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Roundtable on Sustainable Palm Oil

Public Summary Report

Report no. : RSPO P&C – [14009] – RA2

[Recertification Assessment] against the :

<input checked="" type="checkbox"/>	RSPO Principles & Criteria	<input checked="" type="checkbox"/> INA-NI,2018 <input type="checkbox"/> MY-NI, 2018	<input type="checkbox"/> NG-NI, <input type="checkbox"/> GH-NI,	<input type="checkbox"/> Generic, 2018
<input checked="" type="checkbox"/>	RSPO Supply Chain Certification Standard, 2014 (Rev. June 2017)			
<input type="checkbox"/>	Group Certification of FFB Production	<input type="checkbox"/> 2016	<input type="checkbox"/> Rev.2018	
<input checked="" type="checkbox"/>	RSPO P&C Certification System, June 2017			
<input type="checkbox"/>	RSPO Supply Chain Certification System, June 2017			

Audit can be partially performed through : Remote Audit On-site Audit

PT Mustika Sembuluh

Central Kalimantan Province

Date of assessment :

Remote Audit :	02-03 July 2020
On-site Audit :	02-05 November 2020

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Accreditatation number : ASI-ACC-061 & 18 June 2019

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1.0 SCOPE OF CERTIFICATION ASSESSMENT.

The recertification] assessment was carried out on 2 (two) mills], 3 (three) estates and 1 (one) smallholder under PT Mustika Sembuluh owned by Wilmar International.

The operations of the palm oil mill(s) and its supply base of FFB were assessed against RSPO P&C 2018 INA-NI 2020 MB.

Mill name & palmtrace member ID	Mill 1 : Mustika Sembuluh 1 / RSPO_PO100000144			
	Mill 2 : Mustika Sembuluh 2 / RSPO_PO1000007984			
Supply base name (scope of certification)				
Company owned Estate:	1. Mustika Sembuluh 1 2. Mustika Sembuluh 2 3. Mustika Sembuluh 3			
Other operating estate owned by Company	1. PT. Kerry Sawit Indonesia 2. PT. Karunia Kencana Permaisejati 1 3. PT. Karunia Kencana Permaisejati 2 4. PT. Bumi Sawit Kencana			
Other Source	1. Koperasi Bitu Maju Bersama			
Supply Chain Model	<input type="checkbox"/>	IP	<input checked="" type="checkbox"/>	MB
Mill Capacity (tonnes/hour)	Mill 1	120	Mill 2	90
Certificate Number	824 502 14009			

2.0. DESCRIPTION OF CERTIFIATION UNIT

2.1 Location

Table 1: GPS locations for all estates and mills included in certification assessment

Name of mill and estate/SH/outgrower	Location	GPS locations	
		Latitude (N / S)	Longitude (E / W)
PT MS POM 1	Pondok Damar Village, Mentaya Hilir Utara Subdistrict, Kotawaringin Timur District.	2° 35' 27.867" S or 9713506.1152	112° 30' 45.407" E or 668164.6015
PT MS POM 2	Sebabi Village, Telawang Subdistrict, Kotawaringin Timur District.	2° 27' 25.569" S or 9728321.1104	112° 29' 59.026" E or 666749.0223
PT MS Estate 1	Pondok Damar Village, Mentaya Hilir Utara Subdistrict, Kotawaringin Timur District.	2° 35' 9.918" S or 9714057.9101	112° 30' 32.301" E or 667760.4487
PT MS Estate 2	Pondok Damar Village, Mentaya Hilir Utara Subdistrict, Kotawaringin Timur District. Bangkal Village, Danau Sembulu Subdistrict, Seruyan District.	2° 39' 47.510" S or 9705534.6143	112° 32' 17.894" E or 671005.7171
PT MS Estate 3	Tanah Putih Village, Telawang Subdistrict, Kotawaringin Timur District.	2° 30' 17.129" S or 9723038.5711	112° 30' 36.949" E or 667914.1563
Koperasi Bitu Maju Bersama	Jl. Macan Lantut RT 001 RW 001, Pondok Damar village, Mentaya Hilir Utara Sub District, Kotawaringin Timur District	2° 40' 12.960" S	112° 34' 15.990" E

Note :

Is there scheme/associate smallholder on table above ? Yes No

If Yes, please filling in table below :

Name of scheme/associate SH	Number of SH members
Koperasi Bitu Maju Bersama	125

2.2. Maps

Insert maps of mill and plantations in relation to region, and maps of entities surrounding the mill and estates

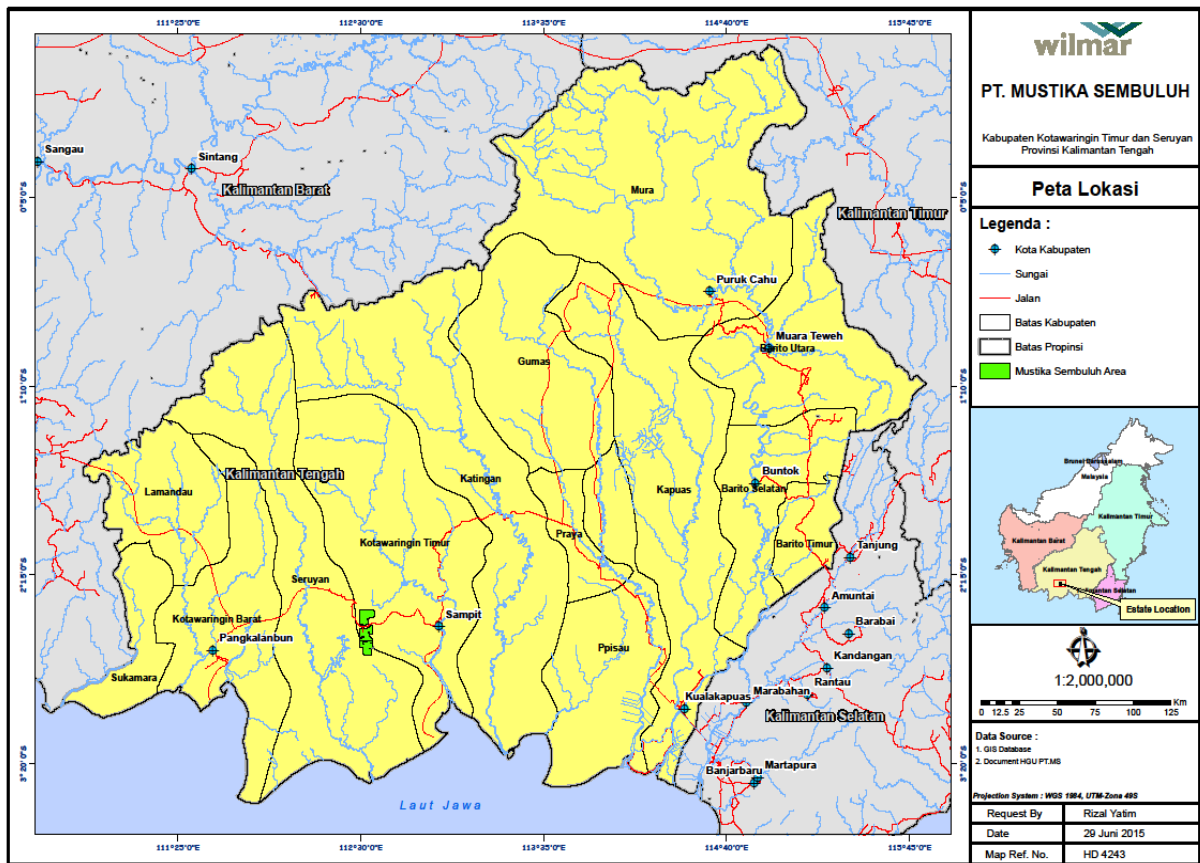


Figure 1: Location map of PT Mustika Sembuluh within Central Kalimantan, Indonesia

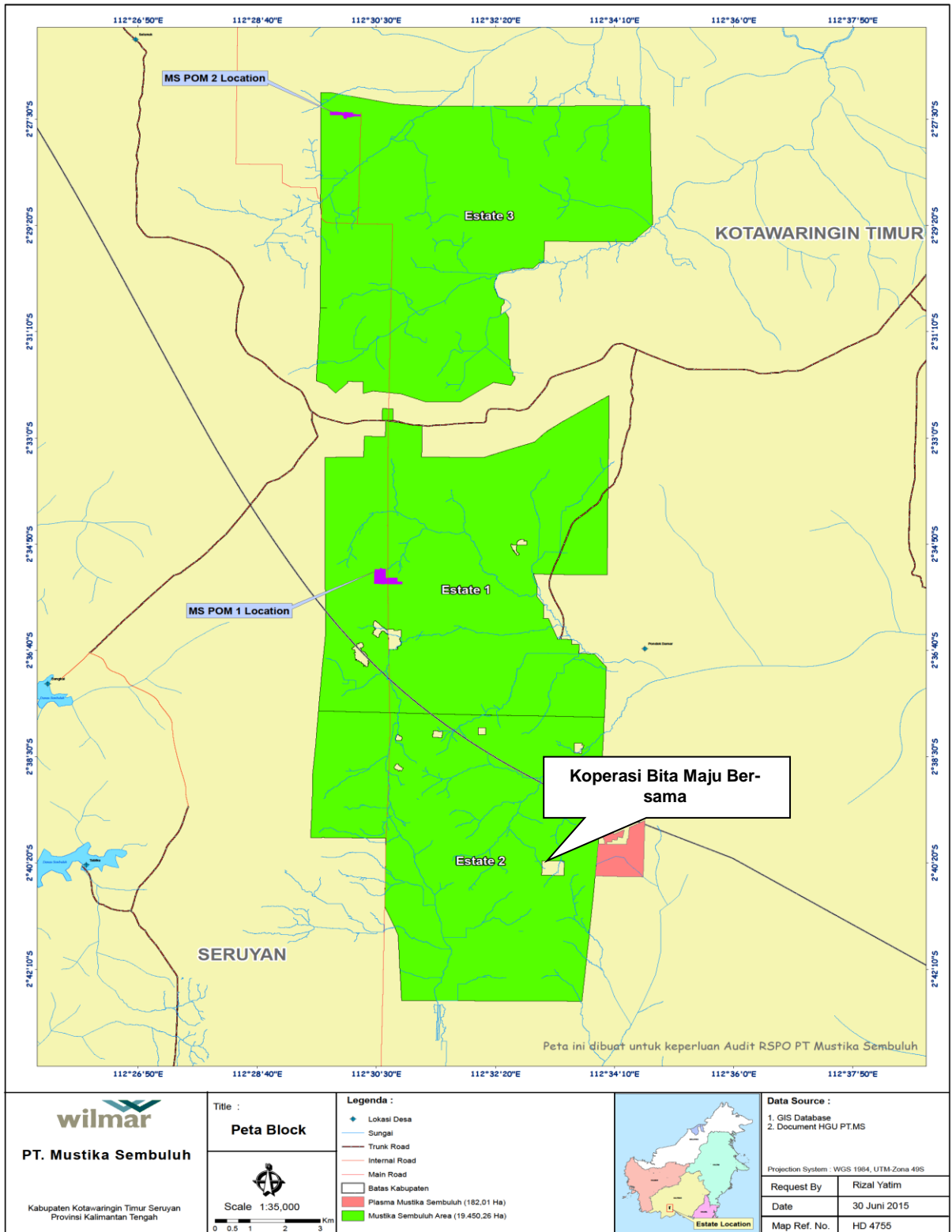


Figure 2: Map of PT MS Estates 1, 2 and 3, and PT MS Palm Oil Mill (POM 1 & POM 2)

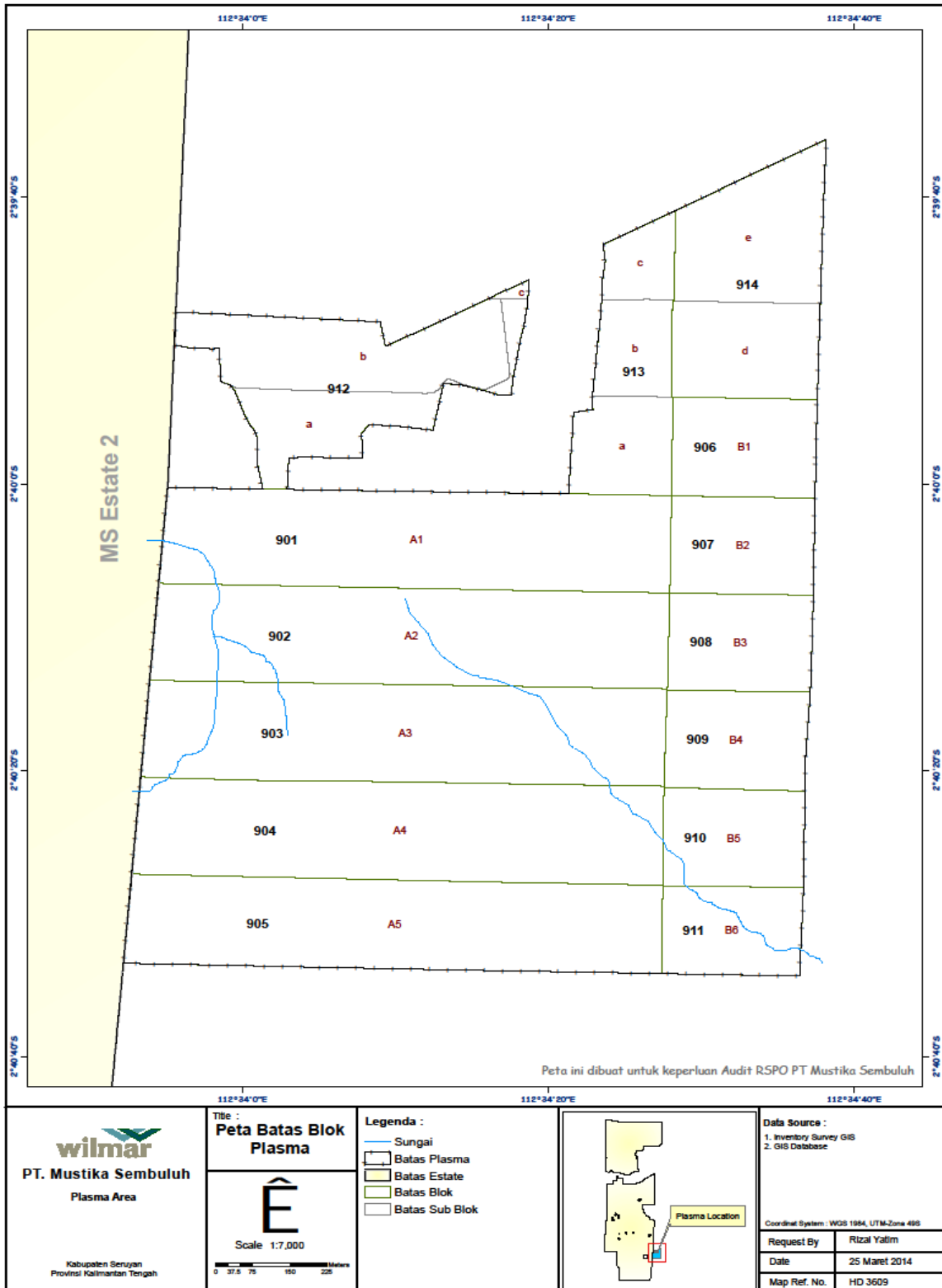


Figure 3: Map of Koperasi Bitu Maju Bersama (Smallholder)

2.3. Supply Base Composition

Table 2: FFB Supply Base Composition for Mustika Sembuluh 1 & 2 POM period November 2019 to October 2020

FFB Contributor	FFB supplied ¹⁾		
	Mill 1	Mill 2	Total
Certified category			
Company owned estates :			
Mustika Sembuluh 1*	145,410.59	1,156.71	146,567.30
Mustika Sembuluh 2*	97,852.14		97,852.14
Mustika Sembuluh 3*	10,381.27	87,671.64	98,052.91
Sub Total	253,644	88,828.35	342,472.35
SH/Outgrower :			
Koperasi Bitu Maju Bersama*	3,999.082		3,999.082
Sub Total	3,999.082		3,999.082
Other companies under company member/SH/Outgrower :			
Kerry Sawit Indonesia 1**	-		
PT Karunia Kencana Permaisejati 1**	-	5.69	5.69
PT Karunia Kencana Permaisejati 2**	-		
PT.Bumi Sawit Kencana 1**		58,498.11	58,498.11
Sub Total		58,503.80	58,503.80
Non-certified category/Outgrowers:			
I Wayan	557.43	-	557.43
KUD Tani Subur	-	3,826.50	3,826.50
Borneo Lancar Abadi	1,278.96	3,771.53	5,050.49
CV Atiqa Jaya	983.01	1,678.289	2,661.29
CV Mandiri Bintang Utama	4,103.	11,564.51	15,546.51
Sub Total	6,922.4	20,840.83	27,763.23
GRAND TOTAL		432,738.46	

Note : *Certified FFB (include certification scope)

** Certified FFB (out of certification scope)

Table 3: CPO and PK production and sold period of November 2019 to October 2020 and projected for next 12 months

For single supply chain model

Remarks	Amount (mt)				
	FFB	CPO		PK	
Certified tonnage (license) ^{*)}					
POM 1	291,400.00	65,565.00		16,027.00	
POM 2	96,400.00	22,654.00		5,061.00	
Actual Production POM 1					
Actual OER and KER (%)	n.a	19.61		5.52	
Total certified production	257,643.08	50,523.80		14,221.89	
Total non-certified production	6,922.40	1,357.48		382.11	
Total production	264,565.00	51,881.19		14,603.98	
Actual Sold^{**)}		PL	CL	PL	CL
Actual sold volume under RSPO scheme	n.a	23,941.13	28,376.65	12,666.65	8,215.70
Actual sold volume under other scheme certified	n.a	-	11,613	-	-
Actual sold conventional	n.a	-	5,476.21	-	4,596
Actual Production POM 2					
Actual OER and KER (%)	n.a	21.24		5.42	
Total certified production	147,332.15	31,293.42		7,985.42	
Total non-certified production	20,840.83	4,426.59		1,129.57	
Total production	168,172.98	35,719.94		9,114.99	
Actual Sold^{**)}		PL	CL	PL	CL
Actual sold volume under RSPO scheme	n.a	10,446.22	20,044.75	7,393.66	5,026.64
Actual sold volume under other scheme certified	n.a	3,924.15	2,332.21	-	-
Actual sold conventional	n.a	-	-	-	-
New (Projected) Production					
POM 1					
OER and KER projection (%)	n.a	21.5		5.3	
Total certified production (RSPO Scheme)	From Estate	238,930	51,369.95	12,663.29	
	From Independent Smallholder (ISH)	-	-	-	
	From Scheme or Associate SH/Outgrower	4,450	956.75	235.85	
POM 2					
OER and KER projection (%)	n.a	22.5		5.5	
Total certified production (RSPO Scheme)	From Estate	142,900	32,152.5	7,859.5	
	From Independent Smallholder (ISH)	-	-	-	
	From Scheme or Associate SH/Outgrower	-	-	-	

Note :

*) There are volume extension. If any, volume extensions for POM 1 CSPO is 7,613 mt and CSPKO is 1,371 mt
POM 2 CSPO is 11,892 mt and CSPKO is 3,775.52 mt

). **PL : Previous License & **CL** : Current License

2.4 Area of Plantation (Total, Planted and Mature)

Table 4 : Oil Palm Planted Area Summary, FFB Production and Average yield/ha for PT Mustika Sembuluh period of November 2019- October 2020.

