: SP-5 (KUD Karya Lestari) – Afd. 2. Sample: Plot No. 1332 (Semprot Sendiri, Pelepah Tidak Disusun, Tidak Pakai APD saat Panen), Inspection on 17 July 2018; Inspector: M.

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	<p>Purba (Ast. Afd. 1).</p> <ol style="list-style-type: none"> 3. Minutes of Management Review upon Internal Inspection on July 2018, dated 20 Juli 2018. Scope of internal inspection: KUD Barokah (SP-1) – 36 Kavling; KUD Subur Makmur (SP-2) – 29 Kavling; KUD Budi Sari (SP-3) – 23 Kavling; KUD Karya Lestari (SP-5) – 36 Kavling, total 124 kavling. 4. Program & Review Internal Inspection “Petani Kebun Plasma Muara Bulian” periode Jul-Des 2018 and Jan-Jul 2019, dated 13 July 2018. PIC inpection: Asisten afdeling. 5. Realisasi Review & Inspeksi Internal Petani. 6. Notulen Management Review for sample of KUD Subur Makmur: kav. 1198 dan 1191; SP-5 (KUD Karya Lestari) kav. 1332, 1466, 1356, 1536, 1518, 1531, 1564 → finding: weeds control are not by spraying team (TUS). Preventive Action: Communication to farmers; PIC: Asisten Pembina Plasma; 7. Declaration Letter “Surat Pernyataan” from each Cooperative Chairman or Ketua KUD dated 18 July 2018, which contain of statement that will not provide and selling herbicides nor pesticides to smallholders / farmers. <p>According to field visit on 24th July 2018 to ensuring the effectiveness of corrective action made and making interview, the result as follow:</p> <ul style="list-style-type: none"> - KUD Subur Makmur: Hamparan 52 (Plot No. 1257 – Suprianto). The plot condition is good, he always following the spraying team and never doing spray by himself. - KUD Budi Sari: Block/Hamparan 25 (Plot No. 755 – Manda). From now on, he commit to following the spraying team (TUS) program. - Head of KUD Subur Makmur said that all the smallholders member is committed to follow the spraying team (TUS). His cooperative never selling agrochemical because it was high risk and poor quality of chemicals. <p>Based on sample taken during NC Close visit, the corrective action made is effective.</p>
<p>Assessment Conclusion:</p>	<p>The corrective action made is sufficient and accepted. This NC is Closed</p>

Non-Conformity			
<p>NCR Ref #</p>	<p>1651189-201807-M5</p>	<p>Clause & Category (Major / Minor)</p>	<p>RSPO INA-NI, September 2016; Indicator 4.6.11 (MAJOR)</p>
<p>Date Issued</p>	<p>6th July 2018</p>	<p>Due date</p>	<p>3rd October 2018</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>10 August 2018</p>
<p>Statement of Nonconformity:</p>	<p>Muara Bulian Estate and Smallholder cannot provide medical check-up records of several pesticide applicators.</p>		

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Requirement Reference:	Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available
Objective Evidence:	Medical check-up records of pesticide applicator for smallholder's who applied pesticide by themselves are not available.
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is prohibited.
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots.
Corrective Actions:	<ul style="list-style-type: none"> - Create a time line on internal inspection schedule of farmers plot - Equalize the format of BMP monitoring checklist of farmers - Determine the PIC, which is related to the person who will conduct cross-checks with other affairs - Create coordination meeting schedule to review the results of inspection and action plan - Make a statement from all KUD not to sell pesticide materials in each KUD <p>23rd July 2018:</p> <ol style="list-style-type: none"> 1. Conducting cross checking on internal inspection that performed by Agronomy Assisstant as per Memorandum No: 33/IIS/KLM/MEMO/07/18, dated 12 July 2018. 2. Summary of Internal Inspection on July 2018, the available information including Smallholders Plot Maintenance (TUS/Spraying team, Own spraying, Slashing). In Example: SP-5 (KUD Karya Lestari) – Afd. 2. Sample: Plot No. 1332 (Semprot Sendiri, Pelepah Tidak Disusun, Tidak Pakai APD saat Panen), Inspection on 17 July 2018; Inspector: M. Purba (Ast. Afd. 1). 3. Minutes of Management Review upon Internal Inspection on July 2018, dated 20 Juli 2018. Scope of internal inpection: KUD Barokah (SP-1) – 36 Kavling; KUD Subur Makmur (SP-2) – 29 Kavling; KUD Budi Sari (SP-3) – 23 Kavling; KUD Karya Lestari (SP-5) – 36 Kavling, total 124 kavling. 4. Program & Review Internal Inspection "Petani Kebun Plasma Muara Bulian" periode Jul-Des 2018 and Jan-Jul 2019, dated 13 July 2018. PIC inpection: Asisten afdeling. 5. Realisasi Review & Inspeksi Internal Petani. 6. Notulen Management Review for sample of KUD Subur Makmur: kav.

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	<p>1198 dan 1191; SP-5 (KUD Karya Lestari) kav. 1332, 1466, 1356, 1536, 1518, 1531, 1564 → finding: weeds control are not by spraying team (TUS). Preventive Action: Communication to farmers; PIC: Asisten Pembina Plasma;</p> <p>7. Declaration Letter "Surat Pernyataan" from each Cooperative Chairman or Ketua KUD dated 18 July 2018, which contain of statement that will not provide and selling herbicides nor pesticides to smallholders / farmers.</p> <p>According to field visit on 24th July 2018 to ensuring the effectiveness of corrective action made and making interview, the result as follow:</p> <ul style="list-style-type: none"> - KUD Subur Makmur: Hamparan 52 (Plot No. 1257 – Suprianto). The plot condition is good, he always following the spraying team and never doing spray by himself. Because is very risk for his health and if it's hapcost to conducting medical check-up - KUD Budi Sari: Block/Hamparan 25 (Plot No. 755 – Manda). From now on, he commit to following the spraying team (TUS) program. - Head of KUD Subur Makmur said that all the smallholders member is committed to follow the spraying team (TUS). His cooperative never selling agrochemical because it was high risk and poor quality of chemicals. <p>10th August 2018</p> <p>The Certificate Holder provide additional evidence on 9th August 2018 related to Mechanism of Internal Inspection to ensuring the corrective action made is effective. Socialization to the smallholders has been conducted on 7 August 2018 with KUD Barokah (35 participants) and KUD Subur Makmur (35 participants). The socialization covering topics, such as:</p> <ul style="list-style-type: none"> - Disallowing the smallholders applied pesticide by themselves. - Spraying must be applied by sprayer team (TUS) that provided by the company. Which the pesticide applicators within the team is well trained and protected by periodical of medical surveillance. - Smallholders Cooperative KUD) not permitted to selling chemical to the smallholders. - Mechanism of Internal Inspection. <p>Upon this corrective action, further no more spraying conducted by smallholders. Then medical check-up is no longer required and not applicable for smallholders in the next assessment.</p> <p>Based on the additional evidence, then corrective action is accepted.</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M6	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.7.1 (MAJOR)

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Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 August 2018
Statement of Nonconformity:	OSH policy was not implemented consistently by the Certificate Holder, including Smallholder's.		
Requirement Reference:	A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.		
Objective Evidence:	<p>1. Lack of evidence that Muara Bulian smallholder's has prepared sufficient a health and safety plan and implemented. In example: OHS management and monitoring for smallholder's who applied pesticide or spraying by themselves. This information are collected during interview with sample of farmers in KUD Barokah: Block/Hamparan 88 (plot no. 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot. 755, 785, 814).</p> <p>2. Lack of evidence that Muara Bulian Estate has prepared OHS system to ensure contractor comply with OHS policy's. Sample of contract agreement No. 154/E3KMB/04/18 for CV. Alam Cahaya Cemerlang (provider heavy equipment). OSH policy are not covered within the contract specifically.</p>		
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is prohibited. 3. Adding OSH statement/clauses within the contract agreement of contractor 		
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots. - Wrong format used for contract agreement of contractor 		
Corrective Actions:	<ul style="list-style-type: none"> - Create a time line on internal inspection schedule of farmers plot - Equalize the format of BMP monitoring checklist of farmers - Determine the PIC, which is related to the person who will conduct cross-checks with other affairs - Create coordination meeting schedule to review the results of inspection and its action plan - Make a statement from all KUD not to sell pesticide materials in each KUD and inform to all smallholders that spraying by themselves is dissalowed. - Inform to relevant department both estate and mill if there is a new revision in contract agreement template which containing of OSH policy within. 		

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1. Conducting cross checking on internal inspection that performed by Agronomy Assisstant as per Memorandum No: 33/IIS/KLM/MEMO/07/18, dated 12 July 2018.
2. Summary of Internal Inspection on July 2018, the available information including PPE Completeness. In Example: SP-5 (KUD Karya Lestari) – Afd. 2. Sample: Plot No. 1332 (PPE not used during harvesting), Inspection on 17 July 2018; Inspector: M. Purba (Ast. Afd. 1).
3. Minutes of Management Review upon Internal Inspection on July 2018, dated 20 Juli 2018. Scope of internal inpection: KUD Barokah (SP-1) – 36 Kavling; KUD Subur Makmur (SP-2) – 29 Kavling; KUD Budi Sari (SP-3) – 23 Kavling; KUD Karya Lestari (SP-5) – 36 Kavling, total 124 kavling.
4. Program & Review Internal Inspection “Petani Kebun Plasma Muara Bulian” periode Jul-Des 2018 dan Jan-Jul 2019, tertanggal 13 Juli 2018. PIC inpeksi: Asisten afdeling, PIC rekap hasil inspeksi dan reviewer: KTU Plasma.
5. Realisasi Review & Inspeksi Internal Petani.
6. Notulen Management Review for sample of KUD Subur Makmur: kav. 1198 dan 1191; SP-5 (KUD Karya Lestari) kav. 1332, 1466, 1356, 1536, 1518, 1531, 1564 → finding: weeds control are not by spraying team (TUS). Preventive Action: Communication to farmers; PIC: Asisten Pembina Plasma.
7. Declaration Letter “Surat Pernyataan” from each Cooperative Chairman or Ketua KUD dated 18 July 2018, which contain of statement that will not provide and selling herbicides nor pesticides to smallholders /farmers.
8. Revising contract agreement No. 154/E3KMB/04/18 for CV. Alam Cahaya Cemerlang (provider heavy equipment), where OSH policy is stated.

During NC Close Out visit on 24th July 2018, auditor also meet and interview with Cooperative Head (KUD Subur Makmur), FFB Loader and Field Foreman (Mandor) at KUD Barokah. It was informed that:

- KUD will take a responsibility regarding OSH plan and policy that made by the company through the HIRAC for smallholders.
- KUD Subur Makmur confirmed that PPE for harvester provided by KUD, this already agreed between smallholders and KUD.
- During interview with FFB loader in KUD Barokah Hamparan 87, PPE’s (shoes and helmet) already prepared by KUD. Also, when asking to Field Foreman (Mandor), he is responsible to supervising OSH implementation done at the field.
- Giving a warning letter to smallholders, FFB Loader, Harvester and contractor if not following the OSH policy (refer to 4.7.3 corrective action)

Based on above evidence, the OSH plan and policy is implemented effectively.

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	<p>10th August 2018</p> <p>The Certificate Holder provide additional evidence 9th August 2018 related to Mechanism of Internal Inspection to ensuring the corrective action made is effective. Socialization to the smallholders has been conducted on 7 August 2018 with KUD Barokah (35 participants) and KUD Subur Makmur (35 participants). The socialization covering topics, such as:</p> <ul style="list-style-type: none"> - Disallowing the smallholders applied pesticide by themselves. - Spraying must be applied by sprayer team (TUS) that provided by the company. Which the pesticide applicators within the team is well trained and protected by periodical of medical surveillance. - Smallholders Cooperative (KUD) not permitted to selling chemical to the smallholders. - Mechanism of Internal Inspection. <p>Upon this, OSH policy and plan for spraying is not necessary implemented in the next assessment, but still applicable for other activities refer to HIRAC.</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M7	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.7.3 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	There are lack of evidence that HIRAC (updated 24th January 2018) has been consistently implemented in all smallholder's (KUD)		
Requirement Reference:	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.		
Objective Evidence:	<p>Based on field visit in sample plots/kavling, interview with smallholders and harvesters, auditors team sighted, as follow:</p> <ul style="list-style-type: none"> - FFB loader was not used PPE which required in HIRAC (update on 24 January 2018), e.g: safety shoes, helmet. location: KUD Barokah: Block/Hamparan 88 Plot no. 2390. - Harvesters was not used Helmet which required in HIRAC (update on 24 January 2018). Location: KUD Barokah: Block/Hamparan 88 Plot no. 2390; KUD Budi Sari: Block/Hamparan 24 (Plot No. 464 and 465); KUD Karya Lestari: Block/Hamparan 65 (Plot no 1344 and 1312). - Interview with Harvester that PPE are provided by themselves. Location: KUD Barokah: KUD Barokah: Block/Hamparan 88 Plot no. 2390; KUD Budi Sari: Block/Hamparan 24 (Plot No. 464 and 465); KUD Karya Lestari: Block/Hamparan 72 (Plot No. 1509). 		

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	<p>- Interview with several smallholders stated they are not used PPE as required in HIRAC (update on 24 January 2018) when applied pesticide by themselves. Sample interview in KUD Barokah: Block/Hamparan 88 (Plot No. 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot no. 755, 785 and 814).</p>
<p>Corrections:</p>	<ol style="list-style-type: none"> 1. Giving a warning letter to FFB loader and harvester if PPE not used during work. 2. Providing PPE's to harvester in KUD Barokah (Hamp. 88, Plot No. 2390); KUD Budi Sari (Hamp. 24, Plot No. 464 and 465); KUD Karya Lestari (Hamp. 27, Plot No. 1509). 3. Informing FFB transport contractor to provide PPE's for the loader through memorandum letter, particularly in KUD Barokah (Hamp. 88, Plot No. 2390)
<p>Root Cause Analysis:</p>	<ul style="list-style-type: none"> - Indisciplinary of FFB loaders and harvester to use PPE properly. - There is several cooperative (KUD) and contractors did not provide PPE's to harvester in smallholders.
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - Creating checklist of PPE completeness prior to work - Inventory of PPE stock for loader and harvester. - Communicate the HIRAC program to smallholders, FFB loader, harvester. - Making plasma memorandum related to PIC implementation of HIRAC socialization program to plasma farmers / FFB loader / harvester & monitoring of its implementation <p>23 July 2018:</p> <ol style="list-style-type: none"> 1. Giving Warning Letter to FFB Loader and Harvester, i.e: <ul style="list-style-type: none"> • KUD Barokah (SP-1): Surat Teguran kepada Tukang Muat TBS/FFB Loader (Sugeng) dated 12 July 2018. • KUD Barokah (SP-1): Surat Teguran kepada Pemanen/Harvester Hamparan 88 Kav. 2390 (Rohman) dated 12 July 2018. • KUD Budi Sari (SP-3): Surat Teguran kepada Pemanen/Harvester Hamparan 24 Kav. 464 (Herri Rikardi) dan kav. 465 (Jamil) dated 12 July 2018. 2. Minutes of PPE Handover "Berita Acara Penyerahan APD Untuk Tukang Muat, tertanggal 11 Juli 2018". PPE given Helmet and Shoes (a/n Sugeng and Teguh). 3. Minutes of PPE Handover for Harvester, dated 11 July 2018. PPE type are Helmet, Glasses, Shoes (a/n Tumijo, Miskam, Rochman dan Ricky). 4. There is Memorandum (No: 47/IIS/KLM/MEMO/7/18, dated 13 Juli 2018) related FFB contractor shall provide PPE to their workers "Kewajiban Kontraktor TBS Menyediakan APD Bagi Pkerjanya". example: Memorandum No. 22/KLM-EXT/VII/2018, dated 14 July 2018. 5. Checklist PPE usage in KUD Barokah, dated 12 July 2018 (2 FFB Loader in Hamparan 86. PIC: Kerani Catat Sawit (KCS).

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	<p>6. Checklist PPE usage in KUD Barokah, dated 12 July 2018 (6 harvester in Hamparan 85). PIC: Kerani Catat Sawit (KCS).</p> <p>7. Inventory of PPE Completeness :Inventaris Kelengkapan APD Tukang Muat (12 Juli 2018)” di KUD Karya Lestari (SP-5); KUD Budi Sari (SP-3) dan KUD Barokah (SP-1).</p> <p>8. Directed Socialization of HIRAC program period August – December 2018 and January – December 2019.</p> <p>9. Memorandum No. 12/IIS/KLM/MEMO/7/18, dated 18 Juli 2018 together with checking of boundary poles.</p> <p>During field verification on 24th July 2018 in KUD Barokah Hamp. 87 (FFB loader activity), auditor interviewing two FFB loaders. The result is the PPE like shoes and helmet is provided by KUD (cooperative).</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M8	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.7.4 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	There were lack of evidence that periodical meetings on health and safety issues has performed effectively and the input agenda are not accurate/up to date upon OHS record, e.g: “Rekapitulasi Incident Log year 2018”.		
Requirement Reference:	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.		
Objective Evidence:	<p>Document review on OHS periodical meeting record on 15 January 2018, 10 February 2018, 26 March 2018, 15 April 2018, 12 May 2018 and 8 June 2018. However, contains on meeting agenda has not accurate with Record of Incident Log 2018 (“Rekapitulasi Incident Log year 2018), such as:</p> <ul style="list-style-type: none"> - Input agenda in OHS meeting period January – June 2018 where several cases on work incident recorded with category: first aid (9 cases), medical aid (8 cases) and lost time incident (nil). Whereas “Rekapitulasi Incident Log year 2018” was reported: medical aid less than 2 mandays is 22 cases, medical aid more than 2 mandays is 8 cases and lost time incident is 112 hours. - Some of OHS agenda meeting were not up to dated, e.g: minute of meeting on March 2018, the input agenda for the meeting is incident review on 2013 “Review kecelakaan KMB 2013, e.g: fatality (0), first aid (0), medical aid (0). 		
Corrections:	Adding for any work incident with first aid handling to Record Incident Log document.		
Root Cause Analysis:	Lack of administration input of Record Incident Log into safety report or P2K3 of Muara Bulian Estate.		
Corrective Actions:	<ul style="list-style-type: none"> - HSE Manager reviews the quarterly Safety (P2K3) reports - Coordinate with HSE Manager related training for P2K3 & Record Incident 		

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	<p>Log Report Writing (LTI Calculation)</p> <p>23 July 2018: Revised addition of Records Incident Logs in Quarterly Report P2K3 period Jan-Mar 2018 and Apr-Jun 2018, before submitted to external (Relevant agency).</p> <p>1. Previous P2K3 Quarterly Report does not attach Incident Log record, so MoM is out of sync with Records Incident Log. So for all P2K3 Quarterly Report for the period 2018 will be revised and reviewed by HSE Manager (Mr. Radinal Buchan) before being distributed to external (Related Agency).</p> <p>2. PIC to prepare P2K3 Quarterly Report is General AK3 in each unit (Estate and Mill).</p> <p>24 July 2018 The Certificate Holder preparing the training related OSH Reporting on 20th September 2018. Also, the OSH Report will be review by HSE Manager prior to finalized the report and distribute to relevant parties. As per email on 19 July 2018, HSE Manager (Mr. Radinal Buchan) has reviewed OSH Report.</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M9	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.7.5 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	First aid kit was available in workplace, however its contain are not complete in several place.		
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.		
Objective Evidence:	<p>Based on field visit in Muara Bulian Smallholder's Office dated 04/07/2018, auditor team found an expired medicine in First Aid Box, e.g. Ammonia Likuida, (expired: January 2017).</p> <p>Interview with smallholder's foreman in KUD Barokah, it was clearly information that portable first aid kit did not always provide or carry while visiting smallholder's Plot/kavling.</p> <p>The corrective action taken was not effectively implemented. The previous NC Minor (ASA-4) escalated into NC Major during RAV and has been Closed.</p>		

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	However, current assessment (ASA 1_1) raise as minor NC and escalated into Major NC's.
Corrections:	<ul style="list-style-type: none"> - Inventory of First Aid box contains in Smallholder office and Smallholders foreman. - Make a checklist of first aid box content to ensure the medicine is not expired - Pull out the expired medicine from first aid box and deliver to hazardous waste storage. - Socialization to relevant personnel that first aid box is very important use and making an evaluation of awareness.
Root Cause Analysis:	<ul style="list-style-type: none"> - Lack of awareness and understanding of Smallholder Office personnel in order to first aid box, including expiration date of all medicine within. - No personnel in charge assigned to monitor the first aid box condition, including expiration of the medicine. - Indisciplinary of smallholder foreman to carry first aid box during work.
Corrective Actions:	<ol style="list-style-type: none"> 1. To monitor the first aid box checking to foreman by Agronomy Assistant. 2. Create a memorandum designating a PIC assigned to inspect the First Aid Box of the Plasma Office and foreman. 3. To make monitoring of the first-aid checks and to appoint KTU as responsible person. <p>23 July 2018:</p> <p>Case 1</p> <ol style="list-style-type: none"> 1. Giving Ammonia Liquid to Hazardous Waste Storage "TPS LB3" according to Hand Over of B3 Waste from the Plasma Office to TPS LB3 dated July 11, 2018. 2. Inspection Checklist of First Aid Box as Monitoring completeness and existence of elements in the First Aid Box, where initially there is no monitoring on the validity of the drug. While the current checklist includes: Drug Type and First-Measurements Box, validity period, Initial number, Note of use. Example: Period dated July 9, 2018, inspection conducted by Bpk. Herman (KTU Plasma) in accordance with the Memorandum of Duties and Responsibilities of Monitoring of First Aid Box (No: 04 / IIS / KLM / MEMO / 07/18 dated July 12, 2018). <p>Case 2</p> <ol style="list-style-type: none"> 1. Minutes of First Aid Box Delivery from Afd Assistant. 1 to Mr. H.E. Siringo-ringo (Mandor KUD Barokah), dated July 10, 2018. 2. Evidence Training P3K Socialization dated July 19, 2018 for all Mandor Plasma, located in Plasma Office. Presenters: Dr. Yudi Chandra (Company Doctor). <p>Field verification on 24th July 2018 in KUD Sumber Makmur, interviewing smallholder foreman related understanding of first aid box. The foreman is fully understand what is first aid box used for.</p>
Assessment	The corrective action made is sufficient and accepted. This NC is Closed.

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Conclusion:	
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Non-Conformity			
NCR Ref #	1651189-201807-M10	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.8.1 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 August 2018
Statement of Nonconformity:	Training Program for spraying team (Tim Unit Semprot) and smallholder member who applied pesticide by themselves is not available.		
Requirement Reference:	Records of training program related to the aspects of RSPO Principles and Criteria shall be available.		
Objective Evidence:	Based on interview with sample of smallholder member who applied pesticide by themselves have been attending the pesticide training "Pestisida Terbatas". e.g: in KUD Barokah: Block/Hamparan 88 (Plot No. 2398, 2390); KUD Budi Sari: Block/Hamparan 25 (Plot No. 755, 785, 814). However, record of training program for such training is not available.		
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is prohibited. 3. Provide the training record of smallholders spraying team 		
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots. 		
Corrective Actions:	<ul style="list-style-type: none"> - Create a time line on internal inspection schedule of farmers plot - Equalize the format of BMP monitoring checklist of farmers - Determine the PIC, which is related to the person who will conduct cross-checks with other affairs - Create coordination meeting schedule to review the results of inspection and action plan - Make a statement from all KUD not to sell pesticide materials in each KUD <p>23 July 2018:</p> <ol style="list-style-type: none"> 1. Conducting cross checking on internal inspection that performed by Agronomy Assisstant as per Memorandum No: 		

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33/IIS/KLM/MEMO/07/18, dated 12 July 2018.

2. Summary of Internal Inspection on July 2018, the available information including Smallholders Plot Maintenance (TUS/Spraying team, Own spraying, Slashing). In Example: SP-5 (KUD Karya Lestari) – Afd. 2. Sample: Plot No. 1332 (Semprot Sendiri, Pelepah Tidak Disusun, Tidak Pakai APD saat Panen), Inspection on 17 July 2018; Inspector: M. Purba (Ast. Afd. 1).
3. Minutes of Management Review upon Internal Inspection on July 2018, dated 20 Juli 2018. Scope of internal inspection: KUD Barokah (SP-1) – 36 Kavling; KUD Subur Makmur (SP-2) – 29 Kavling; KUD Budi Sari (SP-3) – 23 Kavling; KUD Karya Lestari (SP-5) – 36 Kavling, total 124 kavling.
4. Program & Review Internal Inspection “Petani Kebun Plasma Muara Bulian” periode Jul-Des 2018 and Jan-Jul 2019, dated 13 July 2018. PIC inpection: Asisten afdeling.
5. Realisasi Review & Inspeksi Internal Petani.
6. Notulen Management Review for sample of KUD Subur Makmur: kav. 1198 dan 1191; SP-5 (KUD Karya Lestari) kav. 1332, 1466, 1356, 1536, 1518, 1531, 1564 → finding: weeds control are not by spraying team (TUS). Preventive Action: Communication to farmers; PIC: Asisten Pembina Plasma;
7. Declaration Letter “Surat Pernyataan” from each Cooperative Chairman or Ketua KUD dated 18 July 2018, which contain of statement that will not provide and selling herbicides nor pesticides to smallholders / farmers.
8. Attendant list of pesticide training on 8 May 2018. This training attended by all spraying applicators/workers including for smallholders spraying team (TUS).

According to field visit on 24th July 2018 to ensuring the effectiveness of corrective action made and making interview, the result as follow:

- KUD Subur Makmur: Hamparan 52 (Plot No. 1257 – Suprianto). The plot condition is good, he always following the spraying team and never doing spray by himself. Because is very risk for his health.
- KUD Budi Sari: Block/Hamparan 25 (Plot No. 755 – Manda). From now on, he commit to following the spraying team (TUS) program.
- Head of KUD Subur Makmur said that all the smallholders member is committed to follow the spraying team (TUS). His cooperative never selling agrochemical because it was high risk and poor quality of chemicals.

10th August 2018

The Certificate Holder provide additional evidence on 9th August 2018 related to Mechanism of Internal Inspection to ensuring the corrective action made is effective. Socialization to the smallholders has been conducted on 7 August 2018 with KUD Barokah (35 participants) and KUD Subur Makmur (35

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	<p>participants). The socialization covering topics, such as:</p> <ul style="list-style-type: none"> - Disallowing the smallholders applied pesticide by themselves. - Spraying must be applied by sprayer team (TUS) that provided by the company. Which the pesticide applicators within the team is well trained and protected by periodical of medical surveillance. - Smallholders Cooperative KUD) not permitted to selling chemical to the smallholders. - Mechanism of Internal Inspection. <p>Upon this corrective action, further no more spraying conducted by smallholders. Then medical check-up is no longer required and not applicable for smallholders in the next assessment.</p> <p>Based on the additional evidence, then corrective action is accepted.</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M11	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 5.3.2 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	There is no evidence that empty chemical containers (ex herbicide) has disposed responsibly by smallholder's according to company procedure (No.AA-KL-06-EFP: Prosedur Penanganan Limbah B3)		
Requirement Reference:	There shall be evidence that all chemicals and their empty containers are disposed of responsibly		
Objective Evidence:	<p>Based on field visit to Muara Bulian Smallholder's:</p> <ul style="list-style-type: none"> - KUD Barokah: Block/Hamparan 81 (Plot No. 1994 and 1941) - KUD Budi Sari: Block/Hamparan 25 (Plot No. 785; Plot No. 755 and Plot No. 835) <p>It was confirmed that several farmers is applied herbicide by themselves and the empty container has disposed by burning or used for another purposes. While in the procedure "Prosedur Penanganan Limbah B3" No.AA-KL-06-EFP stated that all empty chemical container define as hazardous waste and disposed to hazardous waste storage (TPS LB3).</p>		
Corrections:	<p>1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during</p>		

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	<p>ASA-1_1.</p> <p>2. Inform to the Cooperative by written notice that selling agrochemical is prohibited.</p>
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots.
Corrective Actions:	<ul style="list-style-type: none"> - Create a time line on internal inspection schedule of farmers plot - Equalize the format of BMP monitoring checklist of farmers - Determine the PIC, which is related to the person who will conduct cross-checks with other affairs - Create coordination meeting schedule to review the results of inspection and action plan - Make a statement from all KUD not to sell pesticide materials in each KUD <p>23 July 2018:</p> <ol style="list-style-type: none"> 1. Conducting cross checking on internal inspection that performed by Agronomy Assisstant as per Memorandum No: 33/IIS/KLM/MEMO/07/18, dated 12 July 2018. 2. Summary of Internal Inspection on July 2018, the available information including Smallholders Plot Maintenance (TUS/Spraying team, Own spraying, Slashing). In Example: SP-5 (KUD Karya Lestari) – Afd. 2. Sample: Plot No. 1332 (Semprot Sendiri, Pelepah Tidak Disusun, Tidak Pakai APD saat Panen), Inspection on 17 July 2018; Inspector: M. Purba (Ast. Afd. 1). 3. Minutes of Management Review upon Internal Inspection on July 2018, dated 20 Juli 2018. Scope of internal inspection: KUD Barokah (SP-1) – 36 Kavling; KUD Subur Makmur (SP-2) – 29 Kavling; KUD Budi Sari (SP-3) – 23 Kavling; KUD Karya Lestari (SP-5) – 36 Kavling, total 124 kavling. 4. Program & Review Internal Inspection “Petani Kebun Plasma Muara Bulian” periode Jul-Des 2018 and Jan-Jul 2019, dated 13 July 2018. PIC inpection: Asisten afdeling. 5. Realisasi Review & Inspeksi Internal Petani. 6. Notulen Management Review for sample of KUD Subur Makmur: kav. 1198 dan 1191; SP-5 (KUD Karya Lestari) kav. 1332, 1466, 1356, 1536, 1518, 1531, 1564 → finding: weeds control are not by spraying team (TUS). Preventive Action: Communication to farmers; PIC: Asisten Pembina Plasma; 7. Declaration Letter “Surat Pernyataan” from each Cooperative Chairman or Ketua KUD dated 18 July 2018, which contain of statement that will not provide and selling herbicides nor pesticides to smallholders / farmers. <p>According to field visit on 24th July 2018 to ensuring the effectiveness of</p>

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	<p>corrective action made and making interview, the result as follow:</p> <ul style="list-style-type: none"> - KUD Subur Makmur: Hamparan 52 (Plot No. 1257 – Suprianto). The plot condition is good, he always following the spraying team and never doing spray by himself. Because is very risk for his health. - KUD Budi Sari: Block/Hamparan 25 (Plot No. 755 – Manda). From now on, he commit to following the spraying team (TUS) program. Did not found any agrochemical container is disposed in their plots. - Head of KUD Subur Makmur said that all the smallholders member is committed to follow the spraying team (TUS). His cooperative never selling agrochemical because it was high risk and poor quality of chemicals. <p>Based on sample taken during NC Close visit, the corrective action made is effective.</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Non-Conformity			
NCR Ref #	1651189-201807-M12	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 8.1.1 (MAJOR)
Date Issued	6 th July 2018	Due date	3 rd October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	24 July 2018
Statement of Nonconformity:	Mechanism for monitoring of continual improvement to prevent recurrence of non-conformances were raise are not available by The Certificate Holder.		
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); • Optimizing the yield of FFB production (Criterion 4.2) 		
Objective Evidence:	<p>There are recurring of non-conformances were raised from consecutive assessment (Re-Certification/RAV and Annual Surveillance Assessment/CAV-1.1), such as: minor 2.2.2, Major 4.7.1 and minor 4.7.5.</p> <p>While, the Certificate Holder cannot provide the mechanism of continual improvement is available, to ensure effectiveness of corrective action made is sufficient and also to prevent recurrence of non-conformances raise on the same indicator in successive assessment as required in RSPO Certification System June 2017, 4.9.3.</p>		

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Corrections:	Identifying in accordance to NCR handling based on internal and external audit results, containing timeline, PIC, Priority scale.
Root Cause Analysis:	Mechanism of NCR handling from internal and external audit is not develop
Corrective Actions:	<p>Create a mechanism of NCR handling for Internal and External Audit</p> <p>23 July 2018: NCR Discussion Mechanism Internal and External Audit Sustainability outcomes are set for July 1, 2018, and are applicable to internal audits of subsequent periods. This mechanism is designed to prevent the occurrence of repetition of non-conformities on the same indicator from the previous audit period and to the certification scheme being carried out. Certification & Traceability Sr. Manager (Sustainability Jakarta Regional Office / JRO) will integrate findings from Internal Audit (Pre and Post) and External audit. The decision making process in NCR fulfillment is done gradually for each level of operational EMM (Estate Management Meeting) at Group Manager level, if not yet decided to be raised to RMM (Regional Management Meeting) level at Regional Head / Department level, and if not can be decided to be raised to ORM (Operations Regional meeting) level at Top Management level.</p> <p>Prior to an external audit, the Head of Sustainability will request a status update relating to compliance of non-conformity of the previous assessment / audit for the next 3 months. To ensure all nonconformities are met and not repeated in the subsequent external audit. Form template used there is information as follows: Month; Certification Unit; Certification Scheme (RSPO / ISPO / ISCC); NCR (External and Internal); Grade (Major / minor); Certificate Type (RSPO / ISPO / ISCC); Status.</p> <p>The mechanism has been communicated and distributed through internal mail dated July 5, 2018. Status: CLOSED</p>
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed

Minor (4) nonconformities arising from this assessment.

Non-Conformity			
NCR Ref #	1651189-201807-N1	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 3.1.2 (minor)
Date Issued	6 th July 2018	Due date	Next Surveillance (ASA-1_2)
Closed (Yes / No)	No	Date of nonconformity Closure	
Statement of Nonconformity:	The Certificate Holder cannot demonstrate that annual replanting program for		

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	Smallholder's scheme has been reviewed in yearly basis.
Requirement Reference:	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
Objective Evidence:	<p>According to Replanting Program "Kebun Plasma Muara Bulian period 2017 - 2031", it is know that replanting for smallholder's will start in 2017 (at KUD Bulian Jaya) and 2018 (at KUD Budi Sari).</p> <p>During interview with smallholder's and field visit at smallholder's plot in KUD Budi Sari: Block/Hamparan 26 (Plot No. 675); Block/Hamparan 27 (Plot No. 558, Plot No. 608, Plot No. 620), it was clear that replanting activities was not started. Management review in yearly basis has not made by Certificate Holder and Smallholder's Scheme Manager. There is no official review statement made by the management related to postponing of replanting program to Smallholder's.</p>
Corrections:	<ul style="list-style-type: none"> - Smallholder Scheme Manager making justification related postponing of replanting program 2018. - Scheme manager distribute the revision of replanting program to all smallholder cooperative (KUD) - Smallholder cooperative (KUD) inform to the members regarding replanting program 2018 that has been revised
Root Cause Analysis:	Less communication between smallholders scheme manager and cooperative organization structural to all smallholders member in accordance to Replanting Programme. The replanting programme has been planned but no periodically review.
Corrective Actions:	
Assessment Conclusion:	

Non-Conformity			
NCR Ref #	1651189-201807-N2	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.6.7 (minor)
Date Issued	6 th July 2018	Due date	Next Surveillance (ASA-1_2)
Closed (Yes / No)	No	Date of nonconformity Closure	
Statement of Nonconformity:	Muara Bulian Smallholder cannot demonstrate practice to minimize risk and negative impact on application of pesticides.		
Requirement Reference:	Application of pesticides shall be by proven methods that minimize risk and negative impacts.		
Objective Evidence:	Muara Bulian Smallholder cannot demonstrated practices to minimize risk and negative impact in pesticides application.		

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	Based on interview with sample of smallholder's in KUD Barokah: Block/Hamparan 88 (Plot 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot 755, 785 and 814), stated that they conducted spraying activity by themselves (not by team) using material Round Up (Glyphosate) and Garlon (Triclophir). However, record of training related pesticide which applied by several smallholders was not evident.
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is prohibited.
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots.
Corrective Actions:	
Assessment Conclusion:	

Non-Conformity			
NCR Ref #	1651189-201807-N3	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.6.9 (minor)
Date Issued	6 th July 2018	Due date	Next Surveillance (ASA-1_2)
Closed (Yes / No)	No	Date of nonconformity Closure	
Statement of Nonconformity:	Muara Bulian Smallholder cannot demonstrate evidence of training regarding pesticide handling.		
Requirement Reference:	Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.		
Objective Evidence:	Muara Bulian Smallholder cannot demonstrated that farmers who applied pesticide by themselves have been trained appropriately regarding pesticide handling. Based on interview with sample of smallholder's in KUD Barokah:		

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	Block/Hamparan 88 (Plot 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot 755, 785 and 814), stated that they conducted spraying activity by themselves (not by team) using material Round Up (Glyphosate) and Garlon (Triclophir).
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is prohibited.
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots.
Corrective Actions:	
Assessment Conclusion:	

Non-Conformity			
NCR Ref #	1651189-201807-N4	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.8.2 (minor)
Date Issued	6 th July 2018	Due date	Next Surveillance (ASA 1_2)
Closed (Yes / No)	No	Date of nonconformity Closure	
Statement of Nonconformity:	Lack of evidence the records of training for each spraying operator in Smallholder's has been maintained.		
Requirement Reference:	Records of training for each employee shall be maintained.		
Objective Evidence:	Based on interview with responsible person for smallholder's in smallholder's office (KUD), record of training for several operator in spraying team is not available. e.g: Mr ES, Mr PTM, Mrs BK, Mrs MSN, Mrs IR.		
Corrections:	<ol style="list-style-type: none"> 1. Making an internal inspection for smallholders plot using checklist "BMP Plasma" which contain of several parameter such as: Boundary poles, Frond Stacking, Fertilizer Application, spraying performance, Buffer Zone condition, Harvesting, OSH, Prunning, Chemical Waste Management. The checklist is priority made to sampled and unsampled smallholders during ASA-1_1. 2. Inform to the Cooperative by written notice that selling agrochemical is 		

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	prohibited.
Root Cause Analysis:	<ul style="list-style-type: none"> - Unsatisfaction from smallholders related spraying quality of sprayer team (TUS), then they make own spraying. - Some smallholders cooperative selling an agrochemical freely, therefore the farmers easily to obtain and applied spraying in their plots.
Corrective Actions:	
Assessment Conclusion:	

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
	Commitment the Certificate Holder to maintain the palm trees within riparian/buffer zone is not replanted.