Estate/SH /Outgrower Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production* (tonnes)	Average yield/ ha
MS 1*	6,590.20	6,051.89	6,051.89	0.00	146,567.30	24.21
MS 2	6,107.59	5,657.91	5,657.91	0.00	97,852.14	17.29
MS 3*	6,752.47	4,015.07	4,015.07	0.00	98,052.91	24.42
Koperasi Bitu Maju Bersama	182.01	182.01	182.01	0.00	3,999.08	21.97
TOTAL	19,632.27	15,906.88	15,906.88	0.00	346,471.43	21.78

Note : * FFB from estate deliver to mill 02 under Wilmar International group

2.5 Dates of Plantings and Replanting Cycles

The company follows a replanting cycle of 25 years. Information on the dates of plantings are as per the table below :

Table 5 : Age and year of plantings of company estate supplying to MS1 POM & MS2 POM year 2020

Year of Plantings	Oil palm planted area at each estate(ha)				
	MS 1	MS2	MS3	Total	Plasma
20 & 2000	51.41	-	-	51.41	-
19 & 2001	1,113.49	-	-	1,113.49	-
18 & 2002	1,006.85	-	-	1,006.85	-
17 & 2003	2,465.83	-	-	2,465.83	-
16 & 2004	1,289.67	1,878.57	-	3168.24	-
15 & 2005	-	1,934.80	1,639.13	3573.93	-
14 & 2006	-	1,844.54	1,066.73	2911.27	-
13 & 2007	-	-	696.10	696.10	143.18
12 & 2008	50.78	-	119.72	170.05	38.83
11 & 2009	12.99	-	221.82	234.81	-
10 & 2010	19.87	-	179.67	199.54	-
9 & 2011	24.94	-	27.43	52.37	-
8 & 2012	16.06	-	33.37	49.43	-
7 & 2013	-	-	31.10	31.10	-
TOTAL	6,051.89	5,657.91	4,015.07	15,724.87	182.01

Table 6 : Land use data for PT Mustika Sembuluh (Jan to March)

Es-tate/SH/Outraowner Name	Total area (ha)	Oil Palm Planted Area (ha)	Other commodities (ha)	HCV/Potential HCV areas* (ha)	Land used for other purposes (ha)			
					Local Government office, Road, Housing, Drain, POM	Nursery	Cleared Area	Other Land
MS 1	6,590.20	6,051.89	0	99.09	362.28	0	0	76.94
MS 2	6,107.59	5,657.91	0	203.77	214.43	0	0	31.48
MS 3	6,752.47	4,015.07	0	1,227.40	217.81	0	0	1,292.19
Sub Total	19,450.26	15,724.87	0	1,530.26	789.99	0	0	1,393.70
Koperasi Bitu Maju Bersama	182.01	182.01	0	0.00	0	0	0	0
TOTAL	19,632.27	15,906.88	0	1,530.26	789.99	0	0	1,393.70

Note :

*) HCV areas inside of estate/plantation areas

Table 7 : Planned and actual oil palm replanting activities for PT Mustika Sembuluh

Year	Total planned replanting area (ha)	Total planned replanting area for each estate (ha)			Actual total area replanted (ha)
		MS-1	MS-2	MS-3	
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
2021	-	-	-	-	-
2022	600	600			-
2023	800	800			-

2.6 Volume of CPO and PK recommended for Certification

The approximate tonnages certified, based projection of production for company owned estates only for next 12 months are as follows :

MS 1 POM

FFB estate : 243,380 mt
 Crude Palm Oil (CPO) : 52,326.7 mt
 Palm Kernel (PK) : 12,899.14 mt

MS 2 POM

FFB estate : 142,900 mt
 Crude Palm Oil (CPO) : 32,152.5 mt
 Palm Kernel (PK) : 7.859.5 mt

Data & Information relate of employment

Table 8 : Distribution of manpower (person) each estates/divisions & POM period of 2020

Month & Es-tate/Division/POM	MRP*		DRP*		PKWT/Contract		PHL/Casual*		Contractor*		Total (person)
	M**	F**	M**	F**	M**	F**	M**	F**	M**	F**	
MS 1 Estate	667	242	0	0	0	0	0	0	0	0	909
MS 2 Estate	618	241	0	0	0	0	0	0	0	0	859
MS 3 Estate	532	166	0	0	0	0	0	0	0	0	698
POM 1	116	9	0	0	0	0	0	0	0	0	125
POM 2	99	13	0	0	0	0	0	0	0	0	112
Total	2030	671	0	0	0	0	0	0	0	0	2703

Note :

*) . MRP : Monthly Rated Permanent; DRP : Daily Rated Permanent; Contract worker or temporary worker or PKWT (Perjanjian Kerja Waktu Tertentu = Certain Period Employment Contract) especially in Indonesia; Casual worker or daily worker or PHL (Pekerja Harian Lepas = daily/casual worker) especially in Indonesia; contractor/outsourcing worker (from employment outsourcing or employment service provider/agency for Indonesia) or worker from other/thrid parties who do work that belong to the employer

**). M = Male & F = Female

Table 9 : Detail of manpower per activities each estate/division period of July 2019- June 2020

Estate/POM	Month											
	Jul (2019)	Agst (2019)	Sep (2019)	Oct (2019)	Nov (2019)	Des (2019)	Jan (2020)	Feb (2020)	Mar (2020)	Apr (2020)	May (2020)	Jun (2020)
MS 1 Estate												
• Harvesting	409	405	405	420	425	428	428	416	358	334	326	322
• Spraying	64	64	64	59	59	59	127	127	127	127	127	127
• Manuring	111	111	111	73	73	73	26	26	26	26	26	26
• Other	397	385	394	437	440	440	418	424	442	438	436	434
Sub Total	981	965	974	989	997	1000	999	993	953	925	915	909
MS 2 Estate												
• Harvesting	378	378	369	368	369	361	367	360	350	329	326	329
• Spraying	41	41	42	41	41	41	41	41	41	41	25	25
• Manuring	59	59	59	59	59	59	59	59	59	59	67	67
• Other	423	423	423	427	418	414	466	418	430	431	439	438
Sub Total	901	901	893	895	887	875	933	878	880	860	857	859
MS 3 Estate												
• Harvesting	278	278	286	289	287	286	288	301	284	280	279	274
• Spraying	35	35	35	35	35	35	25	25	25	25	25	25
• Manuring	56	56	56	56	56	56	31	31	31	31	31	31
• Other	330	310	357	320	319	321	355	357	367	367	368	363
Sub Total	699	679	697	700	697	698	699	715	707	703	703	698
POM 1												
• Processing	49	49	49	49	49	48	48	48	48	48	48	48
• Security	10	10	10	10	10	10	10	10	10	10	10	10
• Workshop	18	16	16	16	17	17	17	17	16	16	16	16
• Laboratory	6	6	6	6	7	7	7	7	7	7	7	7
• Other	39	41	41	41	43	43	43	43	44	44	44	44
Sub Total	122	122	122	122	126	125	125	125	125	126	126	125
POM 2												
• Processing	43	41	44	43	41	40	40	45	45	46	45	45
• Security	10	10	10	10	10	10	10	10	10	10	10	10
• Workshop	14	14	15	14	14	13	13	13	13	13	14	14
• Laboratory	14	14	14	14	15	13	13	13	14	14	15	14
• Other	27	28	28	29	29	29	28	26	27	28	29	29
Sub Total	108	107	111	110	109	105	104	109	110	111	113	112
Total												

2.7 Organisational Information / Contact Person

Contacts details of the company are as follows:

Company Name :	PT Mustika Sembuluh
RSPO Membership no.	2-0017-05-000-00 on behalf Wilmar International Limited since on 15 August 2005
Address :	<p>Head office: Multivision Tower 12th floor, Jl. Kuningan Mulia Kav.9B, Guntur, Setiabudi Village, Kuningan Sub District, South Jakarta District, DKI Jakarta Province, Indonesia.</p> <p>Branch office: Jl.Jenderal Sudirman KM. 2,3 No.41A, Sampit, Kotawaringin Timur District, Central Kalimantan Province</p> <p>PT Mustika Sembuluh mill 1 : Pondok Damar Village, Mentaya Hilir Utara Sub-district, East Kotawaringin Timur District, Central Kalimantan.</p> <p>PT Mustika Sembuluh mill 2 : Sebabi Village, Telawang Subdistrict, Kotawaringin Timur District.</p>
Contact Person :	Mrs. Sarimanah
Telephone & Fax :	Tel. (0531) 34520-24 / Fax. (0531) 34534
Email :	sarimanah.ckp@wilmar.co.id

3.0 ASSESSMENT PROCESS

3.1 Qualifications of Lead Assessor and Assessment Team

Name	Position	Qualifications / Experience
Panggading Hariara Nainggolan	Lead Auditor	<p>Education: Bachelor of Social Science- Institute of Social & Politic Science, Jakarta</p> <p>Training Attendaed: ISPO by ISPO Commision (2012), RSPO Lead Auditor Pro-Forest, Daemeter (2016), RSPO SCCS Lead Auditor (2017), Quality Management System (QMS) Auditor/Lead Auditor (ISO 9001:2015) IRCA by Neville Clarke (2016), SA 8000 by Social Accountability International (2020), CHSE-Clean Health Safety Enviroment by Sucofindo (2020), RSPO in house training by MAL, Awareness of QHSE (management system review & integrated management system concept ISO 9001, 14001, OHSAS).</p> <p>Working experience: National Commission for Child Protection (KOMNAS Perlindungan Anak) as Staff, Common Ground Indonesia as Staff Education Program Division, News Reporter at Global Quality Information (Global TV), Producer at Netwave Multimedia, Producer at Satu Visi Perkasa Production, Project Supervisor at PT. Surya Solusi Informasi, Freelance Auditor RSPO-ISPO (2012-2016) and Auditor at PT TUV Rheinland Indonesia (2016-present).</p>
Ibrohim Prayetno	Auditor	<p>Education: Bachelor of Forestry (Major in Forest Resources Conservation) Faculty of Forestry – Bogor Agriculture University.</p> <p>Trainings attended: RSPO Lead Auditor Course, Audit Training for Quality Man-</p>

		<p>agement System, IRCA-QMS ISO 9001:2000, IRCA-EMS 14001, High Conservation Value (HCV) - ALS, FSC CoC Lead Auditor, ISPO Auditor Course, Sustainable Forestry Management Lead Auditor (IFCC endorsed by PEFC). AMDAL (EIA) Course.</p> <p>Working experience: Experience in Certified Forest Management Unit (FSC and National scheme) Forestry Manager in PT Intracawood Mfg, Auditor for Forestry in SFM and Timber Legality Assurance System (2007 – present), Auditor RSPO (2017 – present), Auditor ISPO (2017 – present)</p>
Wahyu	Auditor	<p>Education: Bachelor degree of Mechanical Engineering - University of Indonesia and Magister of Manufacturing, Pancasila University</p> <p>Trainings attended: ISO 9001 and ISO 14001 IRCA Lead Auditor Training, Training of ISO 28000, TOT of Maritime Security, ISO 22000, and OHSAS 18001, SVLK Lead Auditor Training, COC – LEI Lead Auditor Training, VLO & RIL Training, ISPO Lead Auditor Training, RSPO Lead Auditor Training, General OHS expert training (AK3 Umum) by ministry of manpower, and ISO 14001:2015 IRCA Lead Auditor Training.</p> <p>Working experience: Around 8 (eight) years as technician and engineer at manufacturing industries, around 8 (eight) years as lecturer at mechanical department of the polytechnic, 3 (three) years as head of QHSE management system coordinator independent surveyor and inspection services company , 3 (three) years as QHSE management system consultant, and 10 (ten) years as auditor of ISO 9001, ISO 14001, COC – LEI, SVLK for Industry, ISPO and RSPO.</p>
Doni	Auditor	<p>Education: Master in Rural Sociology, Graduate School of Bogor Agricultural University completed in 2005.</p> <p>Trainings Attended: GIS Training, Auditor Training of Indonesian Sustainable Palm Oil (ISPO), Training of Participatory Mapping, Training of Document Preparation HCV and SIA, Auditor Training of Sustainable Production Forest Management (SFM), Training and Up-Grading of SFM, Training of Mentoring technique for the Rural Farmers, Conflict Resolution Training and Journalism Training.</p> <p>Work Experience: Frequently conducted certification audits of RSPO and ISPO for Palm plantation, the certification audit of SFM (Sustainable Production Forest Management) for HPH and HTI, worked as a consultant for the National Development Planning Agency, Ministry of Environment and Forestry, Indonesian People Bank (BRI), Ministry of Rural Development (KPDT) and the Ministry of Public Works, Director General of Cipta Karya, JICA and UN-HABITAT and UNDP, HCVF document drafting team for the company of HTI, HPH and constituent team for documents of HCV / SIA for oil palm plantations. Since March 2016 till now, work at PT. TUV Rheinland Indonesia.</p>

3.2. Assessment Agenda

Date	Location/ Main sites	Main activities
Remote audit		
02.07.2020	Office	<ul style="list-style-type: none"> • Opening Meeting • Verification of document
03.07.2020	Office	<ul style="list-style-type: none"> • Verification of document • Closing Meeting
On-site audit		
02.11.2020	Office	<ul style="list-style-type: none"> • Opening Meeting • Verification of document (Estates, Smallholder & POM)
03.11.2020	Office	<ul style="list-style-type: none"> • Verification of document (Estates, Smallholder & POM)
04.11.2020	Estates, Smallholder & Mills	<ul style="list-style-type: none"> • Field Observation : Harvesting, Upkeep, Storage (fertilizer, chemical, toxic waste), clinic, housing facilities, daycare, weight bridge, dispatch, wastepool, mill etc.
05.11.2020	Office	<ul style="list-style-type: none"> • Verification of document (Estates, Smallholder & POM) • Closing Meeting

Agenda for Verification of Closure of Major Non-conformities (if necessary)

Date	Location / Main sites	Auditor	Main activities
-			

3.3 Assessment Methodology

The re-certification assessment was conducted on 02-03 July 2020 (remote audit) and 02-05 November 2020 (onsite audit) as per the assessment program above (section 3.2). The assessment was carried out in accordance with PT TUV Rheinland Indonesia's RSPO audit procedure as well as the RSPO Certification Systems document. During assessment, the qualified TUV Rheinland assessors used the RSPO standard as endorsed for generic or the country in which the assessment took place and recorded their findings.

Due to the location and proximity of the estates, combined with common management systems, it was possible to carry out both field and document assessments of all estates and the mill within the time frame without compromising the integrity of the assessment in anyway.

4.0 Stakeholder Consultation and Stakeholders Contacted

PT TUV Rheinland Indonesia has announce to all respective stakeholders in PT TUV Rheinland Indonesia eb-site, RSPO website and client website one month prior to certification audit start . Stakeholder consultation will be conduct at on site audit via email and telephone.

5.0 Compliance to Other RSPO Requirement

5.1. Time Bound Plan for Other Management Units

The time frame laid out below is considered to be both challenging and realistic. This time bound plan has so far been carried out according to plan but there has been revised year 2020 and the reason for this is because the legal issues has not been finished.

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The audit team is satisfied that the company conforms with the RSPO requirements for partial certification as laid out in Clause 4.5 of the RSPO Certification Systems document (year 2017).

Tabel 8 : Time Bound Plan of Wilmar International

Name of Company	Name of POM	Name of Estate	Location	Time bound plan for certification	Status
Indonesia – Kalimantan Region					
PT Mustika Sembuluh	Mustika Sembuluh 1 POM	Mustika Sembuluh 1, Mustika Sembuluh 2, Mustika Sembuluh 3, KUD Bitu Maju Bersama	Central Kalimantan	2010 (KUD certified in 2014)	Certified
	Mustika Sembuluh 2 POM		Central Kalimantan	2015	Certified
PT Kerry Sawit Indonesia	Kerry Sawit Indonesia 1 POM	Kerry Sawit Indonesia 1, Kerry Sawit Indonesia 2, Kerry Sawit Indonesia 3	Central Kalimantan	2011	Certified
	Kerry Sawit Indonesia 2 POM		Central Kalimantan	2015	Certified
PT Bumi Sawit Kencana	Bumi Sawit Kencana POM	Bumi Sawit Kencana 1, Bumi Sawit Kencana 2	Central Kalimantan	2013	Certified
PT Sarana Titian Permata	Sarana Titian Permata 1 POM	Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	Central Kalimantan	2023	Uncertified (new certification process)
	Sarana Titian Permata 2 POM		Central Kalimantan	2023	Uncertified (new certification process)
PT Mentaya Sawit Mas	Mentaya Sawit Mas POM	Mentaya Sawit Mas 1, Mentaya Sawit Mas 2	Central Kalimantan	2015	Certified
PT Rimba Harapan Sakti	Rimba Harapan Sakti POM	Rimba Harapan Sakti 1, Rimba Harapan Sakti 2	Central Kalimantan	2015	Certified
PT Karunia Kencana Permaisejati	Karunia Kencana Permaisejati POM	Karunia Kencana Permaisejati 1, Karunia Kencana Permaisejati 2, Karunia Kencana Permaisejati 3,	Central Kalimantan	2017	Certified
KUD Karya Bersama, KUD Sejahtera Bersama, KUD Tabiku Makmur, KUD Kosudra	Kerry Sawit Indonesia 1 POM & Kerry Sawit Indonesia 2 POM	-	Central Kalimantan	2021	Uncertified (Final Audit has conducted but failed result so re-audit)
PT Agro Nusa Investama (Sambas)	Agro Nusa Investama (Sambas) POM	Agro Nusa Investama (Sambas) estate	West Kalimantan	2020	Uncertified (new certification process)
KUD Cempaka Biru & KUD Sentama Lestari		-	West Kalimantan	2020	Uncertified (new certification process)
PT Bumipratama Khatulistiwa	Bumipratama Khatulistiwa POM	Bumipratama Khatulistiwa estate	West Kalimantan	2016	Certified
		Buluh Cawang Plantation estate (PT Buluh Cawang Plantation)	West Kalimantan	2023	Uncertified
KUD Buah Jubata			West Kalimantan	2023	Uncertified
PT Agro Nusa Investama (Landak)	Agro Nusa Investama (Landak) POM	Agro Nusa Investama (Landak) estate	West Kalimantan	2023	Uncertified
		Pratama Procentindo estate (PT Pratama Pro-	West Kalimantan	2023	Uncertified

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Name of Company	Name of POM	Name of Estate	Location	Time bound plan for certification	Status
		centindo)			
PT Agro Palindo Sakti 2	Agro Palindo Sakti POM	Agro Palindo Sakti estate,	West Kalimantan	2023	Uncertified
		Putra Indotropical estate (PT Putra Indotropical estate),	West Kalimantan	2023	Uncertified
		Daya Landak Plantation estate (PT Daya Landak Plantation),	West Kalimantan	2023	Uncertified
		Indoresin Putra Mandiri (PT Indoresin Putra Mandiri)	West Kalimantan	2023	Uncertified
Indonesia – Sumatera Region					
PT Perkebunan Milano	Pinang Awan POM	Sei Daun, Batang Saponggol, Merbau,	North Sumatera	2009	Certified
PT Tania Selatan	Tania Selatan POM	Burnai Timur, Burnai Barat,	South Sumatera	2010	Certified
PT Kencana Sawit Indonesia	Kencana Sawit Indonesia POM	Kencana Sawit Indonesia,	West Sumatera	2019	Uncertified (new certification process)
KUD Swamata		-	West Sumatera	2023	Uncertified
PT AMP Plantation	AMP Plantation POM	AMP I, AMP II, AMP III, AMP IV, Primatama Mulia Jaya (PT PMJ), Koperasi Tompek Tapi-an Kandis, Koperasi AWM, Koperasi BST, Koperasi MSJ,	West Sumatera	2011 (KUD certified in 2014)	Certified
PT Buluh Cawang Plantations	Buluh Cawang Plantation POM	Bumi Arjo, Dabuk Rejo, Sukamulya, Bambu Kuning,	South Sumatera	2012	Certified
PT Gersindo Minang Plantations	Gersindo Minang Plantation POM	Gersindo Minang Plantation, Permata Hijau Pasaman 1, Permata Hijau Pasaman 2,	West Sumatera	2012	Certified
Part of PT Permata Hijau Pasaman areas (block 22)		-	West Sumatera	2023	Uncertified
PT Daya Labuhan Indah	Daya Labuhan Indah POM	Wonosari, Sei Deras, Cabang Dua,	North Sumatera	2013	Certified
PT Agro Palindo Sakti	Agro Palindo Sakti POM	Agro Palindo Sakti,	South Sumatera	2014	Certified (POM has been closed down)
PT Murini Sam Sam	Murini Samsam POM	Murini Samsam,	Riau	2015	Certified
Part of PT Murini Samsam areas (466 ha)		-	Riau	2023	Uncertified
PT Musi Banyuasin Indah	Musi Banyuasin Indah POM	Sei Selabu, Sei Jarum, KUD Karya Gatra, KUD Karya Makmur Sriwijaya, KUD Panca Karya Jaya, KUD Sumber Makmur, KUD Tri Tunggal Karya,	South Sumatera	2023	Uncertified (fail in IC stage)
PT Sinarsiak Dianpermai	Sinarsiak Dian-	Sinarsiak Dianpermai	Riau	2023	Uncertified

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Name of Company	Name of POM	Name of Estate	Location	Time bound plan for certification	Status
	permai POM				(Pre assessment audit)
PT Agro Indah Persada	Agro Indah Persada 2 POM	-	Jambi	2023	Uncertified (has done NPP audit)
Malaysia					
PPB Oil Palms Berhad	Sapi POM	Sapi 1, Sapi 2, Kiabau	Sandakan, Sabah	2008	Certified
PPB Oil Palms Berhad	Reka Halus POM	Reka Halus	Sandakan, Sabah	2008	Certified
PPB Oil Palms Berhad	Sabahmas POM	Sabahmas	Lahad Datu, Sabah	2008	Certified
PPB Oil Palms Berhad	Seremas 1 POM	Seremas 1, Suai	Bintulu, Serawak	2010	Certified
PPB Oil Palms Berhad	Seremas 2 POM	Seremas 2, Kaminsky, Segarmas	Bintulu, Serawak	2010	Certified
PPB Oil Palms Berhad	Ribubonus	Ribubonus	Sandakan, Sabah	2010	Certified
PPB Oil Palms Berhad	Terusan POM	Terusan (1 + 2), Rumidi	Sandakan, Sabah	2010	Certified
PPB Oil Palms Berhad	Sri Kamusan POM	Sri Kamusan, Hibumas 1, Hibumas 2, Jebawang, Sekar Imej, Sapi Sugut	Sandakan, Sabah	2011	Certified
PPB Oil Palms Berhad	Suburmas POM	Suburmas	Bintulu, Serawak	2021	Uncertified
Africa					
Benso Oil Palm Plantation (BOPP)	BOPP POM	Adum Bansa, Scheme Smallholder	Western Region, Ghana	2014	Certified
Biase Plantation Limited	Under construction	Calaro	Cross River State, Nigeria	2020	Uncertified
Biase Plantation Limited	None planned	Calaro extension	Cross River State, Nigeria	2022	Uncertified
Biase Plantation Limited	Construction not started	Ibiae	Cross River State, Nigeria	2020	Uncertified
Eyop Industries	Construction not started	Ibad	Cross River State, Nigeria	2021	Uncertified
Eyop Industries	None planned	Kwa Falls	Cross River State, Nigeria	2020	Uncertified
Eyop Industries	None planned	Oban	Cross River State, Ni-	2021	Uncertified

Name of Company	Name of POM	Name of Estate	Location	Time bound plan for certification	Status
			geria		

5.2. Compliance to Rules for Partial Certification

Wilmar International has carried out self-assessment (i.e internal audit) against uncertified management units dated on January 08, 2020 has submitted some self-assessment reports year 2020.

Compliance of the uncertified management units of PT MUSTIKA SEMBULUH against the rules for partial certification according to RSPO Certification System clause 4.5 was assessed by desk study as well as web check on relevant complaints; verification to company's parent company, a positive assurance statement based upon company's self assessment completed with sufficient evidence against each requirement; consultation with targeted stakeholders including consultation with the relevant NGO's, and or further stakeholder consultation and or field inspection considering the risk assessment result of any non compliance with the requirements. A summary of findings is as stated below.

Partial Certification Requirements	Audit Findings
4.5.2 The parent organization or one of its majority owned and / or managed subsidiaries is a member of RSPO.	Wilmar International Limited is RSPO member with membership number 2-0017-05-000-00 since 15 August 2005.
4.5.3 A challenging time-bound plan for certifying all its relevant entities is submitted to the Certification Body (CB) during the first certification audit. The time-bound plan should contain a list of subsidiaries, estates and mills. Any revision to the time-bound plan or to the circumstances of the company shall cause the plan to be reviewed. for whether it is still appropriate, such that changes to the time-bound plan are permitted only where the organisation can demonstrate that they are justified	<p>The time bound plan is available. Refer to the time bound plan on Table 8 above</p> <p>Based on statement letter dated on 4 June 2019, 2 August 2019 & 8 January 2020 (signed by Indonesia Lead for Sustainable Certification) that</p> <ul style="list-style-type: none"> • The revision of time bound plan because there are the change of certification time plan from year 2020 to year 2023 for some uncertified management units with reason is still in process to get land use right (Hak Guna Usaha). Some uncertified management units which changed from year 2020 to year 2023 are PT Agro Nusa Investama (Landak) and its supply based (PT Agronusa Investama 2 and PT Pratama Procentindo), PT Buluh Cawang Plantation in West Kalimantan (one of supply base from PT Bumipratama Khatulistiwa), PT Permata Hijau Pasaman (block 22), PT Agro Palindo Sakti in Sanggau District, West Kalimantan and its supply based (PT Agro Palindo Sakti, PT Putra Indotropical, PT Daya Landak Plantation and PT Indoresin Putra Mandiri), PT Sinarsiak Dian Permai in Riau and PT Musi Banyuasin Indah in South Sumatera. • The revision of time bound plan because some scheme smallholders has paid all costs relate of develop of scheme smallholder areas so that it has excluded from the time bound plan. It are KUD Damai Sejahtera (DASTRA) I & II (scheme smallholder under PT AMP Plantation and PT Primatama Mulia Jaya), KSU Mutiara Bosa Sikilang, KUD Permata Sawit Maligi, KUD Rantau Pasaman – Sasak and KUD Kapar (its supply based from PT Gersindo Minang Plantations POM) • The revision of time bound plan because two companies (PT Karya Agung Megah Utama & PT Perkebunan Anak Negeri Pasaman) has terminated the management agreement with PT AMP Plantation as stated in the termination agreement letter on 31 May 2019.

Partial Certification Requirements	Audit Findings
	<p>The result of internal discussion referring RSPO P&C Certification System, 2017 and communicating with auditee that Auditor has not accepted the revision of time bound plan for some co-operatives (KUD Karya Bersama, KUD Sejahtera Bersama, KUD Tabiku Makmur & KUD Kosudra) as supply base from PT Kerry Sawit Indonesia be year 2023 because it is not compliance with RSPO Certification System clause 4.1.3 so auditor has issued final decision as seen on table 8 above.</p>
<p>4.5.4 (a). No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3 (<i>it has changed be Criterion 7.12 in P&C 2018</i>). Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure*. For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB.</p> <p>*Any new plantings since this period must be reported to TUV Rheinland to conduct verification of compliance to the New Planting Procedure</p>	<p>Uncertified management units has conducted HCV assessment such as :</p> <ul style="list-style-type: none"> • PT Sarana Titian Permata in June 2008, • 4 unit scheme smallholders under PT Kerry Sawit Indonesia in year 2008, • PT Agronusa Investama - Sambas and their scheme smallholders in year 2011, • PT Agronusa Investama - Landak/Pahauman in year 2011 (re-assessment in year 2014), • PT Buluh Cawang Plantation-West Kalimantan in year 2016, • PT Agro Palindo Sakti 2 in July 2009, • PT Indoresin Putra Mandiri in March 2009, • PT Daya Landak Plantation in July 2009, • PT Putra Indotropical in November 2008, • PT Putra Procentindo in December 2008, • PT Permata Hijau Plantation (block 22) in year 2012, • PT Kencana Sawit Indonesia in year 2010, • PT Murini Samsam in year 2014, • PT Musi Banyuasin Indah in year 2013, • PT Sinarsiak Dianpermai in year 2014, • PT Agro Indah Persada in year 2011 and • Biase Plantation Limited in year 2011 & September 2014 (Calaro extension) <p>Some management units has carried out land clearing activities since November 2005 without preceded by HCV identification/assessment. Based on RaCP tracker (per November 2019) in RSPO website and the result of correspondence with RSPO compensation panel that the management units under Wilmar International Limited have :</p> <ul style="list-style-type: none"> • 24 management units with potential liability consist of 11 uncertified management units (2 uncertified management units still processing recertificatio) and 13 certified management units • RSPO member has submitted LUCA amount of 24 Management Units • LUCA of 20 management units has passed and 4 management units has reviewed and requiring clarification from RSPO member. • The 11 of 20 Management Units need/required Concept Note (CN). There are the 3 additional Management Units need Concept Note if compared with information of RaCP tracker per January 2019 (8 Management Units need Concept Note (3 uncertified management unit and 5 certified

Partial Certification Requirements	Audit Findings
	<p>management unit)). Auditor has carried out clarification to the RSPO members and the RSPO secretariat. RSPO member do not know the name of the 3 additional management units because LUCA has been reviewed by RSPO but it is yet incomplete. Whereas, the result of clarification with the RSPO Secretariat that the compensation team is still updating the database so that the addition can occur due to duplicate. RSPO Secretariat will be informing to auditor again after updating finish.</p> <ul style="list-style-type: none"> • 1 Management Units has submitted Concept Note (CN). Based on information from RSPO member that they has submitted Concept Note amount of 2 Management Units but the last of submit is January 2020 so that it not covered on RaCP tracker per November 2019. <p>Following up one of resolution from 35th BHCVWG meeting year 2017 are pushing certified management unit to submit annex 7 & 8 (compensation concept note & compensation plan) to RSPO compensation panel in annual surveillance audit by each certification body according time frame which has decided in meeting. The progress of the concept note approval can be saw in indicator of 7.12</p> <p>Information of LUCA for some uncertified management units as follow as :</p> <ol style="list-style-type: none"> 1. PT Agronusa Investama (Landak/Pahauman) : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed with the result of liability assessment is presence liability (per 27 February 2017 and total of liability areas is 53.50 ha). The concept note has developing by internal team so it has not been submitted to RSPO secretariat. 2. PT Buluh Cawang Plantation in West Kalimantan : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed with the result of liability assessment is presence liability (per 13 March 2017 and total of liability areas is 46.62 ha). The concept note has been developing by internal team so that it has not been submitted to RSPO secretariat. 3. PT Agro Palindo Sakti 2 : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2016 and LUCA has passed with the result of liability assessment is zero conservation liability. 4. PT Indonesia Putra Mandiri & PT Daya Landak Plantation : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed with the result of liability assessment is zero conservation liability. 5. PT Putra Indotropical & PT Pratama Procentindo : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed (date on 13 March 2017) with the result of liability assessment is zero conservation liability. 6. PT Sarana Titian Permata : LUCA and disclosure of non-compliant land clearing was available and LUCA has passed with the result of liability assessment is zero con-

Partial Certification Requirements	Audit Findings
	<p>servation liability.</p> <p>7. Based on the result of communication with RSPO that LUCA on behalf remaining uncertified management units has submitted and passed with the result of liability assessment is zero liability (2 uncertified management units) so not concept note required and presence liability (1 uncertified management unit) so concept note required. It has submitted concept note before November 2019.</p> <p>8. PT Musi Banyuasin Indah, PT Sinarsiak Dianpermai, PT Murini Samsam (466 ha) & PT Permata Hijau Plantation (block 22) : There are no planting after 1 November 2005 so RaCP status is not applicable.</p> <p>There are some newly developed plantation areas under Wilmar International and have undergone the New Planting Procedure (NPP). It has announced on RSPO website during 30 days with complete status such as in Jambi Province (PT Agrindo Indah Persada 2) & West Kalimantan Province (PT Agro Nusa Investama (Sambas)) - Indonesia and Nigeria (Biase Plantation Limited & Biase Plantation Limited (Calaro extension)).</p>
<p>4.5.4 (b). Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO criteria 2.2, 6.4, 7.5 and 7.6 (it has changed be Criterion 4.8, 4.7 and 4.5 in P&C 2018).</p>	<p>Uncertified management unit have technical procedure/guidance for land acquisition (SOP 001/WIP-KB/(0)/0610) and procedure of calculation & compensation payments (SOP 01/WIP-KB/(1)/1215). The records and documents of land compensation was available such as list of recapitulation of land compensation/acquisition, minute of measurement and their maps, profile/identity of land ownership and minute of agreement/negotiation between company and land ownership regarding handover/release of land. Based on self assessment report that some uncertified management units (PT Daya Landak Plantation, PT Agronusa Investama – Pahuman, PT Putra Indotropical, PT Pratama Prosentindo, PT Agrindo Indah Persada 2 & PT Sarana Titian Permata – POM 2) has carried out some activities in order land acquisition process such as socialization to stakeholder and land owner, verification of land owner identity, measuring land/area in field together land owner, negotiating and agreeing on the price of land compensation and their plants, paying land compensation appropriate with the result of agreeing together.</p> <p>Community who lose access and land right for plantation areas has given the opportunity to benefit (direct and indirect) from plantation development as sample in form of scheme smallholder areas, as employee, as contractor (transportation, supplier for daily food, etc), as FFB supplier, using infrastructure/road as access from village to town or vice versa, as trader while employee has got wage, etc.</p> <p>Refer to case tracker or status of complaints under Wilmar International Limited period of February 2011 to conducting audit that the object of complaint has dominated by certified management unit and the majority of cases has closed. There are 2 case of complaints still in investigation process (PT Permata Hijau Pasaman and PT AMP Plantation). Further details on this case are available here: http://www.rspo.org/members/complaints/status-of-complaints/view/26</p> <p>Based on self assessment that no land conflict in the location</p>

Partial Certification Requirements	Audit Findings
<p>4.5.4 (c). Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3. <i>(it has changed be Criterion 4.2 in P&C 2018)</i></p>	<p>of uncertified management units</p> <p>There is a grievance and complaint form/procedure used by the company to collect and collate all complaints from communities and employee as sample in Indonesian is SOP 004/WIP-KB/(0)/0610, SOP 003/WIP-KB/(1)/0911, PRO-PGA-001 and Whistleblowing Policy (effective date on 5 August 2015). Procedure of grievance & complaint from employee has not been dissemination to employee in PT ANI-Pahuman, Cooperative of Tuah Jubata (scheme smallholder), PT Daya Landak Plantation, PT Indoresins Putra Mandiri & PT Putra Indotropical. It will be doing by auditee based on correction action plan</p> <p>Based on self-assessment that uncertified management units has provided documentation of both the process which a dispute was resolved and the outcome and log book about handling grievance & complaint from internal (employee) & external. Based on log book that there are grievance & complaint from employee but there is no identified labor disputes ongoing at subsidiary companies of Wilmar International Limited.</p>
<p>4.5.4 (d) Legal non-compliance, if any, are being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1. <i>(it has changed be Criterion 4.2 in P&C 2018)</i></p>	<p>Uncertified management units have the list of laws & regulations or law register relate of plantation, environment, man power and OSH issue. The result of evaluation law and regulation with implementation by company.</p> <p>The evidence of compliance to laws and regulations such as land use right or land title (except uncertified management units as below), location permit for the location of uncertified management units in Indonesia, environment document has approved by local government (especially in Indonesia), minimum wage, minimum age as employee, etc. Whereas, Eyop Industries Limited and Biase Plantation Limited have deed grant, Deed of conveyance, Certificate of Occupancy and MoU with communities.</p> <p>Based on self-assessment report that there are not changing significantly if compare with previous condition i.e some of Wilmar's uncertified management units have not complied with certain legal requirements, i.e. :</p> <ul style="list-style-type: none"> • Land use right (HGU) : PT Sarana Titian Permai (1 & 2), PT Agro Nusa Investama (Landak/Pahauman), PT Sinarsiak Dianpermai, PT Permata Hijau Pasaman (block 22), PT Murini Samsam (466 ha), PT Pratama Prosentindo, PT Putra Indotropical, PT Indoresin Putra Mandiri, PT Buluh Cawang Plantation in West Kalimantan, PT Agroindo Indah Persada 2, and PT Daya Landak Plantation, where the land use right (HGU) are still under process. At time of this audit, the company was still making efforts to close these legal non-compliances. • Forest areas release permit : part of PT Musi Banyuasin Indah areas and two estates under Eyop Industries Limited <p>Based on website date on 13 & 21 June 2019 and 27 July 2019 that PT Putra Indotropical, PT Indoresin Putra Mandiri and PT Pratama Prosentindo have not been land use right (Hak Guna Usaha). The result of clarification from auditee that they are still in the process of completing the requirements in other ministries. This is one of requirements to apply for land use right at National Land Agency.</p> <p>Uncertified management units has carried out monitor of pillar</p>

Partial Certification Requirements	Audit Findings
	boundary regularly except PT Agroindo Indah Persada 2 because has not been carried out cadastral measurement.

5.3. Compliance to other RSPO Procedure

RSPO NPP	-
RSPO Compensation and Remediation procedure	-
Areal Subject to sanction	-

5.4. Compliance to RSPO Guidance on GHG calculation

During the audit, the audit team verify and confirm that

The RSPO PalmGHG Calculator used	RSPO GHG Calculator version 4.0.	
Accurate data has been put into the RSPO PalmGHG Calculator	Yes	
Net GHG Emission Figure (tCO ₂ e/tCPO)	MS1 POM : 0.2	MS2 POM : 0.14

Summary of Net GHG Emission

A. Emissions Per Product	tCO ₂ e/t Product	
	POM 1	POM 2
CPO	0.2	0.14
PK	0.2	0.14
B. Extraction %		
OER	19.91	
KER	5.47	
C. Production t/yr		
FFB processed	256,597.235	160,793.590
CPO Produced	51,490.918	34,393.62
PK Produced	14,484.91	8,747.49
D. Land Use / ha		
Oil Palm Planted area	20,542.67	26,484.39
Oil Palm Planted on peat	0	0
Conservation (Forested)	196.21	363.1
Conservation (non-forested)	-	26,847.49
Total	20,738.88	26,484.39

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Summary of Field Emissions and Sinks

POM 1

Emission	Own Crop			Group			3rd party			Total		
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB
Land Conversion	94925.63	5.97	0.37	1.89	0	0.4	0	0	0	94,927.52	5.97	0.77
CO ₂ Emission from Fertilizer	11728.57	0.74	0.05	0.27	0	0.06	0	0	0	11,728.84	0.74	0.11
N ₂ O Emissions	0	0	0	0	0	0	0	0	0	-	0.00	0
Fuel Consumption	6429.72	0.4	0.03	0.15	0	0.03	0	0	0	6,429.87	0.40	0.06
Peat Oxidation	3334.8	0.21	0.01	0.07	0	0.01	0	0	0	3,334.87	0.21	0.02
Sinks	0	0	0	0	0	0	0	0	0	-	0.00	0
Crop Sequestration												
Sequestration in Conservation area	-	-5.95	-0.37	-1.97	0	-0.42	0	0	0	-	-5.95	-0.79
Total	-234.66	-0.01	0	-0.01	0	0	0	0	0	234.67	-0.01	0

POM 2

Emission	Own Crop			Group			3rd party			Total		
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB
Land Conversion	31419.17	3.12	0.34	23211.39	1.41	0.31	0	0	0	54630.56	4.53	0.65
CO ₂ Emission from Fertilizer	4525.88	0.45	0.05	3625.16	0.22	0.05	0	0	0	8151.04	0.67	0.1
N ₂ O Emissions	0	0	0	0	0	0	0	0	0	0	0	0
Fuel Consumption	2523.37	0.25	0.03	1932.38	0.12	0.03	0	0	0	4455.75	0.37	0.06
Peat Oxidation	1317.34	0.13	0.01	1041.78	0.06	0.01	0	0	0	2359.12	0.19	0.02
Sinks	0	0	0	0	0	0	0	0	0	0	0	0
Crop Sequestration										0	0	0
Sequestration in Conservation area	-	-3.63	-0.4	-	-1.86	-0.41	0	0	0	-	-5.49	-0.81
Total	-1264	-0.13	-0.01	-32.8	0	0	0	0	0	-1296.8	-0.13	-0.01

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Summary of Mill Emissions and Credit

	POM 1		POM 2	
	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB
Emissions Sources				
POME	1751.8	0.01	5925.39	0.04
Fuel Consumption	419.87	0	712.7	0
Grid Electricity Utilization	0	0	0	0
Credit				
Export of Grid Electricity	0	0	0	0
Sale of PKS	- 10448.55	-0.04	-1418.1	-0.01
Sale of FFB	0	0	0	0
Total	-8276.88	-0.03	5219.98	0.03

Palm Oil Mill Effluent (POME) Treatment	POM 1	POM 2
Divert to compost	0.00 %	0.00 %
Divert to anaerobic digestion	100.00 %	100.00 %

POME Diverted to Anaerobic Digestion	POM 1	POM 2
Divert to Anaerobic Pond	1 %	18.00 %
Divert to methane capture (flaring)	47 %	82.00 %
Divert to Methane capture (Electricity Generation)	52 %	0.00 %

5.5 Plan for certification of associated smallholders

As seen from data in Table 3, the mill receives 1.6 % supply of FFB from smallholders, of which only one smallholder associated with the mill.

The mill has not developed a plan for certification of associated smallholders.

6.0 ASSESSMENT FINDINGS

6.1 Summary of Findings

The following is a audit findings made for the indicator listed in the RSPO Principles & Criteria [INA NI 2020] :

Note :

- YYYY & (YYYY + ZZZZ) : Generic 2018 & INA-NI, 2020 (revision/add)
- XXXXX : the result of Accreditation Body (AB) audit (it have to verify as top priority and submitting the evidence of compliances)
- **R** : Remote Audit; **O** : On-site Audit; **R & O** : Remote & On-site Audit;