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1503754-201707-N1	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 2.2.2 (minor)
Closed (Yes / No)	No, escalated to Major NC.	Date of nonconformity Closure	24th July 2018
Statement of Nonconformity:	Some of legal boundaries was not clearly maintained at plasma area		
Requirement Reference:	Legal boundaries are demonstrated clearly and maintained.		
Objective Evidence:	During field visit it's found that some of boundary poles (7 poles) was missing at plasma KUD Tua Sakato, hamparan 54; kav. 131 and 132, KUD Subur Makmur hamparan 61 kapling 1759.		
Corrective Actions:	<ul style="list-style-type: none"> - Undertake an inventory of shortfalls in the boundary of the farmers' member - Disseminate to farmers member on the importance of the boundary of the plot/kavling. <p>The corrective action taken was not effectively implemented. The previous NC Minor escalated into NC Major during ASA 1_1. See NC 1651189-201807-M2.</p>		
Assessment Conclusion:	The corrective action taken was not effectively implemented. The previous NC Minor escalated into NC Major during ASA 1_1. See NC 1651189-201807-M2.		

Non-Conformity

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NCR Ref #	1503754-201707-N2	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 4.4.2 (minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 July 2018
Statement of Nonconformity:	Individual member of smallholder was not consistently implemented water course protection.		
Requirement Reference:	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.		
Objective Evidence:	Based on field visit (Kav. 1767), auditor found that used oil for pumping machines was seen spilled around the water source area.		
Corrective Actions:	<p>Conducting socialization to farmers member related to protection of springs against pollution due to farmers' plantation activities.</p> <p>6th July 2018: Plasma Muara Bulian has performing oil spill cleanup and waste cleaning/removal in area Hamparan 61 (Kapleng 1767). During field visit in Kavling 17617, on 18 September 2017 indicated that the area in water source has been clean up from the used oil and waste and there is no more activity of water pumping in the water source area. Plasma Muara Bulian has a policy to prohibit spraying activity near to riparian area (3–5m) from the small river/waterways. Riparian Protection was established and described about buffer zone, riparian buffer and natural river. Training on Environmental Management has been provided to the farmers to brief on the riparian and buffer zones. Evidence of training can be demonstrated during audit. Interview with smallholder member conducted during audit and indicated that smallholder member has understand regarding the policy of prohibition activity which potentially polluted the river/waterways in riparian area 3 – 5m.</p>		
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed		

Non-Conformity			
NCR Ref #	1503754-201707-N4	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 5.4.1 (minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 July 2018
Statement of Nonconformity:	Group Manager in Kebun Plasma Muara Bulian cannot demonstrate a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy.		
Requirement Reference:	A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.		
Objective Evidence:	Based of document review and interview with ICS staff, there are confirmed that Group Manager in Kebun Plasma Muara Bulian has not prepared a plan for improving efficiency of the use of fossil fuels and to optimise renewable		

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	energy.
Corrective Actions:	Regularly updated an efficiency plan on the use of fossil fuels and optimize use of renewable fuel. 6th July 2018: Update and evaluate the plan for improving efficiency of the use of fossil fuels and to optimize renewable energy regularly.
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed.

Non-Conformity			
NCR Ref #	1503754-201707-N5	Clause & Category (Major / Minor)	RSPO INA-NI, September 2016; Indicator 5.3.3 (minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 July 2018
Statement of Nonconformity:	Found inconsistency of implementation the procedure No. 027/DOK/SOP/AA/2016, dated 2 December 2016 "Prosedur Pengelolaan Limbah Plastik"		
Requirement Reference:	A documented waste management plan to avoid or reduce pollution and its implementation shall be available.		
Objective Evidence:	Based on interview with some individual member sample in hamparan 43 (kav. 5,6,7), hamparan 44 (kav. 31), Hamparan 53 (Kav. 22,23), Hamparan 54 (Kav. 131, 132) , Hamparan 61 and 106 confirmed that they performed disposal of inner bag by burning.		
Corrective Actions:	Conducting socialization to farmers related to policy of ICS manager related to burning ban in their plantation activities 6th July 2018: Regular monitoring of waste disposal and management by Scheme Manager Muara Bulian.		
Assessment Conclusion:	The corrective action made is sufficient and accepted. This NC is Closed		

Opportunity for Improvement	
OFI#	Description

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
1651189-201807-M1	MAJOR	6 July 2018	Closed on 24 July 2018

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1651189-201807-M2	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M3	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M4	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M5	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M6	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M7	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M8	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M9	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M10	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M11	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-M12	MAJOR	6 July 2018	Closed on 24 July 2018
1651189-201807-N1	Minor	6 July 2018	Open
1651189-201807-N2	Minor	6 July 2018	Open
1651189-201807-N3	Minor	6 July 2018	Open
1651189-201807-N4	Minor	6 July 2018	Open

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by direct visit and telephone to discuss Muara Bulian Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.

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

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

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of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <ul style="list-style-type: none"> - 5 male workers and 1 Female worker at Mill - 6 Female workers and 5 male workers at Estate - 73 smallholders 	<p>Union/Contractors/Local Communities</p> <ul style="list-style-type: none"> - Workers Union (Pengurus Serikat Pekerja PT. IIS) - Replanting contractor workers CV. Alam Cahya Cemerlang - Village of Karya Mukti - Village of Bukit Sari - Village of Kehidupan Baru
<p>Government Departments</p> <ul style="list-style-type: none"> - Manpower Office, Batanghari Regency - Environment Office, Batanghari Regency - Plantation Office, Batanghari Regency (did not met anyone) - Land Office, Batanghari Regency 	<p>NGO</p> <ul style="list-style-type: none"> - Yayasan SETARA Jambi - WARSI Jambi

IS #	Description
1	<p>Feedbacks: Dinas Tenaga Kerja Kabupaten Batang Hari – Manpower Office</p> <p>1. Working Norms;</p> <ul style="list-style-type: none"> - The Company has complied minimum wage payment in accordance with the applicable regulations for based on UMP of Jambi Province 2018. - The company has determined minimum wages based on the Government regulation every year. The minimum wages in 2017 as regulated in "Surat Decree of Governor of Jambi no. 224/KEP.GUB/DISSOSNAKERTRANS/2017, dated 31 October 2017 is Rp. 2,243,718.56,-/month concerning "Penetapan Upah Minimum Provinsi Jambi Tahun 2018". And also Memorandum Head HR of PT IIS No. 013/HR-AAS/MEMO/05/18, dated 4 May 2018 concerning the Increase of Workers' Wages 2018. - All employees in PT Inti Indosawit Subur Muara Bulian have been registered to the BPJS

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ketenagakerjaan programme.

- Report of Labor for the Period of 2016-2017, has been reported to Manpower and Transmigration Office – Batanghari Regency
- There is no report related to the use of female laborers at night or the use of child labor/forced labor by company (The plantation sector is the worst sector against the use of female laborers at night and the use of child labor).
- 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 No. Kep.88/PHIJSK-PKKAD/PKB/VI/2015, dated 18th June 2015 (Valid 21st April 2015 - 20th April 2017). Base on latter from BKS PPS (Badan Kerja Sama Perusahaan Perkebunan Sumatera) no. 72/BKS-PPS/2017, on 12 July 2017 concerning validation of PKB, describe that: discuss about PKB period 2017-2019 is still on discuss.

2. K3/health and safety occupation Norms;

- The Company has compiled the organizational structure of P2K3 and has been authorized by Dinas Tenaga Kerja Kabupaten Batanghari.
- The company has realized the provision of PPE for its employees but the consistency of the use of PPE by the workers needs to be improved.
- The Company has handled the case of accidents well related to the reporting and handling of BPJS claims of employment.
- The Company has compiled and submitted the P2K3 Periodical Report to the Department of Manpower.
- The Company has conducted periodic health checks for all workers, especially workers who working at hazardous stations including sprayers and fertilizers.
- Heavy equipment operators, conveyances, levers, steamers and others have licenses as operators (SIOs).
- The Company has conducted periodic checks on the special equipment used (Steam Bucket, Pressure Vessel) in accordance with applicable regulations. Company has performed LKS Bipartite report which aims to resolve industrial relations disputes if they occur before the mediation level of the Office of Manpower and the level of Industrial Relief Courts.
- The Company already has a Collective Labor Agreement that regulates the industrial cooperation between the company and the permanent worker, while for the PHL workers the company uses the relevant legislation.
- Disputes: Until the audit is conducted, there are no reports related to disputes.
- The company has provided infrastructure that aims to improve the welfare of employees for example, housing, electricity, clean water, health facilities, educational facilities, etc.

Suggestions:

- Every employee of BHL/PHL and PKWT must have a Contract of Work Agreement signed by the employee concerned on "stamp/Materai" and always update and reported to the Disnaker Office.
- Compulsory labor reports should also be reported to the District Manpower Office. The contents of the report should also include all employees who work including permanent and non permanent employees.
- P2K3 reports that should be reported per 3 months have not been reported to the Manpower Office Batang Hari Regency.

	<p>Management Responses</p> <ul style="list-style-type: none"> - The minimum wages in 2017 as regulated in "Surat Decree of Governor of Jambi no. 224/KEP.GUB/DISSOSNAKERTRANS/2017, dated 31 October 2017 is Rp. 2,243,718.56,-/month concerning "Penetapan Upah Minimum Provinsi Jambi Tahun 2018". And also Memorandum Head HR of PT IIS No. 013/HR-AAS/MEMO/05/18, dated 4 May 2018 concerning the Increase of Workers' Wages 2018. - Required mandatory employee reports were reported for the period Semester I 2018 dated 20 February 2018. - Base on latter from BKS PPS (Badan Kerja Sama Perusahaan Perkebunan Sumatera) no. 72/BKS-PPS/2017, on 12 July 2017 concerning validation of PKB, describe that: discusses about PKB period 2017-2019 is still on discusses. - Company has implementing OHS management both in mill and estate according to regulation. HIRADC has been determined and the control of hazard and risk has been implemented and improve each year. And also reporting P2K3 per 3 monthly has been reported, the last for period of January-March 2018. - The use of PPE has been consistently applied and monitored by company. - The Company has also requested training to get the Operator License (SIO) to all operators' heavy equipment in estate and Boiler operator in mill. <p>Audit Team Findings</p> <ul style="list-style-type: none"> - The company has taken action in accordance with well-established procedures and persuasive approach, so there is no issue occurs. - With respect to wages, the use of PPE and SIO, the company has implemented in accordance with relevant law and regulations. - Company has implementing OHS management both in mill and estate according to regulation - Non-conformity is raised under Principle 2. The certificate holder not comply with applicable regulations "Keputusan Menteri Tenaga Kerja No.100 Tahun 2004 tentang Ketentuan Pelaksanaan Perjanjian Kerja Waktu Tertentu", related casual workers (PHL/BHL) did not promoted as permanent workers (SKU).
<p>2</p>	<p>Feedbacks: Dinas Lingkungan Hidup Kabupaten Batang Hari – Environment Office</p> <ul style="list-style-type: none"> - The Company already has environmental document in the form of AMDAL and has reported the implementation of RKL-RPL periodically to Dinas Lingkungan of Batanghari Regency. Latest reported in April 2017. - Company has managed hazardous waste according to regulation, Muara Bulian POM and Estate has permit issued by Environmental Agency Batanghari Regency and sign by Regent of Batanghari Regency. Each quarter company has reported the hazardous waste management. - PT IIS Muara Bulian has permit for land application to apply waste water from mill to plantation as an organic fertilizer. Each quarter company has reported the implementation of waste water application as well as the waste water quality monitoring, for example: Land Application (LA) PF441 utilization permit and LA measurement for 3 months. - Good environmental management has performed by companies, eg pollution and emissions management in plantation environment (still below the quality standard), for example: waste water and air emissions. - There are no reports from stakeholders related to environmental pollution caused by the operation of the garden or the PKS.

	<ul style="list-style-type: none"> - There is no land fire in the area of Muara Bulian Estate. Fire monitoring and fire fighting reported routinely to environmental office. - Upon this time there are no environmental issues, either from the community or from NGOs. <p>Suggestions:</p> <ul style="list-style-type: none"> - At the time of peak crop there are many piles of shells and kernels in the factory area, so there is the potential of washing water / leachate from the pile of shells that flow into the water channel and the need for efforts to prevent the prevention of shell or kernel accumulation. - Pile of ash boiler in factory area to avoid, this is to prevent leach water from ash boiler to drains. Piles of scrap iron / used goods in the factory area to be overcome to prevent the existence of leachate water into the water channel. <p>Management Responses</p> <ul style="list-style-type: none"> - Company management has positive response, in regards with the BLH Batanghari views of the company. - Company will be committed to improve and enhance the environmental management and monitoring implementation to realize an environmentally friendly company. - At the time of peak crop, there is more activity to handle the processing of FFB, so that concentration is only intended for production and other things less attention. Advice from the District Environmental Office will be followed up immediately by fixing the area around the factory by taking into account the environmental impact aspect. - The plant already has a storage warehouse of hazardous waste that already has the permission of the relevant agencies and will be optimized in its utilization. <p>Audit Team Findings</p> <p>Based on field visit and document review indicated that company has implementing the environmental management and monitoring plan according to RKL-RPL document and reported regularly to BLH Batanghari Regency.</p> <p>Hazardous waste management and monitoring has been well done by the company according to regulation. Land application has implemented well according to permit and regulation.</p> <ul style="list-style-type: none"> - Environmental control programs around the plantation area (surrounding villages) have been conducted to continue.
<p>3</p>	<p>Feedbacks: Kantor Pertanahan Kabupaten Batang Hari – Lands Office Mr. Helmi Efendi (Kasie Penetapan Hak)</p> <ul style="list-style-type: none"> - Period of year 2016- 2017 there are no reports related to land issues and disputes in PT Inti Indosawit Subur – Muara Bulian. - There is information that the border of many rivers controlled by the community to be managed as a plantation land. - No reports to the Land Office of Batanghari Regency related to the planting of oil palm plantations outside HGU. - In relation to the local community's activities towards cultivating in the river border, the area is socialized to the community as a conservation area and made warning boards as conservation areas.

	<p>Suggestions:</p> <ul style="list-style-type: none"> - Maintenance of HGU stakes are routinely done by making the maintenance program of the stakes every year. - Design benchmarks used by the standards set by BPN Batang Hari District, for example: the size of the stakes and installation in the field with a depth of at least 1 into the ground. <p>Management Responses</p> <ul style="list-style-type: none"> - Maintenance of HGU stakes is done routinely (2 times a year / per semester) base on procedure no. 01-KTU-WI-001, dated 1 December 2016, last done in January 2018. - The company has socialized to the community that river borders is a conservation area and prohibit to cultivate the land, company has made warning boards in the conservation areas. <p>Audit Team Findings</p> <p>Based on documents verification and field visits, it can be shown that upon this time of the audit there is no land disputes have occurred, the company has conducted regular checks of HGU stakes regularly and river border (conservation area) and no community land tenure activities. However, maintenance of the HGU pegs must be maintained consistently.</p>
<p>4</p>	<p>Feedbacks: Pengurus Serikat Pekerja Mandiri PT. Inti Indosawit Subur – Worker Union</p> <ul style="list-style-type: none"> - Incorrect use of PPE to be replaced with new. - Associated with BHL workers (daily worker) who still have not done appointment, despite having worked for more than 3 years. - The latest PKB period 2017-2019 has not been published until now. <p>Management Responses</p> <ul style="list-style-type: none"> - Incorrect use of PPE will soon be followed up to be replaced immediately with new and appropriate use in accordance with its designation. - The company will immediately identify BHL / daily worker employees and make the program so that it can immediately be proposed to become permanent workers or SKUH. - Based on latter from BKS PPS (Badan Kerja Sama Perusahaan Perkebunan Sumatera) no. 72/BKS-PPS/2017, on 12 July 2017 concerning validation of PKB, describe that: discusses about PKB period 2017-2019 is still on discuses. Based on Article XXIV related Applicability and Termination of Collective Labor Agreement, that: paragraph 3) "Jika pada tanggal berakhirnya PKB ini belum juga ditetapkan suatu PKB yang baru, maka PKB ini seluruhnya berlaku terus hingga PKB yang baru mulai berlaku." <p>Audit Team Findings</p> <p>A company has provided an adequate facility for employee and complies with the labor regulations. Company also has the commitment to improve the employee welfare follow to company ability.</p> <p>At the time of the next audit visit will be re-verification related to these issues.</p>
<p>5</p>	<p>Feedbacks: Village of Karya Mukti, Kehidupan Baru and Bukit Sari; Chairman of KUD Barokah, KUD Karya Lestari and KUD Budi Sari</p> <p>Issues:</p> <ul style="list-style-type: none"> - FFB pricing at farm level is not fully understood by the Farmers and Farmer Group Leaders, raising

	<p>questions at farmers' level why the price of TBS bias is decreasing and even lower than other palm oil mills around</p> <ul style="list-style-type: none"> - Information related to the replanting program that is still lacking, such as: the amount of assistance from the government, the partnership pattern will be applied - Given the replanting program should have started (from 2017), so it can be rearranged replanting program and socialized back to farmers each KUD - Information related to positive benefits / impacts in the presence of RSPO certification for farmers one of which has questions related to the RSPO certification premium fund - There is still a certificate SHM of plasma farmers that is done "Behind the Name" (> 60%), the problem is expensive and the SHM documents of farmers are still in the Bank as collateral of bank debt.
	<p>Management Responses</p> <ul style="list-style-type: none"> - The pricing of plasma FFB is determined through a Price Meeting mechanism conducted every Thursday and is attended by representatives from relevant government agencies (Disbun), farmers associations and oil palm plantation companies. This mechanism has been informed through sign boards in each KUD. The price of the pricing meeting has been informed every week posted on the KUD price information boards. - The difference in prices elsewhere is not the same as the price set by the TBS pricing meeting, this is due to the price setting outside the plasma following the market development around the plantation. - Farmers who have not fully understood the pricing mechanism of FFB will be proposed to farmers 'associations, so farmers' representatives may be included in the TBS pricing meeting in the province. - The company together with Disbun of Tanjung Jabung Barat Regency and Disbun of Jambi Province, in April 2017 has socialized the Replanting Program with the assistance of BPDPKS Fund (Dana Batuan Perkebunan Kelapa Sawit) and received government aid amounting to Rp 25 million per Ha, but up to now disbursement of such funding aid has not been realized. - The use of positive damages RSPO certification for farmers has been realized for activities related to RSPO activities and preparing for replanting, including: <ol style="list-style-type: none"> 1. Sustainability: PPE procurement for farmers and harvests, including: safety helmets, safety shoes and gloves. 2. Maintenance and procurement of HGU stakes for each plot. 3. Co-operative training of representatives of farmers to face replanting, training for farmers related to alternative income other than oil palm. 4. Pilot alternative income for facing replanting by conducting training for duck and goat farm entrepreneurship.
	<p>Audit Team Findings</p> <p>The company especially Plasma Muara Bulian in order to further improve again related to information mechanism and can more closer communication with KUD, Kelompok Tani and farmers. Socialization is linked to the mechanism of providing information to be fully informed by the head of farmer groups and farmers. The big issue is related to Plasma replanting program, so that the established program can be applied, for this in future audit will be verified again.</p>
<p>6</p>	<p>Feedbacks: Yayasan SETARA Jambi – Local NGO</p>

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	<p>Communication with SETARA conducted by phone on 4th July 2018. Several information as follow:</p> <ul style="list-style-type: none"> - Program which developed by this organization is more concern for FFB sources traceability that supplied to Muara Bulian POM. The program commences by assisting independent smallholders where located surrounding the plantation company using tracking system with several criteria, such as: palm which planted by smallholder’s are not from the land burning, FFB sourced not from forest area or illegal area and preparing to comply with RSPO standard. Each area of independent smallholders is verified by pointing the coordinates, which aims that all FFB that supplied to Mill are traceable. - Partnership program between Yayasan SETARA Jambi and Muara Bulian POM as Certificate Holder has been conducted since 2016 with 500 independent smallholders under Community Shared Value (CSV) program. - We as an NGO’s have assigned to assist an independent smallholder that supplied FFB’s to Muara Bulian POM should be following the company rules and also comply with applicable laws (i.e.: helping the process of registration for smallholder’s land to government or known as STDB). - FFB price for independent smallholder’s is following the applicable price which determined by Plantation agency. - SETARA Jambi only focused on independent smallholder’s development, for smallholder’s scheme (Plasma) are responsible of the company.
	<p>Management Responses:</p> <ul style="list-style-type: none"> - PT Inti Indosawit Subur has a commitment to involved the independent smallholder’s through Community Shared Value (CSV) Programme. This programme aims to provide access for independent smallholder’s in order to manage of their oil palm responsibly. This program by assisting the seed sourced that will be replanted. - Also an independent smallholder’s area shall not sources from illegal area, land burnt, forest area, and the farmers/group must be allowed to provide the traceability of their FFB’s.
	<p>Audit Team Findings:</p> <ul style="list-style-type: none"> - During field observation on Mill, all the FFB’s from third parties sources including independent smallholder’s are proven traceable. - There is no significant issues raised against independent smallholder’s.
<p>7</p>	<p>Feedbacks: WARSI – Local NGO Contacted by phone on 4 and 5 July 2018, but there is no response/feedback.</p> <p>Management Responses: None</p> <p>Audit Team Findings: None</p>

<p>Formal Signing-off of Assessment Conclusion and Recommendation</p>	
<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 – Muara Bulian POM has complied with the RSPO P&C Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard, June 2017 and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of PT. Inti Indosawit Subur – Muara Bulian POM is continued.</p>	
<p>Report prepared by</p>	<p>Acceptance of Assessment Conclusion</p>
<p>Name: Yudwi Wisnu Rahmanto</p>	<p>Name: Sahala Manuhale</p>

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Company Name: on behalf BSI Malaysia Services Sdn Bhd.,	Company Name: PT Inti Indosawit Subur – Muara Bulian POM
Title: Lead Auditor	Title: Smallholder Manager
Signature: 	
Date: 6 th July 2018	Date: 6 th July 2018

Appendix A: Summary of Findings RSPO P&C Indonesia National Interpretation, September 2016

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
<p>1.1.1</p> <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>Muara Bulian Estate and Mill</p> <p>Certificate holder 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> <ul style="list-style-type: none"> A. Legal Documents <ul style="list-style-type: none"> - a copy of SK HGU (Land Title) - a copy of AMDAL (Social and Environmental Impact Assessment) B. Environment Documents <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 C. Social Activity Documents D. Employment Documents <ul style="list-style-type: none"> - Jamsostek and also BPJS Kesehatan - HSE management programs <p>Smallholders:</p> <p>During audit and interviewed with the farmer and confirmed that all visitors and all requests for information are referred to the Plasma Manager Sahala Mahulae and or Askep Mr. Ayat Khumaini and Field assistant (there are 4 Field Assistant (Mr. Syamsul Ajis, Mr. Daud Artha Rambe, MR. Edward J Sitohang, Mr. Riyan Agus Pambuko and Mr. Manukar Purba) and forward will report to Group Manager. Procedure Komunikasi internal Group Sertifikasi, no. 007/DOK/SOP/AA/2016.</p> <p>Plasma Muara Bulian has list of document that can be access by stakeholder updated on 23rd January 2018 consist of 20 types of document, such as:</p> <ul style="list-style-type: none"> - Amdal/EIA and RKL/UPL report - Social Impact Assessment - Legal document: Akte Pendirian koperasi - RAT Report 	<p>Comply</p>

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	<ul style="list-style-type: none"> - CSR document - Pricing TBS - Cooperative policy - Etc. <p>Scheme Manager cooperated with scheme smallholders has provide list of documents able to access by their stakeholders, such as: copy of land rights, "Akte Pendirian Koperasi", Tanda Daftar Perusahaan/TDP (Registered KUDs permit), Rencana Kerja KUD (KUDs budget) consist of projection FFB and operational cost), monitoring of IPM, fertilizing and harvesting), accident record, OHS Manual.</p>	
<p>1.1.2</p> <p>Records of requests for information and responses to the information requested shall be available.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Muara Bulian Estate and Mill</p> <p>Request Information and response from Stakeholder has been documented into a log book "Surat Masuk" and the response is documented in "Log Book Stakeholders – Out". Up to June 2018 there were 6 information request noted from Stakeholder, sample seen:</p> <ul style="list-style-type: none"> - On 14/2/2018 request information from STIP Graha Karya Muara Bulian, related request for student internship STIP Graha Karya Muara Bulian, has been responded on 16/2/2018 and approved for request. - On 1/03/2018 request information from Dinas Pengendalian Penduduk Keluarga Berencana Pemberdayaan Perempuan dan Perlindungan Anak, related Nominations election clinic KB for serve MKJP 2017, and has been responded on 2/3/2018 - On 6/2/2018 request information from Dinas Lingkungan Hidup, related readiness for performing monitoring and supervision environmental management I n PT IIS that will be perform on 12-13 March 2018, and has been responded on 9 February 2018. <p>Smallholder</p> <p>Request of information from stakeholder is documented into a log book "Permintaan Informasi", up to June 2018 was noted 6 request for information, such as:</p> <p>KUD Barokah:</p> <ul style="list-style-type: none"> - On 17 February 2018 request from Mr. Markun (Sekretaris KUD Subur Makmur), related pending for deduction of fertilizer 	<p>Comply</p>

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	<p>cost, has been responded on 17 February 2018</p> <ul style="list-style-type: none"> - On 12 June 2018 request from Mr. Rosul (Ketua KUD Subur Makmur), related information about closing of FFB admission in POM, has been responded on 12 June 2018 by Assistant afdeling II. - 20 June 2018 request from Mr. Sugeng (Bendahara KUD Subur Makmur) related closed book for financial period May 2018, has been responded on 24 June 2018 by KTU. <p>KUD Budi Sari:</p> <ul style="list-style-type: none"> - On 26/01/2018 request from Romawi (Sekretaris KUD Budi Sari), related request for assistances lending heavy equipment (motor grader) for road maintain KUD Budi Sari and has been responded on 27/01/2018 by send the heavy equipment motor grader for 2 days - On 5/02/2018 request from Wayan (farmer-KUD Budi Sari), related FFB pricing period February 2018 and has been responded on 05/02/2018 - On 27/02/2018 request from Udin (Ketua Kel. Tani), related the arrangement of FFB shipments on 25/02/2018 to Muara Bulian POM, because there is a harvesting schedule beyond that date, responded on 27/02/2018: can be continued next month 		
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			
<p>1.2.1</p>	<p>Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and 	<p>Based on procedure "Menerima dan Merespon Permintaan Informasi Stakeholder" (SOP. No.: AA-GL-5008.1-R1 dated 22 August 2011) which is manage and monitoring information request from stakeholder. The Company has also established a Matrix of Provision of Information to Stakeholders, describing the types of information that can be provided to stakeholders, including legal basis, type of information and relationships with relevant agencies.</p> <p>All information requests from stakeholder will be handled by relevant department. For example: CSR department responsible for inquiry from local community, media, NGO including dispute</p>	<p>Comply</p>

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<p>grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). - Major Compliance -</p>	<p>or complaint; Human Resources Department responsible for worker consultation, worker union or government authorities related to manpower/labor issue; Purchasing Department responsibility to communicate regulation's, environment's, health and safety and social's requirement to all supplier.</p> <p>PT Inti Indosawit Subur – Muara Bulian POM and Estate has made a list of documents that are publicly accessible recorded in "Formulir Distribusi Informasi" (Open to Public) and is updated on 01 January 2017, such as:</p> <ul style="list-style-type: none"> a) Laws and regulation document: Permit and license (Izin Lokasi, Izin Usaha Perkebunan, Hak Guna Usaha, etc.); b) Environmental document: AMDAL document (SEIA), RKL-RPL document (environmental management and monitoring report), permit for temporary hazardous waste storage, waste management plan, environmental policy, HCV identification document, pollution management plan etc. c) Social document: Social Impact Assessment (SIA) "Study Evaluasi Lingkungan" which covering social impact assessment. This SEL has been approved by Ministry Agriculture no. 220/687/B/IV/1994, Social program, Community development program, company policies, etc. d) Human rights policy that has been published No.298/ES-KTS/Memo/08/14 dated 26th August 2014 which also covering ethics in business that stated that "ethical behavior, Prohibition of all forms of corruption, bribery in the conduct or transaction of business practices and fraudulent use of funds". <p>Smallholders:</p> <p>Plasma Muara Bulian has list of document that can be access by stakeholder updated on 23rd January 2018 consist of 20 type of document, such as:</p> <ul style="list-style-type: none"> - Copy of land rights, - "Akte Pendirian Koperasi', - Tanda Daftar Perusahaan/TDP (Registered 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>KUDs permit),</p> <ul style="list-style-type: none"> - Rencana Kerja KUD (KUDs budget) consist of projection FFB and operational cost), monitoring of IPM, fertilizing and harvesting), accident record, OHS Manual. - Etc. <p>Notice board onsite contain information such as legal register, list of HCV and RTE, OSHA and environmental plan, policies and consultation, communication procedure and etc.</p> <p>Interviewed the farmer and confirmed all visitors and all requests for information are referred to the Plasma Manager and head of KUD. Scheme Manager cooperated with scheme smallholders has provide list of documents able to acces by their stakeholders, such as: copy of land rights, "Akte Pendirian Koperasi", Tanda Daftar Perusahaan/TDP (Registered KUDs permit), Rencana Kerja KUD (KUDs budget) consist of projection FFB and operational cost), monitoring of IPM, fertilizing and harvesting), accident record, OHS Manual. Scheme Smallholders also has procedure for communication, complaint and dispute as documented in "Mekanisme Komunikasi dan Komplain".</p>	
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p>	<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>Muara Bulian Estate and POM:</p> <p>The company has a written policy committing to a code of ethical conduct and integrity in all operations and transactions presented in "Kebijakan Perusahaan signed 1st December 2014" which also covering ethics in business which stated that "ethical behavior, Prohibition of all forms of corruption, bribery in the conduct or transaction of business practices and fraudulent use of funds "(Perusahaan berkomitmen berperilaku etis dalam berbisnis pada seluruh transaksi dan operasi bisnis, pelarangan seluruh bentuk korupsi, penyuaipan dan penipuan dalam penggunaan dana dan sumber daya)".</p> <p>That policy has been informed to all employees and it also has been posted in public area as well as been socialized in every morning briefing so that it can be accessed by all employees.</p> <p>The policy has been disseminated to all level, on</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>19 March 2018 to all workers in Muara Bulian Estate and on 21 March 2018 for contractor in Muara Bulian Estate. On 22-23 March 2018 performed socialization to all workers in Muara Bulian Mill.</p> <p>Smallholders:</p> <p>The KUDs have policy ethical conduct in "Kebijakan Koperasi" dated 2nd October 2017: Berkomitmen berperilaku etis pada seluruh transaksi dan operasi, pelarangan seluruh bentuk korupsi, penyuapan dan penipuan dalam penggunaan dana dan sumber daya (commitment to implement code of ethical conduct and integrity in all operation, no corruption, bribery and fraudulent use of fund and resources). The policy has been socialized to all operation on 14 January 2018 including employees, farmers KUD officer and several road maintenance contractors/supplier.</p> <p>Base on verification on document "Buku Pintar" that socialization of group's policy on ethical conduct to all farmers has been conducted on 14 January 2018.</p>	
Principle 2: Compliance with applicable laws and regulations		
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.		
<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance –</p> <p>Muara Bulian Estate and Mill:</p> <p>PT Inti Indosawit Subur proves its compliance toward the applicable regulations, for example: having plantation permit, having a license for Temporary Hazardous Waste Storage and having environment impact analysis and the provision of social insurance for manpower. The entire copy of the rules is stored in the office of each unit. Based on interviews with relevant institutions in Batanghari Regency (Plantation Agency, Labour Agency, Environment Bodies and the Land Office), it is noted that the management unit has been complied with the regulations related to their business.</p> <p>However, regarding to the manpower regulation, the Certificate Holder was not implement the "Keputusan Menteri Tenaga Kerja No.100 Tahun 2004 tentang Ketentuan Pelaksanaan Perjanjian Kerja Waktu Tertentu". The Certificate Holder cannot demonstrate that status of employees from casual worker (Pekerja</p>	<p>NC</p>

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	<p>Harian Lepas) promote to permanent worker (Pekerja Tetap) in Muara Bulian Estate, Mill and Smallholder's. MAJOR NC</p> <p>Smallholders:</p> <p>The entire cooperatives has had legal entity for each organization or KUD. There is no significant changes on their legal compliance. Status of land ownership rights for all smallholders are still valid. During ASA-1_2, the process to obtaining of smallholders register or Surat Tanda Daftar Budidaya is still in progress.</p> <p>Update of legal requirements for smallholders related submission of Smallholders Register or "Surat Tanda Daftar Usaha Perkebunan/STDB". The scheme manager submits this letter to Plantation Agency of Batang Hari regency as per letter No: 23/EKS-KLM/VII/2016, dated 30 July 2016. During ASA-1.1, there is no respond or feedback from its agency even though all requirements has been completed e.g: Land ownership right (Hak Milik), smallholder's ID card.</p> <p>Auditor team checked and verified on sample cooperatives: KUD Barokah, KUD Budi Sari and KUD Karya Lestari.</p>	
<p>2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance –</p>	<p>The certificate holder has a mechanism to identify and evaluate compliance with applicable laws and regulation. It is documented on procedure "SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya" (No. SOP; AA-GL-5001.1-RO) dated 5th December 2009). PIC to manage, set of legal document, list of applicable laws and regulations, relevant sections within the law is identified in the SOP.</p> <p>Smallholders:</p> <p>The documented system is same with the own estate, but the list of applicable laws are only applied for smallholders organization.</p>	<p>Comply</p>
<p>2.1.3</p> <p>A mechanism for ensuring compliance shall be implemented. - Minor compliance –</p>	<p>Internal audit is one of mechanism for ensuring compliance with the laws. An internal audit for Muara Bulian Estate and Mill has been conducted on 15 January 2018.</p> <p>Smallholders:</p> <p>Internal audit for smallholders is performed on 18 January 2018 (KUD Barokah, KUD Subur Makmur and KUD Budi Sari), while for KUD Makmur Rejeki, KUD Karya Lestari and KUD</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Tuah Sakato an internal audit conducted on 19 January 2018. PIC who conducting internal audit for smallholders is HUMAS department.</p>	
<p>2.1.4 A system for tracking any changes in the law shall be available and implemented. - Minor compliance –</p>	<p>“Evaluasi Kepatuhan Hukum” is the documented output of internal audit process and part of system for tracking any changes in the law.</p> <p>Document of “Evaluasi Kepatuhan Hukum”, dated 15 January 2018 covering Muara Bulian Estate and Mill, whilst for smallholders is dated on 18 and 19 January 2018.</p>	<p>Comply</p>
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -</p>	<p>There is no changes a legal ownership of the certificate holder. Land use title for Muara Bulian Estate and Mill totally 1,856.41 Ha, covering:</p> <ol style="list-style-type: none"> 1. HGU Certificate No. 1/2003, total area 1,256.18 Ha. 2. HGU Certificate No. 4/2003, total area 523.42 Ha. 3. HGU Certificate No. 2/2003, total area 32.48 Ha. 4. HGU Certificate No. 2/2003, total area 17.09 Ha. 5. HGU Certificate No. 1/2003, total area 27.27 Ha. <p>All these land use title are still valid. The actual legal use is based on area statement May 2018 are:</p> <ul style="list-style-type: none"> - Mature area: 851.20 Ha - Immature area: 875.21 Ha - Total Planted: 1,726.41 Ha - HCV area: 76.18 Ha - Infrastructure: 53.82 Ha - Total area: 1,856.41 Ha <p>Smallholders: Status of legal ownership for smallholders are land ownership rights or “Sertipikat Hak Milik (SHM)”. There are 3,118 farmers/smallholders has had land ownership rights with total managed area is 6,958 Ha. Land ownership status of smallholder scheme is granted by government program namely Transmigration Program “PIR-TRANS” since 1992 – 1995.</p>	<p>Comply</p>
<p>2.2.2 Legal boundaries are demonstrated clearly and maintained. - Minor compliance -</p>	<p>The certificate holder has a map of legal boundaries sources from 5 Land Title or “HGU”. Monitoring of boundary poles conducted periodically every 6 months Auditor verifies of three (3) boundary poles using GPS Data app</p>	<p>NC</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>version 3.6.0 to ensure accuracy of coordinates position. Sample of boundaries visited referred to HGU certificate No.4 Year 2003 dated 3rd September 2003 (523.42 Ha) are:</p> <ol style="list-style-type: none"> 1. BM 14 (Block A17G, Afdeling 1): Lat: 1° 33' 30.72" S, Lon: 103° 13' 6.22" E. 2. BPN 02 (Block A17C, Afdeling 1): Lat: 1° 34' 12.80" S, Lon: 103° 13' 17.07" E. 3. BPN 04 (Block B17G, Afdeling 1): Lat: 1° 34' 28.32" S, Lon: 103° 12' 35.05" E. <p>All boundary poles are visible and well maintained.</p> <p>Smallholders: The smallholder's scheme manager able to show the document: Monitoring of boundaries poles installation "Monitoring Pemasangan Batas Kapling Tahun 2018" for all smallholder's (SP-1; SP-2; SP-3; SP-4; SP-5; Tuah Sakato). this document contains of Cooperative, Block/Hamparan, Size (Ha), No. of plots, Installed 2017 and timeline (Jan-Dec) of 2018. Based on this this document, monitoring conducted every 6 months (Jan-Jun).</p> <p>During site visit at sample of smallholder's plot as follow:</p> <ol style="list-style-type: none"> 1. KUD Barokah: Block/Hamparan 88 (Plot No. 2390; 2398, 2399); Block/Hamparan 81 (Plot No. 2016, 1941, 1994, 1935) 2. KUD Karya Lestari: Block/Hamparan 65 (Plot No. 1330, 1332); and Block/Hamparan 72 (Plot No. 1487, 1537) <p>Auditor did not found that boundary poles are in place. However, it is recurrence findings from previous assessment on the same indicator with same issue. There is no mechanism to monitor corrective action made was effective. Escalated to Major NC.</p>	
<p>2.2.3</p>	<p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p> <p>Muara Bulian Estate and Mill:</p> <p>According to stakeholder's consultation with National Land Agency at Batang Hari Regency, there is no any land disputes within the estate area.</p> <p>Smallholders:</p> <p>During interview with individual farmers/smallholders at sample plot taken, there is no land disputes since the development began</p>	<p>Comply</p>

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	in 1993/1994. Because Land ownership status of smallholder scheme is granted by government program namely Transmigration Program since 1992 – 1995.	
<p>2.2.4</p> <p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Muara Bulian Estate and Mill:</p> <p>According to stakeholder’s consultation with National Land Agency at Batang Hari Regency, there is no any land disputes within the estate area.</p> <p>Smallholders:</p> <p>During interview with individual farmers/smallholders at sample plot taken, there is no land disputes since the development began in 1993/1994. Because Land ownership status of smallholder scheme is granted by government program namely Transmigration Program since 1992 – 1995.</p>	Comply
<p>2.2.5</p> <p>For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.</p> <p>- Minor compliance –</p>	<p>Muara Bulian Estate and Mill:</p> <p>According to stakeholder’s consultation with National Land Agency at Batang Hari Regency, there is no any land disputes within the estate area.</p> <p>Smallholders:</p> <p>During interview with individual farmers/smallholders at sample plot taken, there is no land disputes since the development began in 1993/1994. Because Land ownership status of smallholder scheme is granted by government program namely Transmigration Program since 1992 – 1995.</p>	Comply
<p>2.2.6</p> <p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations.</p> <p>- Major compliance –</p>	<p>During field observation and interview with sampled workers in Muara Bulian Estate and Mill, there is no evidence in form of violence, intimidation and/or confrontation. Both workers and officer are respect to each others.</p> <p>Smallholders:</p> <p>During interview with individual farmers/smallholders at sample plot taken, there is no violence on their lands.</p>	Comply
<p>Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>		
<p>2.3.1</p> <p>Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed</p>	<p>“Peta Bidang Tanah” scale 1:30,000 is a appropriate map for legal use right of PT Inti Indosawit Subur – Muara Bulian Estate and Mill. There are 5 maps which referred to the company</p>	Comply

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	<p>through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities). - Major compliance -</p> <p>land use right (HGU).</p> <p>Smallholders: An appropriate map is available in all ownership certificates (SHM) of the farmers. There are 3,118 ownership rights certificates (SHM) and the map of their plot within.</p> <p>Both Muara Bulian Estate, Mill and Smallholders, there is no traditional use or customary right within the certified area.</p>	
<p>2.3.2</p>	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include: a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation See specific guidance 2.3.2 - Minor compliance -</p> <p>Muara Bulian Estate and Mill: The certificate holder (company) has had land use rights "HGU" for its area. FPIC process has been completed prior to obtained the land use title in 2003.</p> <p>Smallholders: Based on interview with smallholder's cooperative head (Ketua KUD Budi Sari, KUD Barokah dan KUD Karya Lestari) it was informed that if there is any transfer of ownership rights between farmer's should be report to cooperative and village head, then will be updated by cooperative for status of membership. Sample at KUD Budi Sari: Plot No. 726 (Hamparan/Block 31), previous ownership is Mr. Anwar, transferred to Mrs. Sarmada.</p>	<p>Comply</p>
<p>2.3.3</p>	<p>Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -</p> <p>Both Muara Bulian Estate, Mill and Smallholders, there is no traditional use or customary right within the certified area.</p>	<p>Comply</p>
<p>2.3.4</p>	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -</p> <p>According to information gathered during stakeholder consultation in 3-5 July 2018 with representatives of villages, it is confirmed that no customary land or other use right over the certified area, including within the smallholders area.</p> <p>In another side, during interview with KUD Barokah, KUD Budi Sari and KUD Karya Lestari officer, there is no land conflict raised between smallholder members nor other parties. This information already confirmed with sampled land owner during interview at smallholder site.</p>	<p>Comply</p>

Principle 3: Commitment to long-term economic and financial viability

Criterion 3.1:
 There is an implemented management plan that aims to achieve long-term economic and financial viability.

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<p>3.1.1 A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders. - Major compliance-</p>	<p>Certificate holder has had three years' management plan covering Own Estate, Mill and Smallholder's scheme updated 6th July 2017, as follow:</p> <ol style="list-style-type: none"> Planting Material. MARIHAT: YoP 1991, 1992, 1993, 1994, 1996, 1997. TOPAZ: Year of Planting 2016 and 2017 (only for own estate). Yield (Ton FFB/Ha): <table border="1" data-bbox="715 629 1273 1055"> <thead> <tr> <th>YoP</th> <th>Act (Jan-Jun 18)</th> <th>Budget 2018</th> <th>Target 2019</th> <th>Target 2020</th> <th>Target 2021</th> </tr> </thead> <tbody> <tr><td>1991</td><td>15.50</td><td>19.61</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>1992</td><td>14.90</td><td>14.08</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>1993</td><td>10.70</td><td>12.18</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>1994</td><td>11.61</td><td>14.48</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>2016</td><td>-</td><td>-</td><td>9.05</td><td>11.20</td><td>14.20</td></tr> <tr><td>2017</td><td>-</td><td>-</td><td>-</td><td>10.10</td><td>13.70</td></tr> <tr><td>Avg</td><td>14.28</td><td>17.39</td><td>9.05</td><td>10.65</td><td>13.95</td></tr> </tbody> </table> <p>3. OER dan KER</p> <table border="1" data-bbox="715 1115 1273 1234"> <thead> <tr> <th>Extract Ratio</th> <th>Act (Jan-Jun 18)</th> <th>Budget 2018</th> <th>Target 2019</th> <th>Target 2020</th> <th>Target 2021</th> </tr> </thead> <tbody> <tr><td>OER</td><td>20.64</td><td>22.10</td><td>21.55</td><td>21.55</td><td>21.55</td></tr> <tr><td>KER</td><td>5.37</td><td>5.70</td><td>5.70</td><td>5.70</td><td>5.70</td></tr> </tbody> </table> <p>Smallholder: Smallholder organization has a long-term plan period 2018 - 2021. This long-term plan includes projections FFB yield.</p> <table border="1" data-bbox="715 1406 1310 2029"> <thead> <tr> <th>KUD / Smallholder's Cooperative</th> <th>Size (Ha)</th> <th>Act (Jan-Jun 18)</th> <th>Budget 2018</th> <th>Target 2019</th> <th>Target 2020</th> <th>Target 2021</th> </tr> </thead> <tbody> <tr><td>Barokah (SP1)</td><td>1,240</td><td>7.37</td><td>21.80</td><td>21.80</td><td>21.80</td><td>20.10</td></tr> <tr><td>Subur Makmur (SP2)</td><td>1,130</td><td>9.15</td><td>21.90</td><td>21.90</td><td>21.90</td><td>20.10</td></tr> <tr><td>Budi Sari (SP3)</td><td>900</td><td>7.23</td><td>20.30</td><td>20.30</td><td>20.30</td><td>19.50</td></tr> <tr><td>Makmur Rejeki (SP4)</td><td>730</td><td>5.80</td><td>20.00</td><td>20.00</td><td>20.00</td><td>19.20</td></tr> <tr><td>Karya Lestari (SP5)</td><td>710</td><td>7.66</td><td>21.80</td><td>21.80</td><td>21.80</td><td>20.10</td></tr> <tr><td>Tuah Sakato (Danau</td><td>1,500</td><td>6.74</td><td>19.50</td><td>19.50</td><td>19.50</td><td>20.00</td></tr> </tbody> </table>	YoP	Act (Jan-Jun 18)	Budget 2018	Target 2019	Target 2020	Target 2021	1991	15.50	19.61	-	-	-	1992	14.90	14.08	-	-	-	1993	10.70	12.18	-	-	-	1994	11.61	14.48	-	-	-	2016	-	-	9.05	11.20	14.20	2017	-	-	-	10.10	13.70	Avg	14.28	17.39	9.05	10.65	13.95	Extract Ratio	Act (Jan-Jun 18)	Budget 2018	Target 2019	Target 2020	Target 2021	OER	20.64	22.10	21.55	21.55	21.55	KER	5.37	5.70	5.70	5.70	5.70	KUD / Smallholder's Cooperative	Size (Ha)	Act (Jan-Jun 18)	Budget 2018	Target 2019	Target 2020	Target 2021	Barokah (SP1)	1,240	7.37	21.80	21.80	21.80	20.10	Subur Makmur (SP2)	1,130	9.15	21.90	21.90	21.90	20.10	Budi Sari (SP3)	900	7.23	20.30	20.30	20.30	19.50	Makmur Rejeki (SP4)	730	5.80	20.00	20.00	20.00	19.20	Karya Lestari (SP5)	710	7.66	21.80	21.80	21.80	20.10	Tuah Sakato (Danau	1,500	6.74	19.50	19.50	19.50	20.00	<p>Comply</p>
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		Embat)																														
		Tuah Sakato (Rantau Kapas)	244	4.94	19.00	19.00	19.00	20.00																								
		Tuah Sakato (Terusan)	504	7.93	17.50	17.50	17.50	21.00																								
		Total	6,958	7.33	20.47	20.47	20.47	19.97																								
3.1.2	An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance-	<p>Own Estate: Muara Bulian Estate During ASA-1.1, land preparation for replanting program still running out. Based on replanting program Muara Bulian Estate period 2016 – 2019, target replanting for year 2018 is 400 Ha (planted area).</p> <p>Replanting program 2016-2019 as follow:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Riparian (Ha)</th> <th>Replanted (Ha)*</th> <th>Total (Ha)</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>9.80</td> <td>302.00</td> <td>312.00</td> </tr> <tr> <td>2017</td> <td>21.20</td> <td>573.00</td> <td>594.00</td> </tr> <tr> <td>2018</td> <td>27.60</td> <td>400.00</td> <td>428</td> </tr> <tr> <td>2019</td> <td>8.70</td> <td>512.00</td> <td>521.00</td> </tr> <tr> <td></td> <td>67.27</td> <td>1,788.00</td> <td>1,855.00</td> </tr> </tbody> </table> <p>Smallholders: At the time ASA-1.1, replanting activities for smallholders not yet conducted. Whereas, replanting program for smallholders has been available and start from 2017 upto 2027.</p> <p>According to Replanting Program "Kebun Plasma Muara Bulian period 2017 -2031", it is know that replanting for smallholder's will start in 2017 (at KUD Bulian Jaya) and 2018 (at KUD Budi Sari).</p> <p>During interview with smallholder's and field visit at smallholder's plot in KUD Budi Sari: Block/Hamparan 26 (Plot No. 675); Block/Hamparan 27 (Plot No. 558, Plot No. 608, Plot No. 620), it was clear that replanting activities was not started. Management review in yearly bases has not made by Certificate Holder and Smallholder's Scheme Manager. There is no official review statement made by the management related to postponing of replanting program to Smallholder's. minor NC</p>						Year	Riparian (Ha)	Replanted (Ha)*	Total (Ha)	2016	9.80	302.00	312.00	2017	21.20	573.00	594.00	2018	27.60	400.00	428	2019	8.70	512.00	521.00		67.27	1,788.00	1,855.00	NC
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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	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.	There is no changes on the SOP's for Mill and Estate. The procedures for estates is covering Nursery (SOP AA-APM-OP-1100.01-R4 dated 5 September 2016) upto Replanting (SOP AA-APM-OP-1100.20-R6). While, procedures on Mill are from FFB Receiving						Comply																								

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- Major compliance -	<p>(SOP AA-MPM-OP-1400.02.R2) upto Storage of CPO and PK (SOP AA-MPM-OP-1400.14-R2).</p> <p>Smallholders: Muara Bulian Smallholder has documented SOP as guidance for best agriculture practices and best management practices. The SOP was following the procedure of PT Inti Indosawit Subur. The procedure were sighted, for example:</p> <ol style="list-style-type: none"> 1. "Pembibitan" - Procedure of Nursery (SOP AA-Plasma-PP-KS-01); 2. "Pengendalian Hama dan Penyakit" - Procedure of Pest and Disease Control (SOP AA-Plasma-PP-KS-02); 3. "Pemupukan" – Procedure of Fertilizing (SOP AA-Plasma-PP-KS-03); 4. "Potong Buah" – Procedure of Harvesting (SOP AA-Plasma-PP-KS-04); 5. Procedure of Internal Communication Group Certification (007/DOK/SOP/AA2016); 6. Procedure of Assessment and Inspection Member Group Plantation (013/DOK/SOP/AA/2016); 7. FFB sale Mechanism (020/DOK/SOP/AA/2016). 	
<p>4.1.2 Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur follows procedure for internal audit under Standard Operating Procedures AA-SOP-ES-6001-R1 dated 1 March 2013. The procedure stating internal audit of minimum once a year. If there is finding, unit management shall prepare review on audit finding and prepare root cause analysis, prepare corrective action – with person in charge and completion target. The latest RSPO internal audit was done in 4 – 7 June 2018.</p> <p>Smallholders: Regular field inspection to monitor the SOP implementation has been carried out by Muara Bulian Smallholder management. Record monitoring verified for example:</p> <ul style="list-style-type: none"> - Agronomy Visit Report (11 Oct 2017) - Grading FFB, sample taken on 4 Jul 2018 for KUD Karya Lestari. - Smallholders FFB’s quality checking, sample record on 29 Jun 2018. - Internal audit for smallholders, dated 18-19 August 2018. 	Comply
<p>4.1.3 Records of monitoring and any follow-up actions shall be available.</p> <p>- Minor compliance -</p>	<p>Records of monitoring and any follow up actions related to monitoring of operation procedures can be demonstrated during audit, such as:</p> <ul style="list-style-type: none"> - RSPO internal audit, which done in 4 – 7 June 2018 in Muara Bulian Estate and Muara Bulian Palm Oil Mill. Audit resulting 4 Non Conformities identified. Corrective action has been planned and implemented to address issues found during audit. - R&D P&D Visit Report Muara Bulian Estate 	Comply

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	<p>KMB/R&D-AGRO/01-17 date of visit 17 – 18 May 2017 by Johnson Situmorang. All issue found during visit has been addressed by company as explained in indicator 4.1.2 above.</p> <ul style="list-style-type: none"> - R&D P&D Visit Report Muara Bulian Estate KMB/R&D-AGRO/01-18 date of visit 5 – 7 May 2018 by Daniel Erikson H. All issue found during visit has been addressed by company as explained in indicator 4.1.2 above. - VA Report Inti KMB/VA/FULL 01-18 by Ngu Heng Shioh, dated 4 – 7 April 2018 in Muara Bulian Estate. All issue found during visit has been addressed by company as explained in indicator 4.1.2 above. - Production Performance report, explained the FFB production performance and evaluation as well as determined production target for next year. Evaluation of FFB production each block to date June 2018 can be demonstrated. - Foreman logbook, contain information of daily work monitoring covering: harvesting, spraying, fertilizing, pest and disease census, road and infrastructure maintenance <p>Smallholders: The internal audit was conducted to check the implementation of SOP and RSPO P&C requirements, which the latest was conducted on 8 December 2017. The Smallholder Management performed record keeping of smallholders, farmer groups and KUD documents, such as:</p> <ul style="list-style-type: none"> • Training record • Membership contract • Land ownership documents • Map • License • Fertilizer and yield records. • Internal audit document 	
<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. - Major compliance -</p>	<p>Comply</p>
	<p>PT Inti Indosawit Subur – Muara Bulian POM has a policy related to purchase of non-certified FFB under “Kebijakan Perusahaan”, dated 1 December 2014. There are 14 FFB suppliers which registered as third party FFB supplier of Muara Bulian POM in 201 as listed below. FFB received from third party recorded each day in “Laporan Harian Pabrik” and reported each month in “Laporan Unit Pabrik”.</p> <ol style="list-style-type: none"> 1. CV Pandawa 58 2. SP 2 Farizal 3. SP 2 Helena 4. Kebun Tani Mandiri 5. Putra Tunggal 6. Agung Jaya Mandiri 7. KSM Plasma 8. Koperasi Makmur Plasma 	

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	<p>9. Maju Bersama Plasma 10. Koperasi Makmur 11. Maju Bersama 12. Harapan Makmur Plasma 13. Gapoktan Alam Amanah Abadi 14. Harapan Makmur</p> <p>PT Inti Indosawit Subur – Muara Bulian POM has a procedure to communicate and evaluate the source of third party FFB (non-certified) as on SOP “Pengawasan Sumber Pembelian TBS Luar” (AA- MM-506.2-R0) dated 1 January 2014. The objective of the procedure was to ensure third party FFB sourced from non-forest area, completed with legal ownership of the land.</p> <p>Smallholders: Based on field observation to Smallholder area, there is no way that FFB from third party or from outside supplier can be mixed with FFB from smallholder, because all Scheme Smallholder FFB are marked by Kerani TBS (FFB Officer) as signed that an FFB can be loaded to the truck and delivered to the Mill. Non marked FFB cannot be loaded to the transporter.</p>	
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1 A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available. - Major compliance -</p>	<p>PT Inti Indosawit Subur – Muara Bulian Estate has procedures to maintain soil fertility to ensure optimal and sustained yield, e.g. SOP AA-APM-OP-1100.05-R3 dated 23/11/2016 (Konservasi Tanah dan Air explains Soil & Water Conservation); SOP AA-APM-OP-1100.06-R6 dated 16/02/2017 (Menanam kacang related to Planting cover crops); SOP AA-APM-OP-1100.09.R5 dated 5/09/2016 (Pemupukan related to Fertilizer application).</p> <p>Soil analysis is conducted once every 7 years according to the oil palm age. The last Report of Soil Analysis issued on 28 May 2017, conducted by Asian Agri Research and Development Center (PT Nusa Pusaka Kencana Analytical and QC Laboratory) and for immature plant using fertilizer recommendation from fertilization procedure based on plant age and record on procedure no. AA-APM-OP-11.00.09-R dated 12 June 2017. Fertilizer recommendation 2018 approved by Head R&D Laboratory ASIAN AGRICULTURE Group.</p> <p>Smallholders: Muara Bulian Smallholder management has determined that the basis of fertilizer dosage determination is based on leaf analysis conducted annually. The latest periodical leaf analysis in Muara Bulian Plasma conducted in 2015, due to replanting activity which is programmed in 2016 – 2019.</p>	<p>Comply</p>

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<p>4.2.2 Records of fertilizer inputs shall be available. - Minor compliance -</p>	<p>Fertilizer recommendation and fertilizer application records are maintained. Fertilizer recommendation and realization 2018 is available in "Program dan Realisasi Pemupukan 2018" for each division. Below are sample records of fertilizer inputs in Muara Bulian Estate for year 2018.</p> <p>Smallholders: Recapitulations of fertilizer realization were recorded in Recommendation and Realization of Palm Oil Fertilization 2018 of Muara Bulian Plasma (KLM) per Farmer Group. Sample taken: - KT: 80 (Bukit Subur), Sumber Bahagia, 50 Ha of are, year of planting 1993. Recommendation fertilizer type ZA, Semester I dosage: 1.56 Kg/plant. (10,000 Kg); Realization in February 2018; dosage 1.56 Kg/plant, total fertilizers as 10,000 Kg; - KT: 88 (Tunas Harapan), KUD Barokah, 46 Ha of area, year of planting 1993; Fertilizers Recommendation for MOP, SM I dosage: 1.31 Kg/plant. Fertilizers total as 8,000 Kg; Realization on February 2018 dosage: 1.31 Kg/plant, total fertilizers as 7,700 Kg</p>	<p>Comply</p>
<p>4.2.3 Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -</p>	<p>Company is able to demonstrate periodical leaf analysis report. Leaf analysis is conducted by Asian Agri Research and Development Center, PT Nusa Pusaka Kencana. The latest periodical leaf analysis in Muara Bulian Estate conducted in 2015, due to replanting program in 2016 – 2019. The Estate doesn't have to conducted leaf analysis if the plantation will go for land clearing. Sample seen for leaf analysis 2015 is Foliar Analysis Report by Research and Development Center PT Nusa Pusaka Kencana Analytical and QC Laboratory Ref. Order: 68/LSU/AGR/05/15 dated 01/06/2015; sample Muara Bulian Estate Afdeling III, number of samples 27 + 11; date of issues 02/07/2015; Ref. number 084/INT/R&D/JUL/L/15, example Lab. Ref. 15L08476; Block C94F; YOP 1994; result 7.90% Ash; 2.39% N; 0.171% P; 1.05% K; 0.25% Mg; 0.52% Ca; and 10 ppm B.</p> <p>Smallholders: Muara Bulian Smallholder Management acknowledges that the basis of fertilizer dosage determination is based on leaf analysis that conducted annually. Due to replanting program starts in 2019, leaf and soil samples analysis were taken previously in 2015 at the same time with Muara Bulian Estate. Fertilization recommendations for 2018 is the same as 2017, it is available on the basis of each KUD.</p>	<p>Comply</p>
<p>4.2.4 A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application,</p>	<p>Certificate Holder has implemented nutrient recycling strategy such as: - Total EFB application in 2017 for mature plant was 17,160,313 kg covering 521 ha, in 2018 until</p>	<p>Comply</p>

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<p>and palm residues after replanting. - Minor compliance -</p>	<p>June was 7,800,410 kg; for immature (YOP 2016 and 2017) total application in 2017 was 20,783,217 kg covering area 1,275 Ha, and in 2018 until June was 15,399,237 kg.</p> <p>- Realization of land application in 2017 was recorded in "Program dan Realisasi Pekerjaan Pengaliran LA", example Afdeling III applied in Block C91c, C91d, C92a, C93a, covering area 82 Ha, flatbed length 18,382 m. Application dosage was 710 m³/ha/year with 4 times rotation. Total area programmed 88,164 Ha; total realized 52,031 Ha. Permit for land application is available based on "Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Batang Hari" No. 503/IPPLH-LA/02/DPMPPTSP/2017 regarding permit on uses of palm oil mill effluent on land area of PT Inti Indosawit Subur, dated 20 March 2017 valid for 3 years.</p> <p>Smallholders: There is no nutrient recycling strategy implemented in smallholder area due to distance of smallholder area from the mill and the availability of the EFB and POME.</p>	
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>4.3.1 Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Based on soil survey 2009 (28/04/2009 – 13/05/2009), it was noted that no fragile soil (all mineral soil). Muara Bulian Estate demonstrates soil classification map "Peta sebaran seri tanah" with scale 1:25,000, indicating the soil classification composed of Typic Dystrudepts, Typic Endoaquepts, Typic Endoaquults and Typic Kandiodults.</p> <p>The slope in the plantation, between 0-30%. (Steep slope categorized as >20° or 40%, Hilly slope between 13° – 20°. Terracing made in the slope 10° – 15°).</p> <p>Soil suitability analysis indicating the natural limitation in form of sandy texture, poor drainage, natural fertility, topography. The area of 563 Ha in Muara Bulian Estate is not suitable with requirement due to slope more than 30%.</p> <p>Smallholders: The soil map was available at plasma Muara Bulian office and KUD office with scale 1:40,000. There are 3 series of soil type defined by Research and Development Asian Agri based on soil survey on March 2014:</p> <ol style="list-style-type: none"> 1. Kompleks Typic Endoaquepts seri Singoan 2. Kompleks Typic Dystrudepts seri Bulian 	<p>Comply</p>

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	<p>3. Kompleks Typic Kandiudults seri Bulian According to the type soil in Plasma Muara Bulian, there is no fragile soil identified in plasma area of Muara Bulian.</p>	
<p>4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -</p>	<p>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>The realization of soil and water conservation work are:</p> <ol style="list-style-type: none"> 1. Terracing and maintenance of terraces. Terracing in Muara Bulian Estate apply to area with slop 10° – 15°. since January – May 2018 Muara Bulian Estate has realizing 57,126 m and in 2017 plan of terracing was 108,000 m. 2. Planting in sloping area done with 4m wide and the distance between the terrace 7.3m. In the sloping area is also done planting land cover crop to hold the rate of water and preparation of frond L-shaped. <p>Smallholders: The Plasma Muara Bulian management has established the guidance on management strategy for plantings on slopes above a certain limit. The mechanism was defined in "Draft Replanting Kebun Plasma Muara Bulian". In the document has determined strategy control erosion particular in slope area (10° – 15°). In the sloping area 10° – 15° Plasma Muara Bulian create the terracing and individual terrace in area with slope 15° - 10°. Terrace was made with 7.30 m distance between each terrace with 4 m wide. Plasma Muara Bulian also has applied U shape stacking frond in slope area to reduce erosion. During field visit, it can be demonstrated that smallholder member applied the U shape frond stacking in the slope area. Monitoring from Plasma Management regarding U shape implementation has been conducted and recorded in "Penyusunan Pelepah Kebun lasma Muara Bulian". Sample seen in KUD Barokah, KUD Budi Sari and KUD Karya Lestari.</p>	<p>Comply</p>
<p>4.3.3 A road maintenance program shall be in place. - Minor compliance –</p>	<p>Procedure for road maintenance has been established. Company have established road maintenance program for main road, collection road and access road by manual and mechanical maintenance. Road maintenance includes</p>	<p>Comply</p>

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	<p>manual, grading and compacting and road hardening. Budget for Grading and Compacting 2018 is available including the realization. Road maintenance program and progress was made and recorded in "Program dan Realisasi Pekerjaan Grading & Pengerasan Jalan 2018" and "Laporan Unit Kebun Muara Bulian", consist of road maintenance in each block, distance and actual road maintenance. E.g road maintenance manually from January – May 2018 budget was 60,176 m and realization was 51,250 m (%); road hardening since January – May 2018 budget was 3,799 mtr and realization was 1,804 m. The plan will be completed on December 2018.</p> <p>Manual road maintenance implemented based on Division Work Program or road condition. Mechanical road maintenance use heavy equipment – motor grader and compactor. The mechanical road maintenance program provided for all Afdeling (division) and detailed in Blocks. Manual and mechanical road maintenance realization recorded includes complex area maintained, distance of road maintained, diesel fuel consumption and quantity of gravel. During audit it was observed that road passed was in good condition.</p> <p>Smallholders: The roads are maintained by Group Manager. The Plasma Muara Bulian management established the maps for all farmers that clearly marks on FFB evacuation route and conduct 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. Road maintenance programme to maintained good road condition has been established by ICS management. Record of road maintenance presented in "Laporan Unit Kebun Plasma Muara Bulian" chapter "Kondisi Jalan s.d Bulan Ini" and Progress Perbaikan Jalan s.d Bulan Ini". For example, Total road condition until May 2018 : 233,954 m (51.15%) in good condition, 143,117 m (31.29%) in medium condition and 80,323 m (17.56%) in broken condition. Plasma Muara Bulian has conducted road service and has performed the progress until May 2018: 13,270 m repairing road medium condition, and 89,997 m repairing road broken condition (total road</p>	

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	<p>service and maintenance was 103,267 m). Road maintenance and service also recorded in "Surat Pengakuan Hutang" which contain the information of road maintenance result and invoice of road maintenance cost to each KUD.</p> <p>For example:</p> <ul style="list-style-type: none"> • Surat Pengakuan Hutang No. KLM/2018/02/SPH-ALAT/001 dated 22 February 2018, road maintenance in KUD Barokah Hambaran 90, 86 and 94 with total 53 HM and cost Rp. ****. • Surat Pengakuan Hutang Nomor: KLM/2018/06/SPH-ALAT/007 dated 25 June 2018, road maintenance in KUD Budi Sari Hambaran 31 with total 49 HM and cost Rp.***. • - Pengakuan Hutang Nomor: KLM/2018/06/SPH-ALAT/008 dated 25 June 2018, road maintenance in KUD Budi Sari Hambaran 70 with total 30 HM and cost Rp.***. 	
<p>4.3.4</p> <p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>Based on soil analysis, there is no peat soil in PT Inti Indosawit Subur Muara Bulian Estate. The map indicated the predominant soil type consist of mineral soil composed of Typic Dystrudepts, Typic Endoaquepts, Typic Endoaquults and Typic Kandiuults.</p> <p>Smallholders: No peat soil in Plasma Muara Bulian, verified the soil type maps was found that there is no peat soil involve in the Plasma Muara Bulian area.</p>	<p>Comply</p>
<p>4.3.5</p> <p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p>	<p>Based on soil analysis, there is no peat soil in PT Inti Indosawit Subur Muara Bulian Estate. The map indicated the predominant soil type consist of mineral soil composed of Typic Dystrudepts, Typic Endoaquepts, Typic Endoaquults and Typic Kandiuults.</p> <p>Smallholders: No peat soil in Plasma Muara Bulian, verified the soil type maps was found that there is no peat soil involve in the Plasma Muara Bulian area.</p>	<p>Comply</p>
<p>4.3.6</p> <p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>Based on soil analysis, there is no peat soil in PT Inti Indosawit Subur Muara Bulian Estate. The map indicated the predominant soil type consist of mineral soil composed of Typic Dystrudepts, Typic Endoaquepts, Typic Endoaquults and Typic Kandiuults.</p>	<p>Comply</p>

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	<p>Smallholders: No peat soil in Plasma Muara Bulian, verified the soil type maps was found that there is no peat soil involve in the Plasma Muara Bulian area.</p>		
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>			
<p>4.4.1</p>	<p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>The company and scheme smallholders have established water management plan, consist of management water supply for domestic, water consumption and measurement of water quality. The Company has a water management document, both in the estate and mill. Monitoring the implementation of water management has been implemented on a regular basis, such as surface water quality monitoring are available in the report of RKL / RPL. Company has analysed water quality each semester to ensure the compliance against PP No. 82 tahun 2001 regarding water quality standard.</p> <p>Procedure SOP AA-APM-OP-1100.05. R1 "Konservasi Tanah dan Air" has been established to maintain the quality and availability of water. Procedures was also established for protection and management of riparian buffer zones at or before replanting. Procedure mentioned that in 50m on the left and right side of riparian buffer zones, estates are prohibited to apply agrochemical, used manual manuring and river bank was planted by erosion barrier crop (planting of "vetiver" grass, Pheronema canescens and Bamboosa sp). The organisation also has policy that prohibits estates for planting in 50m on the left and right side of riparian buffer zones at or before replanting. Warning board placed regarding prohibition to apply agrochemicals and fertiliser in the buffer zone. Riparian buffers of small natural water courses were 50 metres wide on both sides of the rivers as defined in the procedure AA-KL-12-EFP "Restorasi Riparian dan Areal Sekitar Danau/Waduk atau Mata Air lainnya". Several evidence of maintaining quality and availability of water were evident, such as plan and realisation of riparian management, installation of warning boards, planting erosion prevention plan (e.g.Pheronema canescens, Terminalia cattapa, Bamboosa sp and vetiver grass) and monitoring of water quality.</p>	<p>Comply</p>

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	<p>PT Inti Indosawit Subur has a permit for use of surface water as per “Keputusan Menteri Pekerjaan Umum dan Perumahan Rakyat nomor 542/KPTS/M/2016, tentang Pemberian Izin Pengusahaan Sumber Daya Air Kepada Perseroan Terbatas Inti Indosawit Subur untuk Usaha Industri di Sei Singoan” the located for Sei Singoan, allowed debit was 45,000 m3/month or 41,67 liters/second, dated 15 July 2016 – valid until 2 years.</p> <p>Mill and estate has conducted analysis and measurement of surface water, ground water and consumed water (consumed by employees and local people) periodically (every semester and annually). Monitoring of water quality in upstream – downstream Sengoan river conducted on 24 October – 2 November 2017 by Sucofindo Laboratory. Analysis result No. 03866/CLAKAK shown that the water quality was met with the standard PP No. 82 tahun 2001. Ground water quality also analyzed by Sucofindo laboratory each semester, latest analysis conducted on 24 October – 2 November 2017, resul analysis No. 03865/CLAKAK shown that water quality was met with the standard Permenkes 492/Menkes/SK/IV/2010.</p> <p>Smallholders: Group manager has provided the Policy related to implementation the water management plan, as per “Kebijakan Group Manager” dated 2 December 2016, in poin 8 mentioned “Melakukan kajian dan pengelolaan tata air dari seluruh kebun yang telah ditanam maupun sebelum replanting...”.</p> <p>Drainage maintenance has been applied by Plasma Muara Bulian. Management has monitored the implementation of drainage maintenance recorded in “Pemeliharaan Drainase”. Drainage maintenance application such as: drainage cleaning from palm frond.</p> <p>The Map for all water ways and water bodies has provide in “Peta Topografi Kebun Plasma Muara Bulian” with scale 1:45.000 in Legend has shown the river (Singoan river). This map was done during HCV (Nilai Konservasi Tinggi) Report in 2011.</p>	
4.4.2	Protection of water courses and wetlands, including securing and maintaining appropriate riparian and	The company has developed the procedure for protection and maintain appropriate riparian under “SOP Pengelolaan Riparian” no AA-APM- Comply

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<p>other buffer zones, at the time of or prior to replanting shall be demonstrated. - Major compliance -</p>	<p>OP-1100.21-R2, dated 7 December 2015, it is stated that during the land clearing, area along the river shall be conserved. This was evidence during replanting, presently in Muara Bulian estates. The required buffer zones were seen to have been established during this process. The buffer zones are in places, to prevent run off, coming from nutrients and chemicals through the planting upkeep.</p> <p>Company has water source management: Identification of water source and wetland, as indicated in HCV report. The water source identified mill's water reservoir and river. Policy to prohibit chemical application in riparian zone. Policy to prohibit fish poisoning and prohibit wood cutting in area of company plantation.</p> <p>Estate had program of restoration and conserving the water course such as planting Terminalia cattapa and vetiver grass on riparian area of Sengoan River. No chemical-related operation on riparian area. Riparian area was marked with radius 50 meters from both side of the river as per procedure AA-KL-12-EFP Restorasi Riparian dan Areal Sekitar Danau/Waduk atau Mata Air lainnya.</p> <p>Smallholders: Group Manager has issued the policy related for protection and maintenance appropriate riparian. The information availbe on the field (sign board). Plasma Muara Bulian has a policy to prohibit spraying activity near to riparian area (3–5m) from the small river/waterways according to "Memorandum No: 030/IIS-KLM/MANAGER/MEMO/9/17 dated 12 September 2017. Riparian Protection was established and described about buffer zone, riparian buffer and natural river.</p> <p>Riparian Protection was established and brief about buffer zone, riparian buffer and natural river. Environmental Management was provided to the farmers to brief on the riparian and buffer zones.</p> <p>Training Environmental Management was provided to the farmers to brief on the riparian and buffer zones. Training and socialization on Environmental Management has been provided</p>	

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	<p>to the farmers to brief on the riparian and buffer zones. Evidence of training can be demonstrated during audit. Interview with smallholder member conducted during audit and indicated that smallholder member has understand regarding the policy of prohibition activity which potentially polluted the river/waterways in riparian area 3–5m.</p>	
<p>4.4.3 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). - Minor compliance –</p>	<p>Review of the results for the BOD POME Monitoring complied with all effluent discharge license parameters (KepmenLH No. 28 year 2003 with regards to BOD limits of effluent discharge for land application). Result of BOD sampling analysis has shown that no more than 5,000 mg/Liter as required by Indonesian regulation. BOD monitoring result for semester 1 in 2018 location in outlet conducted by UPTD Laboratorium Lingkungan Daerah Pemerintah Propinsi Jambi. All parameter is comply with Threshold.</p> <p>Palm Oil Mill waste water/effluent in PT Inti Indosawit Subur plantations are used as an organic fertilizer (land application) with area of 200 hectares, in block B92c, C91e, C91f, C91d, C92a, C93a and block C91c. PT Inti Indosawit Subur Muara Bulian POM has a permit for land application according to “Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Batanghari Nomor: 503/IPPLH-LA/02/DPMPSTP/2017” dated 20 March 2017 valid until 3 years.</p> <p>Report on the implementation of Palm Oil Mill waste water/effluent Application (land application) and analysis result of POME was reported regularly each month to the Badan Lingkungan Hidup (BLH) Kabupaten Batanghari. During audit, report from January – May 2018 can be demonstrated and the receipt from BLH Kabupaten Batanghari can be shown.</p>	<p>Comply</p>
<p>4.4.4 Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance –</p>	<p>Muara Bulian Palm Oil Mill has monitored the use of water includes monitoring of water usage for mill processing and domestic usage. Record of water usage for FFB processed is recorded under “Mill Operation Summary 2017 and 2018”. Review on record confirmed that water usage by Muara Bulian POM and Estate was met with the approved budget for processing and domestic. Budget for water consumption process in 2018 was 1.45 m³/ton FFB for total water</p>	<p>Comply</p>