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	Principle 1: Behave Ethically and Transparently		
1.1	The unit of certification provides 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.		
R	1.1.1 (C) Management documents that are specified in the RSPO P&C are made publicly available		
	<p>a. How are the management documents listed in (b) below made publicly available?</p> <p>b. Are the management documents related to the environmental, social and legal issues below made publicly available :</p> <ul style="list-style-type: none"> - Results of FPIC processes; - [SEIA / SEIA/AMDAL]; - Human Rights [policies / policy] including [policy / policies] on protection of human rights defenders (HRDs)/whistleblowers; - Social programmes [avoding / to avoid] or [mitigating / mitigate] negative social impacts; - [Social programmes advancing livelihoods / social programs to improve living standards]; - Figures of gender distribution within all workers categorised by management, administrative staff and workers (both permanent casual workers, piece rate workers); - [Partnership / cooperative] programmes for independent smallholders, education and health programs in the communities (where applicable) <p>c. Are the following management documents (but not necessarily limited to) made available upon request :</p> <ul style="list-style-type: none"> - [Land titles/user rights / certificate of land rights/cultivation rights] (Criterion 4.4) - Occupational health and safety plans (Criterion 3.6) - Plans and impact assessments relating to environmental and social impacts (Criterion 3.4) - HCV & HCS documentation (if relevant) (Criterion 7.12) - Pollution [prevention/mitigation] and reduction plans (Criterion 7.10) - Details of complaints and grievances (Criterion 4.2) - Negotiation procedures (Criterion 4.6) - Continuous improvement plans (Criterion 3.2) - Public summary of the certification assessment report - Human Rights Policy (Criterion 4.1) 	<p>The Company has SOP No. 47/PR/6/0516, Rev. 6, Published May 1, 2016 regulate list of documents that can be accessed extensive and a list of documents that confidential and require the approval of the General Manager.</p> <p>The list of documents with extensive access such as:</p> <ol style="list-style-type: none"> (1) Certificate and land tenure rights, (2) Health and safety plan, (3) Plan for the reduction and prevention of pollution, (4) Documentation of HCV, (5) Plan and Social Impact Assessment, (6) Complaints and Complaints in Detail, (7) The Procedures for negotiations, (8) Continuous improvement plan, (9) Summary of certification assessment, (10) Human Rights Policy. <p>The data can be accessed with the approval of the General manager such as:</p> <ol style="list-style-type: none"> (1) Title certificate and change of status of the company certificate, (2) The profit / loss of companies, (3) The balance of the company, (4) Salary staff / employees, (5) The identity of the shareholders and the management of the Company, (6) The identity of operational leadership, staff and employees, (7) The list of assets of the company, (8) A list of land / plantation land, (9) Plan community development (community development), (10) Land acquisition payment data, (11) Complaints and grievance, (12) Map of the distribution of rare animals in the conservation area, (13) 3rd party donations. <p>Retention time for record of incoming and outgoing letter has defined for at least for three (3) years in the company and cooperative.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	1.1.2 Information is provided in appropriate languages and accessible to relevant stakeholders		
	<p>a. Are the documentation including information provided to stakeholder and communication with stakeholder done in appropriate languages ?</p> <p>b. Are stakeholders aware of the type of information available and how to get access to the information?</p>	<p>Based on document review (see document socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020) and interview with stakeholders, the unit certification has socialized information related to the above documents through a letter in Bahasa Indonesian to relevant stakeholders, and based on interviews with stakeholders (Head of Bangkal and Pondok Damar Village), they</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	c. How and where is the information disseminated? d. From the audit evidences, what type of information is provided to the stakeholders?	have received and understood the contents of the document's notification letter.	
R	1.1.3 (C) Records of requests for information and responses are maintained		
	a. Are records of requests for information and responses maintained? Please indicate the type of records reviewed b. Does the company have an SOP to ensure constructive response to stakeholders? c. Is there a clear time frame for response to request for information? d. [Who is the personnel in charge (PIC) for receiving and responding to request / who is officers can be contacted by concerned external parties] ?	PT MS record incoming and outgoing mail of the parties in the logbook. The logbook contains the date of the entry, the origin of the letter, purposes and addressed to whom, as well as responses from the company. Provision of information arranged in SOP 47/PR/6/0516, Rev. 6, Published May 1, 2016. At the time of the SOP regulates the provision of information during the two weeks since the request information is received and the SOP also governs related to the officer responsible for provide information ("bina mitra" department of partnership). Social , Secutiry and liason (Engkai Kurnianto) will respond no later than 14 days from the reciving request the information. The retention time for record of a request for information document is for 3 years. Requests for information could be by email, letter, telephone, and fax or directly visit PT MS office of Regional Office Central Kalimantan Project or Sampit Office. Bina Mitra Officer will record all the information that comes into the logbook. Records of requests for information and responses have been maintained in log book communcation. The list of list stakeholder of PT MS, file No.1/BM-MS/MS/2018 updated on January 2019. Stakeholder categorized as: Province Government of Central Kalimantan, KotawaringinTimur and Seruyan Regency, district, Head of Village of surrounding company, community figures, police and army office, NGO, supplier, BPJS, hospital and also contractor. To provide information to the parties as a form of business transparency, company has SOP No. 47/PR/6/0516 Rev. 6, Published May 1, 2016.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	1.1.4 (C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official		
	a. Is there SOP being developed by the unit of certification for consultation and communication between the company and all relevant stakeholders? b. Has the SOP been communicated to the relevant stakeholders and understood by these parties? If yes, how was it done? c. Who in the company is appointed to be responsible for communication and consultation with the relevant stakeholders? d. Is the position made official with clear and proper job description? e. Are the relevant stakeholders aware of and know how to contact the person in charge? f. Are the relevant stakeholders aware of the established SOP? Please interview the relevant stakeholders? g. Are there records of actions taken in response to input from stakeholders? h. Has the certificate holder (CH) communicated about RSPO P&C requirements and or the complaint from external party to relevant stakeholders/affected parties ?	Company has developed some procedure regarding stakeholder consultation and communication, such as: <ul style="list-style-type: none"> ▪ SOP35/PR/1/0614, Rev. 02, on the Implementation Mechanism of the Consultation Process with the Community. ▪ SOP 44/PR/(5)/0515, on Appointment of Community Consultation and Communications Officers. ▪ SOP 47/PR/(6)/0516, Rev. 6, Published May 1, 2016, on the Provision of Information to Outsiders (Transparency). ▪ SOP 46/PR/(0)/0709, on Initial Information and Free Consent (FPIC). ▪ SOP 42/HRD/(1)/1117, Rev. 1, Published November 1, 2017 Regarding Complaints & Employees Grievance. The company established Bina Mitra department that has responsibility for consultation and communications with all stakehilders especially external stakeholders. All of documents completed with detail information regarding procedures, flowcharts and officer who responsible. The company also has a schedule for planned meetings with surrounding communities in Pondok Damar, Bangkal and Tanah Putih Villages. All of communication process has recorded and maintained by the company.Communication and consultation document kept by the company for 3 years. Community leader from Pondok Damar, Tabiku and Sebabi stated that they can communicate with company personnel, especially from Bina Mitra (community relation and partnership) division. Bina Mitra also regularly visits villages to discuss Community Development program plans. In addition to regular visits, company visits are also made to address land claims (if any), policy/SOP information, invited to attend village activities by community, etc. There is a procedure open to all affected parties for grievances, complaints and dispute resolutions process. The procedure documented as SOP 34/PR/(3)/0217 rev. 03, issued in February 2017. This document has also communicated to stakeholders at the same time with other procedure dissemination. Company also appointed the consultation and communication officer Mr. Engkai Kurnianto	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	1.1.5 [There is a current list of contact and details of stakeholders and their nominated representatives / An up-to-date list of contacts and detailed stakeholder information is available along with designated representative]		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>a. Is there a list of contact and details of stakeholders and their nominated representatives?</p> <p>b. What details are included in the list?</p> <p>c. When was the list last updated?</p> <p>d. Are the listed contacts exist? Auditor to verify by contacting the listed stakeholders randomly</p>	<p>The list of list stakeholder of PT MS, file No. 1/BM-MS/MS/2017, updated on January-June 2020. Stakeholder categorized as: Province Government of Central Kalimantan, Kotawaringin Timur and Seruyan Regency, district, Head of Village of surrounding company, community figures, police and army office, NGO, supplier, and also contractor. Information on stakeholders: Subject, name, no. telephone, address, institution. The auditor randomly contacted stakeholders, the results can be contacted via telephone properly.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
1.2	The unit of certification commits to ethical conduct in all business operations and transactions		
R & O	1.2.1 A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts		
	<p>a. Is there a written policy committing to a code of ethical conduct and integrity in all operations and transactions, including recruitment and contracts?</p> <p>b. Does the policy include as a minimum :</p> <ul style="list-style-type: none"> - A respect for fair conduct of business? - A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources? - A proper disclosure of information in accordance with applicable regulations and accepted industry practices? 	<p>The company as part of WILMAR Corporation has already documented a policy regarding Code of Ethical Conduct that published by Wilmar International as stated on document 044/Dir-KP/XII/2015. The policy was available in Bahasa and well understood by the workers. Communication and socialization was conducted annually to workers</p> <p>The policy including information about 3 main principles i.e:</p> <ul style="list-style-type: none"> - To avoid conflict of interest - To avoid misues and/pr abuse of position - To ensure confidentiality of information and to prevent misues of information gained through the company's operations, either for personal gain or for any purpose other than that intended by the Company. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	1.2.2 A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice		
	<p>a. What is the mechanism in place to monitor the compliance and implementation of the policy and overall ethical business practice?</p> <p>b. Has the mechanism been effectively implemented?</p>	<p>Company has mechanism to ensure the compliance and implementation of ethical conduct using whistleblowing system and regular internal audit and so far there is no issue regarding deviations or violations of the code of conduct in business</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
Principle 2 : Operate legally and respect rights - Implement legal requirements as the basic principles of operation in any jurisdiction			
2.1	There is compliance with all applicable local, national and ratified international laws and regulations		
R & O	2.1.1 (C) The unit of certification complies with applicable legal requirements		
	<p>a. Is the complete list of legal requirements available?</p> <p>b. When was the list updated?</p> <p>c. Is there evidence of compliance to the applicable legal requirements?</p>	<p>The company has demonstrated its compliances to legal requirements as evidences observed e.g.:</p> <ul style="list-style-type: none"> • PT MS has a Company Regulations/<i>Peraturan Perusahaan</i>/PP 2020-2022. PP has been approved by the Kotawaringin Timur District Office of Power and Transmigration with Decree No. 127/HI-KESJA/III/2020 dated March 22, 2020. • Worker pay and conditions implemented were based on Governor of Central Kalimantan Decree No. 188.44/546/2019 regarding districts and minimum wage of Central Kalimantan 2020, November 21st 2019. The minimum wage of Kotawaringin Timur District for year 2020 is IDR. 2.991.946,00. • Environment permit/license (DELH) No.660/760/2011, dated October 3, 2011 issued by Head Environment Central Kalimantan for POM PT Mustika Sembuluh POM 1 with capacity 120 ton per hour. • Environment permit/license No. 188.45/183/Huk-BLH/2013 dated on April 14, 2013 issued by Head of Kotawaringin Timur District for POM PT Mustika Sembuluh POM 2 with capacity 90 ton/ hour. • Addendum ANDAL and RKL/RPL PT Mustika Semuluh, POM development and other supporting facilities (methane capture) in PT Kerry Sawit Indonesia POM 1 and POM 2 Letter No. 660/484/Kom-Amdal/I.2/2019. • HGU No. 16 dated on June 27, 2001 issued by BPN Kotawaringin Timur with area 166.3055 Ha, SK No. 01/540/HGU-BPN-42/2000 dated on 23-09-2000. • HGU No. 20 dated on Sep 27, 2002 issued by BPN Kotawaringin Timur with area 144.88 Ha, SK No. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
		<p>03/540/HGU/BPN.42/2000 dated on 30-12-2000 and No. 01/540/HGU/BPN.42/2002 dated on 22-08-2002 valid until 27 Sep 2032.</p> <ul style="list-style-type: none"> • HGU No. 52 dated on August 16, 2011 issued by BPN Kotawaringin Timur with area 563.671 Ha, SK No. 30/HGU/BPN.RI/2011 dated on 27-06-2011 valid until 27 June 2046. • HGU No. 53 dated on August 16, 2011 issued by BPN Kotawaringin Timur with area 6188.804 Ha, SK No. 29/HGU/BPN.RI/2011 dated on 27-06-2011 valid until 27 June 2046. • HGU No. 10 dated on June 30, 2005 issued by BPN Kotawaringin Timur with area 5227 Ha. SK No. 8/HGU/BPN/2005 dated on 18-02-2005 valid until 30 June 2035. • HGU No. 14 dated on June 4, 2007 issued by BPN Kotawaringin Timur with area 1990.32 Ha, SK No. 2-HGU-BPN RI-2007 dated on 07-02-2007 valid until 7 Feb 2037. • HGU No. 36 dated on May 29, 2007 issued by BPN Kotawaringin Timur with area 5169.280 Ha, SK No. 3-HGU-BPN RI-2007 dated on 07-02-2007 valid until 7 Feb 2037. • Land Application permit PT Mustika Sembuluh POM 1 No. 660/512/EK.SDA-DLH/VII/2017 dated on July 31, 2017 issued by Head of Kotawaringin Timur District valid until 5 years • Land Application permit PT Mustika Sembuluh POM 2 No. 660/197/EK.SDA-BLH/IV/2016 dated on April 29, 2016 issued by Head of Kotawaringin Timur District valid until 5 years. 	
O	2.1.2 A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and also includes listing and [evidence of legal due diligence / evidence on evaluation of legal compliance] of all contracted third parties, recruitment agencies, service providers and labour contractors.		
	<p>a. Is there a documented system which includes the following?</p> <ul style="list-style-type: none"> - Personnel in charge to identify the legal requirements and ensure compliance; - Comprehensive list of international, national, sub-national and provincial laws which details the requirements of specific to the mill and estate operations. - Relevant sections within the law that is identified and linked to activities within the unit of certification. <p>b. How legal compliance is verified and assessed?</p> <p>c. Is there a documented methodology (e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation?</p>	<p>The unit of certification has documented system for ensuring legal compliance, i.e SOP "Identifikasi Aturan dan Persyaratan Hukum", document no. SOP 08/CKP/(4)/0120, Revision 4, dated January 07, 2020. The SOP has approved by General Manager of the organization. The SOP has a means to track changes to the legal regulations and includes the following:</p> <ul style="list-style-type: none"> - Personnel in charge (PIC) to identify the legal requirements and ensure compliance i.e.: Legal Officer, Estate Manager, General Manager, Legal Officer staff. Roles and responsibilities of all of PIC has described in the SOP. - Frequency of updated has defined 2 (two) time a year. - Sources of legal regulations information come from legals requirement book, associations (KMSI, SPSI, GAPKI), conferences, related authorize governmental agencies, internet and other relevant and credible sources. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	2.1.3 Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries		
	<p>a. Is there a map showing location of boundary markers?</p> <p>b. Is there physical presence of boundary markers?</p> <p>c. How does the company maintained its boundary markers?</p> <p>Note to auditor : Ground verification of boundary markers using GPS should be conducted. Priority should be on boundaries with other estates, community areas, protected area and rivers</p> <p>d. Any planting beyond these legal or authorised boundaries? How was this verified?</p>	<p>The unit of certification has maps showing location of boundary markers, i.e. "Peta Patok BPN", scale 1:90,000. Based on the map there are: 68 boundaries on estate-1; 35 on estate-2; and 93 on estate-3. There is list Patok BPN which contain informations id numbers, location, coordinate points and remark. Records of boundaries markers maintenance are available, i.e document of "Laporan Hasil Kerja Pengukuran". Sample report</p> <ul style="list-style-type: none"> - serial no. 109 MS3/19,12,2019/Romansyah date December 19, 2019, the jobs are monitoring and maintenance of boundary markers of MS-3 estate on block 112, 240, 160, 141, 019, 008, and 007. - serial no. MS2/24,2020/Romansyah date October 24, 2020 the jobs are monitoring and maintenance of boundary marker of MS-2 estate on block 001 and 020. <p>Based on ground verification, the observed boundaries no. 146, a44 and 149 on MS-1 area, was observed clearly markers and well maintained. Coordinate point was taken by using GPS and crosscheck the data with available table.</p> <p>There is no any planting beyond the legal boundaries</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
2.2	All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.		
R	2.2.1 A list of contracted parties is [maintained / available]		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>a. Is each of the site maintained a list of contracted parties?</p> <p>b. Is the list included the following :</p> <p>i. contractor providing operational services to the site?</p> <p>ii. Labour including the following :</p> <ul style="list-style-type: none"> - Temporary employment - Short-term contracts; renewable contract - Fixed-term, project, task-based contracts or casual work <p>iii. FFB suppliers</p>	<p>Company has list of contracted parties such FFB suppliers, EFB transportation, civil contractors .All agreement document between mill/estate with the 3rd party are kept in office. Based on document verification all agreement are comply to legal requirement such labour equirement, health and safety</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting [applicable / relevant] legal requirements, and this can be demonstrated by the third party.		
	<p>a. Are there contractual agreements between the Company and the third party listed in 2.2.1?</p> <p>b. Is the agreement requires the third party to comply with applicable legal requirements and to provide evidence of its compliance?</p> <p>c. How does the organization ensure that compliance is met by third party?</p>	<p>All agreement document between mill/estate with the 3rd party are kept in office. Based on document verification all agreement are comply to legal requirement such labour equirement, health and safety and it describe in the clause related compliance to labour and safety regulation. As example contract No. C & A 1608.15/2020/SM11-343 between I wayan Suwirye with PT Mustika Sembuluh, February 14, 2020</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	2.2.3 All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. [Where young workers are employed, the contracts include a clause for their protection....the last sentence has deleted on INA-NI]		
	<p>a. Are the contractual agreements between the Company and the third party listed in 2.2.1 contain clauses disallowing child, forced and trafficked labour to be employed by the third party, and where young workers are employed, the contracts include a clause for their protection?</p> <p>b. How does the company ensures that the third party comply with the above requirements?</p>	<p>Units able to evidence the contract document as stated above and all contracts with vendors or suppliers has include clauses regarding not using forced labor and workers from trafficking</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
2.3	All FFB supplies from outside the unit of certification are from legal sources.		
R	2.3.1 (C) For all directly sourced FFB, the mill requires : - Information on geo-location of FFB origins - Proof of the ownership status or the right/claim to the land by the grower/ smallholder - [Where applicable / if relevant], valid planting/ operating/ trading license, or is part of a cooperative which allows the buying and selling of FFB		
	<p>a. Has the mill maintained a list of directly and indirectly sourced FFB suppliers?</p> <p>b. Has the mill identified the geo-locations of FFB origins of its FFB suppliers?</p> <p>c. How does the mill tracked the geo-locations?</p> <p>d. Has the mill obtained the proof of the ownership status or the right/claim to the land of their FFB suppliers?</p> <p>e. Where applicable, has the suppliers provided the mill of their valid planting/ operating/ trading license, or is part of a cooperative which allows the buying and selling of FFB?</p>	<p>Mills have list of FFB suppliers (external) together with record of information geo location also the evidence of legal ownership (SHM), plantation permit (STDB). Mill 1 : I Wayan Suwirye Mill 2 : CV Mandiri Bintang Utama, CV Atiq Jaya Mandiri, KUD Tani Subur, PT Borneo Lancar Abadi.</p> <p>For example : KUD Tani Subur , GPS coordinate : 2°27'23.796" S - 111°50'6.432" E. Evidence legal ownership (SHM) and STDB for each members.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	2.3.2 For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1 PROCEDURAL NOTE : For Implementation Procedure for 2.3.2 refer to Annex 4		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>a. Is there evidence that the mill is complying to indicator 2.3.1 above?</p> <p>b. Is there any smallholders identified as supplier to the mill?</p> <p>c. If yes to (b), are the the requirements in indicator 2.3.1 been met?</p> <p>d. If no to (b), has the mill established a timeline to fulfilled the requirements?</p> <p>e. Is the timeline meeting the requirements of Annex 4 of P&C 2018, i.e. for existing certified mill, 3 years from 15 November 2018, and for newly certified mill, 3 years from the Initial Certification</p>	Currently there is no in direct FFB supplier to PT MS mill 1&2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
Principle 3 : Optimise productivity, efficiency, positive impacts and resilience			
3.1	There is an implemented management plan for the unit of certification that aims to achieve longterm economic and financial viability		
R & O	3.1.1 (C) A business or management plan (minimum three years) is documented [that includes / and], where applicable, a jointly developed business case for Scheme Smallholders		
	<p>a. Is there a documented business or management plan with a minimum planning period of 3 years?</p> <p>b. Is the business or management plan contain :</p> <p>i. Attention to quality of planting materials?</p> <p>ii. Crop projection = Fresh Fruit Bunches (FFB) yield trends?</p> <p>iii. Mill extraction rates = Oil Extraction Rate (OER) and Kernal Extraction Rate (KER) trends?</p> <p>iv. Cost of production = cost per tonne of Crude Palm Oil (CPO) trends?</p> <p>v. Forecast prices?</p> <p>vi. Financial indicators?</p> <p>c. Is the business or management plan approved by the top management?</p> <p>d. For smallholder schemes, has the scheme management provided their members with information on business or management plan and its progress?</p>	<p>There is business/management plan for five years (projection) 2018 – 2023</p> <p>The business/management plan contain as follow :</p> <ol style="list-style-type: none"> 1. Financial Plan 2. Area Statement 3. Crop & Estate Cost 4. Crop Projection 5. FFB Processed & Milling Cost 6. Plantation Development Cost 7. Capital Expenditure : for Estate and Mill 8. Sustainability Cost 9. Etc <p>The business/management has been approved by the top management</p> <p>There is business/management plan also for <i>Koperasi Mita Maju Bersama</i> and the content has included information about Financial Plan, Investment, Investment Debt, Area Statement, Crop & Cost, Crop Projection & Cost, Etc.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.		
	<p>a. Is there a documented annual replanting programme projected for a minimum of five years?</p> <p>b. Is the progress of implementation monitored and recorded?</p> <p>c. Is there evidence of a yearly review of the replanting programme?</p>	<p>The unit of certification has an annual replanting programme as stated on the management plan document periods 2018 to 2023. The replanting program for next 5 (five) years was scheduled as below:</p> <ul style="list-style-type: none"> - Year of 2022: 600 ha - Year of 2023: 800 ha 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	3.1.3 The unit of certification holds management reviews at planned [intervals appropriate / term according] to the scale and nature of the activities undertaken.		
	<p>a. Has the unit of certification conducted management review at planned intervals?</p> <p>b. Has the agenda included the following minimum items:</p> <p>i. Results of internal audits?</p> <p>ii. Customer feedback?</p> <p>iii. Process performance and product conformity?</p> <p>iv. Status of preventive and corrective actions?</p> <p>v. Follow-up actions from management reviews?</p> <p>vi. Changes that could affect the management system?</p>	<p>The unit of certification has established a documented mechanism for conducting management review, i.e SOP 'Tinjauan Dokumen', document no. SOP 97/CKP/(2)/0420, Revision 2, dated April 01, 2020. The SOP said that management review will be held at least once a year.</p> <p>The area of focus of the Management Review included all of company's aspect, for example Policy, Results of participation and consultation, result of internal/external audits, Customer feedback, Estate/Mill/<i>Koperasi</i> performance, K3 Aspect, Status of preventive and corrective actions, Follow-up actions from last management reviews, issue that could affect the management system compliance obligation/evaluation, and also Recommendations for improvement</p> <p>Based ofn minute meeting and attendance list of review meeting, the last review was conducted, as follow:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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	vii. Recommendations for improvement? c. When was the management review conducted? d. Is there minutes of meeting? e. What are the outcome of the review? f. Are the actions been implemented?	1. Management Review for Estate on Jumat, 22 May 2020 (Include for <i>Koperasi Mita Maju Bersama</i> review) 2. Management Review for POM 1 on 26 March 2020 3. Management Review for POM 2 on 10 March 2020 The outcome of management reviews include decisions related continual improvement opportunities, any implications for the strategic direction of the company and others. The actions still in progress	
3.2	The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.		
R & O	3.2.1 (C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.		
	a. Are there action plans for continual improvement for the following: i. Optimising the yield of the supply base. ii. Reduction in use of pesticides (Criterion 7.2) iii. Environmental impacts (Criteria 3.4, 7.6 and 7.7) iv. Waste reduction (Criterion 7.3) v. Pollution and greenhouse gas (GHG) emissions (Criterion 7.10) vi. Impacts on communities, workers and smallholders (Principle 6) vii. Integrated management of HCV-HCS, peatland and other conservation areas (Criteria 7.7 and 7.12) b. Are the action plans included the PIC for implementation and monitoring? c. Are records of implementation of the action plan available? d. What are the examples and evidence of continual improvements that have been implemented.	There are action plans for continual improvement. Management Review as one of the meeting for planning this issue. For Example, on last management review of 22 May 2020 (Estate Review), there was an action plan that determined, such as Followed up of <i>SIPA</i> li- cense, HGU of <i>Koperasi Bitu Maju Bersama</i> , Performance issue (Yield, maintenance, etc.), How to achieve the Yield target and others. The action plans included the PIC for implementation and monitoring. The Management review also reviewed and monitored the action plan of the previous management review. For example, the Management Review of Estate and POM, some of the issues has reviewed, such as, moni- toring and evaluation for an Action plan that determined for audit result, how to achieved Oil Extraction Rate (OER) target, Recruitment process, review of accident investigation, sustainability issue, Hazardous waste issue, and others. The record of implementation of the action was available and reviewed by auditor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	3.2.2 As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat by Certification Body during Annual Surveillance Assessment by using the RSPO metrics template.		
	a. Is the RSPO metrics template filled and completed accordingly? b. Who is responsible to fill the template? c. Is the data traceable to the source of information?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
3.3	Operating procedures are appropriately documented, consistently implemented and monitored.		
R	3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place.		
	a. Are the SOPs for mills and plantation documented? b. Are the SOPs appropriate and adequately cover all estate and mill processes and activities? Provide examples of SOPs established in the estate and mill c. Are the SOPs dated and approved by the management? d. Is a copy of the latest version of the SOP available on site and is it documented in an appropriate language? e. Are the SOPs made available at the appropriate location accessible by the workers? f. Is there evidence that SOPs are implemented and understood by workers?	The company has list of procedures that cover all activities both mill and estates as well. The procedures of PT Mustika Sembuluh is prepared by division head or in a the same level of hierarchy, checked by di- visona head, approved by general manager and certified by country head. The procedure is available in every department (controlled copy) and uncontrolled copy is copied by head of department and distributed to the staff. There is receipt of document distributed by document control to head of department. The procedure understood by the worker and implemented. There is also minutes of training such as: - Socialization of procedure on 02 March 2020 and 23 March 2020 - Socialization of procedure on POM1 dated on 26 – 28 March 2020 attended by 10 participants - Socialization of procedure on POM2 dated on 10 March 2020 attended by 10 participants - RSPO and SCCS on POM2 training, dated 02 and 23 March 2020attended by 20 participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	3.3.2 A mechanism to check consistent implementation of procedures is in place.		