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	<p>consumption (process 1.21 m³/ton FFB and 0.24 m³/ton FFB for domestic). The average of actual water consumption in 2018 since January – May 2018 was 1.73 m³/ton FFB (for process 1.05 m³/ton FFB and for domestic 0.63 m³/ton FFB). The water consumption for domestic usage was higher than budget due to increasing demand for domestic, watering and other party. Annual budget water usage total in 2017 was 1.80 m³/ton FFB and the actual water usage total in 2017 was 1.74 m³/ton FFB.</p>	
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>		
<p>4.5.1</p>	<p>Monitoring of Integrated Pest Management (IPM) plan implementation shall be available. - Major compliance -</p> <p>Integrated Pest Management Plan has been developed and documented by PT Inti Indosawit Subur – Muara Bulian Estate. IPM Plan has been prepared within annual budget 2018. Muara Bulian Estate established Division Work Program annually for IPM for each Division/Afdeling. IPM plan includes detection and census of pest and diseases, weeds controlling, planting and upkeep of beneficial plant, use of pesticide and herbicide.</p> <p>IPM plan include the following:</p> <ul style="list-style-type: none"> • Identification of potential pests and thresholds • The techniques used (cultural, biological, mechanical and physical methods) • The native species used as part of the biological control method • Reducing the use of chemicals over a period of time • Prophylactic use of pesticides • Minimization of pesticide use • Review on the plans to suit the present condition such as replanting <p>Smallholders: The justification of pesticide used in Muara Bulian Smallholder is explained under company procedure. Management of Muara Bulian Smallholder shows "SOP Pengendalian Gulma No.AA-APM-OP-11100.08-R1" dated 01/11/2008. Chapter IV explains the weed control program for woody, grass, fern, caladium, wild banana (<i>Musa spp</i>), and <i>Asystasia</i>. It does explain active ingredients use to control such weed, dosage per application, type of nozzle used and volume of spraying per application.</p>	<p>NC</p>

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	<p>Census Report of Muara Bulian Smallholder has not described real condition. Based on interview with smallholders and field observation to KUD Budi Sari, Block/Hamparan 26 (Plot no. 724 and 743), in 2017 there was a pest infestation (nettle caterpillar). However, monitoring record regarding such issues is not available. MAJOR NC is raised.</p>	
<p>4.5.2 Training records of Integrated Pest Management (IPM) shall be available. - Minor compliance –</p>	<p>Refresher training of Integrated Pest Management is conducted annually. Latest refresher training of Integrated Pest Management to IPM workers has been performed in June 2018 by internal Assistant and Managers. Records of training were evidenced. Personnel interviewed during field observation were verified has received training of IPM.</p> <p>Smallholder: Muara Bulian Smallholder management has conducted training to farmers annually related integrated pest management. Farmer members have participated in training related to integrated pest control, for example: on 7 September 2017; refreshment training on integrated pest management at KUD Barokah, attended by 35 participants. Training material and attendance list were available. Training material covers goal of IPM, mechanism of monitoring and control, type of oil palm disease and control of disease.</p>	<p>Comply</p>
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>		
<p>4.6.1 Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species. - Major compliance -</p>	<p>The justification of pesticide used in PT Inti Indosawit Subur – Muara Bulian Estate is explained under company procedure. PT Inti Indosawit Subur – Muara Bulilan Estate shows "SOP Pengendalian Gulma No.AA-APM-OP-11100.08-R1" dated 01/11/2008. Chapter IV explains the weed control program for woody, grass, fern, caladium, wild banana (<i>Musa</i> spp), <i>Aystasia</i>. It does explain active ingredients use to control such weed, dosage per application, type of nozzle used and volume of spraying per application.</p> <p>Chapter V explains selection of pesticide and its active ingredients content, nature of the pesticide and target species. Chapter VII describes calculation of actual area implemented per hectare plantation (spray factor), spraying</p>	<p>Comply</p>

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	<p>rotation and spraying output. Interview with herbicide sprayer noted that spraying worker understood the target species and active ingredients to control them. Spraying workers shows knowledge on minimizing chemical impact on beneficial weed.</p> <p>Agrochemicals have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training for limited pesticides uses was delivered by Pesticide Commission of Agriculture Department Jambi Province incorporated with agrochemical manufacturer on 08 May 2018. Latest training located in PT Dasa Anugrah Sejati, attended by all spraying worker under Asian Agri group. Training record and certificates were sighted for all sprayers, e.g. Mr. SPR, (certificate number 10/KP3/VIII/2015), Mrs. SLV (certificate number 21/KP3/XI/2014) and Mrs. RHM (certificate number 10/KP3/VIII/2015). It is evidence that training has been conducted in an appropriate language (Bahasa Indonesia) and understood by the workers.</p> <p>Pesticides are always applied in accordance with the product label and storage instruction. Agrochemicals storage was locked in areas with limited access. The storage was ventilated. MSDS and hazard symbol label were provided nearby of agrochemicals. Emergency shower and eyewash were also provided to anticipate in case of an emergency of agrochemical handling. The possible spillage was managed. Secondary containment was provided around the chemical storage area. Spill kit was also provided in the area. Interview with spraying workers demonstrated that all of them have a good knowledge regarding pesticide usage and its material usage and toxicity. PPE for handling of chemicals were provided including boots, apron, safety glass, respiratory mask and hand gloves. PPE used was appropriate according to recommendations in any risk assessments. PPE provided and used can be easily replaced if damaged. All precautions attached to the products properly observed, applied, and understood by workers.</p> <p>Smallholder: Spraying works (pesticide application) in</p>	

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	<p>smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Training records are kept by PT Inti Indosawit Subur.</p>	
<p>4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications shall be available. - Major compliance -</p>	<p>Records of herbicide use are available and maintained at Estate office. The records shows the total chemical used (in kg or liters), the active ingredients used, LD50, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced.</p> <p>Smallholder: Record of pesticide use in Muara Bulian Plasma for 2017 and 2018 also available.</p>	<p>Comply</p>
<p>4.6.3 Any use of pesticides shall be minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in Indonesia Best Practice guidelines. - Major compliance -</p>	<p>Muara Bulian Estate and Smallholder: There were records showing that the use of pesticides have been minimized in accordance with Integrated Pest Management (IPM) plan. Use of pesticides in the field was lower than the planned budget. It also shows the company's commitment to always reduce pesticide usage and give priority to the prevention of mechanical, biological and integrated pest management. There was no prophylactic use of pesticides, it is evident by site visit and field observation in Muara Bulian Estate and Smallholder. Pesticide only been used and apply for weeds and pest.</p>	<p>Comply</p>

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<p>4.6.4</p> <p>The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>The Company have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide. It was well documented in Estate office. Paraquat is not banned in Indonesia according Act No.12/1992 regarding plant cultivation system, article 60 (g) jo. Article 38, and Ministry of Agriculture regulation No.107/ Permentan/SR.140/9/2014 regarding pesticides supervisor. National regulation mentioned that paraquat dichloride is a restricted active ingredient so that its user must hold a certificate use of limited pesticides and the manufacturer must train first for the user of the pesticide.</p> <p>Paraquat which was the active ingredient of Gramoxone was still used in PT Inti Indosawit Subur – Muara Bulian Estate especially at replanting area, however the organisation has set internal target to reduce paraquat use. Record of paraquat use in Muara Bulian Estate was sight on “Monitoring Penggunaan Paraquat”. History of paraquat uses in Muara Bulian Estate are as follows:</p>	Comply																				
	<table border="1" data-bbox="837 1160 1173 1377"> <thead> <tr> <th>Year</th> <th>Paraquat uses (liters)</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>291.00</td> </tr> <tr> <td>2015</td> <td>407.75</td> </tr> <tr> <td>2016</td> <td>1,175.44</td> </tr> <tr> <td>2017</td> <td>985.56</td> </tr> <tr> <td>2018*)</td> <td>199.60</td> </tr> </tbody> </table>	Year	Paraquat uses (liters)	2014	291.00	2015	407.75	2016	1,175.44	2017	985.56	2018*)	199.60									
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	<p>Note: *) = until June 2018, consist 7.20 lt for field, 111 lt for nursery and 81.40 lt for replanting.</p>																					
	<p>Smallholder:</p> <p>The Smallholder Manager of Muara Bulian Plasma has issued policy of Paraquat usage dated 10 February 2017, states that: "KUD and Farmer Group administrators are prohibited from using paraquat herbicides except by TUS teams. The use of paraquat by TUS Team is to control the fern weed and the use of paraquat should be minimized ". Record of use of paraquat herbicide for 3 years:</p>																					
	<table border="1" data-bbox="746 1832 1268 2004"> <thead> <tr> <th>Realization Year</th> <th>Volume (Ltr)</th> <th>Deduct (Ltr)</th> <th>% Deduct.</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>3,562</td> <td>-</td> <td>-</td> </tr> <tr> <td>2016</td> <td>3,298</td> <td>264</td> <td>7%</td> </tr> <tr> <td>2017</td> <td>2,972</td> <td>326</td> <td>10%</td> </tr> <tr> <td>2018</td> <td>2,684</td> <td>288</td> <td>9.7%</td> </tr> </tbody> </table>	Realization Year	Volume (Ltr)	Deduct (Ltr)	% Deduct.	2015	3,562	-	-	2016	3,298	264	7%	2017	2,972	326	10%	2018	2,684	288	9.7%	
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<p>4.6.5 Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -</p>	<p>Pesticide use and handling was documented in the procedure of Pesticides Management (SOP AA-APM-OP-1100.11-R1, dated 1 February 2009), Pests & Disease Control (SOP AA-APM-OP-1100.10-R5, dated 11 January 2016) and Weeding Control (SOP AA-APM-OP-1100.08-R5, dated 7 December 2015). General instructions of security in working with pesticides described in procedure includes the selection of kinds of pesticides, pesticide storage, pesticide use, addressing pesticide contamination, first aid instructions, medical assistance.</p> <p>Agrochemicals have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training for limited pesticides uses was delivered by Pesticide Commission of Agriculture Department Jambi Province incorporated with agrochemical manufacturer on 08 May 2018 in Muara Bulian Estate, attended by all spraying worker including from Muara Bulian Plasma and other estates under Asian Agri group. Training record and certificates were sighted for all sprayers, e.g. Mrs Selpina, Mrs. Rahmawati, Mrs. Samrianah and Mrs. Ritasih. It is evidence that training has been conducted in an appropriate language (Bahasa Indonesia) and understood by the workers.</p> <p>Training covered handling of agrochemical concentrate and spraying method including pesticide hazard. It was observed during field audit that all sprayers workers have trained. Personnel interviewed (sprayer workers) can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and hazards and risks, personal protective equipment and first aid. Pesticides are always applied in accordance with the product label and storage instruction. Agrochemicals storage was locked areas with limited access. The storage was ventilated. MSDS and hazard symbol label were provided nearby of agrochemicals. Emergency shower and eyewash were also provided to anticipate in case of an emergency of agrochemical handling. The possible spill was managed. Secondary containment was provided around the chemical storage area. Spill kit was also provided in the area.</p>	<p>NC</p>

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	<p>Interview with spraying workers demonstrated that all of them have a good knowledge regarding pesticide usage and its material usage and toxicity. PPE for handling of chemicals were provided including boots, apron, safety glass, respiratory mask and hand gloves. PPE used was appropriate according to recommendations in any risk assessments. PPE provided and used can be easily replaced if damaged. All precautions attached to the products properly observed, applied, and understood by workers. Mandor as person in charge to check the workers usage of appropriate PPEs was well monitored in each spraying job.</p> <p>Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Some training records are kept by PT Inti Indosawit Subur.</p> <p>However, based on interview with sample of smallholder's in KUD Barokah: Block/Hamparan 88 (Plot 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot 755, 785 and 814), stated that they conducted spraying activity by themselves (not by team) using material Round Up (Glyphosate) and Garlon (Triclophir). However, record of training related pesticide which applied by several smallholders was not evident. MAJOR NC is raised.</p>	
<p>4.6.6</p>	<p>Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3). - Major compliance -</p>	<p>Comply</p>

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	<p>The possible spillage is managed. Secondary containment is provided around the pesticides storage area. Spill kit is also provided in the area.</p> <p>Storage of pesticides found to be in accordance with hazard identification and risk assessment and national guideline for limited pesticide use. Empty chemical containers had been used for mixing chemicals for spraying pesticides in the field. The management of waste material from empty pesticide container disposed through hazardous waste store as per procedure "Penanganan Limbah Industri B-3 AA-KL-06-EFP" dated 1 November 2008. The company has temporary hazardous waste storage where all hazardous waste from all estates and mills collected.</p> <p>Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Some training records are kept by PT Inti Indosawit Subur. Muara Bulian Smallholder management ensured that all agrochemical usage and waste handling was performed by PT Inti Indosawit Subur.</p>		
<p>4.6.7</p>	<p>Application of pesticides shall be by proven methods that minimize risk and negative impacts. - Minor compliance -</p>	<p>Application of pesticides was following SOP of Pesticides Management – "Pestisida dan Pengelolaannya" (AA-APM-OP-1100.11-R1) Chapter III point 3.2 which stated that pesticide operator must be fit, not in pregnancy or breast feeding, must have meal before work, and uses appropriate PPE. Based on interview with spraying workers of Muara Bulian Estate, they know how to handle pesticide during storage, mixing, usage, and how to conduct first aid for pesticide poisoning.</p> <p>Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Some training records are kept by</p>	<p>Comply</p>

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	PT Inti Indosawit Subur. Muara Bulian Smallholder management ensured that all agrochemical usage and waste handling was performed by PT Inti Indosawit Subur.	
<p>4.6.8</p> <p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>Based on interview with Estate Management, surrounding community and field observation, there was no pesticide applied aerially in Muara Bulian Estate.</p> <p>Smallholder: Based on interview with Estate Management, surrounding community and field observation, there was no pesticide applied aerially in Muara Bulian Plasma.</p>	Comply
<p>4.6.9</p> <p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Agrochemicals have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training for limited pesticides uses was delivered by Pesticide Commission of Agriculture Department Jambi Province incorporated with agrochemical manufacturer on 08 May 2018. Latest raining located in PT Dasa Anugrah Sejati, attended by all spraying worker under Asian Agri group. Training record and certificates were sighted for all sprayers, e.g. Mr. SPR, (certificate number 10/KP3/VIII/2015), Mrs. SLV (certificate number 21/KP3/XI/2014) and Mrs. RHM (certificate number 10/KP3/VIII/2015). It is evidence that training has been conducted in an appropriate language (Bahasa Indonesia) and understood by the workers.</p> <p>Pesticides are always applied in accordance with the product label and storage instruction. Agrochemicals storage was locked areas with limited access. The storage was ventilated. MSDS and hazard symbol label were provided nearby of agrochemicals. Emergency shower and eyewash were also provided to anticipate in case of an emergency of agrochemical handling. The possible spillage was managed. Secondary containment was provided around the chemical storage area. Spill kit was also provided in the area.</p> <p>Interview with spraying workers demonstrated that all of them have a good knowledge regarding pesticide usage and its material usage and toxicity. PPE for handling of chemicals were provided including boots, apron, safety glass, respiratory mask and hand gloves. PPE used</p>	Comply

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	<p>was appropriate according to recommendations in any risk assessments. PPE provided and used can be easily replaced if damaged. All precautions attached to the products properly observed, applied, and understood by workers.</p> <p>Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Some training records are kept by PT Inti Indosawit Subur. Muara Bulian Smallholder management ensured that all agrochemical usage and waste handling was performed by PT Inti Indosawit Subur.</p>	
<p>4.6.10 Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated. - Minor compliance -</p>	<p>SOP for proper disposal of pesticide waste material was described in “Penanganan Limbah Industri B-3 AA-KL-06-EFP” dated 1 November 2008. Pesticide waste was reuse as mixing water for the next spraying activity. All empty pesticides containers were triple rinsed and stored in the temporary storage of hazardous wastes.</p> <p>The management of waste material from empty pesticide container disposed through hazardous waste store according to the procedure. The company has licensed temporary hazardous waste storage where all empty pesticide containers from agrochemical storage collected. The storage has obtained the license as per “Keputusan Kepala Badan Penanaman Modal dan Pelayanan Perizinan Terpadu Kabupaten Batanghari No. 503/05/IPPL-B3/BPMPPT/2014” regarding permit of temporary hazardous storage to PT Inti Indosawit Subur – Muara Bulian Estate dated 19/11/2014, valid for 5 years. Storage keeper maintains balance of incoming and outgoing hazardous waste and record in “Neraca Limbah B3”. Hazardous wastes were sent regularly (maximum 180 days) to licensed contractor. PT Inti Indosawit Subur – Muara Bulian already has agreement on hazardous waste transport under document “Perjanjian Kerjasama antara PT Inti Indosawit Subur, Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo and PT Prasadha Pamunah Limbah Industri NO. 002/IIS-SDLI-</p>	<p>Comply</p>

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	<p>ISC-PPLI/III-2018 dated 02/03/2018 valid until 02/03/2019. Personnel interviewed can clearly explain the mechanism of pesticide waste handling including MSDS and personal protective equipment as well as first aid.</p> <p>Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Some training records are kept by PT Inti Indosawit Subur. Muara Bulian Smallholder management ensured that all agrochemical usage and waste handling was performed by PT Inti Indosawit Subur.</p>	
<p>4.6.11 Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available. - Major compliance -</p>	<p>The company provides 6-monthly medical check-up for workers performing agrochemical spraying. The medical check-up covers blood test, urine test, cholinesterase test, and spirometry test. The latest medical check-up in Muara Bulian group conducted on 27/062018, results are in progress of analysis by Paramitha Laboratorium Pekanbaru. The previous medical check-up conducted on 15/11/2017, the result is available on "Rekapitulasi Hasil Medical Check-Up". Evidence of medical check-up are available, e.g. on behalf Mr. SPR, Mrs. SLV, Mrs. RHM, Mrs. NNH and Mrs. RTS (pesticides applicator).</p> <p>Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Muara Bulian Smallholder management ensured that all agrochemical usage and waste handling was performed by PT Inti Indosawit Subur. Medical check-up records are kept by PT Inti Indosawit Subur.</p> <p>However, medical check-up records of pesticide applicator for smallholder's who applied pesticide by themselves are not available. MAJOR NC is raised.</p>	<p>NC</p>
<p>4.6.12 Records shall be available to show that spraying is not conducted by</p>	<p>PT Inti Indosawit Subur – Muara Bulian Estate prohibits pregnant or breast-feeding women to</p>	<p>Comply</p>

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<p>pregnant or breast-feeding women. - Major compliance -</p>	<p>perform chemical spraying. In order to mitigate, estate performed monthly pregnancy test. Record seen: "Berita Acara Tes Kehamilan PT IIS – Muara Bulian 2018", example: Pregnancy test dated 16 June 2018 for Afdeling 1 worker, consist of 8 of spraying workers (e.g. Mrs. ESW, NHY, BIK, EKS, RMT, NBY, IBR, and MMD) and 1 fertilizer worker (Mrs. MDS); and dated 15 June 2018, consist of 8 spraying workers from Afdeling 1 (Mrs. IDR, IFT, HRS, RFK, NLT, EKN, NLN, and HRK) and 6 sprayer worker from Afdeling 2 (Mrs. TTH, ANS, JNA, RSM, MRN, and AAF). The pregnancy tests results all negative (-); no pregnant workers identified.</p> <p>Muara Bulian Smallholder: Most of farmer members of Muara Bulian Smallholder were not directly conducted pesticide application and handling. Spraying works (pesticide application) in smallholder area were performed mostly by spraying team called TUS from PT Inti Indosawit Subur – Muara Bulian Estate. Muara Bulian Smallholder management ensured that all agrochemical usage and waste handling was performed by PT Inti Indosawit Subur. Pregnancy test records are kept by PT Inti Indosawit Subur.</p>		
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			
<p>4.7.1</p>	<p>A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>PT Inti Indosawit Subur – Muara Bulian POM has established an OHS Policy under "Kebijakan Perusahaan – Company Policy", dated 1 December 2014 was signed by Managing Director. In point 4 mentioned "Committed to implement and maintain occupational health and safety management system in compliance with national and international applicable regulation. The policy has communicated to all workers in POM and estate, e.g:</p> <ul style="list-style-type: none"> - List of attendance on socialization of company policy, dated 6 June 2017 was attended by 33 workers. - List of attendance on socialization of company policy, dated 4 April 2018 was attended by 44 workers <p>The organization has also prepared the procedure related to OHS, e.g:</p> <ul style="list-style-type: none"> - "Standard Operating Procedure Alat 	<p>NC</p>

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	<p>Pelindung Diri” on personal protective equipment No.AA-SOP-OP-101.3-R0 dated 14/08/2013</p> <ul style="list-style-type: none"> - “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. - PT Inti 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. <p>OHS Plan available in “Program Managemen K3 PT Inti Indosawit Subur – Muara Bulian 2018”, the program consisted of:</p> <ul style="list-style-type: none"> - Providing the PPE for workers in high risk area, inspection of PPE using, e.g: Checklist of PPE using in process area in Muara Bulian POM tahun 2018, Record on hand over of PPE dated 2 July 2018 (4 wokers in Muara Bulian POM), 1 June 2018 (4 workers in Muara Bulian POM), - Emergency infrastructure checklist - Medical checkup program both of general and special MCU - Training related to OHS. <p>Based on field visit in Muara Bulian Estate and POM (dated 7 June 2018), the OHS program has implementation, such as:</p> <ul style="list-style-type: none"> - Providing the Polyclinic in near emplacement - Providing the first aid box in chemical store 	

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	<p>(estate), hazardous waste storage (in estate and POM), fertilizer warehouse, PPE for visitor in estate and POM.</p> <ul style="list-style-type: none"> - Emergency infrastructure in POM (hydrant), workshop (fire extinguisher), warehouse (fire extinguisher), office (fire extinguisher) - Hydrant test performed during visit audit and found well function - The APAR (fire extinguisher) was function well with good pressure and condition. <p>However, lack of evidence that Muara Bulian Estate has prepared OHS system to ensure contractor comply with OHS policy's. Sample of contract agreement No. 154/E3KMB/04/18 for CV. Alam Cahaya Cemerlang (provider heavy equipment). OSH policy are not covered within the contract specifically.</p> <p><u>Scheme Smallholders (KUD Barokah, KUD Budi Sari and KUD Karya Lestari).</u></p> <p>Cooperatives has established the policy related to OHS under "Kebijakan Koperasi", dated 2nd Desember 2016, was signed by Head of KUD, in point 3 mentioned "Menerapkan dan memelihara system manajemen lingkungan, social, keselamatan pangan, kesehatan dan keselamatan kerja terpadu.</p> <p>The policy has communicated to smallholders member and displayed in publication board in each KUD office.</p> <p>Cooperatives have also prepared the OHS program under document "Rencana K3 KUD – tahun 2018". The program consist of OHS training, HCV training, PPE training and usage monitoring.</p> <p>However, lack of evidence that Muara Bulian smallholder's has prepared sufficiency a health and safety plan and implemented. In example: OHS management and monitoring for smallholder's who applied pesticide or spraying by themselves. This information are collected during interview with sample of farmers in KUD Barokah: Block/Hamparan 88 (plot no. 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot. 755, 785, 814). MAJOR NC</p>	
<p>4.7.2</p>	<p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>- Major compliance -</p>	<p>Comply</p>

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	<p>and determining control) as a guidance and standard to conducted the hazard and risk assessment as well as the determining control for risk and hazard. Procedure presented in SOP "Identifikasi bahaya, Penilaian Resiko dan Penentuan Pengendalian" AA-SMK3-02-R0 dated 3 August 2017.</p> <p>Risk assessment method used is quantitative and qualitative method which is the multiplication of severity with the level of possibility. The company has set matrix multiplication result, which is subsequently determined from the matrix level / quality risk is divided into five (5) categories: extreme, high, moderate, low and tolerance/permitted.</p> <p>PT Inti Indosawit Subur has prepared the document of risk assessment both of Muara Bulian POM and Estate. The risk assessment available under "Analisa Resiko tahun 2018", last review on 5th February 2018. . Risk assessment has identified hazard and risk from office activities, mill opeartion, infrastructure construction activities, warehouse and workshop related activities, harvesting and FFB loading activities, fertilizer and spraying activities.</p> <p>Most of activities/processes that have risk level of moderate and low, the operational control has performed and monitoring as well as to provide an appropriate personal protective equipment.</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Cooperative has shown the document of "Hazard Identification and Risk Assessment and Control (HIRAC) – Analisis Risiko", updated on 24 January 2018, the risk assessment has reviewed by OHSI expert (Mr Adek Setiawan). The document has covered for all activities in field, e.g: transport FFB, harversting, manuring, spraying.</p>	
<p>4.7.3</p>	<p>Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.</p> <p>PT Inti Indosawit Subur – Muara Bulian, has documented of OHS programs year 2018 under "Program Manajemen K3 2018", the program consist of:</p> <ol style="list-style-type: none"> 1. Mitigation the risk identified in Estate and Mill 2. Comply with relevant/applicable 	<p>NC</p>

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<p>- Major compliance -</p>	<p>regulation related to OHS</p> <ol style="list-style-type: none"> 3. Prepared/prevent for emergency situation, e.g: basic fire training plan, training for first aider, 4. Zero accident (category: fatality) 5. Safety Briefing 6. Inspection on using of PPE for all employee 7. Annual Medical Check Up for all employee 8. OHS meeting (monthly) <p>Records verification related to OHS program implementation year 2017-2018:</p> <ul style="list-style-type: none"> - Training/socialization and monitoring regarding PPE usage has been conducted under morning muster, - Rekapitulasi Hasil Medical Check Up – PT Inti Indosawit Subur (annually), last MCU was conducted on 17-18 November 2018 - Training related to first aider was conducted on 8 July 2018, location in Muara Bulian Estate - Training on handling of limited pesticides to spraying operator was conducted on 8th May 2018 - Training on basic fire was conducted on 8th February 2018, attended by 23 workers - Muara Bulian POM has been appointed Mr Parulian (worker in Workshop) who has responsibility for monitoring of first aid box, APAR (fire extinguisher) and hydrant. Record seen: Checklist for APAR and hydrant month June 2018, - PT Inti Indosawit Subur – Muara Bulian provided clinic (medical central) for all workers - The company has conducted a special medical check-up (every six month) for employees who work in high risk area e.g: pesticide handling, manuring, 	

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	<p>Site tour to Estate and POM:</p> <ul style="list-style-type: none"> - The first aid kit for spraying team, harvesting team and chemical warehouse/hazardous waste storage according to standard and replace the expired medicine with the new one. - Completed the "Daftar Obat" which contain list of medicine and first aid kit equipment. There were 15 items inside the first aid kit with number of items and expired date. - Provide "Daftar Pemakaian Obat P3K" as well in order to record the usage of first aid kit medicine and equipment. During audit and field visit shown that all the first aid kit found completed and well maintain. <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u></p> <p>OHS Program available under "Rencana K3 in KUD", e.g: in KUD Sawit Kita has prepared the OHS plan specific for PPE (providing, monitoring of usage and training related to PPE usage).</p> <p>The cooperative has shown the record of OHS training, e.g:</p> <ul style="list-style-type: none"> - Notulen Pelatihan Pertolongan Pertama Gawat Darurat – PPGD (first aider training), dated 20 May 2018 was attended by 40 member of smallholders - Notulen Pelatihan Kesehatan dan Keselamatan Kerja – K3 (OHS training), dated 6 May 2018 was attended by 30 member of smallholders - Notulen Pelatihan Tanggap Darurat dan Kebaran (Training on Emergency Response and Basic Fire), dated 15 April 2018 was attended by 55 member of smallholders - Notulen Penyuluhan Panen/Potong Buah (Training for harvesters), dated 11 March 2018 was attended by 26 member of smallholders. 	

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	<p>However, based on field visit in sample plots/kavling, interview with smallholders and harvesters, auditors team sighted, as follow:</p> <ul style="list-style-type: none"> - FFB loader was not used PPE which required in HIRAC (update on 24 January 2018), e.g: safety shoes, helmet. location: KUD Barokah: Block/Hamparan 88 Plot no. 2390. - Harvesters was not used Helmet which required in HIRAC (update on 24 January 2018). Location: KUD Barokah: Block/Hamparan 88 Plot no. 2390; KUD Budi Sari: Block/Hamparan 24 (Plot No. 464 and 465); KUD Karya Lestari: Block/Hamparan 65 (Plot no 1344 and 1312). - Interview with Harvester that PPE are provided by themselves. Location: KUD Barokah: KUD Barokah: Block/Hamparan 88 Plot no. 2390; KUD Budi Sari: Block/Hamparan 24 (Plot No. 464 and 465); KUD Karya Lestari: Block/Hamparan 72 (Plot No. 1509). - Interview with several smallholders stated they are not used PPE as required in HIRAC (update on 24 January 2018) when applied pesticide by themselves. Sample interview in KUD Barokah: Block/Hamparan 88 (Plot No. 2398 and 2390); KUD Budi Sari: Block/Hamparan 25 (Plot no. 755, 785 and 814). MAJOR NC is raised. 	
<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>PT Inti Indosawit Subur has assigned a responsible person for OHS, namely Mr Salman Alfarisi who has attended the training of OHS expert by Ministry of Manpower Republic Indonesia, number of OHS-expert license No.Reg.38975/PK3/AJ/14/2017/PO valid until 18th April 2020.</p> <p>PT Inti Indosawit Subur – Muara Bulian has provided OHS committee as P2K3 (Panitia Pembina Keselamatan dan Kesehatan Kerja) as per Surat Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Propinsi Jambi nomor 568/P2K3.001/DISNAKERTRANS tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K#) PT Inti Indosawit Subur Unit Pabrik Muara Bulian, dated 7th April 2017.</p> <p>P2K3 has conducted the periodical meeting, sample record: "Notulen Rapat P2K3", dated 26th March 2018, the meeting discussed on OHS issues, e.g: report of accidents (if any). Document review on OHS periodical meeting</p>	<p>NC</p>

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	<p>record on 15 January 2018, 10 February 2018, 26 March 2018, 15 April 2018, 12 May 2018 and 8 June 2018. However, contains on meeting agenda has not accurate with Record of Incident Log 2018 ("Rekapitulasi Incident Log year 2018), such as:</p> <ul style="list-style-type: none"> - Input agenda in OHS meeting period January – June 2018 where several cases on work incident recorded with category: first aid (9 cases), medical aid (8 cases) and lost time incident (nil). Whereas "Rekapitulasi Incident Log year 2018" was reported: medical aid less than 2 mandays is 22 cases, medical aid more than 2 mandays is 8 cases and lost time incident is 112 hours. - Some of OHS agenda meeting were not up to dated, e.g: minute of meeting on March 2018, the input agenda for the meeting is incident review on 2013 "Review kecelakaan KMB 2013, e.g: fatality (0), first aid (0), medical aid (0). <p>There were lack of evidence that periodical meetings on health and safety issues has performed effectively and the input agenda are not accurate/up to date upon OHS record, e.g: "Rekapitulasi Incident Log year 2018".</p> <p><u>MAJOR NC</u></p> <p>Daftar Distribusi Eksternal: Laporan Triwulan P2K3 April- June 2018, sent to Manpower Agency in Batang Hari Regency, dated 1st July 2018 (Minggu).</p> <p>Muara Bulian POM has appointed Mr Parulian Harianja (workshop employees) who has responsibility for monitoring of First Aid Box, APAR and Hydrant in Muara Bulian POM as per Memorandum No.110/MI-PMB/MEMO/07/17 dated September 1, 2017</p> <p>Muara Bulian Estate and Plasma has appointed Mr Andriansyah Farudi (KTU) as PIC on responsible to monitoring and checking APAR and First Aid Box, reference to Memorandum No.058/IIS/KLM/MEMO/8/17 dated July 27th, 2017</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u></p> <p>Scheme smallholder has appointment the "Asisten Plasma" as person in charge for</p>	

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	<p>cooperative's health and safety aspects Safety Meeting in KUD has been conducted regularly. Meeting agenda consisting of: training on PPE usage (Helmet, Goggles and Shoes and also Egrek equipped with Cover).</p>	
<p>4.7.5</p>	<p>A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas. - Minor compliance -</p> <p>PT Inti Indosawit Subur – Muara Bulian has developed the mechanism on handling an accident investigation 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.</p> <p>Procedure for first aid and emergency situation available under "Kesiagaan dan Tanggap Darurat" document, number AA-EMS-447-PR, dated December 2010. The emergency situation identified such as land and forest fire, fire at housing and mill, hazardous waste spillage, boiler explosion, gas tank explosion, earthquake, flood, landslide, etc. A team for emergency response has been established, headed by Mill Manager and Estate Manager Records of accidents maintained properly by safety officers and reported regularly to local authorities.</p> <p>Evident taken:</p> <ul style="list-style-type: none"> • The company has appointed a workers who have attended First Aids training. • Training related to first aider was conducted on 8 July 2018, location in Muara Bulian Estate • Based on field visit to spraying team, warehouse area and workshop in Muara Bulian Estate has completed with first aid kit. Inside first aid kit company has completed with "Daftar Obat" which contain list of medicine and first aid kit equipment. The PIC also has shown the "Daftar Pemakaian Obat P3K – Medicine Usage List" as well in order to record the usage of first aid kit medicine and 	<p>NC</p>

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	<p>equipment. During audit and field visit shown that all the first aid kit found completed and well maintain</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> The cooperative has prepared the procedure for emergency under document "Bukti Telah Memahami dan Melaksanakan Tindakan Darurat", consist of fire, earthquake, flood, landslide.</p> <p>Record seen related to training for first aider in KUD:</p> <ul style="list-style-type: none"> • "Notulen Pelatihan Pertolongan Pertama Gawat Darurat" – PPGD (first aider training), dated 20 May 2018 was attended by 40 member of smallholders • "Notulen Pelatihan Tanggap Darurat dan Kebaran" (Training on Emergency Response and Basic Fire), dated 15 April 2018 was attended by 55 member of smallholders. <p>Based on field visit in Muara Bulian Smallholder's Office dated 04/07/2018, auditor team found an expired medicine in First Aid Box, e.g. Ammonia Likuida, (expired: January 2017).</p> <p>Interview with smallholder's foreman in KUD Barokah, it was clearly information that portable first aid kit did not always provide or carry while visiting smallholder's Plot/kavling.</p> <p>The corrective action taken was not effectively implemented. The previous NC Minor (ASA-4) escalated into NC Major during RAV and has been Closed. However, current assessment (ASA-1.1) raise as minor NC and escalated into Major NC's.</p>	
<p>4.7.6</p>	<p>All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3). - Minor compliance –</p> <p>PT Inti Indosawit Subur – Muara Bulian has been provided insurance to all workers including non-permanent worker. Insurance covered by BPJS, as mandated by government regulation. Medical checkup provided for all workers (not only for high-risk worker).</p> <p>PT Inti Indosawit Subur – Muara Bulian has also been provided clinic for all workers. Referral are made to nearest hospital should the case is severe/critical. Medical check-up has been</p>	<p>Comply</p>

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	<p>conducted for all workers all in Muara Bulian The medical check-up including blood test, physical examination, audiometric test and spirometric test. Result of examination for worker is kept. Company also providing social and accident insurance in from BPJS Ketenagakerjaan – for all workers.</p> <p>Document verification:</p> <ul style="list-style-type: none"> • Transfer form to BPJS Ketenagakerjaan, month May 2018 • Rekapitulasi Rincian Pembayaran Iuran both BPJS Kesehatan dan Ketenagakerjaan month May 2018 • Transfer record/form via Mandiri Bank for period June 2018, validation number11011100154, dated 6 June 2018, value Rp. XX.360.076 <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> No workers being employ permanently by the smallholders. Provision of insurance in case of accident, through donation from smallholders and “Kelompok Tani”.</p>	
<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance</p>	<p>PT Inti Indosawit Subur – Muara Bulian has shown the record of “Indek K3 Kebun Muara Bulian period year 2018 (until June 2018), reported in “Rekapitulasi Incident Log year 2018” reported medical aid<2HK is 22 cases and medical aid >=2HK is 8 cases and lost time incident 112 hours.</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> The KUD’s have kept the record of occupational injuries under “Rekaman Kejadian Kecelakaan Kerja 2018”.</p>	<p>Comply</p>
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>		
<p>4.8.1 Records of training program related to the aspects of RSPO Principles and Criteria shall be available. - Major compliance -</p>	<p>PT Inti Indosawit Subur has its own training institution assigned to arrange its training programs. Asian Agri Learning assessing all the training need for each personnel – based on job description. The training plan prepared annually.</p> <p>Competence evaluation carried out by line managers, to evaluate competence level of each worker for relevant position. Competence gap identified is considered to be trained for worker. The matrix training is updated by HRD Medan and AAA Learning Instute annually. Based on</p>	<p>NC</p>

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	<p>minimum training requirement, AAA Learning institute, detailing training program in type of training, participants, PIC, number of participants, training schedule.</p> <p>PT Inti Indosawit Subur – Muara Bulian has shown the record of training program related to the aspect of RSPO PnC under document “Program Pelatihan Environmental dan Sustainability Tahun 2018”, such as:</p> <ul style="list-style-type: none"> - Sustainability Awareness Training (principles and criteria) - Training on High Conservation Value - Basic Safety Training - Basic Fire Training - Training for First Aider - Training on management of hazardous waste (refresh) - Training on handling of chemical/pesticides - Water operation training - Training for operator of generator (refresh) -> dependent on schedule in Asian Agri Learning Center <p>Record of realization of training, e.g:</p> <ul style="list-style-type: none"> - Notulen Pelatihan Pertolongan Pertama Gawat Darurat – PPGD (first aider training), dated 20 May 2018 was attended by 40 member of smallholders - Notulen Pelatihan Kesehatan dan Keselamatan Kerja – K3 (OHS training), dated 6 May 2018 was attended by 30 member of smallholders - Notulen Pelatihan Tanggap Darurat dan Kebaran (Training on Emergency Response and Basic Fire), dated 15 April 2018 was attended by 55 member of smallholders - Notulen Penyuluhan Panen/Potong Buah (Training for harvesters), dated 11 March 2018 was attended by 26 member of smallholders, <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Record of training Program for each KUDs has shown under “Program Pelatihan 2018 and Realisasi Pelatihan 2017”, such as:</p> <ul style="list-style-type: none"> - Training for harvester / smallholders - Training related to OHS for smallholders 	

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	<p>member</p> <ul style="list-style-type: none"> - Training related to HV for smallholders members <p>Based on interview with sample of smallholder member who applied pesticide by themselves have been attending the pesticide training "Pestisida Terbatas". e.g: in KUD Barakah: Block/Hamparan 88 (Plot No. 2398, 2390); KUD Budi Sari: Block/Hamparan 25 (Plot No. 755, 785, 814).</p> <p>However, record of training program for such training is not available. MAJOR NC is raised.</p>	
<p>4.8.2 Records of training for each employee shall be maintained. - Minor compliance –</p>	<p>PT Inti Indosawit Subur – Muara Bulian has maintained the record of training for each employee available in Personal Data Training.</p> <p>Sample taken:</p> <ul style="list-style-type: none"> - Personal Data Training – namely Mr HK pelatihan juru las (2016), First Aider Training (2018) - Personal Data Training - namely Mr AJ sertifikasi teknisi listrik (2017) - Personal Data Training – namely Mr A pelatihan PPGD (2017), Basic fire training (2018), pelatihan PPGD (2018) <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u></p> <p>Record training for smallholder’s member and their workers is documented in “Training Record” in “Buku Pintar Pertani Plasma”. Based on interview with responsible person for smallholder's in smallholder's office (KUD), record of training for several operator in spraying team is not available. e.g: Mr ES, Mr PTM, Mrs BK, Mrs MSN, Mrs IR. Minor NC is raised.</p>	<p>NC</p>
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<p>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.</p>		
<p>5.1.1 Environmental impact assessment document(s) shall be available. - Major compliance -</p>	<p>PT Inti Indosawit Subur – Muara Bulian has demonstrated the document of Analisis Mengenai Dampak Lingkungan (AMDAL) consist of document ANDAL, RKL and RPL as approved through “Persetujuan Komisi Amdal Departemen Pertanian No.014/Andal/RKL-RPL/BA/V/1995 tentang Persetujuan ANDAL dan RKL-RPL</p>	<p>Comply</p>

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	<p>perkebunan Kelapa Sawit dan Pabrik Minyak Kelapa Sawit PT Inti Indosawit Subur” dated 3rd May 1995. The document covers scope of area of 32,000 Ha consist of Kuala Tungkal Estate 20,000 Ha and Muara Bulian Estate 12,000 Ha and palm oil mill capacity 90 Tonnes FFB/hour for Kuala Tungkal and 30 Tonnes FFB/hour for Muara Bulian.</p> <p>Revision on AMDAL document is available for PT IIS - Muara Bulian through “Surat Persetujuan Kepala Badan Lingkungan Hidup Provinsi Jambi No. 474/BLHD/2010 tentang Persetujuan Revisi Rencana Pengelolaan Lingkungan Hidup (RKL) dan Rencana Pemantauan Lingkungan Hidup (RPL) PT Inti Indosawit Subur seluas 9.188 Ha dan Pabrik Minyak Kelapa Sawit Kapasitas 60 Ton/Jam di Kecamatan Maro Sebo Iilir, Kabupaten Batanghari, Provinsi Jambi” dated 10th August 2010. The revision occurs due to changes in mill capacity from 30 Tonnes FFB/hour into 60 Tonnes FFB/hour, land application separation from Tungkal Ulu Group and social dynamics back in 2010.</p> <p>PT Inti Indosawit Subur has also prepared Evaluation of Environmental Impact-Aspects (Environmental management system – EMS-431-003-LT) each year, latest assessment conducted on 12 April 2017 for activities of Mill and estate including replanting activities which currently being undertaken by the company. Those utilized as tool to evaluate the implementation of environmental management and monitoring tools.</p> <p>Smallholders: Environmental Impact Assessment and HCV of the Plasma Muara Bulian has identified the significant potential environmental impacts deriving from operational activities such as: fertilizing, weeds control, pest and disease control, harvesting, FFB transportation, road and bridge maintenance, ditch maintenance, chemical storage and hazardous waste storage, office. Group Manager has provided the document of Evaluation of impact on the environment as per “Evaluasi Aspek Dampak Lingkungan Kebun Plasma Muara Bulian” updated on 1 February 2018. During audit, sampled seen in KUD Barokah, KUD Budi Sari and KUD Karya lestari. KUD can be</p>	

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	<p>demonstrated the environmental aspect and impact and its control.</p> <p>All the members have attended the training for Environmental Risk which cover all the environmental impacts identified in the operations in their oil palm plantations. Interview with smallholder member showed that they can demonstrated that they have understanding on environmental aspect and impact in their operation such as: water pollution, soil pollution and biodiversity decreasing as well as social impact.</p>	
<p>5.1.2</p> <p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p> <p>- Minor compliance -</p>	<p>As guidance for environmental management, company has environmental management plan document "Rencana Pengelolaan Lingkungan (RKL) Perkebunan Kelapa Sawit Pola PIR – Transmigrasi di Kecamatan Tungkal ulu Kabupaten tanjung Jabung san Kecamatan Muara Bulian Kabupaten Batanghari". The document have been approved through "Surat Persetujuan Kepala Badan Lingkungan Hidup Provinsi Jambi No. 474/BLHD/2010 tentang Persetujuan Revisi Rencana Pengelolaan Lingkungan Hidup (RKL) dan Rencana Pemantauan Lingkungan Hidup (RPL) PT Inti Indosawit Subur seluas 9.188 Ha dan Pabrik Minyak Kelapa Sawit Kapasitas 60 Ton/Jam di Kecamatan Maro Sebo Ilir, Kabupaten Batanghari, Provinsi Jambi" dated 10th August 2010. The environment management document explains activity components, type of impacts, impact management (program, project, technical), location and target for management. Environment management plan to prevent negative impact such as:</p> <ul style="list-style-type: none"> - To prevent air quality decrease, company performed action: Reduce exhaust emissions from the engines by maintenance routine engine, the use of anti-dust mask continuously for workers who are near the source of pollutants that exceed the threshold. - To prevent soil erosion, company performed action: Soil and water conservation by made terracing in slope 10° – 15°, maintain terracing, land cover crop planting by Mucuna bracteata, planting vetiver grass and Terminalia cattapa in riparian area, drainage maintenance. - To prevent water quality decrease, maintaining green areas along the river banks, do not logging in the river banks area, planting 	<p>Comply</p>

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	<p>land cover crop on the cliffs and prone to erosion areas, the use of wastewater for Land Application, solid waste utilization plant (shell, fibre) for fuel, IPAL (waste water treatment).</p> <ul style="list-style-type: none"> - To prevent wildlife habitat disturbance, place signboard to prohibit illegal hunting in conservation area and around estate, awareness to employee and surrounding community to save the protected species. - To increase job opportunities, provide employment opportunities to the local community, the provision of supporting infrastructure for public economic activities, providing employment opportunities information to the public. - The increase in public revenues, maximize the use of local labor, involving the local community as business partners. <p>Company appoint manager Estate and Mill PT Inti Indosawit Subur – Muara Bulian to control and ensure the document RKL implementation. Company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and submit to the government regularly (per semester), e.g RKL-RPL report semester II 2017 (Period June – December 2017) "Laporan Pelaksanaan Izin lingkungan". Report submitted to Head of Environmental Officer Batanghari Regency on 27 February 2018, letter No. 015/MI-PMB/Ext/02/2018.</p> <p>Smallholders: Plasma Muara Bulian has set the Environmental aspect and impact assessment as per "Evaluasi Aspek Dampak Lingkungan Kebun Plasma Muara Bulian" February 2018. The mitigation plan for environmental aspect and impact has been defined, e.g:</p> <ul style="list-style-type: none"> - Manuring/Fertilizing – monitoring ex fertilizer sack - Ex Pesticide container store in the hazardous waste storage. <p>During site visit, smallholders are well aware of the environmental impacts and the mitigation plan. For example, the ex fertilizer container must be handled by triple rinse and punch after used.</p>	
5.1.3	Environment monitoring plan document, its implementation report, and the corrective plan (if non-	Comply

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<p>conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis. - Minor compliance –</p>	<p>Pemantauan Lingkungan” as part of AMDAL document. Its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) available in “Laporan Pengelolaan dan Pemantauan Lingkungan”. Environment monitoring plan such as:</p> <ul style="list-style-type: none"> - The decline in air quality monitored by ambient air quality measurement each semester based on PP No. 41 of 1999 and emission measurement of genset – based on PermenLH No. 13 of 2009, boiler – based on KepMenLH No. 07 of 2007), Odor based on PermenLH No. 50 of 1996. Measurement/analysis conducted by Accredited Testing Laboratory Sucofindo. The latest analysis performed in semester II 2017 and the result of analysis was met with the standard. Analysis report No. 03869/CLACAK dated 3 November 2017 for Ambient air quality, Analysis report No. 08368/CLACAK dated 3 November 2017 for Emission Boiler 1 & 2 and Genset 1 & 2. Odor monitoring in waste water treatment installation (IPAL) performed each semester, latest monitoring on 24 October – 2 November 2017 was met with standard KepMenLH No. 50/MENLH/11/1996. Analysis report No. 03870/CLACAK dated 3 November 2017 by Sucofindo. - Noise, temperature, vibration, humidity, ambient indoor monitoring at Power house station, Nut & Kernel, Press, sterilizer, Boiler station based on standard Permenakertrans No. 13/MEN/X/2011, latest analysis on 24 October – 2 November 2017 was met with the standard except for noise in workroom station 88.2 dB while the standard was 85 dB. Analysis report No. 03870/CLACAK dated 30 November 2017 by Sucofindo. Company has control the noise by provision of personal protective aquipment (PPE) for operator at Power house station, Nut & Kernel, Press, sterilizer, Boiler station. - The decline in water quality, monitoring surface water quality each semester as per PP No. 82 tahun 2001 by Accredited Testing Laboratory Sucofindo. Analysis water quality including Plankton and Benthos performed in upstream and downstream of Sengoan River. Latest analysis semester II 2017 24 October – 2 November 2017 was met with the standards. Analysis report No. 03866/CLAKAK dated 3 November 2017. Monitoring of Mill wastewater each month by Accredited Testing Laboratory 	

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	<p>UPTD Laboratorium Lingkungan Daerah Dinas Lingkungan Hidup Provinsi Jambi, latest analysis result semester II 2017 and Semester I 2018 was met with the standard KepMenLH No. 28, Th. 2003.</p> <ul style="list-style-type: none"> - Social, economic and culture component - Improved community job opportunities, conduct interviews with workers regarding to the origin of the area and the level of wages. Local labor that works in PT Inti Indosawit Subur – Muara Bulian are open and wellcome by wages paid in accordance with the applicable UMR, the public perception is also positive for the company's existence. The increase in community income conducted by monitoring directly to the local community, generally, people's income increases with the workers in the company, the company's cooperation with the community in terms of transportation of FFB, infrastructure project like bridges, drainage, culverts, etc. <p>Company appoint manager Estate and Mill PT Inti Indosawit Subur – Muara Bulian to control and ensure the document RKL implementation. Company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and submit to the government regularly (per semester), e.g RKL-RPL report semester II 2017 (Period June – December 2017) "Laporan Pelaksanaan Izin lingkungan". Report submitted to Head of Environmental Officer Batanghari Regency on 27 February 2018, letter No. 015/MI-PMB/Ext/02/2018.</p> <p>Smallholders: Monitoring for the implementation to monitor the effectiveness of the mitigation measures available in document "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran Emisi)", updated on February 2018. All the members have attended the socialization for Environmental Risk which cover all the environmental impacts identified in the operations in the oil palm plantations.</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	Record(s) on the results of High PT Inti Indosawit Subur Muara Bulian has	Comply

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<p>Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available. - Major compliance -</p>	<p>conducted the HCV identification in coordination with “Fakultas Kehutanan Institut Pertanian Bogor” on February – March 2011 and final report on October 2011, under “Laporan Final Kajian Penuh Identifikasi dan Analisis Keberadaan High Conservation Value di Areal PT Inti Indosawit Subur – Muara Bulian Estate, Provinsi Jambi”. The HCV assessment conducted based on “Panduan Kawasan Bernilai Konservasi Tinggi di Indonesia”, issued by Konsorsium Revisi HCV Toolkit Indonesia dated 12/07/2008. The HCV identification carried out with public stakeholder consultation with surrounding communities. The HCV Identification report has been peer reviewed by WWF Indonesia (Mr. Deni Rahadian) on 22 September 2011.</p> <p>The presence of HCVs at PT IIS Muara Bulian is mainly under category HCV 1.1, HCV 1.2, HCV 4.1 and HCV 5 with total HCV areas of 76.18 Ha; where mostly the identified HCV areas were determined as riparian area and water catchment area.</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> <p>Smallholders: HCV assessment has been conducted by IPB facilitated by group manager and PT Inti Indosawit Subur on Februari – March 2011 in area Plasma Muara Bulian. As per HCV findings of the plasma Muara Bulian which completed on March 2011, the methodology which incorporated site observation and consultation with local communities. The local villager, workers from estates and dealers were actively participated in the HCV assessment.</p> <p>Individual member can demonstrate basic understanding of HCV and RTE species which need to protect by them. During field audit and interview with member they can explain basic understanding on HCV and RTE species including how to protect them.</p>	
<p>5.2.2</p>	<p>Where rare, threatened or</p> <p>Based on HCV Identification Report, 2011 shows</p>	<p>Comply</p>

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<p>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. - Major compliance -</p>	<p>in area of Muara Bulian Estate, found 9 types of mamalia species, 5 species are protected such as: Manis javanica, Felis bengalensis, Helarctos malayanus, Cervus unicolor, Prionodon linsang, 11 types of protected bird species such as: Alcedo meninting, Anthreptes malaccensis, Arachnotera longiostra, Ardea purpurea, Egretta garzeta, Halcyon chloris, Rhipidura javanica, Spizaetus cirhatus, etc; 4 types of reptile species such as: Varanus salvator, Cuora amboinensis, Naja sumatrana, Phytan reticulatus.</p> <p>Company has determined conservation management and monitoring plan refer to HCV identification result. Conservation management and monitoring plan 2018 can be demonstrated. Based on field verification, company has demonstrated effort for management and monitoring of HCV area. Wildlife monitoring is conducted monthly by foreman and clerk afedling/division. The animal/species findings are recorded in the form "Daftar Temuan Satwa liar di Areal Kebun". Evidence of wildlife monitoring can be demonstrated. For example monitoring result in June 2018 in Division I, II and III the presence of animal during monitoring such as: Cekakak rawa (Halcyon chloris), Cekakak belukar (Halcyon smyrnensis), Bubut Alang-alang (Centropus sp), Beruk (Macaca nemestrina), Monyet ekor panjang (Macaca fascicularis), Ayam hutan (Gallus gallus), Biawak (Varanus salvator), Babi (Sus scrofa), Ular kobra (Naja sumatrana), Monyet ekor panjang (Macaca fascicularis).</p> <p>Planting trees and vetiver grass on the river buffer zone (Sengoan river) has been done to enhance the HCV area and biodiversity. Monitoring and patroll of HCV area and installing identity signboard and warning signboard on the field also done for awareness and conservation campaign.</p> <p>Smallholders: Group manager has determined HCV management and monitoring plan as recommended 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</p>	

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	<p>checks to ensure compliance, i.e clear boundaries and no encroachments, monitoring of RTE species. Presented in "Conservation Management Plan PT Inti Indosawit Subur, Plasma Muara Bulian Tahun 2017". List of HCVS and RTEs findings display on the notice board is available during onsite audit.</p> <p>Plasma Muara Bulian Internal Control System (ICS) has made the HCV management and monitoring plan refer to recommendation of HCV identification report. HCV management plan is apply in 6 KUD Plasma Muara Bulian. HCV management plan in each KUD consist of:</p> <ul style="list-style-type: none"> - Signboard placement of prohibition chemical application near to waterways/riparian area with distance 3 m in left and right side - Training and awareness of HCV against smallholder member regularly at minimum once a year - Monitoring of animal/wildlife <p>Conservation management plan has been disseminated to all KUD and socialized to all member of KUD. During audit and interview with sample smallholder member indicated that they have aware and understand regarding conservation management plan of KUD.</p>	
<p>5.2.3</p>	<p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p> <p>Company has demonstrate consistency in providing communication and HCV management training. For example training HCV on 8 February 2018 attended by 23 participants, field supervisor level.</p> <p>Training material:</p> <ol style="list-style-type: none"> 1. Maintained HCV areas. 2. No spraying 3 metres (right-left side) along the water course. 3. No hunting 4. Zero burning, etc. <p>Based on interview with worker representative and field workers they have understand protection of plant and animal. The workers also aware of company policy prohibits hunting, raising and killing protected animal. 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 socialization and awareness regarding HCV and wildlife protection performed by company through muster morning in each</p>	<p>Comply</p>

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	<p>division/afdeling PT. Inti Indosawit Subur Muara Bulian Estate. Awareness to surrounding community performed once a year, last socialization performed in 12 February 2018.</p> <p>Smallholders: Training has been provided to the individual members about the status of HCV and RTE species and the applicable disciplinary measures. Training was conducted on 11 March 2017 in KUD Barokah, 14 May in KUD Budi Sari and 24 March 2017 in KUD Karya Lestari. Attendant list and minutes of training was available.</p> <p>The members are understand the ways of communication such as through meeting with field assistants, notice displayed on the notice board in KUD office and Plasma Muara bulian office and the guideline in "Buku Pintar petani plasma" has distributed to each of the members.</p>	
<p>5.2.4</p>	<p>Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan. - Minor compliance –</p> <p>Company has prepared Conservation Management Plan, detailing location of HCV area, hectare of HCV area, management objective, management program, method, person in charge, target of implementation and monthly status.</p> <p>Company has consistently monitors the status of HCV area, as well as protected flora and fauna species. This is recorded in "Laporan Monitoring Tumbuhan dan Satwa Liar PT. Inti Indosawit Subur" for example period Semester II 2017" – monitoring period June - December 2017. The report explains the monitoring on status of plant and animal/wildlife, disturbance and damage to the protected area/HCV area.</p> <p>Wildlife observations are conducted monthly by Mandor HCV in each Afdeling. Last observation in June 2018 documented in the "Daftar Temuan satwa liar di areal kebun" observed the presence of protected species such as: Cekakak rawa (Halcyon chloris), Cekakak belukar (Halcyon smyrnensis), Bubut Alang-alang (Centropus sp), Beruk (Macaca nemestrina), Monyet ekor panjang (Macaca fascicularis). Types of animal such as Felis bengalensis, Manis javanica and Helarctos malayanus are rarely seen or presence at the time of observation.</p> <p>Report of Management and Monitoring for HCV</p>	<p>Comply</p>

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	<p>and RTEs is reported every 6 months and review is conducted regularly to ensure that monitoring is effective. Reports second half 2017 (Semester II period June – December 2017) can be demonstrated. Results of monitoring was evaluated using trend evaluation.</p> <p>Result of monitoring gives the feedback into the management plan improvement. The results from monitoring of wildlife, environmental, and socio-cultural services gives feedback advice and recommendations to the management plan. Based on field verification, company has demonstrated effort for management and monitoring of HCV area.</p> <p>Smallholders: Plasma Muara Bulian has develop a mechanism for individual members to report on threats to HCVs in “Mekanisme Pelaporan Perjumpaan Satwa dan Tumbuhan Dilindungi” SOP No. 027/DOK/SOP/AA/2017. Smallholder member should report the presence of rare, threatened and Endangered species (protected species) to head of KT and ICS Manager, then review the member reports for further action. Plasma Muara Bulian has disseminate farmer reporting mechanisms related to the threat of HCV in the plasma estate area, for example socialization in KUD Barokah on 9 April 2018, in KUD Budi Sari on 10 August 2017.</p> <p>During interview with smallholder member in KUD Barokah aware against the protected species and the mechanism to report the RTE species.</p> <p>Plasma Muara Bulian also has a program to monitor the RTE species each month. Record seen:</p> <ul style="list-style-type: none"> - In KUD Barokah, monitoring from January – March 2018 found the presence of animal such as: Phyton reticulatus, Varanus salvator, Naja sumatrana, Macaca fascicularis and Elang Hitam. - In KUD Budi Sari, monitoring from January – March 2018 found the presence of animal such as: Macaca fascicularis, Varanus salvator, Naja sumatrana. - In KUD Karya Lestari, monitoring from January – March 2018 found the presence of animal such as: Macaca fascicularis, Halcyon 	

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<p>5.2.5 Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights.</p> <p>- Minor compliance –</p>	<p>smirnensis, and Naja sumatrana.</p> <p>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> <p>Smallholders: Up to date, there is no reporting in cases where there is an overlap of local community rights and HCV areas. Individual member has the legal land title or authority letter.</p>	<p>Comply</p>
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
<p>5.3.1 A documented identified source of all waste and pollution, shall be available.</p> <p>- Major compliance -</p>	<p>Waste products have been identified and documented under the "Evaluasi Aspek-Dampak Lingkungan" (Environmental Aspect impacts EMS-431-003-LT). This document is updated once a year, last updated on 12 April 2017. This document covering all operation in Estates and mill. All polluting activities has been assessed including emission from boiler and generator, effluent from mill waste water, particulate from boiler stack, noise, used lubricant and filter, old battery, used laboratory chemical, clinical/medical waste, mill effluent, EFB, smoke, dust, fiber and shell, empty agrochemical container, boiler ash, scrap iron, used tires, waste water and domestic household refuse.</p> <p>PT Inti Indosawit Subur – Muara Bulian POM and Estate has a waste management plan, identifying type and source of waste and the disposal plan. PT Inti Indosawit Subur – Muara Bulian POM and Estate 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 company store hazardous waste in temporary storage with permit. The hazardous waste is sent to the registered collector/transporter which approved by Environmental Ministry, namely PT. Indostar Cargo.</p> <p>There is a mechanism "Mekanisme Penanganan Sampah Domestik" to segregate organic and</p>	<p>Comply</p>

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	<p>inorganic waste, further to re-use or re-cycle inorganic domestic waste (such as plastic) and composting the organic domestic waste.</p> <p>Company has disseminated the mechanism of domestic waste handling to all employee and resident of emplacement. Domestic waste resulted from domestic activity was segregated by housing resident. Company provide the organic and anorganic trash can in each housing area. There are personel/workers who has been trained to collected the organic and anorganic waste and transport to landfill (TPSA).</p> <p>Smallholders: Group Manager Plasma Muara Bulian has prepared the document to indentification all waste products and sources of pollution, as per document of "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi), updated on 2 February 2018, such:</p> <ol style="list-style-type: none"> a. Transport FFB – vehicle emission b. Fertilizing – water pollution c. Spraying – water and soil pollution <p>There is a mechanism "Mekanisme Penanganan Sampah Domestik" to segregate organic and inorganic waste, further to re-use or re-cycle inorganic domestic waste (such as plastic) and composting the organic domestic waste.</p>	
<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>ASA-1.1 PT. Inti Indosawit Subur Muara Bulian collects all hazardous waste from estate into temporary hazardous waste storage in workshop compound. The temporary hazardous waste storage Muara Bulian Estate has valid permit according to:</p> <ul style="list-style-type: none"> - "Keputusan Kepala Badan Penanaman Modal dan pelayana Perizinan Terpadu Kabupaten Batanghari Nomor: 503/05/IPPL-B3/BPMPPT/2014 tentang Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (B3) kepada PT. Inti Indosawit Subur Kebun Muara Bulian" dated 19 November 2014, valid for 5 years. The permit covers used oil, used filter, used battery, used lamp, ex chemical container, used electronic, hand gloves, contaminated goods, ex laboratory analysis waste and used paint can. The hazardous waste with storage time 180 days with production less than 50 kg/day. - "Keputusan Kepala Badan Penanaman Modal dan pelayana Perizinan Terpadu 	<p>NC</p>

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	<p>Kabupaten Batanghari Nomor: 503/03/IPPL-B3/BPMPPT/2014 tentang Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (B3) kepada PT. Inti Indosawit Subur Pabrik Muara Bulian” dated 27 August 2014, valid for 5 years. The permit covers used oil, used filter, used battery, used lamp, ex chemical container, used electronic, hand gloves, contaminated goods, ex laboratory analysis waste and used paint can. The hazardous waste with storage time 180 days with production less than 50 kg/day.</p> <p>PT. Inti Indosawit Subur Muara Bulian has an agreement in transporting the hazardous waste with contractor: “Perjanjian Kerjasama antara PT. Inti Indosawit Subur dengan, Konsorsium PT Sumatra Deli Lestari Indah - PT. Indostar Cargo and PT Prasadha Pamunah Limbah Industri No 002/IIS-SDLI-ISC-PPLI/III-2018, dated 2 March 2018 valid up to 02/02/2019. The type of hazardous waste to be transported: used oil, used battery, old lamps, used chemical container, contaminated waste and used filter.</p> <p>The contractor, PT. Indostar Cargo holds valid permit: “Surat Kementerian Lingkungan Hidup No.B.14559/Dep.IV/LH/PDAL/12/2014 tentang Rekomendasi Pengangkutan Limbah Bahan Berbahaya dan Beracun kepada Direktorat Jenderal Perhubungan Darat Kementerian Perhubungan RI”, valid for 5 years. PT Indostar Cargo has also permit for hazardous waste transporting based on “Izin Penyelenggaraan Angkutan Barang Khusus Untuk Mengangkut Barang Berbahaya dari Kementerian Perhubungan Direktorat Jenderal Perhubungan Darat berdasarkan SK Nomor: SK.4990/AJ.309/DJPD/2017/120710258bb-0062 dated 2 November 2017, Valid until 3 November 2018.</p> <p>PT. Inti Indosawit Subur Muara Bulian reported the hazardous waste management per 3 monthly basis, to Assisten Deputi Urusan Administrasi Pengendalian Limbah B3 Kementerian Lingkungan Hidup RI, PPE Sumatera, Kepala Kantor Badan Lingkungan Hidup Provinsi Jambi, Kepala Dinas Lingkungan Hidup Kabupaten Batanghari under:</p> <ul style="list-style-type: none"> - “Laporan Pelaksanaan Penyimpanan Limbah B3 PT Inti Indosawit Subur Muara Bulian Estate period January - March 2018, No.02/IIS-KMB/Ext/04/18” dated 10 April 2018. Receipt 	

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	<p>Note recorded in "Daftar Distribusi Eksternal" dated 18 April 2018.</p> <ul style="list-style-type: none"> - "Laporan Pelaksanaan Penyimpanan Limbah B3 PT Inti Indosawit Subur Muara Bulian POM period January - March 2018, No.054/MI-PMB/Ext/04/2018" dated 12 April 2018. Receipt Note recorded in "Daftar Distribusi Eksternal" dated 18 April 2018. <p>The sampled transporting manifest of hazardous waste to PT Prasadha Pamunah Limbah Industri:</p> <p>Muara Bulian Estate:</p> <ul style="list-style-type: none"> - Surat Jalan No. 01/IIS-KMB/I/2018 dated 23 January 2018, consist of: <ul style="list-style-type: none"> ✓ Used oil 1 Drum (200 L) Manifest No. OL 0019713 ✓ Used Filter 1 Drum (40 Kg) Manifest No. OL 0019714 ✓ Ex chemical container 245 kg Manifest No. OL 0019716 ✓ Used battery 81 kg (7 pcs) Manifest No. OL 0019715 ✓ Medical waste 0.5 kg Manifest No. OL 0019717 <p>Muara Bulian POM:</p> <ul style="list-style-type: none"> - Berita Acara dated 23 January 2018, consist of: <ul style="list-style-type: none"> ✓ Used oil 1 Drum (180 Kg) Manifest No. OL 0019706 ✓ Used Filter 1 Drum (34 Kg) Manifest No. OL 0019707 ✓ Used lamp (electronic waste) 134 Kg Manifest No. OL 0019710 ✓ Used rags/used hand gloves 5.25 kg Manifest No. OL 0019708 ✓ Ex chemical container 171 kg Manifest No. OL 0019709 ✓ Used PCB (electronic waste) 20 kg Manifest No. OL 0019711 <p>Smallholders: Environmental Management for Small Farmers Training which incorporated the disposal method of waste has been provided to all the smallholders including the workers. Training record was documented.</p> <p>There is a mechanism "Mekanisme Penanganan Sampah Domestik" to segregate organic and an-organic waste, further to re-use or re-cycle an-organic domestic waste (such as plastic) and</p>	

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	<p>composting the organic domestic waste.</p> <p>Non conformity: There is no evidence that empty chemical containers (ex herbicide) has disposed responsibly according to PT IIS Procedure and regulation. Based on field visit to Plasma Muara Bulian : - KUD Barokah Hamparan 81 Kav. 1994, Kav. 1941 - KUD Budi Sari Hamparan 25 Kav. 785, Kav. 755, Kav. 835 Confirmed that smallholder member performed herbicide spraying by themselves and the empty container of herbicide disposed by burning and use for another purposes. While in the procedure "Prosedur Penanganan Limbah B3" No.AA-KL-06-EFP stated that all empty chemical container manage as hazardous waste and disposed to hazardous waste storage (TPS LB3).</p>	
<p>5.3.3</p>	<p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available. - Minor compliance –</p> <p>Waste management plan is documented in "Rencana pengelolaan Limbah". Waste management consists of medical waste, domestic waste, and hazardous waste to reduce pollution into the environment.</p> <p>Company also prepare waste management plan such as: - Domestic waste, managed by segregation of organic and inorganic waste, transport the waste to sanitary landfill - Liquid domestic waste, managed by providing septic tank and trench each house - Solid waste resulted from mill such as: shell and fiber used as boiler fuel, EFB applied to plantation used as mulched and organic fertilizer - Liquid waste from mill managed by application to plantation as fertilizer (Land application) - Hazardous waste resulted from mill and estate managed by store in the temporary storage which has licensed and delivered to licensed transporter and collector. - Waste of used goods/scrap, collect and sell to vendors - Air emission, water and soil pollutant managed by dust collector installation</p> <p>The company has socialized to the workers and their families who are at stay in housing complex to aware disposed domestic waste to</p>	<p>Comply</p>

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	<p>the separate waste bin (organic and an-organic). Based on field visit in estate and mill housing complex, it was found that organic and in-organic waste is separated in waste bin and also found no scattered waste. All domestic waste is disposed to the final waste discharge (Tempat Pengumpulan Akhir Sampah).</p> <p>Smallholders: The documented waste management and disposal plan available at the group level, as per document of "Identifikasi Sumber Pencemaran dan Emisi", updated on February 2018. All the members have attended the training for on waste management and disposal in the oil palm plantations. Sample seen in KUD Barokah, KUD Budi Sari and KUD Karya Lestari. Training presentation slides, attendance list, minutes and documentation are available.</p>	
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>5.4.1</p>	<p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored. - Minor compliance –</p>	<p>Comply</p>

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	<p>fibre) was 375.20 MJ/ton CPO. From the total energy use for palm oil mill process can be shown that renewable energy use was 93% and energy from fossil fuel was 7%.</p> <p>Fossil fuel usage is recorded for operational purpose, including the efficiency analysis. Total diesel fuel usage since January – May 2018 by Muara Bulian POM was 25,125 litre for operational Genset and heavy equipment and in 2017 was 58,396 litre. Total diesel fuel usage in Muara Bulian Estate since January – June 2018 was 156,866 litre. Muara Bulian Estate has a programme for efficiency of fossil fuel usage by increasing the ratio on diesel fuel usage (km/l) minimum 3.80 km/L for operational dump truck. During audit, can be shown that efficiency for diesel fuel usage has been minimize by monitoring klep stell, air cleaner maintenance, tire pressure monitoring, and stel nozzle monitoring.</p> <p>Smallholders:</p> <p>Group Manager Plasma Muara Bulian has prepared a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy, under document “Program Efisiensi Penggunaan Bahan Bakar Fosil dan Energi Terbarukan”, following plan to mitigate polluting activities, i.e:</p> <ul style="list-style-type: none"> - Optimizing FFB transportation by designed the TPH (FFB collecting place) in one way at collection road - Fossil fuel efficiency by test run and regular service of dump truck <p>During audit can be demonstrated that Plasma Muara Bulian has implementing the TPH design in one way at collection road. Sample seen in KUD Barokah, KUD Budi Sari and KUD Karya Lestari.</p> <p>Test run for Dump truck and regular service also has performed by Plasma Muara Bulian, sample seen in KUD Barokah, KUD Budi Sari and KUD Karya Lestari. Plasma Tungkal Ulu also monitor the fossil fuel usage regularly and monitoring the trip of dump truck.</p>	

Criterion 5.5:
Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN

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guidelines or other regional best practice.		
<p>5.5.1</p>	<p>Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.</p> <p>- Major compliance -</p> <p>It was noted that Muara Bulian Estate has conducted replanting activities since 2016. Procedure of Replanting was documented in SOP AA-APM-OP-1100.20-R6 dated 16 February 2017. The procedure described the company commitment to "Zero Burning" by using chipping and stacking using excavator by bucket modification. Procedure of replanting mentioned that Field Assistant, Head Assistant and Estate Manager must perform checks to ensure that the contractor does not perform burning for land preparation for replanting. In the procedure of replanting mentioned that, the methods used are: Toppling trees using heavy equipment (excavators); Chipping: cutting palm trunk, so as not infected with ganoderma; Planting LCC, so that the decay of the old oil palm trunks can be faster; Planting of oil palm. This method has been used in replanting the whole plantation belonging to Asian Agri group including PT Inti Indosawit Subur – Muara Bulian Estate.</p> <p>All the replanting activities requires to be documented and monitored, such as: Schedule of replanting (chipping, digging and planting), progress planting LCC (Legume Cover Crop) and Minutes Works replanting (Progress in the Works Contractor).</p> <p>The company has also established Company Policy signed by Managing Director, Kevin Tio, on 1 December 2014. Point 6 of the policy stated the company uses Zero Burning practice in developing plantation and actively support initiative to prevent and monitor forest fire and haze. Based on field observation to Block B91c that will become B18k, it was evident that no fire has been used for replanting in Muara Bulian Estate.</p> <p>Smallholder: The Smallholder Manager has prepared the policy that there were no land preparation by burning, as per "Kebijakan Manager Plasma Muara Bulian" dated 2 December 2016, in poin 6: "Melakukan praktek tanpa bakar dalam kegiatan pembangunan perkebunan dan petani maupun desa secara aktif mendukung inisiatif mencegah mengawasi kebakaran hutan dan</p>	<p>Comply</p>

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	<p>asap” (Implementing non-burning practices in plantation development activities, farmers and villages actively support initiatives to prevent and control forest fires and smoke). The policy has communicated to individual member and available in guidance book (Buku Pintar Petani) which distributed to all farmers as well as the information display on the notice board in filed also emphasize on the no use of fire policy.</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. - Minor compliance -</p>	<p>Comply</p>
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p>5.6.1</p>	<p>Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4) - Major compliance -</p> <p>List for assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent provided in document “Identifikasi Aspek Dampak Lingkungan untuk PMKS dan Estate di Muara Bulian”, updated on 5 January 2018. The identification listed all relevant activities that generate pollution and emission from office, plantations, palm oil mill, mill effluent treatment up to workers activities, such as:</p> <ul style="list-style-type: none"> - Boiler stack emission including particulate and soot - Diesel electric generator emission - POME methane emission - Use of fertilizer - Use of Pesticide - Diesel fuel usage - Vehicle and heave equipment emission <p>All the activities of mill and estate as well as the waste generated has been well documented, for examples the operational activities from generator is generates air emissions, the company conducts periodic generator maintenance and perform quality measurement of exhaust emissions each semester to ensure air quality is comply with standard regulation.</p> <p>The company has developed pollution and emission reduction plan. The plan covers planning, implementing plans and monitoring</p>	<p>Comply</p>