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	<p>a. What are the mechanisms established to check consistent implementation of procedures in the unit of certification?</p> <p>b. Are the mechanisms implemented?</p>	<p>There is a mechanism to ensure consistent implementation of procedure, i.e procedure of internal audit, document No.SOP.63/CKP/(5)/0718, Rev. 06, dated on March 27, 2020. The procedure contains mechanism to conduct internal audit, such as scheduling, preparing, implementing, reporting, and evaluating. Internal audit was sheduled and conducted at least once time a year. There is sufficient evidence that the mechanism implemented accordingly. The last internal audit was conducted on March 2 – 11, 2020. Based on the interviewed of the spraying (at block 082 MS3 estate) and manuring worker, it is known the the proceure of ctivity has been understood and implemented on the field.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	3.3.3 Records of monitoring and any actions taken are maintained and available.		
	<p>a. Are the following records maintained?</p> <p>i. Measurements or results of internal control and monitoring activities</p> <p>ii. Records of corrective actions and improvement undertaken</p>	<p>Records of monitoring and actions taken are available, for example</p> <ul style="list-style-type: none"> - Internal audit records such as audit plan, audit report, attendance list of opening and closing meeting and audit follow up. - Management review meeting, such as minute meeting and attendance list. The meeting was conducted on May 22, 2020. The meeting was discussed, e.g.: status of previous meeting results, internal audit result, implementation of company policies (transparency and external complaints), best practices, OHS, waste management, chemical management, and others. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
3.4	A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operation, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.		
R & O	3.4.1 (C) SEIA In new plantings or operations including mills, [an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented / is conducted independently and participatively by involving the affected stakeholders, inclusive of impact assessment from the smallholder/outgrower scheme (if any). The assessment is to be documented].		
	<p>a. Is there any new plantings or operations, or expanding existing ones by the company? If Yes, what is the size of the new development i.e. new planting area or operation or expansion?</p> <p>b. Has an independent social and environmental impact assessment (SEIA) been documented for the new plantings or operations (i.e. existing planting)?</p> <p>c. Has an SIA been conducted ? When was the last SIA or SIA review conducted ?</p> <p>d. Are the impact assessments prepared by accredited independent experts?</p> <p>e. Are all environmental and social impact (positive and negative) adequately identified?</p> <p>f. Is the SEIA undertaken based on the scope of operation or all activities in plantation and mill (including re-planting and nursery activity, etc) ?</p> <p>g. Is the SEIA undertaken in a participatory manner, including the relevant affected stakeholders?</p> <p>h. Is the SEIA assessment include and as a minimum :</p> <p>i. Assessment of the impacts of all major planned activities, including land clearing, planting, replanting, pesticide and fertiliser use, mill operations, roads, drainage and irrigation systems and other infrastructure</p> <p>ii. Assessment of the impacts on HCVs, biodiversity and RTE species, including beyond concession boundaries and any measures for the conservation and/or enhancement of these</p> <p>iii. Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems</p> <p>iv. Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources</p> <p>v. Baseline soil surveys and topographic information, including the identification of steep terrain, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding</p> <p>vi. Analysis of type of land to be used (forest, degraded forest, peatlands, cleared land, etc.)</p> <p>vii. Assessment of land ownership and user rights (including Traditional or customary rights owned by the lo-</p>	<p>The latest SIA document was created in 2019. The document is an update of SIA made 2009. In the methodology section it is explained that data collection uses interview techniques, FGD and questionnaire distribution to employees and village communities around the company. Social impacts management plan for 2019-2021 has developed as the part of SIA document.</p> <p>SIA document of PT MS explain all factor that can become potential impact of palm oil, including: social organizations, ethnic groups, customs, socio-cultural changes, local wisdom, religion, livelihood, education, health, land use, economic infrastructure, the pattern of revenue, spending patterns, and others.</p> <p>SIA report consists of positive and negative impact of the palm oil plantation. The positive impact among others is increasing of community income, working opportunity. The negative impact is reducing area for traditional cultivation activities such as paddy field and some vegetables. There was evidence of stakeholder participation in attendants list. SIA process has been conducted involving the affected parties and using method such as: focus group discussions, questionnaires and interview with employees and also community in the Pondok Damar village, Bangkal village, Tabiku village, Sebabi and Tanah Putih Village (village chief, Chairman of the Village Representative (BPD), community leader, etc).</p> <p>The latest SIA document was created in 2009. The document is an update of SIA made 2013. The SIA document are cover all of the potential impact factors, including: Access and use rights, Economic livelihoods (eg paid employment) and working conditions, subsistence activities, cultural and religious values, health and education facilities, other community values, the resulting from changes such as improved transport / communication or arrival of substantial migrant labor force.</p> <p>The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. Records of stakeholder meeting are available e.g. minute of meeting and documentation of the results of consultation with affected parties. The meeting was attended by affected parties.</p> <p>The SIA Action Plans for avoidance or mitigation of negative impacts and promotion of the positive ones as well as monitoring of impacts, has been developed in consultation with the affected parties, it was well documented and timetabled, including responsibilities for implementation as seen on document SIA Management Plan 2019-2021 PT Mustika Sembuluh</p> <p>The review of management plan has involved stakeholders such as community and village government, which is on a surrounded village and employees conducted in early 2019. Evaluations include employment, business opportunities, and institution, and public perception, social and cultural changes. The management unit PT MS has well documented the results of the meeting with the parties</p> <p>Company also already has Social Impact Assessment document include in PT MS SIA document. The document consist of explanation of plasma areal, productivity, and plasma management (Bitu Maju Bersama Cooperative)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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	<p>cal community (if identifiable) in SIA document)</p> <p>viii. Assessment of current land use patterns</p> <p>ix. Assessment of impacts on people’s amenity</p> <p>x. Assess impacts on employment, employment opportunities or from changes of employment terms (including Welfare of workers/labour and women, children and vulnerable group in SIA document)</p> <p>xi. A cost-benefit analysis on social aspects</p> <p>xii. Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents and Contribution to the local development, including improvement of human resources, local and customary communities</p> <p>xiii. Assessment of salient risk of human rights violations</p> <p>xiv. Assessment of the impacts on all dimensions of food and water security including the right to adequate food, and monitoring food and water security for affected communities</p> <p>xv. Assessment of activities which may impact air quality or generate significant GHG emissions</p> <p>i. Are there schemed smallholders/outgrowers involved?</p> <p>j. Are they considered and involved in the whole process of the SEIA?</p> <p>k. What are the main impacts affecting these smallholders/outgrowers?</p> <p>l. Is the assessment involved consultation with the affected parties? Who are the affected parties? (external & internal parties) ?</p> <p>m. What are the main findings of the assessment?</p> <p>n. Is the process in conducting the SIA and the findings documented (including the meeting or stakeholder consultancy record) ?</p> <p>o. Are the findings of the SEIA found any negative impacts? If yes, is there a management and monitoring plan developed to mitigate the negative impacts?</p>		
R	3.4.2 For the unit of certification, a SEIA is available and social and environmental management and its monitoring [plans...the word has deleted on INA-NI] have been developed with participation of affected stakeholders.		
	<p>a. Is the SEIA management and monitoring plan developed with participation of affected stakeholders</p> <p>b. Is the above plan implemented?</p> <p>c. Is there any documented record to outline the plan on mitigation, implementation and monitoring according to the SEIA report?</p>	<p>Regarding impact managementand monitoring plan, there are document contain: a description of the social impact, the impact parameter, the source of the impact, the impact of the benchmarks, management objectives, management plans, indicators of success, the period of management, location management, PIC, realization, advice and recommendations.</p> <p>The review of management plan has involved stakeholders such as community and village government, which is on a surrounded village and employees conducted in early 2019. Evaluations include employment, business opportunities, and institution, and public perception, social and cultural changes. The management unit PT MS has well documented the results of the meeting with the parties.</p> <p>Company also already has Social Impact Assessment document include in PT MS SIA document. The document consist of explanation of plasma areal, productivity, and plasma management (Bita Maju Bersama Co-operative).</p> <p>PT Mustika Sembuluh has prepared outlining SIA Management Plan 2019 – 2021. The plans has covering: a) Social Impact Management Framework; b) Target of Company operations; c) practical goal (positive impacts to stakeholders); c) Social Strategy Maps (Consists of 6 actions: CD/CSR, internal and external communication; community health improvement; OSHA improvement, workforce empowerment; community relations); d) Management and Monitoring Plan (impacts, program, location and targets; monitoring activities, progress, objectives and budget).</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.		

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	<p>a. Is the review of the management and monitoring plan conducted regularly? How frequent was the review?</p> <p>b. Was the review done internally or externally?</p> <p>c. Is the plan updated as necessary (i.e. in cases where the review has concluded that changes should be made to current practices)?</p> <p>d. Is there evidence that the review has been done in a participatory way ?</p> <p>e. When was the last reviewed done?</p> <p>f. Was the process recorded/documentated?</p>	<p>The review of management plan has involved stakeholders such as community and village government, which is on a surrounded village and employees conducted in early 2019. Evaluations include employment, business opportunities, and institution, and public perception, social and cultural changes. The management unit PT MS has well documented the results of the meeting with the parties.</p> <p>The review of management plan has involved stakeholders such as community and village government, which is on a surrounded village and employees conducted in early 2019. Evaluations include employment, business opportunities, and institution, and public perception, social and cultural changes. The management unit PT MS has well documented the results of the meeting with the parties</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>
3.5	A system for managing human resources is in place		
R	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives in accordance with the applicable regulation.		
	<p>a. Are there SOPs for recruitment, selection, hiring, promotion, retirement and termination of workers established? Please indicate the SOPs reference number</p> <p>b. Is the company explicitly stated the indiscriminatory policy during the recruitment selection, hiring and promotion process?</p> <p>c. Are the SOPs communicated in appropriate languages and made available to the workers and their representatives?</p> <p>d. What types of employment arrangements are there in the company? (E.g. contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.)</p>	<p>The company has a system for managing human resources, namely:</p> <ul style="list-style-type: none"> ▪ Employee Acceptance Policy No. Document: 023/DIR-KP/IV/2015 issued on April 1, 2015. The procedure is as a guide for providing workers in a standard, systematic and objective manner. ▪ SOP Promotions for Staff to No. Document: SOP-PD-01, Revision 01, June 1, 2008. This procedure provides formal standard instructions that can be used as a guideline for employee promotion at Wilmar Group Plantations. ▪ Retirement and termination procedures refer to the Company Regulations (PP) for the 2020-2022 Period. <p>The procedure explicitly states that it is not discriminatory during the selection, recruitment and promotion process. The company has socialized the procedure to workers and stakeholders. PT MS Employment: All workers at PT MS are permanent workers, including workers in smallholders' Estate.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	3.5.2 Employment procedures are implemented and records are maintained		
	<p>a. Are the employment procedures implemented?</p> <p>b. Are records of implementation of the procedures been maintained?</p>	<p>Based on the results of interviews with union officials, it was stated that the company carried out procedures for recruitment, selection, promotion and retirement and termination of employment relations. There was no element of discrimination in the implementation of the procedure. The company records every implementation of the procedure, for example, of promotion of promotion to staff, Directors Decree No. 043 / CEO-WIP / SKD-VI / 2014 regarding promotion requirements for staff, June 1, 2014.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
3.6	An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.		
R	3.6.1 (C) All operations [are risk assessed to identify H&S issues / activities risks assessed to identify the H&S issues]. Mitigation plans and procedures are documented and implemented.		
	<p>a. Is there a health and safety policy in place?</p> <p>b. Is there any SOP to conduct risk assessments of all its operations? Please indicate the reference number.</p> <p>c. Are risk assessments conducted for all company's operations, processes and activities where health and safety is an issue (including working tools used, age plant (mature and or immature) and unsafe condition or potential risk as example the angle of descent and the risers and treads of stairways in the mill) ?</p> <p>d. Is there documented mitigation plan for the identified issues in the risk assessments?</p> <p>e. Are the plans been implemented, monitored and reported?</p>	<p>The until of certification has established an OSH i.e “Kebijakan Kesehatan dan Keselamatan Kerja”. The policy was signed by Chairman and CEO of Wilmar International Limited on April 01, 2019. The policy was written in Bahasa, so can easy to understand by all levels and functions within the organization. There is evidence that the policy in place and communicated to workers within the company.</p> <p>Records of risk assessment are available for all processes and activities both on mills and estates within the unit of certification, as record on document “Hazard Identification, Risk Assessment and Determination Control”. Last update of risk assessment of the Mills has performed on January 2020. And the last update of risk assessmentof estates has performed on May 14, 2020. Some records of risk assessment of mills and estates were reviewed. For example, health and safety issues including unsafe conditions at Mill area such as wet floor, different level of floor, movement parts, and etc.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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	<p>f. Is the risks assessment and the actions plan reviewed when accidents & incidents occurred to prevent further recurrence?</p> <p>g. If it has included, does the result of identification of source of hazard and risk control revised because considering the actual accidents & incidents that occurred ?</p> <p>h. Are accidents & incidents recorded?</p> <p>i. Are all precautions attached to products properly observed and applied to the workers?</p> <p>j. Are the workers aware of the risks associated with their work activities?</p> <p>k. Is there plan included targets for improving occupational health and safety?</p>	<p>The unit of certification has defined a SOP to conduct risk assessment of all its operations both mill and estate, i.e. document no. SOP 11/EHS/(2)/0719, Rev 02, 10 July 2019. Method to conduct risk assessment has defined base on probability (likelihood) and consequence (severity). Mitigation plan (risk control) for the identified issues in the risk assessment are documented in the same document. And, risk control follows hierarchy, i.e. elimination, substitution, engineering control, administration (procedural), and provide appropriate personal protective equipment (PPE). The procedure said, risk assessment shall be reviewed at least once per year and/or if any changes in processes, materials, working tools used, equipment installation in POM, and when accidents & incidents occurred to prevent further recurrence.</p> <p>Accident & Incident have recorded appropriately. Some of documents and records were verified by auditor, such as SOP <i>Pelaporan dan Investigasi Kejadian (SOP 05/EHS/(3)/0320)</i>, Reportable Incident Investigation Form (FRM-EHS-034A-02), <i>Papan Kecelakaan Kerja Estate and POM 2019/2020</i>, <i>Statistik Kecelakaan Kerja POM & Estate 2019/2020</i>, and also Action Plan <i>Kecelakaan Kerja</i>. The Document of <i>Papan Kecelakaan Kerja Estate and POM 2019/2020</i> contain metrics of OHS performance such as fatality, heavy injury, light injury, lost time accident (LTA), frequency rate (FR), severity rate (SR), and etc. Action plans have included targets for improving occupational health and safety.</p> <p>Based on-site interview with some workers, they were aware of the risks associated with their work activities</p>	
O	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.		
	<p>a. What are the evidences of implementation of the H&S plan?</p> <p>b. Is the effectiveness of the health and safety plan monitored?</p> <p>c. Is the health and safety plan made publicly available?</p> <p>d. Is there an action taken if targets are not achieved?</p> <p>e. Has the company identified the responsible person/persons to implement and monitor the H&S plan?</p> <p>f. Is adequate and appropriate protective equipment available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting, etc?</p>	<p>Based on the field observation, it can be seen the implementation of OHS such as installation of traffic signs on the main road, OHS campaign boards, OHS warning boards, evacuation route signs, and assembly point for emergency. There is no found any obstacles around assembly point. Safety officer of the unit of certification was provided safety briefing to all auditors prior the activity began.</p> <p>The unit of certification has formed health & safety committee as required by the national regulation (Kepmenaker No. Per.04/Men/1987), i.e. "Panitia Pembina Kesehatan dan Keselamatan Kerja" or well known as P2K3. The P2K3 has responsible for implement OHS program/plan, monitor and evaluate OHS plan, and provided advices to management of the unit certification rto improve OHS's performance. Secretary of the P2K3 is a person who has assigned as general expert of OHS (AK3 Umum) as required by the regulation.</p> <p>The P2K3 has carried out monthly regular meeting of OHS where the health and safety plan monitored, and evaluated. Records of the meeting are in place, for example, minute meeting and attendance list.</p> <p>The unit of certification has defined a standard of PPE use for each activity such as harvesting, fertilizing, chemist spraying, mill processing, and etc. The PPE was covered all potential hazardous operations. Records of PPE distribution to workers are available. And, based on fields visit to locations of harvesting, fertilizing and pesticide application, and mill operations, it was found that all workers use appropriate PPE during work.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
3.7	All staff, workers, Scheme smallholders, outgrowers and contract workers are appropriately trained.		
R & O	3.7.1 (C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.		
	<p>a. Is the company maintained a list of staff, workers, scheme smallholders, outgrowers and contract workers whom training must be provided to?</p> <p>b. Is there a formal training programme in place that covers all aspects of the RSPO Principles and Criteria that</p>	<p>The company has a list of permanent employees and contractor employees. The employees are planned in the 2020 training program. The training program includes the assessment of training needs, the implementation of training internally and externally.</p> <p>The company has established training program for all staff/worker including contractor workers that covers all aspect of the RSPO P&C. The training program defined based on training need analysis, and include for</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>includes :</p> <ul style="list-style-type: none"> i. Regular assessment of training needs of all staff, workers, smallholders and contract workers; ii. Training for workers on scheme smallholder and ourgrower plots; iii. Documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training <p>c. Who is responsible for the development of training programme, scheduling and the conduct of training?</p> <p>d. Are the training for workers cover, at minimum, the following:</p> <ul style="list-style-type: none"> i. the health and environmental risks of pesticide exposure; ii. recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); iii. ways to minimise exposure to workers and their families; iv. International and national instruments or regulations that protect workers' health; v. Productivity and best management practice; vi. relevant SOPs <p>e. Are all workers involved in the operation appropriately trained in safe working practices</p> <p>f. Are the training provided in a form understood by the workers?</p> <p>g. Are there assessment of training for the workers?</p> <p>Note to auditor : To interview staff, workers, smallholders and contract workers to verify that the implementation of the training programme and the effectiveness of the training</p>	<p>workers and smallholder and cover the following: risk of pesticides exposure, way to minimize exposure, and etc. As sample, training program year 2019 were reviewed.</p> <p>The company maintained training records for each employee, that is recorded on FRM 02/SOP 38/HRD/(0)/0409 – Record of Competency Level & Training. The record contained personal data of employee, function, level, training has been attended (including courses, seminars, workshop dl) both internal and external, trainer's name/institutions training date, duration, and etc.</p>	<p>NCR No :</p>
R & O	3.7.2 Records of training are maintained, where appropriate on an individual basis.		
	<ul style="list-style-type: none"> a. Are documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training been maintained? b. Are training records maintained for each employee, where appropriate? 	<p>The company maintained training records for each employee, that is recorded on FRM 02/SOP 38/HRD/(0)/0409 – Record of Competency Level & Training. The record contained personal data of employee, function, level, training has been attended (including courses, seminars, workshop dl) both internal and external, trainer's name/institutions training date, duration, and etc.</p> <p>Estate</p> <ul style="list-style-type: none"> • P3K training dated on 13 – 15 Nov 2018 by dr. Dwi Rahma and attended by MS 1 87 participants, MS 2 60 participants, MS 3 56 participants. • Company policy socialization to contractor dated on 11 June 2018 by EHS Staff and HRD Group and attended by 3 participants (building contractor). • Company policy socialization (LKS Bipartit, Gender Committee and P2K3) to staff and workers dated on 14 Sep 2018 by Field Officer and attended by 801 participants (MS 1). • Sosialisasi PSKK (Prosedur Standar Keselamatan dan Kesehatan Kerja) Loading FFB dated on 16 Jan 2019 by EHS Staff and attended by 6 participants (MS 3). • Sosialisasi Kerja Panen dated on 15 March 2019 by EHS Staff and Field Officer and attended by 106 participants (MS 3). • Nozzle calibration training dated on 3 – 5 May 2018 by PIC P & D EMU Dept and attended by 29 participants (MS Group). • Chemical handling dated 20 March 2018 by EHS staff and attended by 7 participants (MS 1). • Simulasi Damkar dated on 21 July 2018 by EHS Staff and Estate Manager and attended by 27 participants (MS 1). • BMP Spraying training dated on 6 April 2018 by Field Officer and attended by 18 participants (MS 2 included plasma). • Manuring training dated on 6 April 2018 by Field Officer and attended by 16 participants (MS 2 included plasma). <p>POM 1</p> <ul style="list-style-type: none"> • OHS and emergency respond training dated on 23 August 2018 by Sustainability Team and attended by 9 participants. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
		<ul style="list-style-type: none"> • RSPO – SCCS training dated on 23 May 2018 by Sustainability Team and attended by 10 participants. • LOTO and Work permit training dated on 20 July 2018 by Mill Manager and attended by 14 participants. • Safety induction dated on 10 April 2018 by EHS staff and attended by 25 participants (contractor PT Elmos Geo Solusi). • Net and PPE socialization for FFB, CPO, PK and EFB drivers dated on 13 March 2018 by security and attended by 32 participants. • LOTO training dated on 28 Jan 2019 by EHS staff and attended by 52 participants. • RSPO – SCCS training dated on 15 – 16 March 2019 by MR and attended by 16 participants. • First aid training dated on 15 April 2019 by dr Dewi Rahma Lutfiani and team and attended by 15 participants. <p>POM 2</p> <ul style="list-style-type: none"> • First aid training dated on 27 April 2018 by dr Dewi Rahma Lutfiani and team and attended by 11 participants. • Safety induction for contractor dated on 29 Oct 2018 by EHS Staff and attended by 7 participants (PT Nabati Agrotech Persada). • OHS and emergency respond training dated on 21 Dec 2018 by EHS Staff and attended by 6 participants. • Safety induction for contractor dated on 16 Jan 2019 by EHS Staff and attended by 22 participants (PT Nabati Agrotech Persada). • LOTO training dated on 21 – 22 Jan 2019 by EHS Staff and attended by 90 participants. • Breast feeding socialization dated on 4 Feb 2019 by paramedic and attended by 20 participants. • Fire extinguisher socialization dated on 1 April 2019 by EHS Staff and attended by 33 participants 	
O	3.7.3 Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.		
	<p>a. Are there specific personnel carrying out tasks for effective implementation of the supply chain?</p> <p>b. Are the job descriptions for each of the personnel identified above defined and communicated?</p> <p>c. Are there evidence that specific training was provided and relevant to the task performed?</p> <p>d. When was the last training on SC conducted and to whom?</p> <p>e. Through interviews with the relevant personnel involved in the SC, are the persons knowledgeable and competent in implementing the supply chain procedures?</p>	<p>PT. MS has SCC programme training and already conducted on 11 dan 12 June, 2020 (MS 01 mill) and June 15, 2020 (MS 02 mill) attended by Mill Weight Bridge operator, logistic, Document Control , Quality control, Laboratorium, KTU, Sortage, security.</p> <p>The mill has appointed person who responsible for implementation SCCS. This person was qualified (trained) by internal who has RSPO trained. The socialization material was in place. Based on interviewed with the responsible person, he able to demonstrated the RSPO SCCS requirements. The decree letter regarding appointment responsible person clear mentioned responsibility of person incharge.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
3.8 Supply chain requirements for mills			
R	<p>3.8.1 (C) A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p> <p>Note : Definition Identity Preserved Mill</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS																																
	<p>a. Are all FFBs sourced from certified estates within the unit of certification?</p> <p>b. Are there FFBs from other certified estates (not within the certified unit)? If yes, how do you confirm that the supplying estates are certified?</p> <p>c. How do you confirm that the mill only process certified FFB?</p> <p>d. Are there any FFB processed from non-certified sources?</p> <p>e. Is the mill assure that certified PO is kept separate from non-certified PO and PO from other certified mills, including during transport and storage?</p>	<p>This clause Not Applicable. Mills currently using MB module</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>																																
R	<p>3.8.2 (C) A mill is deemed to be MB if the mill process FFB from both RSPO certified & uncertified plantations/estates. 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. Note : Definition Mass Balance Mill</p>																																		
	<p>a. Are the certified and non-certified FFB been monitored?</p> <p>b. How is the monitoring of incoming certified and non-certified FFB been conducted?</p>	<p>The organization (PT Mustika Sembuluh Palm Oil Mill) implemented the RSPO-SCCS Mass Balance (MB) model. This SCCS model allowed to mixing of certified and uncertified product but shall be control by the Mass Balance record to ensure the quantity of incoming certified and non-certified FFB also its product, and only certified product could be claim by the organization as certified palm oil product. Organization has identified the volume of certified and uncertified FFB supplied to the mill.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																																
R	<p>3.8.3 (C) The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification 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. Note : Explanation (Volume and Product Integrity)</p>																																		
	<p>a. Has the projected certified volume for CPO and PK been appropriately determined by the mill?</p> <p>b. What was the basis for determining certified volume?</p> <p>c. For previous license volume, how was the actual production volume as compared to certified volume?</p>	<p>Company has determine the projected certified production for CPO and PK for next 12 months (July 2020 - June 2021) .</p> <table border="1" data-bbox="1537 1297 2457 1423"> <thead> <tr> <th>Product</th> <th>Mill 1 (mt)</th> <th>Product</th> <th>Mill 2 (mt)</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>243,380</td> <td>FFB</td> <td>142,900</td> </tr> <tr> <td>CSPO (21.5 %)</td> <td>52,326.7</td> <td>CSPO (22.5 %)</td> <td>32,152.5</td> </tr> <tr> <td>CSPK (5.3 %)</td> <td>1,289.91</td> <td>CSPK (5.5 %)</td> <td>7,859.5</td> </tr> </tbody> </table> <p>Product And the actual certified production for July 2019- June 2020</p> <table border="1" data-bbox="1537 1514 2457 1640"> <thead> <tr> <th>Product</th> <th>Mill 1 (mt)</th> <th>Product</th> <th>Mill 2 (mt)</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>257,643.08</td> <td>FFB</td> <td>147,332.15</td> </tr> <tr> <td>CSPO (19.61%)</td> <td>50,523.80</td> <td>CSPO (21.24 %)</td> <td>31,293.42</td> </tr> <tr> <td>CSPK (5.52%)</td> <td>14,221.89</td> <td>CSPK (5.42 %)</td> <td>7,985.42</td> </tr> </tbody> </table>	Product	Mill 1 (mt)	Product	Mill 2 (mt)	FFB	243,380	FFB	142,900	CSPO (21.5 %)	52,326.7	CSPO (22.5 %)	32,152.5	CSPK (5.3 %)	1,289.91	CSPK (5.5 %)	7,859.5	Product	Mill 1 (mt)	Product	Mill 2 (mt)	FFB	257,643.08	FFB	147,332.15	CSPO (19.61%)	50,523.80	CSPO (21.24 %)	31,293.42	CSPK (5.52%)	14,221.89	CSPK (5.42 %)	7,985.42	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
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R & O	<p>3.8.4 (C) The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform Note : Explanation (Volume and Product Integrity)</p>																																		
	<p>a. What is all transactions has registered through RSPO IT platform for the appropriate supply chain ?</p> <p>b. What is all transactions has reported through RSPO IT platform for the appropriate supply chain ?</p>	<p>The mill have meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform) . For example :</p> <table border="1" data-bbox="1478 1906 2457 1969"> <thead> <tr> <th>Product</th> <th>Transaction ID</th> <th>Volume/mt</th> <th>Buyer</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>CSPO</td> <td>TR-373651c1-0047</td> <td>3,963.38</td> <td>WINA Sampit</td> <td>Mill 1</td> </tr> </tbody> </table>	Product	Transaction ID	Volume/mt	Buyer	Remark	CSPO	TR-373651c1-0047	3,963.38	WINA Sampit	Mill 1	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																						
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CR	CHECKLIST	RESULTS OF VERIFICATION					COMPLAINC E STATUS
		CSPK	TR-0f65e388-63dd	660.48	WINA Sampit	Mill 2	
R	<p>3.8.5 (C) The mill shall have written procedures and/or work instructions 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. • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records) • 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 mill's procedures for the implementation of this standard • The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill <p>Note : Documented Procedure</p>						
	<p>a. Are the following procedures established? :</p> <p>i. receiving and processing of certified and non-certified FFB?</p> <p>ii. SOPs as required under the SCC requirements?</p> <p>iii. Training procedure?</p> <p>b. Are the procedures complete to cover the supply chain requirements?</p> <p>c. Has the organization identified relevant person(s) responsible for the implementation of the RSPO SC?</p> <p>d. Are the roles, responsibility and authority been defined and are the personnel aware of their roles?</p> <p>e. Where are the procedures kept and are they accessible by the personnel involved in the SC implementation?</p> <p>f. Are the personnel involved in the SC implementation knowledgeable and able to demonstrate awareness of the organization's procedures?</p>	<p>Mill has all procedures related scc requirement such receiving FFB, process, record keeping, transporting, Palm Trace registration, training, internal audit , handle non conformity product ect and all procedures kept in mill office. Mill has appointed responsible person to handle scc implementation are Novriandi Pardede (Mill 1) and Salce Bode (Mill 2). They have knowledge and able to demonstrate awareness of new standard and organization;s procedure on the implementation of the new RSPO SCC standard so that there are some NCRs during audit relate of updating standard.</p>			<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>		
R	<p>3.8.6 (C)</p> <ul style="list-style-type: none"> • The mill shall have a written procedure to conduct annual internal audit to determine whether the mill : <ol style="list-style-type: none"> a. Conforms to the requirements in the RSPO Supply Chain Certification Requirement for mills and the RSPO Role on Market Communications and Claims. b. Effectively implements and maintains the standard requirements within its organisation • Any non-conformities found as part of the internal audit shall be issued & required corrective action. The outcomes of the internal audits and all actions taken to correct non- conformities shall be subject to management review at least annual-ly. The mill shall maintain the internal audit records and reports <p>Note : Internal Audit</p>						
	<p>a. Is there SOP for conducting internal audit? How regular is the internal audit?</p> <p>b. Has the internal audit assessed the organization conformance to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents?</p> <p>c. When was the internal audit conducted and was the internal audit done by competent auditor(s)?</p> <p>d. Are there non-conformities raised? If yes, has it been responded in a timely manner?</p> <p>e. Are the outcomes of the internal audit and corrective actions of the non-conformities been reviewed in the management review?</p> <p>f. Are all the audit records and reports been maintained?</p> <p>g. Did the internal audit show that the organization effectively implements and maintains the standard require-ments within its organization?</p>	<p>The company have procedure for internal audit, i.e.. SOP of internal audit, correction action and continue correction action (SOP 63/CKP/(5)/0718 rev.5, effective date on 7 July 2018). Base on the SOP, the internal auditor is conducted regularly once a year.</p> <p>The last internal audit was conducted on 2 -11 March 2020 for MS 1 and MS 2 Mill.. The result of internal audit have recorded on Internal audit report. There is no NCR.. To ensure that the RSPO SCCS system in the mill conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents and effectively.</p>			<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>		
R	<p>3.8.7 (C)</p> <p>i. The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received</p>						

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	ii. The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage iii. The mill shall have a mechanism in place for handling non-conforming FFB and/or documents Note : Purchasing/Good In																														
	a. Is the mill conduct verification and document the tonnage and sources of certified and the tonnage of non-certified FFBs received? b. Where is it recorded? c. Is there overproduction? If yes, did the mill inform the CB? d. What is the mechanism in place for handling of non-conforming products?	PT Mustika Sembuluh palm oil mill has Incoming FFB procedure where it has described about definition for certified FFB (RSPO) and non-certified FFB (RSPO). All FFB's received kept in mass balance report Mill has conduct request to CB for extension volume for Mills, currently the quota has decreases while production increases , the request from company via email to CB dated 24 March 2020 <ul style="list-style-type: none"> • POM 1 CSPO is 7,613 mt and CSPKO is 1,371 mt • POM 2 CSPO is 11,892 mt and CSPKO is 3,775.52 mt Mill has procedure for handling non-conforming oil palm products and/or documents. The implementation of non-conformity document as seen on non-conformity report and list of non-conformity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																												
R	3.8.8 (C) The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The 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) : <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; • RSPO Supply chain certificate number; • A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • A unique identification number; Note : Sales and goods out																														
	a. Is there any document accompanying the certified oil palm products delivery? b. On which document/documents does the mill put the supply chain model and the SCC certificate number? c. Do all documents sampled meet the requirements of this clause? Verify the documents	A Within period since November 2019 to October 2020, mill has record of sales and goods out and all the transaction recorded in RSPO platform. Its about <ul style="list-style-type: none"> • Mill 1 : 28,376.65 mt CSPO and 8,215.70 mt CSPK. • Mill 2 : 20,044.75 mt CSPO and 5,206.64 mt CSPK. For instance, the transaction saled and goods out document will serve below: <table border="1" data-bbox="1478 1497 2288 1877"> <thead> <tr> <th>Information</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>Seller</td><td>PT Mustika Sembuluh Mill 1</td></tr> <tr><td>Buyer</td><td>PT Wilmar Nabati Indonesia (Sampit)</td></tr> <tr><td>Delivery requirement type</td><td>Franco</td></tr> <tr><td>Product</td><td>CSPO MB</td></tr> <tr><td>Amount (mt)</td><td>3,963.38</td></tr> <tr><td>Seller member ID</td><td>RSPO_PO1000000144</td></tr> <tr><td>Buyer member ID</td><td>RSPO_PO1000000493</td></tr> <tr><td>Seller reference number</td><td>-</td></tr> <tr><td>Shipping date</td><td>31-12-2019</td></tr> <tr><td>Transaction ID number</td><td>TR- 373651c1-0047</td></tr> <tr><td>Transaction status</td><td>Confirmed</td></tr> </tbody> </table> <table border="1" data-bbox="1478 1906 2288 1967"> <thead> <tr> <th>Information</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>Seller</td><td>PT Mustika Sembuluh Mill 2</td></tr> </tbody> </table>	Information	Remarks	Seller	PT Mustika Sembuluh Mill 1	Buyer	PT Wilmar Nabati Indonesia (Sampit)	Delivery requirement type	Franco	Product	CSPO MB	Amount (mt)	3,963.38	Seller member ID	RSPO_PO1000000144	Buyer member ID	RSPO_PO1000000493	Seller reference number	-	Shipping date	31-12-2019	Transaction ID number	TR- 373651c1-0047	Transaction status	Confirmed	Information	Remarks	Seller	PT Mustika Sembuluh Mill 2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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R	<p>3.8.9 (C)</p> <p>i. The mill shall not outsource its milling activities. In cases where the mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding certificate shall ensure that the independent third party complies with the requirements of this RSPO Supply Chain Certification.</p> <p>Note : Outsourcing Activities</p>																						
	<p>a. Are there outsourced activities to independent third parties? Please list down the outsourced activities</p> <p>b. Is there agreement in place with the third party service providers?</p> <p>c. Is the agreement included the requirement that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard?</p> <p>d. Are there outsourced facilities that were deemed risky and visited?</p>	<p>Mill has several outsource activities for certified product transportation for CSPO and CSPK, the work agreement provide only for one shipment, each shipment there will be another agreement. Example for agreement No. 8106114805 dated 06 June 2019 with PT Marga Dinamika Perkasa (transporter) for CPSO Shipment The agreement contained clause that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary and it is comply with RSPO SCC standard</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																				
R	<p>3.8.9 (C)</p> <p>ii. The mill shall ensure the following :</p> <p>a. The mill has legal ownership of all input material to be included in outsourced processes;</p> <p>b. The mill 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 mill to ensure that certification bodies (CBs) has access to the outsourcing contractor or operation if an audit is deemed necessary;</p> <p>c. The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor;</p> <p>d. The mill 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 all information, when this is announced in advance;</p> <p>Note : Outsourcing Activities</p>																						
	<p>a. Is the agreement signed with independent third party legally enforceable?</p> <p>b. Is the legal ownership of the materials included in outsourced processes clearly defined in the agreement?</p> <p>c. Are these companies RSPO certified? If not, do they have to be verified?</p> <p>d. Is there SOP for outsourced process been established and communicated to the relevant contractor?</p> <p>e. Is there mechanism to ensure that outsourced activities are in compliance to RSPO SC requirements and facility's Standard Operating Procedure (SOP)?</p> <p>f. Has the third party contractor maintained records and available to the CB during the audit? Is this requirement included in the agreement?</p>	<p>The mill has contractual agreement with outsourcing activities covering the transport (product handling) with contractor through a signed and enforceable agreement. 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><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																				
R	<p>3.8.10 (C)</p> <p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products</p> <p>Note : Outsourcing Activities</p>																						

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>a. Is there a list of contractors (used for the processing or physical handling of certified oil palm products) with names and contact details?</p> <p>b. When was the list last updated?</p>	<p>Mill currently only using one contractor PT Marga Dinamika Persada (transporter) to ship CSPO and CSPK to buyer. During remote audit, company able to evidence the agreement document which each shipment would be one agreement. List contractor updated January 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>3.8.11 (C) The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products</p> <p>Note : Outsourcing Activities</p>		
	<p>a. Are there new contractors appointed by the company for the processing or physical handling of RSPO certified oil palm products? If yes, is the list of contractor been updated?</p> <p>b. Is there agreement in place?</p>	<p>Mill currently only using one contractor PT Marga Dinamik Persada (transporter) to ship CSPO and CSPK to buyer. During remote audit, company able to evidence the agreement document which each shipment would be one agreement.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>3.8.12 (C) i. The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements</p> <p>Note : Record Keeping</p>		
	<p>a. Is there accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements?</p> <p>b. Who are responsible for maintaining the records?</p>	<p>The mill have establish procedure for maintain accurate, complete, up to date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.</p> <p>The mill is able to provide the estimate volume of palm oil / palm kernel content (separate categories) in the RSPO certified oil palm product . (refer to indicator 3.8.3)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>3.8.12 (C) ii. 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</p> <p>The organisation shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months</p> <p>Note : Record Keeping</p> <p>Note for auditor : Records for the previous license period and the new license period needs to be verified</p>		
	<p>a. What is the retention period, and is it complying with the legal and regulatory requirements?</p> <p>b. Are there records showing the FFB input and the products produce and sold by the mill available?</p> <p>c. Is the organization able to confirm the certified status of raw materials or products in stock? Check PalmTrace & Accounting system of certified products</p>	<p>The mill have establish procedure for maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements, as stated on document procedure for record control, No. SOP/MSPOM-MR-004, rev.02 dated on August 2018. The procedure explained the retention times for all records and reports related SCCS must be kept a minimum of two (2) years and must comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. For record of sales refer to indicator 3.8.8.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>3.8.12 (C) iii. For IP module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis</p> <p>iv. For MB module, the mill :</p> <p>a) 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>b) All volumes of certified CPO & PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO</p> <p>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short. (i.e. product can be sold before it is in stock.)</p> <p>Note : D.5.1 & E.5.1</p>		
	<p>a.</p> <ul style="list-style-type: none"> For IP mill, has the record of certified FFB receipts and process, and CSPO and CSPK produced and sold been established on a real-time basis? 	<p>Mill has record mass balance report which explain record of FFB received, CSPO and CSPK produce and deliveries to buyers.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<ul style="list-style-type: none"> • For MB mill, what accounting system that is applied? b. Are the delivered volume of CSPO and CSPK in accordance with the approved conversion ratios by RSPO c. If not, what are the ratios? d. Does the mill sell short? e. If yes, have they balanced the account within a period of three months? 	<p>Within three months period e.g from November 2019 to October 2020, the mill have deliver Mass Balance sales from a positive stock. This stock is include product ordered for delivery within three (3) months. The mill have not sell short</p> <p>Within three months period e.g from November 2019 to October 2020, the mill have deliver Mass Balance sales from a positive stock.</p>	<input type="checkbox"/> N.A NCR No :
R	<p>3.8.13 (C) OER & KER shall be applied to provide a reliable estimate of the amount of certified CPO & PK from the associated inputs. Mill shall determine and set their own extraction rates which shall be based upon past experience, documented and applied consistently. Note : Conversion Factors</p>		
	<ul style="list-style-type: none"> a. What was the conversion rate used for the estimation of certified volume of CSPO and CSPK? b. Is the conversion rate applied provide a reliable estimate for the amount of certified output available from the associated inputs? c. Is the conversion ratio periodical reviewed? 	<p>Palm Oil mill has mechanism to ensure the conversion factors. The conversion factor was based on laboratory periodically checking. Based in actual production within period November 2019 to October 2020 :</p> <p>POM 1 : 19.61 % for OER and 5.52 % for KER . POM 2 : 21.24 % for OER and 5.42 % for KER .</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	<p>3.8.14 (C) Extraction rates shall be updated periodically to ensure accuracy againt actual performance or industry average if appropriate. Note : Conversion Factors</p>		
	<ul style="list-style-type: none"> a. Was the conversion rate following the actual performance or industry average? 	<p>The OER/KER have checked periodically to ensure accuracy against actual performance or industry average as appropriate. The last updated was on Ocober 2020 as seen on records of daily production report.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	<p>3.8.15 (C) For IP module, The mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm product including during transport and storage to strive for 100% separation. Note : Processing</p>		
	<ul style="list-style-type: none"> a. For IP mill, is there SOP for managing the certified oil palm products separated from non-certified oil palm product including during transporation and storage (to strive for 100% separation)? b. Are there documented procedures established to ensure no contamination during transport and storage for its RSPO certified oil palm product from non-certified materials? 	<p>NA, Mill using MB module.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
R & O	<p>3.8.16 (C) i. Shipping Announcement in the RSPO IT platform shall be carried out by the mill when RSPO Certified product are sold as certified to refineries, chrusher & traders not more than three months after dispatch with the dispatch with the dispatch date being the Bill of Lading or the dispatch document date ii. Remove : RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT Platform. Note : Registration of Transaction</p>		
	<ul style="list-style-type: none"> a. Is the shipping announcement carried out in accordance with the internal SOP requirements? b. Is the confirmation from the buyer conducted in the RSPO IT Platform? c. Is tracing conducted at least annually? 	<p>POM has registered in the RSPO Platform. Within the period since November 2019 to October 2020, all the transaction has been recorded in the RSPO Platform. Total transaction recorded presented below:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS																								
	<p>d. Is volume sold under other scheme or conventional being remove from the certified volume?</p>	<p>POM 1</p> <table border="1" data-bbox="1478 394 2407 499"> <thead> <tr> <th>Transaction Status</th> <th>Transaction Type</th> <th>Amount (MT)</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td>Confirmed</td> <td>Shipping</td> <td>28,376.65</td> <td>CSPO</td> </tr> <tr> <td>Confirmed</td> <td>Shipping</td> <td>8,215.70</td> <td>CSPK</td> </tr> </tbody> </table> <p>POM 2</p> <table border="1" data-bbox="1478 583 2407 688"> <thead> <tr> <th>Transaction Status</th> <th>Transaction Type</th> <th>Amount (MT)</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td>Confirmed</td> <td>Shipping</td> <td>20,044.75</td> <td>CSPO</td> </tr> <tr> <td>Confirmed</td> <td>Shipping</td> <td>5,206.64</td> <td>CSPK</td> </tr> </tbody> </table>	Transaction Status	Transaction Type	Amount (MT)	Product	Confirmed	Shipping	28,376.65	CSPO	Confirmed	Shipping	8,215.70	CSPK	Transaction Status	Transaction Type	Amount (MT)	Product	Confirmed	Shipping	20,044.75	CSPO	Confirmed	Shipping	5,206.64	CSPK	<p>NCR No :</p>
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Confirmed	Shipping	20,044.75	CSPO																								
Confirmed	Shipping	5,206.64	CSPK																								
R & O	<p>3.8.17 (C) The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims. Note : Claims</p>																										
	<p>a. Is the mill making claims? If yes, has the claim following the RSPO Rules on Market Communications and Claims</p>	<p>Palm Oil mill based on sales and goods out record showed the mill carried out general corporate communications, business to business communication and business to consumer communication</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :</p>																								
<p>Principle 4 : Respect Community and Human Right and Deliver Benefits</p>																											
4.1	<p>The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders</p>																										
R & O	<p>4.1.1 (C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), [is documented and communicated to all levels of the workforce, operations, supply chain and local communities and...the sentence has deleted on INA-NI] prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces. This policy is documented and communicated to all levels of workforce, operations, supply chain and local communities.</p>																										
	<p>a. Is there a written policy or commitment made by the senior management on Human Rights including prohibiting retaliation against Human Rights Defenders (HRD) or a stand alone policy to protect HRD?</p> <p>b. Is the policy included the prohibition of intimidation and harassment by the unit of certification and contracted services, including contracted security forces?</p> <p>c. How was the policy communicated to all levels of the workforce, operations, supply chain and local communities? When was the last communication conducted?</p> <p>d. What evidence is available to demonstrate that all levels of workforce, supply chain and local communities been informed of the above?</p> <p>e. Based on interview with the workers, supply chain and local communities who have been communicated, are they aware of the policy?</p>	<p>Wilmar international limited "Wilmar" as Asia's leading agribusiness group, endeavor to conduct its in a responsible and ethical manner. The group recognizes that its business activities will have impact on society and environment. In its supply chain, Wilmar strives to respect and protect human rights to personal security that is free from harassment or abuse of any kind, safe, clean and healthy workplace and living environment. The Company has drafted "Human Rights policy" endorsed by the Group Plantation Head and Group CSR Head. Wilmar Group respects freedom of association. The human rights policy was issued January 2018. The policy covers labor rights and the rights of indigenous peoples and local communities including the protection of human rights defenders.</p> <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 June 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p> <p>The Company does not use forced labor, no under age workers. Rights of local communities are respected through the application of FPIC (Free Prior, Informed and Consent). The policy applies to the Wilmar Group, businesses, suppliers and contractors. The company is not discriminatory in treating workers since the acceptance till work in all types of jobs.</p> <p>This policy has been communicated to internal and external stakeholders. The policy also displayed on public area such as meeting room, housing area, notice board etc. PT MS has no case reported regarding Human Rights Violation. Interview result with workers found that their supervisor has treaded them properly. In ex-</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :</p>																								