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	<p>activities generating pollution and emission.</p> <p>Reduction of pollution such as:</p> <ul style="list-style-type: none"> - POME application/Land application permitted for plantation in mineral soil. - Hazardous waste storage management and monitoring (permitted by government) - Domestic waste management by sanitary landfill - Emission measurement each semester from Boiler, Genset, Heavy equipment and vehicle. <p>Smallholders:</p> <p>Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent has provided by Group Manager Plasma Muara Bulian as per "Evaluasi Aspek Dampak Lingkungan Kebun Plasma Muara Bulian" updated on 1 February 2018. During audit, sampled seen in KUD Barokah, KUD Budi Sari, KUD Karya lestari. KUD can demonstrated the environmental aspect and impact and its control. Environmental Impact Assessment of the Plasma Muara Bulian has identified the significant potential environmental impacts deriving from operational activities such as: fertilizing, weeds control, pest and disease control, harvesting, FFB transportation, road and bridge maintenance, ditch maintenance, chemical storage, hazardous waste storage, office. Options to improve on each activity rated as Moderate and Poor are provided as recommendations.</p>	
<p>5.6.2</p>	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented.</p> <p>- Major compliance -</p> <p>Identification of pollutant and GHG, such as: usage of inorganic fertilizer, pesticide, fossil fuel usage, peat land, and POME.</p> <p>Identification of significant pollution and GHG emission in each unit/station as documented in "Environmental Aspect & Impact List", consist of: input, environmental aspect, caused, environmental impact potential, and control.</p> <p>The company also has minimized pollutant and GHG through using EFB as organic fertilizer, implementing IPM to reduce pesticides usage, using fibre and sell for boiler, etc. Group Manager has identified significant pollutants and</p>	<p>Comply</p>

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	<p>greenhouse gas (GHG) emissions and Plan to reduce or minimised under document "Evaluasi Aspek – Dampak Lingkungan", dated 1 February 2018.</p> <p>Company has implemented and monitored a plan to reduce pollutant and emission. Emission, particulate, and noise from boiler and generator are tested and monitored every six month.</p> <p><u>Smallholders:</u></p> <p>Group Manager has identified significant pollutants and greenhouse gas (GHG) emissions and Plan to reduce or minimised under document "Evaluasi Aspek – Dampak Lingkungan", dated 1 February 2018. Significant pollutant and greenhouse gas (GHG) emissions also has defined as per document of "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi), updated on 2 February 2018, such:</p> <ul style="list-style-type: none"> a. Transport FFB – vehicle emission b. Fertilizing – water pollution c. Spraying – water and soil pollution <p>There is a mechanism "Mekanisme Penanganan Sampah Domestik" to segregate organic and inorganic waste, further to re-use or re-cycle inorganic domestic waste (such as plastic) and composting the organic domestic waste.</p>	
<p>5.6.3</p>	<p>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 –</p> <p>Emission monitoring system by using "RSPO PalmGHG" system calculation. Emission from estate and mill operation was calculated and monitored, emission reduction achieved. The result of GHG calculation available in appendix C.</p> <p>Monitoring of any pollutant has been done in daily, weekly and monthly basis, report of monitoring was recorded in the "RKL/RPL" report, and this report submitted to the related institution every 6 month. The company has prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, e.g. air quality ambient for boiler and Genset, water quality test for river (upstream and downstream), effluent water quality, noise, etc.</p>	<p>Comply</p>

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	<p><u>Smallholders:</u></p> <p>Mitigation measures for significant pollutants and identify sources of emissions is available, under: "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi)", updated on 1 February 2018.</p>		
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</p>			
<p>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.</p>			
<p>6.1.1</p>	<p>A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -</p>	<p>Muara Bulian Estate & Mill: Company has had social impact assessment with scope in Estate, Mill and Plasma/Smallholder in the same report. Social Impact Assessment was conducted as documented in "Social Impact Assessment PT Inti Indosawit Subur Kebun Muara Bulian including Scheme Smallholder" on 2011 by Fakultas Kehutanan Institut Pertanian Bogor. This social impact assessment is also done with a direct approach with affected communities by FGD method conducted on 5 to 10 March 2011.</p> <p>The social risk have been identified for some aspect: a. Tenurial aspect; b. social aspect related infrastructure; c. employment, industrial relation and workforce absorption aspect; d. environmental aspect;</p> <p>Smallholder: The social impacts with the participation of internal and external stakeholders such as management, local communities, head of around village (Karya Mukti, Tidar Kuranji, Bulian Jaya, Kehidupan Baru, Danau Embat village etc.) farmers and workers and the government bodies relate. Evidence of participation with affected parties is to use a questionnaire conducted on June 20, 2011.</p> <p>Based on interview with farmers that generally farmers understood of the social risk of their operation. Interview with farmers at KUD Barokah, hamparan 86 (Kavling 2483 and 2469), KUD Budi Sari, hamparan 25 (kavling 835 and 839) and also KUD Karya Lestari on hamparan</p>	<p>Comply</p>

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<p>6.1.2</p> <p>There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>72 (kavling 1536 and 1515).</p> <p>Muara Bulian Estate & Mill</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 - Field observation <p>Evidence of participation with affected parties is to use a questionnaire conducted on March 5-10, 2011, questionnaires can be demonstrated at the time of the audit. 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>Smallholders:</p> <p>Social Impact Assessment was conducted as documented in "Social Impact Assessment PT Inti Indosawit Subur Kebun Muara Bulian includes Scheme Smallholder" on 2011 by Fakultas Kehutanan Institut Pertanian Bogor. Evidence of participation with affected parties is to use a questionnaire conducted on June 20, 2011.</p>	<p>Comply</p>
<p>6.1.3</p> <p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>PT Inti Indosawit Subur-Muara Bulian Estate, the Mill and also scheme smallholder has established a plan to address and correct the problems contained in the social impact study in the form of a "Rencana Kelola Dampak Sosial", consisting of a management plan:</p> <ul style="list-style-type: none"> - Field of tenure/land tenure - Social field - Field of Community Empowerment. - Employment field - Environmental field <p>Company has determine of management and monitoring of social impact regularly, latest management and monitoring was performed on 10 January 2018, such as:</p> <ul style="list-style-type: none"> - Opening employment opportunities, parameters: Local workforce more than 50%, impact management: by opening a labor dispatch for the surrounding villagers - Replanting Activities, social impacts: Not 	<p>Comply</p>

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	<p>all farmers have alternative and completed bank debt before the replanting program, impact management: facilitating alternative economic training by involving relevant agencies, vendors and banks, e.g October 2016 alternative economic training for farmers in Yogyakarta.</p> <ul style="list-style-type: none"> - Road facilities; impact: FGGs are constrained, cross-border flow and inter-village people are constrained, impact management efforts: make road improvement programs with farmer and company institutions continue to assist in the procurement of heavy equipment that costs are paid by smallholders. - Resources; Impact: the management of plasma plantations is not optimal because the technical Best Management Practices/BMP of oil palm plantations has not been understood by farmers either self-managed / seadaya, impact management efforts: socialize the practices of BMP da K3 to self-help farmers. <p>Management and monitoring of social impact trough consultation with the affected parties performed on 24-25 January 2018, responded taken sample: e.g: namely Sayuti from Bulian Jaya Village, Darianto from Kehidupan Baru Village, Saeul Islami from Terusan Village, Gunawan from Karya Mukti Village, etc.</p>	
<p>6.1.4</p>	<p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <ul style="list-style-type: none"> - Minor compliance – <p>The Company is consistent in conducting periodic review of social studies (minimum 2 years basis), from identification of social impacts in 2011, latest review conducted in 2017. SIA review plan will be done in 2019 later.</p> <p>SIA results of the review period, 2017 and based on the results of consultation with stakeholders and the society around them on December 2017, are:</p> <ul style="list-style-type: none"> - The socio-economic and cultural level of the surrounding community shows a very significant improvement, this can be seen in the development of the developed and developing villages and the welfare of the community is getting better - Social conflicts with surrounding communities are not significantly visible. - Steps of approach after the review of SIA in the period 2017 is to conduct "study level socio-economic community around". - Resources; Impact: the management of plasma plantations is not optimal because the 	<p>Comply</p>

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	<p>technical Best Management Practices/BMP of oil palm plantations has not been understood by farmers either self-managed / seadaya, impact management efforts: socialize the practices of BMP da K3 to self-help farmers.</p> <ul style="list-style-type: none"> - Replanting Activities, social impacts: Not all farmers have alternative and completed bank debt before the replanting program, impact management: facilitating alternative economic training by involving relevant agencies, vendors and banks. <p>The results of the SIA review have been consulted to affected villagers through public consultations conducted on 12-14 December 2017 which was attended by 37 participants from the villages around the plantation.</p>	
<p>6.1.5</p> <p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>Social Impact Assessment was conducted as documented in "Social Impact Assessment PT Inti Indosawit Subur Kebun Muara Bulian includes Scheme Smallholder" on 2011 by Fakultas Kehutanan Institut Pertanian Bogor. This social impact assessment is also done with a direct approach with affected communities by FGD method conducted on 5 to 10 March 2011. Where in chapter V addressed specifically on the impact of the presence of PT Inti Indosawit Subur to farmers/communities around either positive or negative effects.</p> <p>Positive Impact with the existence of partnership partnership with PT IIS: an increase in the welfare and living standard of the community. From the results of correspondence conducted in December 2017, that: 89% of plasma farmers perceive partnership has been satisfactory and only 11% of the rate is less satisfactory.</p> <p>Negative impacts that arise include:</p> <ul style="list-style-type: none"> - Perception of plasma farmers: some smallholders do not know the agreement between PT IIS and PIR-TRANS farmers - The company's contribution to local development is very small - The company's assistance for maintenance of village roads is very poor - Rejuvenation / Replanting: Farmers still hope to cooperate with PT IIS, there is no alternative source of income for the family when the garden is still not producing. - Etc. 	<p>Comply</p>

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	<p><u>Smallholders:</u></p> <p>There was an impact of replanting programme related the scheme smallholder form. Implementation of plasma scheme has been informed to all member especially an area are going to replanting. Socialization related the form of scheme has been performed on 19 February 2018 it's also attended by "Dinas Perkebunan".</p>	
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		
<p>6.2.1</p> <p>Communication and consultation procedures shall be documented. - Major compliance -</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.</p> <p><u>Smallholders:</u></p> <p>The Consultation and communication procedures as documented in "Mekanisme Komunikasi, konsultasi dan keluhan, dated 3rd January 2011.</p> <p>The consultation & communication procedure displayed on the site's public notice board and also there was in "Buku Pintar) belongings to the farmers.</p> <p>At site, logbook for records of all communications. Stakeholder communication/ logbook have been implemented. Communication with the government authorities and the project partner are through email and has been documented.</p> <p>The members are understand the ways of communication such as through meeting with field assistants, notice displayed on the notice board in KUD and on "Buku Pintar" as hand book for farmers and Oil Palm Management guideline distributed to each of the members.</p>	<p>Comply</p>
<p>6.2.2</p> <p>The company shall have official(s) who is responsible for consultation and communications with parties. - Minor compliance -</p>	<p>The company has appointed officers responsible to carried out communication and consultation with local communities is Public Relations Department – Humas PT Inti Indosawit Subur Muara Bulian.</p>	<p>Comply</p>

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	<p>Smallholders:</p> <p>Group Manager has been appointed as the overall responsible person. All communications between the farmer and the Manger Group appointed to responsible by assistant plasma (there are 4 assistants) on plasma Muara Bulian plantations.</p>	
<p>6.2.3</p> <p>The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.</p> <p>- Minor compliance -</p>	<p>List stakeholder is available and records of stakeholder's communication and consultation were being documeted into "Buku Masuk". List stakeholder updated on 25th February 2018 consists of PT. IIS-Muara Bulian Estate and Mill.</p> <p>Smallholders:</p> <p>The stakeholders register which recorded all the list of stakeholders recorded on "Daftar Nama Stakeholder Plasma Muara Bulian", dated 24 January 2018, such as kepala desa, Dinas koperasi & UMKM, Polsek Maro Sebo Ilir, etc.</p> <p>At site, logbook for records of all communications. Stakeholder communication/logbook has been implemented. Communication with the government authorities and the project partner are through email and has been documented.</p> <p>Information request from stakeholder and it's response.</p> <p>Request of information from stakeholder is documented into a log book "Permintaan Informasi", up to June 2018 was noted 6 request for information, such as:</p> <ul style="list-style-type: none"> - On 17 February 2018 request from Mr. Markun (Sekretaris KUD Subur Makmur), related pending for deduction of fertilizer cost, has been responded on 17 February 2018 - On 12 June 2018 request from Mr. Rosul (Ketua KUD Subur Makmur), related information about closing of FFB admission in POM, has been responded on 12 June 2018 by Assistant afdeling II. <p>20 June 2018 request from Mr. Sugeng (Bendahara KUD Barokah) related closed book for financial period May 2018, has been responded on 24 June 2018 by KTU.</p>	<p>Comply</p>

Criterion 6.3:
There is a mutually agreed and documented system for dealing with complaints and grievances, which is

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Criterion / Indicator	Assessment Findings	Compliance
implemented and accepted by all effected parties.		
<p>6.3.1</p> <p>The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>The Certificated holder had complaint handling mechanism to response complaint from external party, as written in "Mekanisme Penanganan Keluhan" (No.SOP-AA-GL-5005-R0 01). For internal complaint the applicable procedure is "Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan" – Employee' complaint and resolution mechanism (No.SOP-AAHR-3008-R0 05).</p> <p>Also to protect whistle blower and anonymity, it is covered within "Mekanisme Jaminan Pelapor dan Pengungkapan Kasus" prepared by Public Relation officer PT Inti indosawit Subur on 01/12/2015.</p> <p>These mechanisms has been communicated to external parties and disseminated to all 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>Smallholders: All smallholders has had flowchart process to resolve mechanism and installed in KUD office.</p> <p>Based on interview with smallholders on sample plots, if the farmer has a complaint, it can be communicated through Farmer Group and Foreman (Mandor), then it will be deliver to cooperative or KUD.</p>	<p>Comply</p>
<p>6.3.2</p> <p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p>	<p><u>Muara Bulian Estate and Mill:</u> Records for complaint and grievance from internal stakeholders (workers) are documented in logbook "Monitoring Keluhan Karyawan".</p> <p>While for smallholders, mechanism to record complaint and grievance are facilitated through "Mekanisme Komunikasi, Konsultasi dan Keluhan".</p> <p>During interview with sample workers in Estate and Mill, worker union and sample of smallholders in KUD Barokah, KUD Budi Sari and KUD Karya Lestari, there is no significant grievance or complaint.</p>	<p>Comply</p>
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a</p>		

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Criterion / Indicator	Assessment Findings	Compliance
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> <p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p>	<p>The Certificate Holder had procedure for identifying legal, customary or user rights. It is covered within SOP AA-GL-5003.R1 related Land dispute resolution. Due to the certificate holder (company) had land use rights "HGU" for its area. FPIC process has been completed prior to obtained the land use title in 2003. All the certified area was clear and clean.</p> <p>Smallholders: Land ownership status of smallholder scheme is granted by government program namely Transmigration Program since 1992 – 1995. There is no compensation made since the farmers granted the certificate. Both Muara Bulian Estate, Mill and Smallholders, there is no traditional use or customary right within the certified area.</p>	<p>Comply</p>
<p>6.4.2</p> <p>A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.</p> <p>- Minor compliance –</p>	<p>The Certificate Holder has had procedure for identifying legal, customary or user rights. It is covered within SOP AA-GL-5003.R1 related Land dispute resolution.</p> <p>Due to the certificate holder (company) has had land use rights "HGU" for its area. FPIC process has been completed prior to obtained the land use title in 2003. All the certified area was clear and clean.</p> <p>Smallholders: Land ownership status of smallholder scheme is granted by government program namely Transmigration Program since 1992 – 1995. There is no compensation made since the farmers granted the certificate.</p> <p>Both Muara Bulian Estate, Mill and Smallholders, there is no traditional use or customary right within the certified area.</p>	<p>Comply</p>
<p>6.4.3</p> <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>The Certificate Holder has had procedure for identifying legal, customary or user rights. It is covered within SOP AA-GL-5003.R1 related Land dispute resolution.</p> <p>Due to the certificate holder (company) has had land use rights "HGU" for its area. FPIC process has been completed prior to obtained the land use title in 2003. All the certified area was clear and clean.</p> <p>Smallholders:</p>	<p>Comply</p>

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	<p>Land ownership status of smallholder scheme is granted by government program namely Transmigration Program since 1992 – 1995. There is no compensation made since the farmers granted the certificate.</p> <p>Both Muara Bulian Estate, Mill and Smallholders, there is no traditional use or customary right within the certified area.</p>	
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>6.5.1 Documentation of pay and conditions for employees based on the existing manpower regulations shall be available. - Major compliance -</p>	<p>Muara Bulian Estate and POM</p> <p>PT Inti Indosawit Subur Muara Bulian determines minimum wages based on the Government regulation every year. The minimum wages in 2017 as regulated in "Surat Decree of Governor of Jambi no. 224/KEP.GUB/DISSOSNAKERTRANS/2017, dated 31 October 2017 is Rp. 2,243,718.56,-/month concerning "Penetapan Upah Minimum Provinsi Jambi Tahun 2018".</p> <p>PT Inti Indosawit Subur Muara Bulian has followed the minimum wage regulation issued by the Regency each year as outlined in the Memorandum Head HR of PT IIS No. 013/HR-AAS/MEMO/05/18, dated 4 May 2018 concerning the Increase of Workers' Wages 2018. e.g:</p> <ul style="list-style-type: none"> - Increase of daily working (PHL) Group Worker Wage by Rp 89,748.74 per day - Increase in the wage of Workers of the SKUH (permanent workers) group, increase from Rp 2,095,500 to 2,265,000 per month or increase of 169,500, - - Increase in Workers Wage SKUB (permanent workers): wage increase of Rp 169,000 per month, increase based on appraisal in accordance with the prevailing wage table and assessment increase is not applicable for the position that has reached the highest class. <p>Basic Salary above was excluded rice allowance: 15 kg/employees, wife 9 kg, children 7.5 kg/each for 3 children (rice price; Rp. 8.500/kg in June 2018). Based on review of workers payments slip, there is no worker paid below minimum wages.</p> <p>Based on review of workers payments slip, there is no worker paid below minimum wages, take an example of payment slip in May 2018, such as below:</p>	<p>Comply</p>

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From calculation above that payment in Muara Bulian Plasma for harvester is paid as regulated by government.</p>	<i>Slip gaji Periode May 2018</i>		atas nama Kasbun (BHL):	24 Hk	Gaji Pokok	Rp 2.153.976	Beras		lembur		BPJS Tek		BPJS Kes			Rp 2.153.976	Potongan		BKAI		POGSI		BJS Tek	Rp 44.874	BPJS Kes	-	Jaminan Pensiun		Koperasi			Rp 44.874	Gaji Diterima	Rp 2.109.102	<i>Slip gaji Periode May 2018</i>		atas nama Tomi A.: - SKUH	: 24 HK	Gaji Pokok	Rp 1.676.400	Beras		Fring Benefit	Rp 419.100	Premi	Rp 400.000	BPJS Tek		BPJS Kes			Rp 2.495.500	Potongan		BJS Tek	Rp 22.437	BPJS Kes	Rp 44.669	Jaminan Pensiun		PLN		Koperasi			Rp 67.106	Gaji Diterima	Rp 2.428.394	<i>Slip gaji Periode May 2018</i>		atas nama Asido S. 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<p>6.5.2</p>	<p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers.</p> <p>- Major compliance -</p>	<p>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 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 term and condition, such as: working hours, deductions, overtime, sickness, holiday entitlement,</p>	<p>Comply</p>																																																																																																																																							

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	<p>maternity leave, reasons for dismissal, period of notice, etc. are covered in PKB and contracts which have been signed by labor union.</p> <p>Base on latter from BKS PPS (Badan Kerja Sama Perusahaan Perkebunan Sumatera) no. 72/BKS-PPS/2017, on 12 July 2017 concerning validation of PKB, describe that: discusses about PKB period 2017-2019 is still on discuses.</p> <p>Based on Article XXIV related Applicability and Termination of Collective Labor Agreement, that: paragraph 3) "Jika pada tanggal berakhirnya PKB ini belum juga ditetapkan suatu PKB yang baru, maka PKB ini seluruhnya berlaku terus hingga PKB yang baru mulai berlaku."</p> <p>All employees also has signed contract with detail term and condition, included temporary workers e.g.</p> <ul style="list-style-type: none"> - Surat Perjanjian Kerja Waktu tertentu, no. 002/IIS/KMB/SPK-WT/01/2018, dated 2 January 2018 namely Al Mujri valid until 31 December 2018. - Surat Perjanjian Kerja Waktu tertentu, no. 018/IIS/KMB/SPK-WT/01/2018, dated 2 January 2018 namely Supanto valid until 31 December 2018. <p>Smallholders:</p> <p>The Plasma Muara Bulian Estate communicate the relevant law and regulations through:</p> <ol style="list-style-type: none"> a. Training (for every members) b. Display at the notice board and "Buku Pintar" c. List of legal register <p>Besides, the group manager ensures that members comply with the laws through regular site visit and interview with farmers. Quarterly update of monitoring sheets for existing members on total number of workers employed. Latest update on 28 February 2017.</p> <p>The Daily Worker at Muara Bulian Plasma has also used a work agreement, including spraying work by using TUS Team (Team Unit Semprot), such as:</p> <ul style="list-style-type: none"> - Surat Perjanjian Kerja Waktu Tertentu, no. 020/IIS/KLM-WT/I/2018, dated 1 January 2018 namely Akhmad Sobandi (Sortasi officer), valid until 30 June 2018 - Surat Perjanjian Kerja Waktu Tertentu, no. 014/IIS/KLM-WT/I/2018, dated 1 January 	

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	<p>2018 namely Romiadi, valid until 30 June 2018.</p> <ul style="list-style-type: none"> - Perjanjian Kerja antara KUD Subur Makmur Hamparan 46 dengan PT IIS, April 2018, including: worker: 31 working day, material: Meta Prima: 1,5 kg and glyposat: 20 Ltr., transportation: 2.5 trips and supervise: 2.5 days. 	
<p>6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>Muara Bulian Estate and POM</p> <p>The company has prepared facilities for their workers, such as: housing, educational facilities (elementary and early childhood), polyclinics, religious facilities (mosques, churches and temples), and sports facilities (soccer field, badminton, table tennis and field, volley). Below are the list of facilities in PT Inti Indosawit Subur-Muara Bulian Estate and POM:</p> <ul style="list-style-type: none"> - Housing; Staf (18 units), type D1(22 units), Type E1 (191 units), - Kindergarten (1 unit), - Clinic (2 units), - Mosque (3 units), - Church (1 units), - School bus (4 units), - Ambulance (1 unit), - Minimarket which managed by company cooperative (1 units); Koperasi karyawan Jaya Abadi, - Community hall (1 units), - Sport facilities (football, volley ball, tennis, badminton, etc. <p>Mill:</p> <ul style="list-style-type: none"> - Housing Type B/CM (1 unit), Type C (4 Unit), Type D (5 unit), type E (38 Unit), - Polyclinic (1 units) - Mosque (2 units) - Church (1 unit) - School bus (1 units) - Ambulance (1 unit) - Sport facilities <p>The company has also facilitated its employees for water supply by building pump wells in each emplacement and electricity with the distribution of PLN (and its payments are subsidized by the company, for each house Rp 40,000 per month). Clean water quality for consumption analyze each semester by Laboratory testing Sucofindo, latest analysis conducted on 23 October 2017. Result of analysis can be demonstrated during</p>	<p>Comply</p>

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	<p>audit and the result was shown that all parameter analyzed was met with the quality standard of clean water which determined in Permenkes No. 416/MENKES/PER/IX/1990.</p> <p>Smallholders: The Plasma Muara Bulian Estate Manager ensures that members comply with the laws through regular site visit and interview with farmers. Quarterly update of monitoring sheets for existing members on total number of workers employed. Latest update on 28 February 2017.</p> <p>Not applicable as all of the workers are considered as casual workers. They were staying at their own houses.</p>	
<p>6.5.4 There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food. - Minor compliance –</p>	<p>Certificate holder has minimarket which managed by the cooperative (Koperasi Jaya Abadi) and traditional market is nearby surrounding company area, mostly goods needed by employees is provided by the cooperative Jaya Abadi. Price in cooperative Jaya Abadi was affordable and cheaper than traditional market nearby company area. Price control by cooperative and all member including workers and company management.</p> <p>Smallholders: Not applicable as all of the workers are considered as casual workers. They were staying at their own houses and obtain their food themselves.</p>	<p>Comply</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1 A record of the company's policy in understandable language recognising freedom of association, shall be available. - Major compliance –</p>	<p>Freedom of association policy is written in Bahasa Indonesia, so that all employees can understand as stated in "Kebijakan Perusahaan", dated 01st December 2014 "Menghormati hak setiap karyawan untuk membentuk atau menjadi serikat pekerja sesuai dengan keinginannya dan untuk melakukan tawar menawar secara kolektif".</p> <p>This policy has been informed to all employees and being placed into notice board in public area and easily accessed. The company also has made refreshment socialization regarding the</p>	<p>Comply</p>

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	<p>company policy to all employees on January 2018.</p> <p>Smallholders: There is no trade union that formed by smallholders.</p>	
<p>6.6.2 Records of meetings with labor unions or workers representatives shall be available. - Minor compliance –</p>	<p>Muara Bulian Estate and POM have a Union Labor as a form of freedom of association for employees. Based on the Decree of the Head of Social Service of Manpower and Transmigration of Batang Hari Regency no. 568/506/DSKT on: Registration of PUK SPPP.SPSI PT Inti Indo Sawit Subur with registration number: no. 568/041/DSKT/2011, dated April 18, 2011 chaired by Br. Janto Siburian.</p> <p>Record of meeting of PUK SPPP.SPSI (union Labor), such as:</p> <ol style="list-style-type: none"> 1. Dated 3 May 2017, discussion concerning the determination / endorsement of the composition and personnel of the union period 2016-2021. 2. 26 February 2018, discussion regarding Establishment of a candied event committee of employees 3. Date 25 April 2018, discussion regarding Internal Meeting of PUK SPSI KMB attended by 18 participants <p>SPSI has also established a work program that is recorded in the Work Program of PUK SPSI PT Inti Indosawit Subur Group Kebun Muara Bulian Year 2018.</p> <p>Smallholders: There is no trade union that formed by smallholders. If there is any new information, the smallholders scheme manager will inform to Cooperative Head.</p>	<p>Comply</p>
<p>Criterion 6.7: Children are not employed or exploited.</p>		
<p>6.7.1 There shall be documented evidence that minimum age requirements are met. - Major compliance –</p>	<p>PT Inti Indosawit Subur – Muara Bulian has established Company Policy under “Kebijakan Perusahaan”, was signed by Managing Director on 1st December 2014, in point 14 mentioned: It is not allowed that all children to work in every activities in company”.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Based on document review of workers list “Daftar Karyawan – June 2018”, 	<p>Comply</p>

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	<p>there are no underage workers in List of workers did not shown any worker under 18 years old when they joined the company.</p> <ul style="list-style-type: none"> - Muara Bulian Estate – the youngest worker namely Mr AB (20 years and 2 moth) <p>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</p> <ul style="list-style-type: none"> - Cooperative has defined the policy to prohibit underage worker as written in "Kebijakan KUD" <i>in poin 9 mentioned that "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"</i> <p>Based on interview with in KUD Barakah (Hampanan 80, namely Mr ED), in KUD Budi Sari (Hampanan 24, namely Mr LH, Mr HMD, SYR), there were found that a minimum age are met (the youngest of harvester born year 1996 – based on ID verification).</p> <p>Document seen: Data Pekerja Panen dan Pupuk KUD Budi Sari, in Hampanan 17, 29, 33, 35, 24, 25, 18, 20.</p>	
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p>6.8.1</p>	<p>A company's policy on equal opportunity and treatment for work shall be available and documented.</p> <ul style="list-style-type: none"> - Major compliance – <p>PT Inti Indosawit Subur – Muara Bulian has established Company Policy under "Kebijakan Perusahaan", was signed by Managing Director on 1st December 2014. In point 13 mentioned: "Company Treats employees fairly, whether in terms of acceptance, judgment, conditions and work environment, and representation irrespective of race, tribe, caste, national origin, religion/faith, disability, gender, sexual orientation, union membership, political affiliation and/or age".</p> <p>This policy has been informed to all employees and being placed into noticed board in public</p>	<p>Comply</p>

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	<p>area and easlily accessed. Company also has SOP about the new employment recruitment. According on SOP CR. 01.01 about "Penerimaan Karyawan Baru" (Reqruitment and Selection of Employee), the company will accept new employee based on their capabilities and qualifications.</p> <p>Data verified: List of Employee June 2018 "Daftar Karyawan" there were not found any evidence of discrimination and migrant workers.</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> The cooperative has established the policy related to equal opportunity and treatment for work under "Kebijakan Koperasi" dated 2nd December 2016, was signed by Head of Cooperative.</p>	
<p>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>	<p>PT Inti Indosawit Subur – Muara Bulian has provided a policy in relation to this indicator requirement, stated in "Kebijakan Perusahaan", dated 1st December 2014.</p> <p>Based on interview with employee in POM and Estate, PT Inti Indosawit Subur – Muara Bulian has prepared the policy related to anti-discrimination was strictly enforced. They were no cases of discrimination in company. Document review of workers "Daftar Karyawan" there were not find any evidence of discrimination.</p> <p>Data verified: List of Employee June 2018 "Daftar Karyawan" there were not found any evidence of discrimination and migrant workers</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Cooperative has clearly stated the policy to provide equal opportunity policy to all worker as written in "Kebijakan Koperasi". During field audit, it was not found discrimination against gender, tribe, religion and race. All workers has the right and obligation in accordance to the type of work.</p>	<p>Comply</p>
<p>6.8.3 Records of evidence that equal opportunity and treatment for work shall be available. – Minor compliance -</p>	<p>PT Inti Indosawit Subur – Muara Bulian has performed evaluation of workers annually as documented in "Rekapitulasi Appraisal PB 2017, with scoring for work quality, work quantity, behavior/attitude, team work, discipline,</p>	<p>Comply</p>

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	<p>responsibility.</p> <p>Based on interview with workers, both of male and female were confirmed that there was no discrimination on working opportunities, all workers were treated equally and has same opportunity. Records of employee’s recruitment and its contract agreement were available.</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Recruitment process was based on procedure, whereby mentioned recruitment and promotion of workers based on worker competency.</p>	
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		
<p>6.9.1</p> <p>A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance –</p>	<p>A policy to protect the reproductive rights as it is found in company policy that’s signed by Managing Director, dated 01st December 2014 and on one part of the policies stated that: “Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak-hak reproduksinya (To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights)”. There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention. Gender committee has dissemination on 15/ February 2018 attended by 21 participants.</p> <p>Implemented policy on prevention of sexual harassment and violence against women, 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>Smallholders: Most of the farmers are managed their land independently. Therefore, the policy does not directly applicable to them. Organization has policy to prevent sexual harassment and violence against women in “Kebijakan Muara Bulian Plasma” dated 1 March 2015” which stated “Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap</p>	<p>Comply</p>

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	<p>perempuan serta melindungi hak-hak reproduksinya” (prevent sexual harassment and violence as well as protect reproductive rights for women).</p>	
<p>6.9.2 A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance –</p>	<p>A policy to protect the reproductive rights as it is found in company policy that’s signed by Managing Director, dated 01st December 2014 and on one part of the policies stated that: “Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak-hak reproduksinya (To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights)”. There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention. Gender committee has dissemination on 15/ February 2018 attended by 21 participants.</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. Gender committee has dissemination on 15 February 2018 attended by 21 participants. Based on interview with Gender Committee, company has implemented the protection of women reproductive rights, in form of maternal leave, period leave and menstruation leave, regular pregnancy check for female sprayers and strictly prohibit pregnant and/or breastfeeding female worker applying pesticides/chemical.</p> <p>Certificate holder has performed based on Berita Acara Tes Kehamilan PT IIS on May 2018</p> <p>Smallholders:</p> <p>Most of the farmers are managed their land independently. Therefore, the policy does not directly applicable to them.</p> <p>Organization has policy to prevent sexual harassment and violence against women in “Kebijakan ICS Group Manager” dated 01 March 2015” which stated “Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak hak reproduksinya” (prevent sexual harassment and violence as well as protect reproductive rights for women).</p>	<p>Comply</p>

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	<p>The Company already has a policy related to sexual harassment dated 2 December 2016 and has been socialized to all worker and operation on 20 September 2017.</p> <p>Muara Bulian Plasma has been performed pregnancy test to spraying workers as many 19 workers on 30/06/2018 by company's clinic (dr. Yudhi Cahndra), e.g: Mrs. Nely Apriani (-), Sarmini (-), Siti Lasmi (-), etc.</p>	
<p>6.9.3 A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce. - Minor compliance –</p>	<p>The company has the Standard Operating Procedure, No. SOP: XX-HR-308.5-R0; Revision: 0, dated 11/12/2009: Employees complaints: submission and settlement Mechanism for complaints management where it needs to protect its confidentiality for complaint submitter 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 protected 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>Based on interview with gender committee shown that they have good understanding on complaint submission mechanism and have annual program including dissemination on female worker's rights.</p> <p>Smallholders:</p> <p>The scheme smallholders have mechanism of consultation and communication in "Mekanisme Komunikasi, konsultasi dan keluhan", dated 3rd January 2011. Base on log book of record there is no complaint was received during this audit.</p>	<p>Comply</p>
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available. - Minor compliance -</p>	<p>The company has displayed the FFB price in Mill's notice board and FFB supplier or smallholders able to access the FFB price by phone and local media as well. The price determined by Tim "Penetapan Harga" from local government with grower and smallholder. Pricing is set once a month, especially for the "K index" settlement, there were current and past prices were available. The</p>	<p>Comply</p>

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	<p>latest pricing of FFB was based on "Hasil Rapat Penetapan Harga TBS Kelapa Sawit periode 29 Juni – 5 Juli 2018", that state on 28 June 2018 as Rp 1.460,66 (year's plant: 25 year). There was no complaint from supplier/smallholder regarding to the FFB price.</p> <p>Smallholders:</p> <p>The group manager regularly informed the current price of FFB determined by "Dinas Perkebunan Provinsi Jambi". FFB price information was displayed in front of the office as well.</p>	
<p>6.10.2 Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation). - Major compliance -</p>	<p>The general pricing mechanism is based on Peraturan Gubernur Jambi no. 36 Tahun 2011, Peraturan menteri Pertanian no. 14/Permentan/OT.140/2/2013 and determined by "Pemerintah Provinsi Jambi Dinas Perkebunan, based on the results of the Palm Oil Palm Pricing Team meeting consisting of representatives of companies, farmers and government. Pricing was determined according to average price of CPO, average price of Kernel, and indeks K and planted age.</p> <p>The FFB price always been informed to the smallholder's with weekly basis.</p>	<p>Comply</p>
<p>6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -</p>	<p>The agreement/contract documents between third party FFB supplier and organization is sighted and presented in "Perjanjian Kerjasama Kemitraan".</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>In the estate, all FFB transport is using own vehicle. There is no contract for FFB transport. The only contract is for replanting program with CV Alam Cahaya Cemerlang (No. Contract: 016/P3KMB/01/18, dated 12 January 2018).</p>	<p>Comply</p>

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	<p>Smallholders: Based on interview with FFB Transport contractor in smallholders of KUD Barokah, KUD Budi Sari and KUD Karya Lestari, the FFB transport is acknowledge and the contract endorsed by KUD. The both parties understand that the contract is fair and transparent.</p>	
<p>6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -</p>	<p>A review to several payment records January - May 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 taken for payment on Land preparation commenced on May 2018, paid on 15 June 2018 via bank transfer.</p> <p>Smallholders: The smallholders sold the FFB directly to the mill. Based on the Cooperation Agreement between PT Inti Indosawit and plasma Muara Bulian, pasal 1.6 (payment procedure), that: (1) The first party undertakes payment of a second-party garden production after taking into account: - Second-party credit installment - Other costs incurred by the second parties which have been mutually agreed upon. (2) The payment by the first party to the second party on the net value of the purchase of the product will be carried out according to the payment schedule of the core company of PT Inti Indosawit Subur.</p>	<p>Comply</p>
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
<p>6.11.1 Records of contributions to local development based on the results of consultation with local communities shall be available. - Minor compliance -</p>	<p>Local contribution by company is detailed in CSR program base on "Lembar Persetujuan Proyek CSR Asian Agri"; consist of Business Partnership, Economy Development, Education and Health & Donation. The company has established a Community Development program – CSR period 2018 comprised of Relationship Building/ Communication program, Capacity Building for community program, Livelihood programme, Health programme, and Public Facility/Infrastructure programme, Contribution to Religious event & Culture, Contribution to National Day, Donation and Awareness programme.</p>	<p>Comply</p>

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	<p>Program plans recorded in CSR program 2018 documents, such as:</p> <ul style="list-style-type: none"> - Donation for National and religious commemoration events to several villages surrounding the plantation, e.g: Bulain Jaya, Bukit Sari, Terusan, Kuranji villages, etc. - Donation for MTQ events in Batang Hari Regency - Funds assistance Open football tournaments between villages - Assistance to build cattle livestock to Makarti Utama Farmer Group in Bulian Jaya Village - Held a sustainable palm school (SSL) program at SDN 12 Terusan, SMPN 28 Terusan and SMAN 11 Desa Terusan. - Funding for National Student Week activity in Maro Sebo Ilir Sub-district (PEKSIMAS) 	
<p>6.11.2 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 Muara Bulian has effort and resources allocated to improve scheme smallholder. Smallholdings managing are conducted by Special Department headed by Plasma Manager.</p> <p>PT Inti Indosawit Subur Muara Bulian also has give the regular training and coaching to smallholder (KUD, KT and smallholder member) in order to achieve the best management practises and compliance against certification requirement and regulation compliance.</p>	<p>Comply</p>
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>		
<p>6.12.1 There shall be evidence that no forms of forced or trafficked labor are used.</p> <p>- Major compliance -</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 the work agreement, regulating the rights and obligation of company and employee. The work agreement including working hour and salary payment.</p> <p>Recruitment process was documented in Procedure: AA-HR-305.2-R0 dated 1st February 2009 – Recruitment and Selection stated that Staff recruitment conduct by Head Office in Jakarta. For workers in site, recruitment processes conduct by Site Management with approval from company management.</p> <p>Based on document verification and salary</p>	<p>Comply</p>