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
		ample, there is no prohibition for worker to implement their belief and/or religious view, being part of nei-ther traditional community groups nor political party.	
O	4.1.2 The unit of certification does not instigate violence or [use any form of harassment, including the use of mercenaries and paramilitaries in their operations / any form of intimidation in its operations]		
	<p>a. Is there mercenaries and paramilitaries use in the operations of the company? If yes, what is the scope of their work?</p> <p>b. Does the interviews with the relevant stakeholders (workers and local communities) or online search reveal use of violence by/in the unit of certification?</p> <p>c. If there are reported cases or interviews reveal used of violence by/in the unit of certification, please verify with relevent stakeholders.</p>	<p>The company has a zero deforestation, zero peat and zero exploitation policy issued on December 5, 2013. In carrying out its operations the company does not use force and will prevent the use of force or the threat and use of force. Prohibition of Using Mercenaries or Paramilitaries in Plantation Operations. The results of interviews with union officials revealed that the company did not carry out mercenaries and paramilitary forces in carrying out plantation operations. The results of interviews with the Head of Pondok Damar Village stated that PT MS in carrying out its operations did not use violence, oppression and intimidation.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
4.2	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.		
O	4.2.1 (C) The mutually agreed system is in place, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring the anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, as long as the report is supported with sufficient preliminary evidences. The system ensure that there is [without / no] risk of reprisal or intimidation and follows the RSPO policy [on respect...the sentence has deleted on INA-NI] for HRDs		
	<p>a. Is there a system in place to deal with complaints and grievances for all affected parties?</p> <p>b. Does the system allow for the complainant to agree on the process of the grievance mechanism?</p> <p>c. Does the system allow for the protection of the anonymity of the complainant if requested?</p> <p>d. How is a complaint or grievance investigated, addressed and resolved?</p> <p>e. what is all complaints and grievances submitted to personal/section which responsible to receive complaints and grievances by affected parties via existing system ?</p> <p>f. If existing system is the use of gradual mechanism, are there the record of compliant and grievance on the foreman/supervisor because he/she is the PIC of receiving complaint & grievance in first level ?</p> <p>g. Is the system effective to ensure complaints or grievances are addressed or resolved in an effective, timely and appropriate manner?</p> <p>h. Is there a non-retaliation or non-reprisal policy that protects complainants or whistle-blowers?</p> <p>i. Does the complainant know that his/her anonymity will be protected if requested?</p> <p>j. Where a resolution is not found mutually, is there a process for complaints to be brought to the next level e.g. RSPO Complaints System?</p>	<p>The system, open to all affected parties, to resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested has been established as recorded on document below:</p> <ul style="list-style-type: none"> ▪ SOP on Handling Complaints of Stakeholders No. Documents: SOP.95/CKP/(0)/0418, Rev. 0, April 17, 2018. Responses to the complaint 15 days after the complaint is received by the company. ▪ Communication and Community Consultations, Document No: SOP 35/PR/1/0614 Rev 1, effective on June 12, 2014. ▪ Wistleblowing Policy, August 5th 2015. <p>According to the working procedures, stakeholders can express their aspirations, suggestions and feedback to the company via the website, telephone, mail, email, fax, the suggestion box or visit. The company has created signboards and communication flowchart to stakeholders. The company also has provided communication box and to record incoming letters the company has provided logbook. Grievances and complaints of internal stakeholders could also submit to Labor Union and discussed in LKS Bipartite meetings. Mill and Estate has shown evidances regarding meeting note of LKS Bipartite. Both, companyand labor union have Complaint feedback logbook where complaints are recorded and filed was reviewed. Mill and estates has also has records of worker complaints/grievances and it's responses regard-ing housing facilities maintenance.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
R	4.2.2 Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.		
	<p>a. Are there procedures to ensure the above system is understood by the affected parties, including the illiterate parties?</p> <p>b. How was the system made known and communicated to all parties including illiterate parties? When was the last communication been carried out?</p> <p>c. Is there evidence that the system is known/understood by all parties including the illiterate parties?</p>	<p>The company has socialized the grievance procedure to affected parties. The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p> <p>Based on employee data for May 2020 the lowest education of employees is Elementary School (SD) and based on the results of interviews with union officials there are no illiterate workers. The HRD Department also states that all workers have the ability to read, write and count</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	4.2.3 The unit of certification keeps parties [to a grievance...the sentence has deleted on INA-NI] informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.		
	<p>a. Is the complaints or grievance resolution process documented?</p> <p>b. Does the grievance mechanism requires the company to keep parties informed of its progress against an agreed timeframe?</p> <p>c. Is the progress of the resolution process been informed to the parties to a grievance?</p> <p>d. Are outcomes or decisions communicated to the parties?</p>	<p>Complaint feedback logbook where complaints are recorded and filled forms was reviewed. It contains complaints from workers and external parties such as housing facilities maintenance (internal – worker) and community requests of company’s supports (external). The Complaints Form have details such as name of complainant, date of complaint, types of complaint, and signature of person receiving the complaint, and an action column which states the actions carried out. This complaint has well response by company’s officer.</p> <p>Grievances and complaints of internal stakeholders could also submit to Labor Union and discussed in LKS Bipartite meetings. Mill and Estate has shown evidances regarding meeting note of LKS Bipartite. Both, company and labor union have Complaint feedback logbook where complaints are recorded and filed was reviewed. Mill and estates has also has records of worker complaints/grievances and it’s responses regarding housing facilities maintenance.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	4.2.4 The conflict resolution mechanism includes the option of access to independent legal and technical advice [./.] [the ability for / the] complainants have the freedom to choose individuals or groups to support them and/or act as observers [./.] [as well as the option of a third-party mediator / The parties can choose the option to engage a third-party mediator]. Note : Auditor need to interview with the grievance parties to determine the process.		
	<p>a. Does the conflict mechanism include the option of access to independent legal and technical advice, the the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator?</p> <p>b. Has there been a case of the above occurred? If yes, what is the outcome?</p>	<p>The company has Handling Complaints of Stakeholders Prsedure No. Documents: SOP.95 / CKP / (0) / 0418, Rev. 0, April 17, 2018. The purpose of this procedure is that any risk or conflict can be resolved properly. In the procedure it was explained that the people who had a dispute with PT MS had the right to appoint their representatives (independent legal) during the legal process, or both parties could form a consultative committee.</p> <p>Company has no significant conflict that could prevent the company from operating normally. Status of conflict has well monitored by company’s officer, and the process in finding resolution has met the procedure agreed by both parties.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : No :</p>
4.3	The unit of certification contributes to local sustainable development as agreed by local communities.		
O	4.3.1 Contributions to community development that are based on the results of consultation with local communities are demonstrated.		
	<p>a. Have the local development needs been identified in consultation with local communities?</p> <p>b. Are there any contributions made to the local development? If yes, are they in accordance with what have been agreed during the consultation?</p>	<p>Interview result with the CDO explained that CSR program has been evaluated every year with the aim to see the level of success and benefits, usually held in December each year. CSR program for the next year is based on the evaluation of CSR and based on input from Musrembang activities at the district level. The company has participated in the development of community around the estate through education, health, infrastructure, productive business, sports, art, culture and religious activities. Stakeholder consultation meeting note in order to review/evaluate previous CSR program has showed during surveillance.</p> <p>Community Development Program 2020, has been developed and acknowledge by the involvement of local stakeholders of Danau Sembuluh Sub district, villages level community leaders of Pondok Damar, and Bangkal Villages. The plan has been developed and acknowledged (signed) by Head of Village, Head of BPD and local community leaders, consist of:</p> <ol style="list-style-type: none"> 1. Communication and Consultation with Stakeholders 2. Community economic Empowerment and development 3. Social Community Support 4. Community Religion Activities support 5. Community Health Support 6. Community Cultural and Recreational/Sport activity support 7. Public Infrastructure Development Contribution 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
		<p>8. Transportation Support 9. Community Women empowerment 10. Emergency/Accidental Support</p> <p>The implementation of company's contribution to local development 2020 described below:</p> <ul style="list-style-type: none"> ▪ Honor kindergarten teacher in Pondok Damar 2 Village IDR. 2,500,000. ▪ Medication assistance at the Sembuluh Lake Festival IDR. 5,000,000. ▪ House rehabilitation assistance Rp. 12,525,000. ▪ <p>Based on documentation review, and interviews conducted with local communities, there is evidence that the Estates and Mill under this audit contribute to the development of the local development based on the results of consultation with local communities.</p>	
4.4	Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.		
R	4.4.1 (C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.		
	<p>a. Are there documents showing legal ownership or lease of the land available? (e.g. land titles, lease documents)</p> <p>b. Is there legitimate claim from the stakeholders?</p> <p>c. Has the claim been identified and assessed through the FPIC process?</p> <p>d. Are there documents showing history of land tenure available? (e.g. legal documents showing land status change, SIA and EIA reports, HCV assessment reports)</p> <p>e. Who was the previous land owner of the unit of certification?</p>	<p>The company has legal land in form of land use right (HGU) and it has demonstrated. Company has documented previous land owner under document GRTT payment. During 2001 – 2018 there were 2,784 persil released (10,906.91 Ha) with payment IDR 8,472,468,975 which located at Pondok Damar Village, Mentaya Hilir Utara sub-District, Seruyan District; Tabiku Village, Seruyan Raya sub District, Seruyan District; Tanah Putih Village and Sebabi Village, Telawang sub-district, Kotawar-ingin Timur District. The company already has legal map showing locations of HGU boundary pegs. Boundary map PT Mustika Sembuluh (Peta Patok Boundary), scale 1:90,000. Also for Cooperative Bitu Maju Bersama currently arranging a plantation business permit at the district government, if they hold the permit then the cooperative could arrange a HGU certificate to Land Agency. Based on the Social Impact Assessment (SIA) document in 2019 there was no customary land or customary rights in the company's plantation area.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : No :</p>
O	<p>4.4.2 Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include :</p> <p>a) Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups [in the communities / within community], with [particular / specific] assurance that vulnerable, minorities' and gender groups are [consulted / asked for their opinions], and that information has been provided to all affected groups, including in it information [on / about] the steps [that are....the sentence has deleted on INA-NI] taken to involve them in decision making</p> <p>b) Evidence that the unit of certification has respected communities [' decisions...the word has deleted on INA-NI] to give or withhold their consent to the operation at the time that these decisions were taken</p> <p>c) Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land</p>		
	<p>a. Are copies of negotiated agreements with affected parties available?</p> <p>b. Is there evidence that the agreement was established through a proper FPIC process?</p> <p>c. Does the agreement contain the following :</p> <ol style="list-style-type: none"> i. An action plan developed through consultation with all affected parties, is inclusive and evidence that members of affected parties are well informed and involved in the decision making process ii. Evidence of options to give or withhold consent for development iii. Evidence that members of the affected communities understand and accept the implication involved in permitting/rejecting oil palm development on their land (E.g.: legal Status, social, environmental, economic) iv. Evidence that the negotiated agreement was entered voluntarily without coercion by all parties v. Evidence that adequate time was given for customary decision making and iterative negotiations vi. Clause which states that the negotiated agreement is legally binding 	<p>Indicator 4.4.1 above has described in detail how the unit of certification acquired the land that they currently manage. The acquisition of the land has been through a series of negotiation processes between the land owner and the buyer witnessed by local community leaders, village and sub-district heads. Unit of certification save these documents properly.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	<p>4.4.3 (C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>Note to auditor : Actual ground verification showing the accuracy of the dispute map should be conducted</p>		
	<p>a. Is there a map of the extent of legal, customary or user rights? Is this map of appropriate scale?</p> <p>b. Was the map produced through participatory mapping involving affected parties (including neighbouring</p>	<p>Company has no significant conflict that could prevent the company from operating normally. Status of conflict has well moni-tored by company's officer, and the process in finding resolution has met the procedure agreed by both parties.</p> <p>Based on the Social Impact Assessment (SIA) document in 2019 there was no customary land or custom-</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p>