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	<p>payment, shows employee have been paid in accordance to minimum wage regulation.</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Based on interview with sampled individual members, they understand no forced labor or trafficked labor allowed.</p> <p>Most of the farmers are managed their land independently. All of the workers are considered as casual workers. The workers are hired based on verbal agreement related to rate per piece of work, payment system, working tool provision, etc. No work performed based on debt bond.</p>	
<p>6.12.2 It shall be demonstrated that no contract substitution has occurred. - Minor compliance -</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>Evident seen: - List of Employees PT Inti Indosawit Subur – Muara Bulian, June 2018 - There is no no contract substitution has occurred in Estate and POM. - Work Agreement /IIS/SPK-WT/XII/2017, Valid until 30th November 2018</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Most of the farmers are managed their land independently. There is no contract substitution has occurred. All worker was working under work agreement. Cooperative has a policy to respect worker equality and against discrimination.</p>	<p>Comply</p>
<p>6.12.3 Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available. - Major compliance -</p>	<p>Employees work based on contract labour agreement which contains agreements include: working time, dependents, payroll and consent of both parties. Workers was given a copy of their employment contracts and the contract was identical to the one signed at the time of recruitment.</p> <p>Evident seen: - List of Employees PT Inti Indosawit Subur – Muara Bulian, June 2018 - There is no migrant worker in Estate and POM. - Work Agreement /IIS/SPK-WT/XII/2017,</p>	<p>Comply</p>

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	<p>Valid until 30th November 2018</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> Most of the farmers are managed their land independently. There is no migrant worker employed by company. Company has a policy with regards to worker’s right equality and non-discrimination to worker including if there is worker from different nationality.</p> <p>No migrant worker employed by cooperative or smallholder farmer. All worker was working under work agreement. Cooperative has a policy to respect worker equality and against discrimination</p>	
<p>Criterion 6.13: Growers and millers respect human rights.</p>		
<p>6.13.1</p>	<p>A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. - Major compliance -</p>	<p>PT Inti Indosawit Subur – Muara Bulian has established a policy related to respecting human rights as documented under “Kebijakan Perusahaan Asian Agri” dated 1st December 2014. Chapter 13 stated “Perusahaan menghormati hak asasi manusia dengan 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” – company respects human rights and treated all employees in equal manner, during recruitment, assessment, condition and work environment, and representation – without discrimination on tribe, caste, gender, sexual orientation, worker union, politic affiliation, and/or age.</p> <p>The appointed person in charge is managers and assistants, to communicating the policy internally. The policy have been communicated to all level of workers, verbally and through posters. While public relation officer was appointed to communicating the policy externally. Until now, there was no outstanding case regarding human rights violation.</p> <p><u>Scheme Smallholders (KUD Barakah, KUD Budi Sari and KUD Karya Lestari)</u> The cooperative has established the policy</p>

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	related to equal opportunity and treatment for work under "Kebijakan Koperasi" dated 2nd January 2018, was signed by Head of Cooperative	
Principle 7: Responsible development of new plantings		
Criterion 7.1:		
A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
7.1.1	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p>- Major compliance -</p> <p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>SEIA for Muara Bulian Estate, Mill and Smallholders already covered in one scope. Please refer to C5.1 and C6.1.</p>	N/A
7.1.2	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p> <p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>SEIA for Muara Bulian Estate, Mill and Smallholders already covered in one scope. Please refer to C5.1 and C6.1.</p>	N/A
7.1.3	<p>Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p> <p>- Minor compliance -</p> <p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p>	N/A

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	SEIA for Muara Bulian Estate, Mill and Smallholders already covered in one scope. Please refer to C5.1 and C6.1.	
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 -	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994. Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006. Soil suitability for Muara Bulian Estate, Mill and Smallholders already covered in C4.3.	N/A
7.2.2 Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations. - Minor compliance -	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994. Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006. Soil suitability for Muara Bulian Estate, Mill and Smallholders already covered in C4.3.	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 5.2). - Major compliance –	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. HCV assessment report has been conducted in 2011. Please refer to C.5.2 Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994. Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.	N/A

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<p>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 –</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. HCV assessment report has been conducted in 2011. Please refer to C.5.2</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p>	<p>N/A</p>
<p>7.3.3 Records of land preparation and clearing dates shall be available. - Minor compliance –</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. HCV assessment report has been conducted in 2011. Please refer to C.5.2</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p>	<p>N/A</p>
<p>7.3.4 An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures. (see Criterion 5.2) - Major compliance –</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. HCV assessment report has been conducted in 2011. Please refer to C.5.2</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p>	<p>N/A</p>
<p>7.3.5 Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. HCV assessment report has been conducted in 2011. Please refer to C.5.2</p> <p>Year of Planting for Muara Bulian Estate: 1991,</p>	<p>N/A</p>

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<p>assessments and management plans (see Criterion 5.2). - Minor compliance -</p>	<p>1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p>	
<p>Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>		
<p>7.4.1 Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. - Minor compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Soil suitability for Muara Bulian Estate, Mill and Smallholders already covered in C4.3.</p>	<p>N/A</p>
<p>7.4.2 Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Soil suitability for Muara Bulian Estate, Mill and Smallholders already covered in C4.3.</p>	<p>N/A</p>
<p>Criterion 7.5: No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>		
<p>7.5.1 Evidence shall be available that affected local peoples understand they have the right to say ‘no’ to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is</p>	<p>N/A</p>

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grower/miller is signed and ratified by these local peoples. - Major compliance -	1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006. Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.	
<p>Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p>7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.</p>	N/A
<p>7.6.2 A system for identifying people entitled to compensation shall be in place. - Major compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.</p>	
<p>7.6.3 A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999,</p>	N/A

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Criterion / Indicator	Assessment Findings	Compliance
	<p>2000, 2001 and 2006.</p> <p>Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.</p>	
<p>7.6.4</p> <p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.</p>	<p>N/A</p>
<p>7.6.5</p> <p>The process and outcome of any compensation claims shall be documented and made publicly available.</p> <p>- Minor compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.</p>	<p>N/A</p>
<p>7.6.6</p> <p>Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	<p>There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>Legal use rights for Muara Bulian Estate, Mill and Smallholders already covered in C2.2; C2.3; C6.4.</p>	<p>N/A</p>

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Criterion / Indicator	Assessment Findings	Compliance
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.		
7.7.1 There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. A zero burning policy was implemented during land preparation for replanting, there is no fire used. Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994. Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006. It is already covered in C5.5.	N/A
7.7.2 In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. A zero burning policy was implemented during land preparation for replanting, there is no fire used. Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994. Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006. It is already covered in C5.5	N/A
Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate and Mill after November 2005. Currently, replanting activities still in progress. Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994. Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006. It is already covered in C5.6	N/A
7.8.2 There shall be a plan to minimise net GHG emissions which takes into	There is no new planting within certified area of PT Inti Indosawit Subur – Muara Bulian Estate	N/A

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Criterion / Indicator	Assessment Findings	Compliance
	<p>account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -</p> <p>and Mill after November 2005. Currently, replanting activities still in progress.</p> <p>Year of Planting for Muara Bulian Estate: 1991, 1992 and 1994.</p> <p>Whereas, Year of Planting for Smallholders is 1991, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2001 and 2006.</p> <p>It is already covered in C5.6</p>	
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		
<p>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.</p>		
<p>8.1.1</p>	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p> <p>Mechanism for monitoring of continual improvement to prevent recurrence of non-conformances were raise are not available by The Certificate Holder.</p> <p>There are recurring of non-conformances were raised from consecutive assessment (Re-Certification/RAV and Annual Surveillance Assessment/CAV-1.1), such as: minor 2.2.2, Major 4.7.1 and minor 4.7.5.</p> <p>While, the Certificate Holder cannot provide the mechanism of continual improvement is available, to ensure effectiveness of corrective action made is sufficient and also to prevent recurrence of non-conformances raise on the same indicator in successive assessment as required in RSPO Certification System June 2017, 4.9.3. MAJOR NC is raised.</p>	<p>NC</p>

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Appendix B: Approved Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	Time Bound Plan	Target Year for RSPO
PT Inti Indosawit Subur	Buatan I Mill	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	Buatan Estate		Certified on 16 September 2010 Re-Certified on 16 September 2015
			Buatan (Plasma)		
PT Inti Indosawit Subur	Buatan II Mill	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	Buatan Estate		Certified on 16 September 2010 Re-Certified on 16 September 2015
				Buatan (Plasma)	
PT Inti Indosawit Subur	Ukui I Mill	Ukui Village, Ukui District, Pelalawan Regency, Riau	Ukui Estate		Certified on 1 March 2011 Re-Certified on 1 March 2016
				Ukui (Plasma)	
PT Inti Indosawit Subur	Ukui II Mill	Ukui Village, Ukui District, Pelalawan Regency, Riau	Soga Estate		Certified on 1 March 2011 Re-Certified on 1 March 2016
				Ukui (Plasma)	
PT Inti Indosawit Subur	Tungkal Ulu Mill	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	Tungkal Ulu Estate		Certified on 15 August 2012 Re-Certification on August 2017
				Tungkal Ulu (Plasma)	
PT Inti Indosawit Subur	Muara Bulian Mill	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pematang District, Batang Hari Regency, Jambi	Muara Bulian Estate		Certified on 28 August 2012 Re-Certification on August 2017
				Muara Bulian (Plasma)	
PT Tunggal Yunus Estate	Topaz Mill	Petapahan village, Tapung District, Kampar Regency, Riau	Topaz & Seed Garden Estate		Certified on 30 March 2015
PT Dasa Anugrah Sejati	Taman Raja Mill	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	Taman Raja & Badang Estate		Certified on 20 February 2015
PT Mitra Unggul Pusaka	Segati Mill	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	Segati Estate	Main Audit 2014	Re-Audit 2018
			Penarikan & Gondai Estate	Main Audit 2014	Re-Audit 2018
			Penarikan (KKPA)	2018	-
			Gunung Sahilan (KKPA)	2018	-
PT Supra Matra Abadi	Tanah Datar Mill	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Tanah Datar Estate		Certified on 18 May 2015
				Bahilang Estate	
PT Supra Matra Abadi	Aek Nabara Mill	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatera	Aek Nabara Estate		Certified on 21 April 2015
PT Supra Matra Abadi	Teluk Panjie Mill	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatera	Teluk Panjie Estate		Certified on 21 April 2015

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		Sumatra			
PT Rigunas Agri Utama	Peranap Mill	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Ria	Peranap Estate		Certified on 7 January 2015
			Peranap (Plasma)		Certified on 18 August 2016
PT Rigunas Agri Utama	Bungo Tebo Mill	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Bungo Tebo Estate		Certified on 3 December 2015
			Bungo Tebo (Plasma)		Certified on 7 February 2017
PT Indo Sepadan Jaya	Tanjung Selamat Mill	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Tanjung Selamat		Certified on 26 May 2015
			Pangkalan		Certified on 26 May 2015
PT Saudara Sejati Luhur	Gunung Melayu I	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Pulau Maria Estate		Certified on 7 September 2015
PT Gunung Melayu	Gunung Melayu II	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Sentral & Batu Anam Estate		Certified on 8 July 2015
PT Hari Sawit Jaya	Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Negeri Lama		<ul style="list-style-type: none"> - Certified on 23 December 2016 as independent Mill - Audit in 2016 as Mill and Supply base
			Aek Kuo		
PT Hari Sawit Jaya	Negri Lama I	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	*3rd party which is excluded from scope of certification		<ul style="list-style-type: none"> - Certified on 8 April 2015 - Audit in 2016 as independent Mill

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2017** for **Muara Bulian 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 (February 2017 – January 2018)** for **Muara Bulian POM** and supply base are as following:

Emission per product	tCO₂e/tProduct
CPO	0.24
PK	0.24

Extraction	%
OER	20.38
KER	5.34

Production	t/yr
FFB Process	250,717
CPO Produced	55,040.55
PK Produced	13,514.91

Land Use	Ha
OP Planted Area	8,705
OP Planted on peat	-
Conservation (forested)	-
Conservation (non-forested)	76.18
Total	8,781.18

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		0	0	0	0			
CO ₂ Emission from fertilizer	394.28		0.01	4,276.87		0.04	0	0	0	4,671.15		0.03
NO ₂ Emmission	1,961.49		0.07	2,728.62		0.02	0	0	0	4,690.11		0.03
Fuel Consumption	667.39		0.03	359.51		0	0	0	0	1,026.90		0.03
Peat Oxidation	0		0	0		0	0	0	0	0		0
Sink												
Crop Sequestration				0	0	0	0	0	0			
Conservation Sequestration				0	0	0	0	0	0			
Total	3,023.16		0.11	1.01	0	0.06	6,205.32	0	0	10,388.16		0.03

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	28,704.07	0.11
Fuel Consumption	123.69	0
Grid Electricity Utilisation		
Credit		
Export of Grid Electricity	-85	0
Sales of PKS	-29,944.2	-0.12
Sales of EFB	0	0
Total	-1,201.44	0

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	3,193.79
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	3,193.79

*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 (%)	0
Divert to methane captured (flaring) (%)	100
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 PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill. Muara Bulian Mill physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Muara Bulian Mill also process non-certified FFB into non-certified CPO and PK, therefore the applicable RSPO SCC model is Module E - CPO Mills: Mass Balance. No change in the supply chain module since last assessment.	Comply
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill is not a trader or distributors. This unit is physically process Fresh Fruit Bunch (FFB) into CPO and PK. This clause is not applicable for the certification unit.	Comply
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.	1. PT Inti Indosawit Subur is a member of RSPO with membership number 1-0022-06-000-00, since 6 February 2006. 2. PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill has been registered in RSPO IT Paltform with ID number RSPO_PO1000000279.	Comply
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill does not include any processing aid into organization’s scope of certification.	Comply
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	The site is a palm oil mill that uses RSPO supply chain model Mass Balance, therefore the site can process FFB from certified and non-certified sources. Management of PT	Comply

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	Balance.	Inti Indosawit Subur – Muara Bulian POM aware that they can only claim their product (CPO and PK) as Mass Balance.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	PT Inti Indosawit Subur – Muara Bulian POM uses Mass Balance as their RSPO Supply Chain Certification model, therefore the site can only claim its product as Mass Balance.	Comply
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>PT Inti Indosawit Subur – Muara Bulian POM can demonstrates:</p> <ol style="list-style-type: none"> 1. Standard Operating Procedures – Traceability (AA-MPM-OP-1400.17.R6) dated 1 September 2017. The procedures cover traceability of CPO and PK, since FFB receiving from Muara Bulian Estate and Smallholder, 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 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: <ol style="list-style-type: none"> 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 	Comply

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		<p>(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>	
	<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>PT Inti Indosawit Subur – Muara Bulian 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, including training records (see Clause 5.8 – Training).</p>	Comply
	<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 of Traceability (AA-MPM-OP-1400.17-R6), the responsible person in charge to the supply chain system is Mill Manager. During audit, the mill manager is able to demonstrate sufficient knowledge and understanding on RSPO supply chain implementation for palm oil mill.</p>	Comply
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine</p>	<p>As per Procedure of Traceability (AA-MPM-OP-1400.17-R6) chapter 6.7,</p>	Comply

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	<p>whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>Sustainability Internal Audit Manager conducted internal audit 2 times in a year, to ensure all operational and documentation activities are comply to the requirement in RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>The site has effectively implements and maintains the standard requirement by performing internal audit. Latest RSPO SCC Internal audit in Muara Bulian POM carried out on 4 – 7 June 2018 by Hendrik Simanjuntak, against RSPO SCCS 2017 – RSPO General Chain of Custody requirements and Module E: Mass Balance. Audit result findings can be demonstrated and the corrective action has been implemented to address issue found during audit.</p>	<p>Comply</p>
<p>5.4. Purchasing and goods in</p>			
<p>5.4.1</p>	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>PT Inti Indosawit Subur – Muara Bulian POM has demonstrated SOP of Traceability (AA-MPM-OP-1400.7.R6), chapter 5.1 indicates the Weighbridge Clerk has responsibility to input data and print weighbridge card based on “Surat Pengantar TBS”, covering information e.g. estate name and block number, mill name, date of delivery, product description and quantity, RSPO certificate number, transporter identity and unique identification number.</p> <p>PT Inti Indosawit Subur – Muara Bulian POM receive FFB from certified and non-certified source. Certified source consist of own estate (Muara Bulian Estate) and Scheme Smallholder (Muara Bulian Plasma).</p> <p>Non-certified FFB sourced from third party supplier, e.g.: CV Pandawa 58, SP 2 Farizal, SP 2 Helena, Kebun Tani Mandiri, Putra Tunggal, Agung Jaya Mandiri, KSM Plasma, Koperasi Makmur Plasma, Maju Bersama Plasma, Koperasi Makmur, Maju</p>	<p>Comply</p>

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		<p>Bersama, Harapan Makmur Plasma, Gapoktan Alam Amanah Abadi and Harapan Makmur.</p> <p>Document "Surat Pengantar TBS" (FFB Delivery Note) and Kartu Timbangan (Weighbridge Card) described identity and location of FFB source and other item required e.g. Certified:</p> <ul style="list-style-type: none"> - Surat Pengantar TBS No.001106 dated 30/06/2018 from Muara Bulian Estate, Afdeling 2, Block B91c. Weighbridge Card #PMBA118102490 dated 30/06/2018, commodity: certified FFB; source: Muara Bulian Estate; to Muara Bulian Palm Oil Mill; net weight: 4,830 kg; Afdeling: 2; amount: 243 bunch; Block: B91c; RSPO Cert: RSPO 594418; Transporter: Internal; Vehicle: BH 6334 NE; Driver: Junawan; Batch number: 13-100-16462017-10052347. - Surat Pengantar TBS No.000190 dated 29/05/2018 from Muara Bulian Estate, Afdeling 3, Block C91b. Weighbridge Card #PMBA118102229 dated 29/05/2018, commodity: certified FFB; source: Muara Bulian Estate; to Muara Bulian Palm Oil Mill; net weight: 1,350 kg; Afdeling: 3; amount: 50 bunch; Block: C91b; RSPO Cert: RSPO 594418; Transporter: Internal; Vehicle: BH 8148 MF; Driver: Budiono; Batch number: 13-100-16462017-043438. - Surat Pengantar TBS No.00435 dated 30/06/2018 from KUD Makmur Rejeki, Hamparan 03/Elang, farmer name: Lamidin, Sukamto, M. Marbun and Anwar S. Weighbridge Card #PMBA218107638 dated 30/06/2018, commodity: certified FFB; source: Muara Bulian Smallholder; to Muara Bulian Palm Oil Mill; net weight: 7,661 kg; location: SP4-1-KT-003-Elang; amount: 370 bunch; Block: P4003; RSPO Cert: RSPO594418; Transporter: Internal Smallholder; Vehicle: BH 6114 BL; 	
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		<p>Driver: Joko; Batch number: 13-100-24282018-10052286.</p> <p>- Surat Pengantar TBS No.00135 dated 29/05/2018 from KUD Karya Lestari, Hamparan 66/Subur Makmur, farmer name: Siswondo, Peri Yusman, Martinus, Zaidul and Suratno. Weighbridge Card #PMBA218106372 dated 29/05/2018, commodity: certified FFB; source: Muara Bulian Smallholder; to Muara Bulian Palm Oil Mill; net weight: 9,290 kg; location: SP3-4-KT-066-Subur Makmur; amount: 425 bunch; Block: P5066; RSPO Cert: RSPO594418; Transporter: Internal Smallholder; Vehicle: BH 8441 BJ; Driver: Asep; Batch number: 13-100-24282017-19043194.</p> <p>Non-certified:</p> <p>- Surat Pengantar TBS No.01779 dated 30/06/2018 from supplier "Harapan Kita" to PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill; amount: 487 bunch. Weighbridge Card #PMBA518106781 dated 30/06/2017, commodity: outside FFB; source: Harapan Kita ID: ST00044; to PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill; net weight: 7,473 kg; amount: 487 bunch; Transporter: general; Vehicle: BH 8954 AQ; Driver: Romi.</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>Information is complete and presented in couple document, e.g. "Surat Pengantar TBS" (FFB Delivery Note) and Weighbridge Card. Report of FFB receiving are documented in "Laporan Harian Pabrik" (Mill Daily Report), "Laporan Unit Pabrik (Monthly Mill Report) and Mill Summary Report.</p>	<p>Comply</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 	<p>PT Inti Indosawit Subur – Muara Bulian POM has ensured that certified FFB received are RSPO certified based on the source of FFB. The Mill only received certified FFB from own estate (Muara Bulian Estate) and Scheme Smallholder (Muara Bulian Plasma) which have been certified as</p>	<p>Comply</p>

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	per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.	supply bases of Muara Bulian POM. Other than that are non-certified FFB. This is verified through interview with Mill employees and document review.	
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	The site does not need to check the certificate validity of the FFB source, because the certification of the supplier is fall under PT Inti Indosawit Subur – Muara Bulian POM.	Comply
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	The site has never purchased any certified FFB from traders or distributors.	Comply
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	In the case on non-conforming raw material entering the process, PT Inti Indosawit Subur – Muara Bulian POM has the mechanism to handle non-conforming material and/or document. PT Inti Indosawit Subur – Muara Bulian POM demonstrated the simulation on recall of non-conforming material. During the last one year period there has been no case of non-conforming material entering the process.	Comply
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independement mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not</p>	<ol style="list-style-type: none"> The transport for RSPO certified sustainable CPO and PK delivery were carried out by numbers of transporter, e.g. CV Pelita and CV Sumber Naga. This contractor was appointed, contracted and instructed by Group Marketing of PT Inti Indosawit Subur. PT Inti Indosawit Subur control the outsourced transporter by "Surat Perintah Kerja (SPK)" and "Daftar Periksa Kesiapan Kerja Pengiriman". SPK covered information as explain in indicator 5.5.2 b. while "Daftar Periksa Kerja" is the tool to control the transporter: <ul style="list-style-type: none"> Before shipping (completeness of vehicle 	Comply

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	the tank farm manager).	<p>including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out);</p> <ul style="list-style-type: none"> - After shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition); <p>The quantity of CPO monitored by Weighbridge Card and SPK (with 0.20% tolerance).</p>	
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	<p>The legal ownership of all CPO and PK owned by PT Inti Indosawit Subur during transport.</p>	Comply
	<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 has an agreement or contract covering the outsourced process with each contractor through "Surat Perintah Kerja" for example SPK to CV PLTD dated 23 April 2018; which covered information on:</p> <ul style="list-style-type: none"> - Name of transporter: CV PLTD - Name of goods: Crude Palm Oil in Bulk - Quantity: 200,000 kg - Tolerance: 0.2% per party - Location: PT Inti Indosawit Subur - Muara Bulian POM - Destination: Talang Duku (PT SDS) - Transport Cost/Kg: Rp. *** - Delivery Time: 23 April 2018 - Requirement: FFA max 5%, DO No. 04016/DN10/14/18 	Comply
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>PT Inti Indosawit Subur – Muara Bulian POM has a Procedure of Traceability (AA-MPM-OP-1400.17-R6) dated 1 September 2017. The procedure covers the mechanism of CPO and PK delivery (Chapter B). The CPO and PK transporting also regulated in Work Instruction PMB/IK-SKP/11 as internal control for transporter to ensure compliance</p>	Comply

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		<p>with company standard/requirement. The procedure has been communicated to all relevant contractor based on Statement Letter from transporter, e.g. No.046/EXT/VII/PL/2018 dated 5 July 2018 from CV Pelita (as CPO transporter); No.05/MAD-JBI/7/2018 dated 6 July 2018 from PT Mitra Abadi Damai (as PK transporter) PT Inti Indosawit Subur – Muara Bulian POM control the outsourced transportation by “Surat Perintah Kerja” and “Daftar Periksa Kesiapan Kerja Pengiriman”. SPK covered information as explain in indicator 5.5.2.b. whilst “Daftar Periksa Kerja” is the tool to control the transporter:</p> <ul style="list-style-type: none"> - Before shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out); - After shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition). - The quantity of CPKO monitored by Weighbridge Card and SPK (with 0.20% tolerance). 	
	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.	Transporter CV Pelita have signed Statement Letter No. 046/EXT/VII/PL/2018 dated 5 July 2018 that the transporter will provide the relevant access for duly accredited CBs to their respective operations, systems, and any and all information if needed, as well as PT Mitra Abadi Damai with Statement Letter No.05/MAD-JBI/7/2018.	Comply
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 – Muara Bulian POM has record the names and contact details of the transporter, which contain in “Surat Perintah Kerja”.	Comply
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 – Muara Bulian POM aware to inform its CB regarding the name and contact detail of any new contractor prior to next assessment.	Comply

5.6. Sales and goods out		
<p>5.6.1</p>	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>PT Inti Indosawit Subur – Muara Bulian POM has demonstrated SOP of Traceability (AA-MPM-OP-1400.7.R6), chapter 5.2 indicates the Marketing Manager issued Delivery Order (DO) with information: name and address of production unit, name and address of buyer, contract number, type of product transportation (land/sea), distance, type of product (CPO or PK, certified or non-certified), quantity of product, delivery date, product qualification specification (CPO or PK: FFA, water content, dirt), Supply chain model (Mass Balance).</p> <p>At the Mill, weighbridge operator printed out CPO or PK weighbridge card, based on DO from marketing which indicates: type of commodity, CPO or PK certified or not-certified; source and destination address; Supply Chain model: (Mass Balance); Certificate number of the Mill; date of delivery, Product quality specification (moisture, FFA, dirt); Contract number/DO number; Quantity, Transport detail (driver name, vehicle number); Buyer address. During this surveillance period, Muara bulian POM only sold certified product in form of Palm Kernel (PK), there is no sales of RSPO certified CPO.</p> <p>1. Sampled Delivery Order/DO:</p> <ul style="list-style-type: none"> - Delivery Order #08014/DC10/13/17 dated 30/08/2017; Seller is PT Inti Indosawit Subur – Muara Bulian POM; Buyer is PT Sari Dumai Sejati; Commodity is RSPO certified PK; Supply Chain Model is Mass Balance; Quantity is 100,000 kg; Supply Chain Certificate is RSPO 594418; water content 8% maximum; dirt 8% maximum. - Delivery Order #09003/DC10/13/17 dated 08/09/2017; Seller is PT Inti

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		<p>Indosawit Subur – Muara Bulian POM; Buyer is PT Sari Dumai Sejati; Commodity is RSPO certified PK; Supply Chain Model is Mass Balance; Quantity is 500,000 kg; Supply Chain Certificate is RSPO 594418.</p> <p>2. Sample of CSPK Delivery:</p> <ul style="list-style-type: none"> - Weighbridge Card #PMBC217200357 dated 05/09/2017; Seller is PT Inti Indosawit Subur – Muara Bulian POM; Buyer is PT Sari Dumai Sejati, Lubuk Gaung; Delivery date is 04/09/2017; Commodity is PK Certified RSPO; Supply Chain Model is Mass Balance; Quantity is 32,150 kg; based on DO #08014/DC10/13/17; Transporter is CV Sumber Naga, BK 8989 PC; Supply Chain Certificate number RSPO 594418; FFA: 0%; Broken: 22.61%; water: 7.89%; dirt: 7.94%. - Weighbridge Card #PMBC217200363 dated 08/09/2017; Seller is PT Inti Indosawit Subur – Muara Bulian POM; Buyer is PT Sari Dumai Sejati, Lubuk Gaung; Delivery date is 08/09/2017; Commodity is PK Certified RSPO; Supply Chain Model is Mass Balance; Total Quantity is 32,150 kg (17,080 kg for DO #08014/DC10/13/17 and 14,630 kg for DO #09003/DC10/13/17; Transporter is CV Sumber Naga, BK 8989 FZ; Driver Rio V. Marbun; Supply Chain Certificate number RSPO 594418; FFA: 0%; Broken: 22.69%; water: 7.94%; dirt: 7.79%. - Weighbridge Card #PMBC218100292 dated 03/07/2018; Seller is PT Inti Indosawit Subur – Muara Bulian POM; Buyer is PT Inti Indosawit Subur – Tungkal Ulu KCP; Delivery date is 03/07/2018; 	
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		<p>Commodity is PK Certified RSPO; Supply Chain Model is Mass Balance; Total Quantity is 29,390 kg based on DO #06303/DC10/13/18; Transporter is PT Mitra Abadi Damai, BH 8531 MV; Driver Jamhuri; Supply Chain Certificate number RSPO 594418; FFA: 0%; Broken: 21.47%; water: 7.67%; dirt: 7.92%.</p> <p>3. Sample of other scheme certified CPO delivery:</p> <ul style="list-style-type: none"> - Weighbridge Card #PMBC118100965 dated 26/06/2018; Seller is PT Inti Indosawit Subur – Muara Bulian POM; Buyer is PT Sari Dumai Sejati, Lubuk Gaung; Delivery date is 26/06/2018; Commodity is CPO Certified I***; Total Quantity is 26,040 kg based on DO #6311/DD10/02/18; Transporter is CV Perintis Talang Duku, BH 8825 XU; Driver Zainudin; FFA: 3.87%; Broken: 0%; water: 0.246%; dirt: 0.022%. 	
	<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>Information are complete and presented in couple document, e.g. Delivery Order and Weighbridge Card. Report of CPO and PK deliveries are documented in Laporan Harian Pabrik (Mill Daily Report), Mill Operation Report and Book Keeping Mass Balance Report.</p>	<p>Comply</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>PT Inti Indosawit Subur – Muara Bulian POM has made Shipping Announcement in RSPO IT Platform to announce sales of RSPO certified CPO or PK per group of shipments (DO). During this surveillance period Muara bulian POM only sold certified product in form of Palm Kernel (PK), there is no sales of RSPO certified CPO</p> <p>Samples seen:</p> <ul style="list-style-type: none"> - Shipping Announcement, with transaction ID No. TR-66879136-e9af dated 1 April 2018 for 919.36 MT CSPK Mass Balance; from PT Inti 	<p>Comply</p>

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		<p>Indosawit Subur – Muara Bulian Mill (RSPO_PO1000000279) as Seller to Buyer PT Dasa Anugrah Sejati – Taman Raja KCP (RSPO_PO1000002916). Confirmation has been made by Buyer on 8 May 2018 2017.</p> <p>- Shipping Announcement, with transaction ID No. TR-80ae54ae-5351 dated 1 April 2018 for 1,867.15 MT CSPK Mass Balance; from PT Inti Indosawit Subur – Muara Bulian Mill (RSPO_PO1000000279) as Seller to Buyer PT Inti Indosawit Subur – KCP (RSPO_PO1000006596). Confirmation has been made by Buyer on 19 April 2018.</p> <p>- Shipping Announcement, with transaction ID No. TR-6f8333e7-5109 dated 3 September 2017 for 233.92 MT CSPK Mass Balance; from PT Inti Indosawit Subur – Muara Bulian Mill (RSPO_PO1000000279) as Seller to Buyer PT Sari Dumai Sejati (RSPO_PO1000006430). B/L LBG-PQM-403 date 3 September 2017. Confirmation has been made by Buyer on 6 September 2017.</p>	
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>PT Inti Indosawit Subur – Muara Bulian POM is a palm oil mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product (FFB), therefore the site has been registered in RSPO IT Platform with ID number RSPO_PO1000000279.</p>	Comply
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do 	<p>PT Inti Indosawit Subur – Muara Bulian POM has made Shipping Announcement in RSPO IT Platform to announce sales of RSPO certified CPO or PK per group of shipments (DO). During this surveillance period Muara bulian POM only sold certified product in form of Palm Kernel (PK), there is no sales of RSPO certified CPO</p>	Comply

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	<p>Shipping announcement / Announcement is based on members' own standard operating procedures.</p>	<p>Samples seen:</p> <ul style="list-style-type: none"> - Shipping Announcement, with transaction ID No. TR-66879136-e9af dated 1 April 2018 for 919.36 MT CSPK Mass Balance; from PT Inti Indosawit Subur – Muara Bulian Mill (RSPO_PO1000000279) as Seller to Buyer PT Dasa Anugrah Sejati – Taman Raja KCP (RSPO_PO1000002916). Confirmation has been made by Buyer on 8 May 2018 2017. - Shipping Announcement, with transaction ID No. TR-80ae54ae-5351 dated 1 April 2018 for 1,867.15 MT CSPK Mass Balance; from PT Inti Indosawit Subur – Muara Bulian Mill (RSPO_PO1000000279) as Seller to Buyer PT Inti Indosawit Subur – KCP (RSPO_PO1000006596). Confirmation has been made by Buyer on 19 April 2018. - Shipping Announcement, with transaction ID No. TR-6f8333e7-5109 dated 3 September 2017 for 233.92 MT CSPK Mass Balance; from PT Inti Indosawit Subur – Muara Bulian Mill (RSPO_PO1000000279) as Seller to Buyer PT Sari Dumai Sejati (RSPO_PO1000006430). B/L LBG-PQM-403 date 3 September 2017. Confirmation has been made by Buyer on 6 September 2017. 	
	<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>During this one year period of surveillance, PT Inti Indosawit Subur – Muara Bulian POM has not sold any CPO or PK to supply chain actor beyond the refinery.</p>	<p>Comply</p>
	<ul style="list-style-type: none"> • Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	<p>PT Inti Indosawit Subur – Muara Bulian POM has done "Remove" in the RSPO IT Platform for CSPO sold as other scheme, e.g.</p> <ul style="list-style-type: none"> - Stock Transaction ID: ST-TR-a01eb0-2974 for 9,467.97 MT of CSPO period September to December 2017 - Stock Transaction ID: ST-TR-a6406a-0f6f for 9,868.86 MT of CSPO 	<p>Comply</p>

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	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>period January to May 2018.</p> <p>PT Inti Indosawit Subur – Muara Bulian POM is a palm oil mill which does not need to confirm any purchase of FFB.</p>	Comply
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	<p>PT Inti Indosawit Subur – Muara Bulian POM has prepared a training program to staff, who are involved in RSPO Supply Chain Certification Standard implementation. As per training program, “Program Pelatihan Environmental & Sustainability Tahun 2018 PT Inti Indosawit Subur – Muara Bulian POM” the RSPO supply chain and traceability refreshment training is planned in July 2018. Competency and training records of all staff involved in RSPO Supply Chain were able to be demonstrated.</p>	Comply
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>Latest training on “Supply Chain, Mass Balance and Traceability” performed on 6 June 2017 attended by Mill Manager, KTU, Operational assistance, weighbridge operators, Production supervisor, Processing Assistance, CI Assistance and Grading assistance. Training module and attendance list were sighted. Based on interview, personnel related to RSPO Supply Chain Certification implementation demonstrated good knowledge and implementation.</p>	Comply
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 review of PT Inti Indosawit Subur – Muara Bulian POM document and record, the Mill is able to demonstrate complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain Certification Standard requirements.</p> <p>Records and report verified are as follows: Laporan Harian Pabrik (Mill Daily Report); dated 31/12/2017 and 30/06/2018. Book Keeping – Mass Balance – CPO and PK period of January – March 2017, April – June 2017, July –</p>	Comply

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		<p>September 2017, October – December 2017, January – March 2018, April – June 2018; Kartu Timbangan (Weighbridge Card) FFB; Kartu Timbangan (Weighbridge Card) CPO; Kartu Timbangan (Weighbridge Card) PK;</p> <p>Based on Laporan Harian Pabrik dated 30/06/2018 FFB received on 30/06/2018 are: Certified: 443,883 kg Non-Certified: 643,937 kg</p> <p>FFB received from 01/01/2018 to 30/06/2018 Certified: 56,001,788 kg Non-Certified: 75,118,222 kg</p> <p>CPO produced on 30/06/2018 are: Certified: 106,955 kg Non-Certified: 120,425 kg</p> <p>CPO produced from 01/01/2018 to 30/06/2018 Certified: 12,108,525 kg Non-Certified: 14,828,165 kg</p> <p>PK produced on 30/06/2018 are: Certified: 24,739 kg Non-Certified: 29,851 kg</p> <p>PK produced from 01/01/2018 to 30/06/2018 Certified: 2,996,523 kg Non-Certified: 4,008,997 kg</p>	
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	The procedure of Traceability (AA-MPM-OP-1400.7.R6), requires that all records and reports related to traceability and book keeping are retained for a period of 10 years.	Comply
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.	PT Inti Indosawit Subur – Muara Bulian POM is able to provide estimate volume of CPO and PK in a year period as in "Distribusi Produksi Bulanan Anggaran Tahun 2018" consists estimate of FFB receiving from certified source (Muara Bulian Estate and Muara Bulian Smallholder)	Comply

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		<p>and non-certified source (Third Party supplier), Extraction rates, Processing capacity, working hour and utilisation.</p> <p>The Mill also keep an up to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) month, as in "Book Keeping Mass Balance Report".</p>	
5.10. Conversion factors			
5.10.1	<p>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.</p>	<p>Conversion rate is applied to provide reliable estimation of CPO and PK produced.</p> <p>For year 2018, the budget for conversion from FFB into CPO are: For FFB from Muara Bulian Estate: 23.00% For FFB from Muara Bulian Plasma: 20.90% For FFB from third-party: 18.70%</p> <p>For year 2018, the budget for conversion from FFB into PK are: For FFB from Muara Bulian Estate: 5.40% For FFB from Muara Bulian Plasma: 5.40% For FFB from third-party: 5.40%</p> <p>For actual 2017, actual conversion ratios from FFB into CPO are: For FFB from Muara Bulian Estate: 22.77% For FFB from Muara Bulian Plasma: 21.50% For FFB from third-party: 18.47%</p> <p>For actual 2017, actual conversion ratios from FFB into PK are: For FFB from Muara Bulian Estate: 5.41% For FFB from Muara Bulian Plasma: 5.35% For FFB from third-party: 5.30%</p>	Comply
5.10.2	<p>Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>The actual conversion ratio is monitored on daily basis through sounding result and documented in daily report. PT Inti Indosawit Subur – Muara Bulian POM is able to demonstrate the work instruction for analysis of oil content.</p> <p>Based on Laporan Harian Produksi</p>	Comply

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		<p>dated 30/06/2018, the sounding result and production report shows that actual conversion ratios from FFB into CPO are:</p> <ul style="list-style-type: none"> a. For FFB from Muara Bulian Estate: 22.83% b. For FFB from Muara Bulian Plasma: 21.47% c. For FFB from third-party: 18.79% <p>And actual conversion ratios from FFB into PK are:</p> <ul style="list-style-type: none"> a. For FFB from Muara Bulian Estate: 5.38% b. For FFB from Muara Bulian Plasma: 5.37% <p>For FFB from third-party: 5.35%</p>	
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	PT Inti Indosawit Subur – Muara Bulian POM has not made claims regarding the support of RSPO certified oil palm products. However the organization aware about the RSPO Rules on Market Communications and Claims.	Comply
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	In the case of any complaint, the mill provided procedure AA-GL-5.08-R1 related to information request from any stakeholders to resolving stakeholder complaints. Based on document review, there has been one complaint from stakeholder related to the high of water content of shell from PT Inti Indosawit Subur – Muara Bulian POM. The organization has made corrective action by not conduct filling of shell during rain. During this one year period of surveillance, there has been no complaint related RSPO Supply Chain Certification requirements.	Comply
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.	PT Inti Indosawit Subur – Muara Bulian POM has Standard Operating Procedures for Internal Audit and Management Review (AA-SOP-ES-6001-R1). The management review planned once a year at minimum, or incidentally considering the critical area. The latest management review	Comply

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		<p>conducted 16 August 2017 attended by all key personnel.</p> <p>The Standard Operating Procedures of Traceability (AA-MPM-OP-1400.17.R6) dated 1 September 2017 has also regulates the internal audit by Sustainability Internal Audit Manager, that planned 2 times in a year at minimum.</p>	
<p>5.13.2</p>	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	<p>The latest management review of PT Inti Indosawit Subur – Muara Bulian POM carried out on 16 August 2017 attended by all key personnel, against RSPO SCCS 2017 – RSPO General Chain of Custody requirements and Module E: Mass Balance.</p> <p>The organization shows issues discussed during management review dated 16 August 2017. Minute of management review meeting and attendance register were available.</p> <p>The management review inputs include information as follow:</p> <ul style="list-style-type: none"> - Result of audits: internal and external audit; - Follow up action from previous management review: conduct jartest consistently; established jartest monitoring book which should be signed by Assistant and Manager. - Process performance and product conformity: make nut under conveyor from 2 machines to be 1 machine; create visualisation of process power uses. - Recommendation for improvement: designed mini hoisting crane; created visualisation of press station change control. - Customer feedback: water content in shell is high; not conduct filling of shell during rain. - Status of corrective and preventive action; - Changes that could affect the management system – no changes; 	<p>Comply</p>

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<p>5.13.3</p>	<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>PT Inti Indosawit Subur – Muara Bulian POM has conducted management review dated 6 August 2017.</p> <p>The management review output indicates decision and actions related to:</p> <ul style="list-style-type: none"> - Audit findings: Kept the newest procedure SOP Internal Audit Sustainability Revision 4 Sustainability AA-SOP-ES-6001-R4 dated 1 October 2017; create the estimation and work plan of CPKO production for next 5 years. - Customer feedback: no customer complaint, however there were found high water content in shell; the organisation has made corrective action by not conduct filling of shell during rain. - Process performance and product conformity make nut under conveyor from 2 machines to be 1 machine; create visualisation of process power uses. - Changes that could affect the management system – no changes; - Resource needs: manpower, machine, method and material to be prepared. Add the CCTV in critical area such as in grading station to control the performance. <p>The organization will optimize the existing resources to achieve all indicators of performance defined. According to the minutes of management review meeting, it was noted that output of review has not required additional resources.</p>	<p>Comply</p>
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Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance)

Requirements	Compliance																																																																																																									
E.1 Definition																																																																																																										
E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	PT Inti Indosawit Subur – Muara Bulian POM holds current RSPO P&C Certificate No. RSPO 594418. In the current certificate, PT Inti Indosawit Subur – Muara Bulian POM uses Mass Balance supply chain model. The mill only claimed the FFB proportion from certified supply bases which comprise of company-own estate (Muara Bulian Estate) and Scheme Smallholder (Muara Bulan Plasma). The other supply base, were come from third party suppliers as non-certified FFB source.																																																																																																									
E.2 Explanation																																																																																																										
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	<p>The estimated tonnage produced by PT Inti Indosawit Subur – Muara Bulian POM for period July 2018 to June 2019 are as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB</th> <th>CPO</th> <th>PK</th> <th>FFB</th> <th>CPO</th> <th>PK</th> </tr> <tr> <th></th> <th colspan="3">Certified</th> <th colspan="3">Non-Certified</th> </tr> </thead> <tbody> <tr> <td>Jul-18</td> <td>12,827</td> <td>12,004</td> <td>2,703</td> <td>2,245</td> <td>693</td> <td>648</td> </tr> <tr> <td>Aug-18</td> <td>13,171</td> <td>15,357</td> <td>2,777</td> <td>2,871</td> <td>710</td> <td>829</td> </tr> <tr> <td>Sep-18</td> <td>13,172</td> <td>14,729</td> <td>2,777</td> <td>2,754</td> <td>710</td> <td>795</td> </tr> <tr> <td>Oct-18</td> <td>12,695</td> <td>16,076</td> <td>2,679</td> <td>3,006</td> <td>685</td> <td>868</td> </tr> <tr> <td>Nov-18</td> <td>13,241</td> <td>12,641</td> <td>2,795</td> <td>2,363</td> <td>714</td> <td>682</td> </tr> <tr> <td>Dec-18</td> <td>13,243</td> <td>12,642</td> <td>2,795</td> <td>2,364</td> <td>715</td> <td>683</td> </tr> <tr> <td>Jan-19</td> <td>12,435</td> <td>7,908</td> <td>2,683</td> <td>1,531</td> <td>683</td> <td>436</td> </tr> <tr> <td>Feb-19</td> <td>10,169</td> <td>7,707</td> <td>2,310</td> <td>1,567</td> <td>573</td> <td>430</td> </tr> <tr> <td>Mar-19</td> <td>11,281</td> <td>8,854</td> <td>2,439</td> <td>1,620</td> <td>607</td> <td>477</td> </tr> <tr> <td>Apr-19</td> <td>11,442</td> <td>9,373</td> <td>2,480</td> <td>1,727</td> <td>612</td> <td>501</td> </tr> <tr> <td>May-19</td> <td>13,819</td> <td>11,346</td> <td>3,004</td> <td>2,092</td> <td>734</td> <td>601</td> </tr> <tr> <td>Jun-19</td> <td>11,188</td> <td>9,747</td> <td>2,402</td> <td>1,785</td> <td>571</td> <td>497</td> </tr> <tr> <td>TOTAL</td> <td>148,682</td> <td>138,384</td> <td>31,844</td> <td>25,924</td> <td>8,007</td> <td>7,446</td> </tr> </tbody> </table>	Month	FFB	CPO	PK	FFB	CPO	PK		Certified			Non-Certified			Jul-18	12,827	12,004	2,703	2,245	693	648	Aug-18	13,171	15,357	2,777	2,871	710	829	Sep-18	13,172	14,729	2,777	2,754	710	795	Oct-18	12,695	16,076	2,679	3,006	685	868	Nov-18	13,241	12,641	2,795	2,363	714	682	Dec-18	13,243	12,642	2,795	2,364	715	683	Jan-19	12,435	7,908	2,683	1,531	683	436	Feb-19	10,169	7,707	2,310	1,567	573	430	Mar-19	11,281	8,854	2,439	1,620	607	477	Apr-19	11,442	9,373	2,480	1,727	612	501	May-19	13,819	11,346	3,004	2,092	734	601	Jun-19	11,188	9,747	2,402	1,785	571	497	TOTAL	148,682	138,384	31,844	25,924	8,007	7,446
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E.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	PT Inti Indosawit Subur – Muara Bulian POM has met registration and reporting requirement as it has been registered in RSPO IT Platform (PalmTrace) with ID number RSPO_PO1000000279.																																																																																																									
E.3 Documented procedures																																																																																																										
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	PT Inti Indosawit Subur – Muara Bulian POM can demonstrates: 1. Standard Operating Procedures – Traceability (AA-MPM-OP-1400.17.R6) dated 1 September 2017. The																																																																																																									

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<p>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>procedures cover traceability of CPO and PK, since FFB receiving from Muara Bulian Estate and Smallholder, 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.</p> <p>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 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.</p> <p>3. SOP of Palm Oil Mill operation:</p> <ul style="list-style-type: none"> 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 Dispatch) <p>SOP AA-MPM-OP-1400.15-R1, dated 1 February 2009, Perawatan (Preventive Maintenance and Repair).</p>
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<p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>As per Procedure of Traceability (AA-MPM-OP-1400.17-R6), the responsible person in charge to the supply chain system is Mill Manager. During audit, the mill manager, Mr. Krisno JH Aritonang, was able to demonstrate sufficient knowledge and understanding on RSPO supply chain implementation for palm oil mill.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>The Mill has a documented procedures for receiving and processing of Certified and Non-certified FFBs in form of SOP AA-MPM-OP-1400.17-R6 "Traceability" and SOP for FFB Receiving Station (AA-MPM-OP-1400.02-R2). The Mill uses RSPO Supply Chain model Mass Balance, therefore does not required to separated receiving and processing of certified and non-certified FFB.</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>PT Inti Indosawit Subur – Muara Bulian POM has demonstrated SOP of Traceability (AA-MPM-OP-1400.7.R6), chapter 5.1 indicates the Weighbridge Clerk has responsibility to input data and print weighbridge card based on "Surat Pengantar TBS", covering information e.g. estate name and block number, mill name, date of delivery, product description and quantity, RSPO certificate number, transporter identity and unique identification number.</p> <p>PT Inti Indosawit Subur – Muara Bulian POM receive FFB from certified and non-certified source. Certified source consist of own estate (Muara Bulian Estate) and Scheme Smallholder (Muara Bulian Plasma). Non-certified FFB sourced from third party supplier, e.g.: CV Pandawa 58, SP 2 Farizal, SP 2 Helena, Kebun Tani Mandiri, Putra Tunggal, Agung Jaya Mandiri, KSM Plasma, Koperasi Makmur Plasma, Maju Bersama Plasma, Koperasi Makmur, Maju Bersama, Harapan Makmur Plasma, Gapoktan Alam Amanah Abadi and Harapan Makmur.</p> <p>Document "Surat Pengantar TBS" (FFB Delivery Note) and Kartu Timbangan (Weighbridge Card) described identity and location of FFB source and other item required e.g.</p> <p>Certified:</p> <ul style="list-style-type: none"> - Surat Pengantar TBS No.001106 dated 30/06/2018 from Muara Bulian Estate, Afdeling 2, Block B91c. Weighbridge Card #PMBA118102490 dated 30/06/2018, commodity: certified FFB; source: Muara Bulian Estate; to Muara Bulian Palm Oil Mill; net weight: 4,830 kg; Afdeling: 2; amount: 243 bunch; Block: B91c; RSPO Cert: RSPO 594418; Transporter: Internal; Vehicle: BH 6334 NE; Driver: Junawan; Batch number: 13-100-16462017-

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	<p>10052347.</p> <ul style="list-style-type: none"> - Surat Pengantar TBS No.000190 dated 29/05/2018 from Muara Bulian Estate, Afdeling 3, Block C91b. Weighbridge Card #PMBA118102229 dated 29/05/2018, commodity: certified FFB; source: Muara Bulian Estate; to Muara Bulian Palm Oil Mill; net weight: 1,350 kg; Afdeling: 3; amount: 50 bunch; Block: C91b; RSPO Cert: RSPO 594418; Transporter: Internal; Vehicle: BH 8148 MF; Driver: Budiono; Batch number: 13-100-16462017-043438. - Surat Pengantar TBS No.00435 dated 30/06/2018 from KUD Makmur Rejeki, Hampan 03/Elang, farmer name: Lamidin, Sukamto, M. Marbun and Anwar S. Weighbridge Card #PMBA218107638 dated 30/06/2018, commodity: certified FFB; source: Muara Bulian Smallholder; to Muara Bulian Palm Oil Mill; net weight: 7,661 kg; location: SP4-1-KT-003-Elang; amount: 370 bunch; Block: P4003; RSPO Cert: RSPO594418; Transporter: Internal Smallholder; Vehicle: BH 6114 BL; Driver: Joko; Batch number: 13-100-24282018-10052286. - Surat Pengantar TBS No.00135 dated 29/05/2018 from KUD Karya Lestari, Hampan 66/Subur Makmur, farmer name: Siswondo, Peri Yusman, Martinus, Zaidul and Suratno. Weighbridge Card #PMBA218106372 dated 29/05/2018, commodity: certified FFB; source: Muara Bulian Smallholder; to Muara Bulian Palm Oil Mill; net weight: 9,290 kg; location: SP3-4-KT-066-Subur Makmur; amount: 425 bunch; Block: P5066; RSPO Cert: RSPO594418; Transporter: Internal Smallholder; Vehicle: BH 8441 BJ; Driver: Asep; Batch number: 13-100-24282017-19043194. <p>Non-certified:</p> <ul style="list-style-type: none"> - Surat Pengantar TBS No.01779 dated 30/06/2018 from supplier "Harapan Kita" to PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill; amount: 487 bunch. Weighbridge Card #PMBA518106781 dated 30/06/2017, commodity: outside FFB; source: Harapan Kita ID: ST00044; to PT Inti Indosawit Subur – Muara Bulian Palm Oil Mill; net weight: 7,473 kg; amount: 487 bunch; Transporter: general; Vehicle: BH 8954 AQ; Driver: Romi.
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>Standard Operating Procedure – Book Keeping (AA-MPM-OP-1400.18-R4). The 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. Head of Environment and Sustainability will inform to Certification Body in the</p>

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	<p>case of projected overproduction. Until this 3rd annual surveillance audit, there is no overproduction happened.</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/ or three-monthly basis.</p>	<p>Based on review of PT Inti Indosawit Subur – Muara Bulian POM document and record, the Mill is able to demonstrate complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain Certification Standard requirements.</p> <p>Records and report verified are as follows:</p> <ul style="list-style-type: none"> • Laporan Harian Pabrik (Mill Daily Report); dated 31/12/2017 and 30/06/2018. • Book Keeping – Mass Balance – CPO and PK period of January – March 2017, April – June 2017, July – September 2017, October – December 2017, January – March 2018, April – June 2018; • Kartu Timbangan (Weighbridge Card) FFB; • Kartu Timbangan (Weighbridge Card) CPO; • Kartu Timbangan (Weighbridge Card) PK; <p>Based on Laporan Harian Pabrik dated 30/06/2018 FFB received on 30/06/2018 are:</p> <ul style="list-style-type: none"> • Certified: 443,883 kg • Non-Certified: 643,937 kg <p>FFB received from 01/01/2018 to 30/06/2018</p> <ul style="list-style-type: none"> • Certified: 56,001,788 kg • Non-Certified: 75,118,222 kg <p>CPO produced on 30/06/2018 are:</p> <ul style="list-style-type: none"> • Certified: 106,955 kg • Non-Certified: 120,425 kg <p>CPO produced from 01/01/2018 to 30/06/2018</p> <ul style="list-style-type: none"> • Certified: 12,108,525 kg • Non-Certified: 14,828,165 kg <p>PK produced on 30/06/2018 are:</p> <ul style="list-style-type: none"> • Certified: 24,739 kg • Non-Certified: 29,851 kg <p>PK produced from 01/01/2018 to 30/06/2018</p> <ul style="list-style-type: none"> • Certified: 2,996,523 kg • Non-Certified: 4,008,997 kg
<p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p>	<p>Conversion rate is only applied to provide reliable estimation of CPO and PK produced for annual budget. The management of PT Inti Indosawit Subur – Muara Bulian POM has mechanism and knowledge that all volumes of CPO and PK delivered are deducted from the material accounting system.</p>

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<p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>PT Inti Indosawit Subur – Muara Bulian POM only deliver certified CPO and PK sales from a positive stock. The volume of certified CPO and PK are deducted on three-monthly basis. Audit team verified there was no short-selling and/or negative stock at the end of three-monthly period.</p>
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Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (MT)
1	August 2017	10,188.18	9,412.92	19,601.10
2	September 2017	10,130.97	8,322.14	18,453.11
3	October 2017	11,476.71	7,875.90	19,352.61
4	November 2017	12,123.67	7,714.43	19,838.10
5	December 2017	11,661.50	7,513.91	19,175.40
6	January 2018	10,603.75	7,632.14	18,235.90
7	February 2018	8,158.82	7,405.64	15,564.45
8	March 2018	8,344.07	8,328.70	16,672.76
9	April 2018	9,119.84	8,993.17	18,113.01
10	May 2018	11,105.85	10,733.08	21,838.94
11	June 2018	9,616.85	9,454.53	19,071.38
	Total	112,530.20	93,386.55	205,916.75

**) The actual production record based on license period (exclude July 2018), due to audit carried out in July 2018*

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	August 2017	2,236.30	549.14
2	September 2017	2,223.75	546.06
3	October 2017	2,519.14	618.59
4	November 2017	2,661.15	653.47
5	December 2017	2,559.70	628.55
6	January 2018	2,327.52	571.54
7	February 2018	1,790.86	439.76
8	March 2018	1,831.52	449.75
9	April 2018	2,001.80	491.56
10	May 2018	2,437.73	598.61
11	June 2018	2,110.90	518.35
	Total	24,700.38	6,065.38

**) The actual production record based on license period (exclude July 2018), due to audit carried out in July 2018*

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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	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TRc0e7a598deb3	-	133.7
2	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-fccbaa92-3ec0	-	823.51
3	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TRc56ba9dc-8ed0	-	58.68
4	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-6f8333e7-5109	-	233.92
5	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TRe7c982c4-6a4b	-	157.4
6	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-0c2b9927-37b6	-	942.44
7	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-1c685d79-5e62	-	233.92
8	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TRbc084edc-4249	-	69.59
9	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-090b50dccddb	-	458.11
10	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-80ae54ae-5351	-	1,867.15
11	Tungkal Ulu Kernel Crushing Plant – PT Inti Indosawit Subur	TR-66879136-e9af	-	919.36
	TOTAL			5,764.08

Transaction period August 2017 – June 2018

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
				-
August 2017	Classified	ISCC	4,922.32	-
September 2017	Classified	ISCC		-
October 2017	Classified	ISCC		-
November 2017	Classified	ISCC	7,584.76	-
December 2017	Classified	ISCC		-
January 2018	Classified	ISCC	5,805.76	-
February 2018	Classified	ISCC		-
March 2018	Classified	ISCC		-
April 2018	Classified	ISCC		-
May 2018	Classified	ISCC	6,069.40	-
June 2018	Classified	ISCC		-
Total			24,382.24	-

CPO sold is from certified volume within period August 2017 – June 2018

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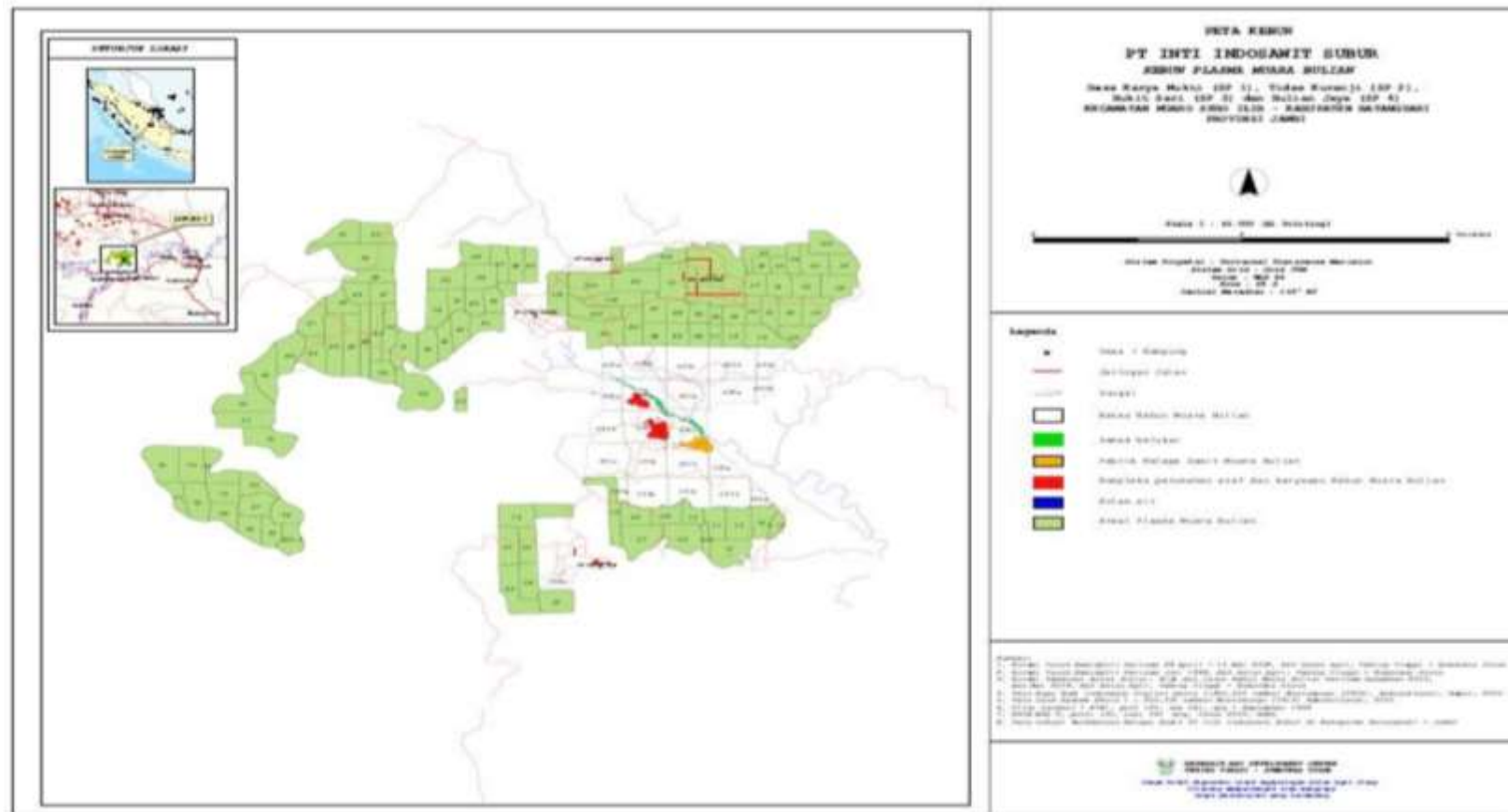
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
August 2017	Classified	4,671.87	-
September 2017	Classified		
October 2017	Classified		
November 2017	Classified	4,046.22	865.20
December 2017	Classified		
January 2018	Classified	5,721.31	1,458.40
February 2018	Classified		
March 2018	Classified		
April 2018	Classified	5,848.45	1,672.83
May 2018	Classified		
June 2018	Classified		
Total		20,287.85	3,996.43

CPO and PK sold as conventional is not sources from certified volume

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

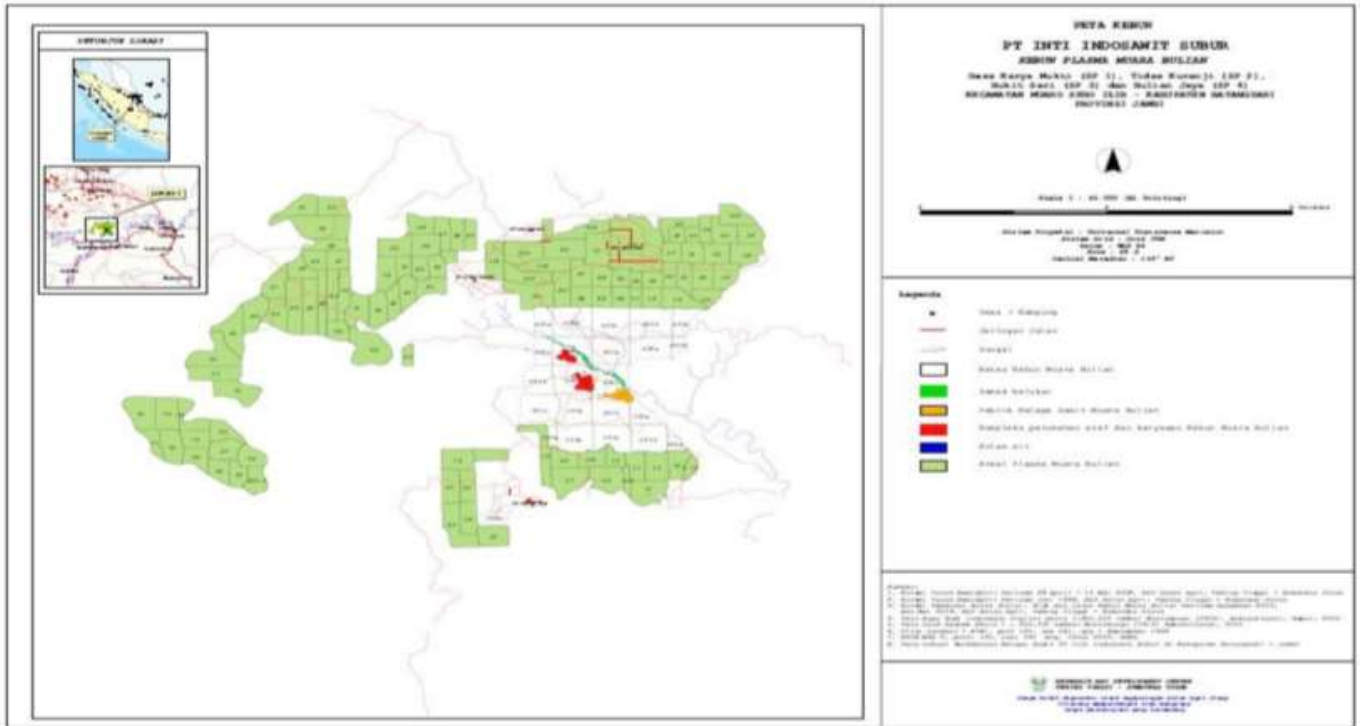
Appendix F: Location Map of Certification Unit and Supply bases

Muara Bulian POM and its supply base



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Appendix G: Estate Field Map



Appendix H: List of Smallholder Sampled

KUD Barokah

NO	HAMP	NO KAPLING	PEMILIK AWAL	NAMA PEMILIK PENGELOLA SEKARANG	NO SHM 1	NO SHM 2	LUA5
HAMPARAN -80, KUD BAROKAH (SP1)							
1	80	1995	YANI	YAN TORUS	06-02-09-19-1-00248	248	19960 M2
2	80	2016	MARSUDIN	MARSUDIN	06-02-09-00-1-00629	629	19522 M2
3	80	1962	Abdul Hamid	Abdul Hamid	06-02-09-00-1-00569	569	19779 M2
4	80	1973	Sofyan	Yahya	06-02-09-00-1-00568	568	20070 M2
5	80	1988	Ahmad Kusairi	Ahmad Kusairi	06-02-09-00-1-00247	247	19960 M2
6	80	1972	M. Toiyib	Teguh	06-02-09-00-1-00654	654	19936 M2
7	80	1989	Masyhudi	Masyhudi	06-02-09-00-1-00631	631	20276 M2
HAMPARAN -81, KUD BAROKAH (SP1)							
8	81	1994	Darsi	Darsi	06-02-09-1-00263	263	24959 M2
9	81	1935	Halatan Sinaga	Suhari	00-02-09-00-1-00651	651	20546 M2
10	81	1965	Suprihatin	Suprihatin	06-02-09-00-1-00636	636	23184 M2
11	81	2018	Nasir	Nasir	06-02-09-00-1-00648	648	20970 M2
12	81	1941	Widianto	Widianto	06-02-09-00-1-00259	259	19050 M2
HAMPARAN -85, KUD BAROKAH (SP1)							
13	85	2452	SIKAM SUGITO	H. DURJAN	06-02-09-19-1-00319	319	19960 M2
14	85	2466	SARIANTO	SARIANTO	06-02-09-19-1-00324	324	19960 M2
15	85	2464	SAMIN	SUKARMAN	06-02-09-19-1-00323	323	10050 M2
HAMPARAN -88, KUD BAROKAH (SP1)							
16	88	2487	MUSTARI	MUSTARI	06-02-09-19-1-00431	431	19960 M2
17	88	2388	PAHRI	SUKARDI	06-02-09-00-1-00385	385	19980 M2
18	88	2369	MAHFUZ	MAHFUZ	06-02-09-00-1-00460	460	19500 M2
19	88	2390	DARYONO	DARYONO	06-02-09-00-1-00485	485	19500 M2
20	88	2398	RD. ABDULLAH	BASIQ	06-02-09-19-1-00432	432	19960 M2
21	88	2399	SUHAIMI	SUHAIMI	06-02-09-00-1-00484	484	19530 M2
22	88	2401	BAHTIAR	BAHTIAR	06-02-09-19-1-00442	442	19960 M2
23	88	2429	IMAN	IMAN	06-02-09-00-1-00445	445	19960 M2
24	88	2441	RUSBAYANSYAH	RUSBAYANSYAH	06-02-09-19-1-00450	450	19050 M2
HAMPARAN -86, KUD BAROKAH (SP1)							
25	86	2465	RAMLAN	SLAMAT	06-02-09-19-1-00327	327	19960 M2
26	86	2483	SUKATNO	IWAN	06-02-09-00-1-00511	511	19300 M2
27	86	2498	FATIMAH	HERU HARYADI	06-02-09-19-1-00422	422	19960 M2
28	86	2507	SUGITO	SUGITO	06-02-09-19-1-00424	424	19960 M2

KUD Budi Sari

NO	HAMP	NO KAPLING	PEMILIK AWAL	NAMA PEMILIK PENGELOLA SEKARANG	NO SHM	NO SHM	LUA5
HAMPARAN -23, KUD BUDI SARI (SP3)							
1	23	604	SUHERMANTO	SUGENG	06-02-09-1-00388	388	20105 M2
2	23	513	ISHAK	WASKANDI	06-02-09-1-00489	489	20138 M2
3	23	514	BULKANI	BULKANI	06-02-09-1-00659	659	29000 M2
4	23	503	RAMAWI	RAMAWI	06-02-09-1-00794	794	24824 M2
5	23	522	TARZAN MT NABABAN	TARZAN MT NABABAN	06-02-09-1-00648	648	20041 M2
HAMPARAN -24, KUD BUDI SARI (SP3)							
6	24	458	JAMIL	JAMIL	06-02-09-1-00612	612	20052 M2
7	24	472	HAMDIN	LIVAD	06-02-09-1-00627	627	20968 M2
8	24	465	LUKMAN	LUKMAN	06-02-09-1-00421	421	20138 M2
9	24	473	SAWITO	SARTONO	06-02-09-1-00546	546	20087 M2
10	24	464	SYARDIN	SYARDIN	06-02-09-1-00539	539	20432 M2
HAMPARAN -25, KUD BUDI SARI (SP3)							
11	25	898	BEJO UTOMO	BEJO UTOMO	06-02-09-1-00568	568	20007 M2
12	25	807	BONJAN	BONJAN	06-02-09-1-00586	586	20020 M2
13	25	814	DARMAJI	DARMAJI	06-02-09-1-00698	698	21116 M2
14	25	754	KARTIB	KARTIB	06-02-09-1-00583	583	20004 M2
15	25	785	RIYADI	LIAM	06-02-09-1-00696	696	20650 M2
16	25	755	RISTAN SITUMORANG	KATWANITO	06-02-09-1-00388	388	20105 M2
17	25	835	ASMIN	LIDY	06-02-09-1-00743	743	20910 M2
HAMPARAN -26, KUD BUDI SARI (SP3)							
18	26	675	TAZMR	TAZMR	06-02-09-1-00704	704	20138 M2
19	26	724	AMRZAL	AMRZAL	06-02-09-1-00581	581	20008 M2
20	26	743	TOTOH	TOTOH	06-02-09-1-00754	754	24824 M2
HAMPARAN -27, KUD BUDI SARI							
21	27	558	ABDULLAH SYARGAWI	ABDULLAH SYARGAWI	06-02-09-1-00566	566	21715 M2
22	27	607	ATA	ATA	06-02-09-1-00697	697	20968 M2
23	27	608	MUKHTAR	SAHRL	06-02-09-1-00654	654	20010 M2
24	27	620	AMN SAMSKIN	SARTONO	06-02-09-1-00575	575	20721 M2

KUD Karya Lestari

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HAMPARAN 65, KUD KARYA LESTARI (SP5)							
1	65	1312	SAMSU KARIM	ARIYANTO	06-02-01-00-1-00530	530	1.97
2	65	1330	RD. HASANI	GIYONO	06-02-01-00-1-00586	686	1.62
3	65	1344	MAT CIK JAMAL	M. YUSUF	06-02-09-00-1-00429	429	2.00
4	65	1332	ROZALI NUR	ROZALI NUR	06-02-09-00-1-00628	628	2.07
HAMPARAN 70, KUD KARYA LESTARI (SP5)							
5	70	1461	SYARIF	HUSEN	06-02-09-00-1-00660	660	2.02
6	70	1447	YUHARMAN	M. MISA	06-02-01-00-1-00598	598	2.12
7	70	1466	ISMAIL FAHMI	RUSLAN	06-02-09-00-1-00603	603	2.27
8	70	1356	SUGENG	SUGENG	06-02-01-00-1-00366	366	2.98
HAMPARAN 72, KUD KARYA LESTARI (SP5)							
9	72	1478	MISBA	F Daryanto	06-02-01-00-1-00421	421	2.25
10	72	1509	M. SAMBAWI SAKRONI	Suroto	06-02-01-00-1-00497	497	1.98
11	72	1510	RAHMAT	Maskuri	06-02-01-00-1-00542	542	1.97
12	72	1515	UMAR BIN YUSUF	Dani	06-02-01-00-1-00455	455	2.00
13	72	1517	Sanjudin	Sanjudin	06-02-01-00-1-00615	615	1.99
14	72	1518	SUKUR	Buimin	06-02-01-00-1-00396	396	2.23
15	72	1536	NARYO	BASIR	06-02-01-00-1-00604	604	2.14
16	72	1537	Tarmin	Tarmin	06-02-01-00-1-00454	454	2.00
17	72	1542	ISMAIL HAMID	Masdar	06-02-01-00-1-00354	354	2.00
HAMPARAN 73, KUD KARYA LESTARI (SP5)							
18	73	1519	M. YUSUF T.	M. YUSUF T.	06-02-01-00-1-00486	486	1.98
19	73	1528	ALI AMRAN	ALI AMRAN	06-02-01-00-1-00468	468	2.85
20	73	1531	SOBIRUN	SOBIRUN	06-02-01-00-1-00464	464	2.08
21	73	1571	SUSWANTO	AGUS HANDOKO	06-02-01-00-1-00609	609	2.98

Appendix I: List of Abbreviations

AMDAL	Analisis Mengenai Dampak Lingkungan – Social Environmental Impact Assessment
BLH	Badan Lingkungan Hidup
BOD	Biological Oxygen Demand
CD	Community Development
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
EFB	Empty Fruit Bunch
EMS	Environmental Management System
ENC	Environment and Conservation Department
FA	Field Assisstant
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
GRTG	Ganti Rugi Tanah Garapan – Compensation upon land used
GRTT	Ganti Rugi Tanam Tumbuh – Compensation upon planting
HCV	High Conservation Value
HGU	Hak Guna Usaha – Legal ownership of the land
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
KER	Kernel Extraction Rate
LD ₅₀	Lethal Dosage on 50
MCA	Manager Corporate Affair
MSDS	Material Safety Data Sheet
NPP	New Planting Procedure
OER	Oil Extraction Rate
PK	Palm Kernel
PKB	Perjanjian Kerja Bersama – Collective Work Agreement
POM	Palm Oil Mill
PPE	Personal Protective Equipment
PUK	Pengurus Unit Kerja – Unit's Committee
RED	Renewable Energy Directive
RKL	Rencana Pengelolaan Lingkungan – Environmental Management Plan
RPL	Rencana Pemantauan Lingkungan – Environmental Monitoring Plan
RSPO	Roundtable on Sustainable Palm Oil
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social and Environmental Impact Assessment
SIA	Social Impact Assessment
SK	Surat Keputusan – Decree Letter
SKT	Surat Keterangan Tanah – Land Letter
SOP	Standard Operating Procedure