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	communities where applicable, and relevant authorities)? c. Are the maps accepted by the relevant communities?	ary rights in the company's plantation area.	NCR No :
O	4.4.4 All relevant information is available in appropriate forms and languages, including assessments of impacts, propose benefit sharing, and legal arrangements		
	a. Is there evidence that all the information (maps, agreement, records, impact assessment, benefit sharing and legal arrangements) is available in appropriate forms and languages, understood and accessible to affected parties?	Assessment of impacts of the operations to the community has been explained in detail in the EIA and SIA report, company also has informed to the stakeholders regarding the relevant information of company operational activities during the environmental and social impact assessment e.g maps, agreement, records, impact assessment etc. All documents available in Bahasa Indonesia. (See also land history in indicator 4.4.1 above). Some documents that were verified during the audit: <ul style="list-style-type: none"> • Report of Social Impact Assesment (SIA) PT MS, in Bahasa Indonesia. The report contains the impacts of the company to community, employee, and local government, and covers positive and negative impacts with evidence of participation of local communities and all affected parties. • Document action plan SIA 2019 which is a proposed benefit sharing plan, in Bahasa Indonesian. All documents and information above can be accessed by affected parties by submitting a document request letter first.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.4.5 (C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.		
	a. Who is the representative of the community in the negotiation process? b. Is the representative aappointed by the community? c. Is the record of appointment to represent the community available and shared with the affected parties?	Based on the document review (see EIA, HCV and SIA document) and interviews with community members, the unit of certification has carried out a process of agreement with the community through their chosen representatives. (See also land history in indicator 4.4.1 above for detail).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.4.6 There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. Note to auditor : interviews with affected parties to be conducted to verify the occurrence of the process		
	a. Is there evidence that the implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties? b. When was the reviewed conducted?	Indicator 4.4.1 above has described in detail how the unit of certification acquired the land that they currently manage. The acquisition of the land has been through a series of negotiation processes between the land owner and the buyer witnessed by local community leaders, village and sub-district heads. Although there are no longer any land issues, the unit of certification still conducts annual reviews especially for environmental and social impacts based on studies and consultations with affected parties. The review can be seen in the PT MS SIA Action Plan document last review in 2019.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
4.5	No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.		
O	4.5.1 (C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.		
	a. What are the documents showing identification of legal, customary and user rights? b. Does the SEIA include the identification and assessment of legal, customary and user rights of the area?	The Company using their document revised Reports of Social Impact Assessment (SIA) year 2019 that was conducted by the internal of the company. In the SIA document, it is explained that there are no customary rights or customary land in the company's area. Land that has been cultivated has been compensated by the company using the FPIC approach. See land history in indicator 4.4.1 above for details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.5.2 (C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions [, with /.] All the relevant information and documents made available, [with / and community have] option of resourced access to independent third-party advice through a documented, long-term and two-way process of consultation and negotiation.		
	a. Is comprehensive FPIC process carried out for all oil palm development including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representa-	The Company using their document revised Reports of Social Impact Assessment (SIA) year 2019 that was conducted by the internal of the company. In the SIA document, it is explained that there are no customary rights or customary land in the company's area. Land that has been cultivated has been compensated by the company using the FPIC approach. See land history in indicator 4.4.1 above for details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>tive institutions?</p> <p>b. What evidences are available to support (a)?</p>		NCR No :
O	4.5.3 Evidence is available that affected local peoples understand they have the right to say 'agree or not agree' 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 unit of certification is signed and ratified by these local peoples. Negotiated agreements [should be / are] non-coercive and entered into voluntarily and carried out prior to new operations.		
	<p>a. Has it been communicated to the community that they have the right to say 'no' to the proposed development at all stages, up until the agreement with company is signed? What evidence was sighted?</p> <p>b. Is there evidence to demonstrate that the consent/agreement has been given prior to new operations?</p> <p>c. Is the negotiated agreements made without coercion and entered into voluntarily and carried out prior to new operations? If yes, what documents to support this?</p>	The company also has the SOP FPIC No. 46/PR/1/2018 Rev. 01, February 8, 2018. The procedure designated as a technical guide which is used to ensure that the decision, or action steps in the process of land acquisition for the benefit of the palm oil industry is done properly and correctly in accordance with the provisions and the applicable legislation, the principles and criteria of the RSPO, HCVF, and FPIC particularly for land which is related to communal/customary land. Revision details: 1) Year of RSPO reference; 2) Additional references on art no.3; 3) Change reference regarding land conflict; 4) adding art 6 regarding FPIC, point (a), identification of customary land information source.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.5.4 To ensure local food and water security, as part of the FPIC process, [participatory SEIA / SEIA participation] and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.		
	<p>a. Has the company conducted a participatory SEIA and participatory land-use planning with local peoples prior to new planting?</p> <p>b. During the process, has the impact on food and water security for local people, full range of food and water provisioning options identified, discussed and agreed with the local people?</p> <p>c. Are there any measures proposed for implementation in b, and are these documented?</p> <p>d. Is there transparency of the land allocation process?</p>	<p>The Company using their document revised Reports of Social Impact Assessment (SIA) year 2019 that was conducted by the internal of the company. The study scope of the SIA revised has included Social Impact Assessment Plan against smallholdings.</p> <p>The scope of the parameters of the aa impact include: employment opportunities, health and safety, facilities and benefits to workers, mechanisms for consultation and communication, stability of employment, business opportunities, district revenues, household income, institutional, public perception, social and cultural change, public health and employees, tenure issues, accessibility, employment opportunities, worker welfare, livelihoods, ethnic communities, contributions to local development, improvement of human resources. SIA including the social impacts of Schemed Smallholders partnership with local Cooperative institutions.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.5.5 Evidence is available that the affected communities and rights holders have had the option to access [to...the word has deleted on INA-NI] 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>a. What are the records to show that the community and rights holders have freedom to access information and independent advisor(s) concerning the legal, economic, environmental and social implications of the proposed operations on their lands?</p>	The company has Handling Complaints of Stakeholders Prsedure No. Documents: SOP.95 / CKP / (0) / 0418, Rev. 0, April 17, 2018. The purpose of this procedure is that any risk or conflict can be resolved properly. In the procedure it was explained that the people who had a dispute with PT MS had the right to appoint their representatives (independent legal) during the legal process, or both parties could form a consultative committee.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.5.6 Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.		
	<p>a. Did the communities (or their representatives) give consent to the initial planning phases of the operations prior to the new issuance of a concession or land title?</p> <p>b. What evidences were sighted for (a) above?</p>	In the land compensation document the party conducting the negotiation is the land owner directly witnessed by the village head, community leaders. There were no special representatives appointed by the community in the land compensation process.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.5.7 After 15 November 2018, New lands will not be acquired for plantations and mills [after 15 November 2018...the sentence has deleted on INA-NI] as a result of recent ([2005 or later / after November 2005]) expropriations in the national interest (eminent domain) without [consent (eminent domain) / FPIC process], except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.		
	<p>a. Is there any new land acquired after 15/11/2018 for plantations and mills?</p> <p>b. Have the local communities consented and/or compensated prior to acquisition of the land?</p>	There was no new land since November 2005, therefore the indicator 4.5.7 considered as not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
O	4.5.8 (C) New lands are not acquired in areas inhabited by communities in voluntary isolation. Note to auditor : There should be direct verification of above with the local communities		
	a. Is there any community in voluntary isolation being identified? b. Is there any new land aquired in area with communities in voluntary isolation?	There was no new land since November 2005, and there is no new land in areas inhabited by commu- nities in voluntarily isolate, therefore the indicator 4.5.8 considered as not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
4.6	Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
O	4.6.1 (C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place. Note to auditor : There should be direct verification of above with the affected parties		
	a. Is there documented system in place for identifying legal, customary or user rights, and a procedure for identi- fying people entitled to compensation? b. Is the documented system agreed by the affected parties?	A procedure for identifying legal, customary or user rights, and a procedure for identifying people enti- tled to compensation as well as for calculating and distributing fair compensation (monetary or other- wise), has established as: <ul style="list-style-type: none"> The company also has the SOP FPIC No. 46/PR/1/2018 Rev. 01, February 8, 2018. The procedure designated as a technical guide which is used to ensure that the decision, or action steps in the pro- cess of land acquisition for the benefit of the palm oil industry is done properly and correctly in ac- cordance with the provisions and the ap-plicable legislation, the principles and criteria of the RSPO, HCVF, and FPIC particularly for land which is related to communal/customary land. Revision details: 1) Year of RSPO reference; 2) Additional references on art no.3; 3) Change reference regarding land conflict; 4) adding art 6 regarding FPIC, point (a), identification of customary land information source. If there's any land disputes, company has established SOP of Land Disputes Negotiations, No. SOP 30/BM/0217. There are 4 procedures of land conflict resolution: a) Mutual Agreement; b) Special Task Force Team; c) Legal Justice (court) resolution; d) Alternative Dispute Resolution. <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Vil- lage on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions tak- en as a result of this evaluation.		
	a. Does the company have a documented system in place to calculate and distribute fair and gender-equal com- pensation (monetary or otherwise)? b. Is the documented system agreed by the affected parties c. Does the system include participative monitoring and evaluation with the affected parties and the corrective action was taken into consideration?	A procedure for identifying legal, customary or user rights, and a procedure for identifying people enti- tled to compensation as well as for calculating and distributing fair compensation (monetary or other- wise), has established as: <ul style="list-style-type: none"> The company also has the SOP FPIC No. 46/PR/1/2018 Rev. 01, February 8, 2018. The procedure designated as a technical guide which is used to ensure that the decision, or action steps in the pro- cess of land acquisition for the benefit of the palm oil industry is done properly and correctly in ac- cordance with the provisions and the ap-plicable legislation, the principles and criteria of the RSPO, HCVF, and FPIC particularly for land which is related to communal/customary land. Revision details: 1) Year of RSPO reference; 2) Additional references on art no.3; 3) Change reference regarding land conflict; 4) adding art 6 regarding FPIC, point (a), identification of customary land information source. If there's any land disputes, company has established SOP of Land Disputes Negotiations, No. SOP 30/BM/0217. There are 4 procedures of land conflict resolution: a) Mutual Agreement; b) Special Task Force Team; c) Legal Justice (court) resolution; d) Alternative Dispute Resolution. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.6.3 Evidence is available that equal opportunities are provided to both men and women to hold land titles for small holdings (if possible based on local law, customs and/or agreement).		
	a. What are the evidence that demonstrates equal opportunities were provided to both men and woman to hold land titles for smallholdings?	Based on document review on KUD member, there some evidences that all members wheter men oe- or women have the same opportunity to hold land certificates.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
O	4.6.4 The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made [publicly...the word has deleted on INA-NI] available to them.		
	<p>a. Is the process and outcome of any compensation claims documented and made publicly available to the affected parties?</p> <p>b. What evidence was sighted for (a) above and was it done with the participation of affected parties?</p>	<p>Based on above example evidences found that during the surveillance, company has no significant conflict that could prevent the company from operating normally. Status of conflict has well monitored by company's officer, and the process in finding resolution has met the procedure agreed by both parties.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
4.7	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 FPIC and negotiated agreements.		
O	4.7.1 (C) A mutually agreed procedure for identifying people entitled to compensation is in place.		
	<p>a. Does the company have a documented system or procedure in place to identify people and/or community groups entitled to compensation?</p> <p>b. Is the procedure agreed by the affected parties?</p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation as well as for calculating and distributing fair compensation (monetary or otherwise), has established as:</p> <ul style="list-style-type: none"> The company also has the SOP FPIC No. 46/PR/1/2018 Rev. 01, February 8, 2018. The procedure designated as a technical guide which is used to ensure that the decision, or action steps in the process of land acquisition for the benefit of the palm oil industry is done properly and correctly in accordance with the provisions and the applicable legislation, the principles and criteria of the RSPO, HCVF, and FPIC particularly for land which is related to communal/customary land. Revision details: 1) Year of RSPO reference; 2) Additional references on art no.3; 3) Change reference regarding land conflict; 4) adding art 6 regarding FPIC, point (a), identification of customary land information source. If there's any land disputes, company has established SOP of Land Disputes Negotiations, No. SOP 30/BM/0217. There are 4 procedures of land conflict resolution: a) Mutual Agreement; b) Special Task Force Team; c) Legal Justice (court) resolution; d) Alternative Dispute Resolution. <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	4.7.2 (C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.		
	Note to auditor : There should be direct verification of above with the affected parties		
	<p>a. Does the company has documented system to calculate and distribute fair compensation?</p> <p>b. Is the documented system agreed by the affected parties and made available to them?</p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation as well as for calculating and distributing fair compensation (monetary or otherwise), has established as:</p> <ul style="list-style-type: none"> The company also has the SOP FPIC No. 46/PR/1/2018 Rev. 01, February 8, 2018. The procedure designated as a technical guide which is used to ensure that the decision, or action steps in the process of land acquisition for the benefit of the palm oil industry is done properly and correctly in accordance with the provisions and the applicable legislation, the principles and criteria of the RSPO, HCVF, and FPIC particularly for land which is related to communal/customary land. Revision details: 1) Year of RSPO reference; 2) Additional references on art no.3; 3) Change reference regarding land conflict; 4) adding art 6 regarding FPIC, point (a), identification of customary land information source. If there's any land disputes, company has established SOP of Land Disputes Negotiations, No. SOP 30/BM/0217. There are 4 procedures of land conflict resolution: a) Mutual Agreement; b) Special Task Force Team; c) Legal Justice (court) resolution; d) Alternative Dispute Resolution. <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>a. Does the company provide communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development?</p> <p>b. What are the evidences to a above?</p>	<p>The people around PT MS's plantation are members of the Plamsa Plantation Palm Oil Cooperative. The plasma cooperative is fully managed by PT MS. The community receives economic benefits. Communities around the plantation can also work at PT MS companies, opening new business opportunities and opening access between villages.</p> <p>Based on interview with the community members, it was confirmed that some of them are recruited for small works within the plantation and mill operation. There are also social corporate responsibility program which is part of the company program that benefit the community.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
4.8	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.		
O	<p>4.8.1 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.</p> <p>Note to auditor :</p> <ul style="list-style-type: none"> Due diligence should be conducted on the management to provide evidence that there has been no historical or current land dispute There should be direct verification of above with the affected parties 		
	<p>a. Are there, or have there been any land disputes?</p> <p>b. If there are or have been disputes, are there :</p> <p>i. Documents to proof legal acquisition?</p> <p>ii. Records of FPIC process including resolution of the dispute?</p> <p>c. If there has been acquisition involving compensation, are there :</p> <p>i. Records that fair compensation has been provided and accepted by parties involved?</p> <p>ii. Records that all affected parties are consulted and represented?</p> <p>iii. Documents of negotiations/discussion available?</p>	<p>During this audit, there is no customary right or legal right inside the plantation. There is no new potential land conflict has been identified and recorded. Based on site verification and interview, there is no land conflict or dispute in estate. The plantation activities shows that all areas are managed and controlled under PT MS management.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>4.8.2 (C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p>		
	<p>a. Does the company have cases of land conflict? (i.e. preventing the company from operating normally)</p> <p>b. If the company has cases of conflict, are records of the following available?</p> <p>i. Status of land conflict</p> <p>ii. SOP/ mechanism for conflict resolution</p> <p>iii. Implementation of SOP/mechanism</p> <p>iv. Acceptance of the procedures by all parties</p> <p>v. Records of conflict resolution</p>	<p>During this audit, there is no customary right or legal right inside the plantation. There is no new potential land conflict has been identified and recorded. Based on site verification and interview, there is no land conflict or dispute in estate. The plantation activities shows that all areas are managed and controlled under PT MS management.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>4.8.3 Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).</p>		
	<p>a. Is there evidence that the land has been acquired through dispossession or forced abandonment of customary and user rights prior to the current operations?</p> <p>b. Are there any parties who can establish legitimate rights on the land?</p> <p>c. If so, are the requirements in 4.4.2, 4.4.3 and 4.4.4 been met?</p>	<p>During this audit, there is no customary right or legal right inside the plantation. There is no new potential land conflict has been identified and recorded. Based on site verification and interview, there is no land conflict or dispute in estate. The plantation activities shows that all areas are managed and controlled under PT MS management.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>4.8.4 For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>Note to auditor : Actual ground verification showing the accuracy of the dispute map should be conducted</p>		
	<p>a. Is there an SOP for participatory mapping of disputed area?</p>	<p>During this audit, there is no customary right or legal right inside the plantation. There is no new potential land conflict has been identified and recorded. Based on site verification and interview, there is no land conflict or dispute in estate. The plantation activities shows that all areas are managed and controlled under PT MS management.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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	<p>b. Is the disputed area mapped?</p> <p>c. Is there documented evidence of involvement and acceptance by the affected parties?</p>	<p>trolled under PT MS management.</p>	<p><input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>
Principle 5 : Support Smallholder Inclusion			
5.1	The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.		
R	5.1.1 Current and previous period prices [paid...the word has deleted on INA-NI] for FFB are publicly available and accessible by smallholders		
	<p>a. Is there any information on current and previous price paid for FFB available during the audit?</p> <p>Note : Recommended good practice to maintain for 12 months of previous</p> <p>b. Has the mill made available the information (current and previous prices) to the smallholders? If yes, how was it done?</p> <p>c. Are the smallholders aware of such information is available?</p>	<p>Based on evidence of document review, there are recorded of information related to current and previous price paid of FFB in several months. The mill provides information on the FFB price based on the results of the meeting to determine the price of the FFB produced by the smallholders.</p> <p>One example of determining the FFB price with the smallholders is shown by a FFB sale and purchase agreement with the smallholders / plasma for the period 01 October - December 2019 between PT MS and Koperasi Biita Maju Bersama</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders		
	<p>a. What evidence is available to show that the mill has regularly explained the FFB pricing to smallholder?</p> <p>b. What was the mechanism used to explain the FFB pricing to smallholders?</p> <p>c. How often is the mechanism being implemented?</p>	<p>The FFB prices were available publicly as the decision of plantations agency of Central Kalimantan Province and it can be seen on the board at Mill, Estate and KUD. The price of FFB is also informed by the certification unit to small-holders by phone , sms text or WhatsApp. The price information is submitted every month or if there are smallholders who ask for the price.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented		
	<p>a. How is the price of FFB determined?</p> <p>b. Was the price equal to or above the prices established by the government or government endorsed initiatives?</p> <p>c. In the case of FFB price is not fix by the government, what is mechanism used to determe the price?</p> <p>d. Has the price been agreed with the smallholders in the supply base? Please interview smallholders involved</p> <p>e. Is there any documented agreement between the company and the smallholders on the fair pricing?</p> <p>f. Was there any complaints on FFB pricing? If yes, how was the complaint handled and what was the solution?</p>	<p>The pricing mechanism was available and documented and referred to Permentan No. 14/Permentan/OT.140/2/2013 and the pricing will depend on the result of the meeting between stakeholders in oil palm in Central Kalimantan Province, and by the unit of certification, this mechanism is regularly explain to smallholders. The unit of certification shows an example of FFB price fixing for period August 2020 IDR 1,723.49/kg and for September 2020 IDR 1,853.15/kg</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable		
	<p>a. Is there list of all parties including women and independent representative organizations assisting SH available in the company? If yes, when was it updated?</p> <p>b. Has the parties in the list involved in decision-making processes and understand the contracts? If yes, how was the process carried out ?</p> <p>c. Is the contracts include any FFB price reduction due to repayment for replanting, or other support mechanisms where applicable?</p>	<p>No evidence that the company distinguish men and women landowners in assisting smallholder to develop their plantations. Company uses the jurisdictional or landscape approach to help smallholders involves vari-ous stakeholders to support the efforts of sustainable smallholders through RSPO certification.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe		

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	<p>a. Is there a contractual agreement between the miller and smallholders or their appointed representative?</p> <p>b. Do all parties understand the contractual agreements they have entered into?</p> <p>c. Are all contractual agreements fair, legal and transparent and have an agreed timeframe?</p> <p>d. Who keeps the contractual agreements? Please check the agreement with the smallholders</p>	<p>The company has procedure of FFB Purchasing No 001/TBS-SOP/VIII/2015 dated on 10 August 2015. There is a decision document for payment of the sale of FFB from the Bitu Maju Bersama Cooperative by PT MS for the period 01 October - 31 December 2019. This payment based on internal meeting between Bitu Maju Bersama Cooperative and PT MS dated on 18 June 2019 and a cooperation agreement between the Bitu Maju Bersama Cooperative and PT MS which was legalized by a notary.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given		
	<p>a. How are payments made to the smallholders or their appointed representative?</p> <p>b. What is the mode of recording/documenting transactions between millers with smallholders and/or their appointed representative?</p> <p>c. Are the receipts dated, specified the price, weight, deductions and amount to be paid?</p> <p>d. Have agreed payments been made in a timely manner as agreed in the contract?</p>	<p>The payment to smallholder is made via bank transfer. The transfer note contain detail explanation of the transaction such as quantity, purchasing order, tax deduction and total transferred. The transfer receipt is kept by miller and smallholder. The payment made three days after FFB delivery based on weighing on the mill after sorted. The payment process is mentioned in the contract agreement.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	5.1.7 Weighing equipment is verified by an independent third party on a regular basis [(this can be government)...the sentence has deleted on INA-NI]		
	<p>a. Is there evidence that the weighing equipment been calibrated or verified by third party? If yes, when was it last conducted and who performed the calibration/verification?</p> <p>b. How regular is the calibration/verification been conducted?</p>	<p>The company has procedure of weighbridge operation:</p> <ol style="list-style-type: none"> 1. Procedure of for weighbridge operation (SOP/MS2POM-LOG-001 rev 05 Effective date August 10, 2018) for POM1 2. Procedure of for weighbridge operation (SOP/MS2POM-LOG-001 rev 05 Effective date August 10, 2018). <p>There is a regular calibration conducted . The calibration conducted by Dinas Perdagangan dan Perindustrian Kabupaten Kotawaringin Timur. There are documents of calibration : - No. 421/DPP/ML/TJ/VII/2019 for weighbridge at POM1 - No. 640/DPP/ML/TJ/X/2019 for weighbridge at POM2</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	5.1.8 The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who [holds / owns] and sells the certified materials		
	<p>a. Is the units of certification supports the ISH with certification, where applicable? If yes, what is their rol</p> <p>b. Is there an agreement between the unit of certification and the ISH group to go for certification? If yes, when was it signed?</p> <p>c. Has the agreement defined the roles of the unit of certification e.g. who runs the ICS, holds the certificates, and who holds and sell the certified material?</p>	<p>Based on the information from management who are handling the FFB supplier from ISH explain that the POM have informed and engage the grower for dissemination information regarding RSPO certification. These efforts are limited to disseminating information and awareness about the RSPO or the principles of sustainable oil palm plantations</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	5.1.9 (C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner		
	<p>a. Is there a mechanism to deal with complaints and grievances from smallholders and all affected parties?</p> <p>b. Is the existence of the system been made known and communicated to all parties? If yes, how was it done?</p> <p>c. Are there any grievances reported and are they dealt in a timely manner?</p>	<p>The Mustika Sembuluh has procedure No. SOP 34/PR/(3)/0217 revision 3 issued on February 2017 regarding "Mechanism of Complaints and Grievance Acceptance, and conflict/dispute Resolutions (outside legal actions)" The procedure regulate how to process any complaint from related parties. In this procedure, within 14 days the grievance must have responded. During Re certification, there is no complaints come from smallholders.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
5.2	The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains		
O	5.2.1 The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certifica-		

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	tion		
	<p>a. Is there a list of all smallholders including women and other partners in their supply base?</p> <p>b. Has the unit of certification consults with the above stakeholders to assess their needs for support to improve their livelihoods and their interest in RSPO certification? If yes, when and where was the consultation carried out?</p> <p>c. Is there minutes of meeting available and minuted the need to support?</p> <p>d. Has there been any action taken to follow up on the issues highlighted in the consultation?</p>	<p>PT. Mustika Sembuluh has list of smallholder and list farmers (man and women) as FFB supplier to mills . Based on the information from management who are handling the FFB supplier from ISH explain that the POM have informed and engage the grower for dissemination information regarding RSPO certification. These efforts are limited to disseminating information and awareness about the RSPO or the principles of sustainable oil palm plantations. The meinute meeting has explain in indicator 5.2.2</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>5.2.2 The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder)</p> <p>PROCEDURAL NOTE : The RSPO is currently developing a separate standard for Independent Smallholders.</p>		
	<p>a. Is there any programmes developed by the unit of certification to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder)?</p> <p>b. What are the content of the programmes?</p> <p>c. Has the programmes been implemente (example via RSPO SH Trainer Acedamy)? When was the last programme held?</p> <p>d. Are there efforts been made to improve the farming practices of smallholders?</p> <p>e. Where there are smallholders, have efforts and/or resources been allocated to improve smallholder productivity?</p>	<p>Company has several records related programmes to emprove the smallholders livelihood :</p> <ul style="list-style-type: none"> - Cooperative structural and managerial functional training by Diskoperindag Seruyan on 16 December 2017. Bookkeeping administration training and technical financial report preparation 30 October 2016. - RSPO PnC socialization to the Koperasi Bitu Maju Bersama / cooperative BMB 29 May 2019. - Socialization of RSPO and company policies to I Wayan Suwirye 13 October 2020, to KUD Tani Subur, CV Borneo Lancar Abadi and CV Mandiri Bintang Utama 15 October 2020 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production</p>		
	<p>a. Where applicable, is there any programmes to support smallholders to promote legality of FFB production?</p> <p>b. What are the supports provided?</p>	<p>The company has carried out socialization and approaches to independent farmers and FFB agents to ensure that the FFB to be sent and received at the MS mill is legal FFB and does not come from illegal activities as explain in indicator 5.2.2</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR</p>
O	<p>5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling</p>		
	<p>a. Is there scheme smallholders in the unit of certification?</p> <p>b. Is there evidence that the unit of certificaion trains the Scheme Smallholders on pesticides handling?</p> <p>c. When was the training provided and how many participated?</p>	<p>There is scheme smallholder in the unit of certification, i.e. cooperative of "Bitu Maju Bersama". The organization has provided training on pesticides handling for smallholder. Records of training are available, for example:</p> <ul style="list-style-type: none"> - Minute of training (Berita Acara Training) on chemical and pesticide ad OHS. The training was conducted by PT Dharma Guna Wibawa on October 08, 2020. The training was attended by 41 participants. - Minute of training (Berita Acara Training) on BMP Spraying and safety on spraying. The training was conducted by EHS officer and field officer on May 22, 2020. The training was attended by 25 participants 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>5.2.5 The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme</p>		

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	<p>a. Has the unit of certification reviews the progress of the smallholder support programmes?</p> <p>b. When was the last review done?</p> <p>c. Was the progress of the support programmes reported and made publicly available? How regular was it done?</p>	<p>The company has a development report for smallholders who are under subsidiary Wilmar International. This explanation is contained in the annual sustainability report 2019 on the website www.wilmar-international.com, and the last review was carried out in 2019.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR:</p>
Principle 6 : Respect Workers Rights and Conditions			
6.1	Any form of discrimination is prohibited		
R	6.1.1 (C) publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age		
	<p>a. Is there a company policy on non-discrimination and equal opportunities? Does it at least cover the items mentioned in the criteria (6.1.1)?</p> <p>b. Is the policy publicly available to the relevant stakeholders?</p> <p>c. Is there evidence that the policy has been implemented?</p> <p>d. Are there reduce of casual worker/long term temporary/daily worker by gradual and the change of status be permanent employee ?</p> <p>e. Do casual worker/long term temporary/daily worker have equal opportunities to become permanent worker ?</p>	<p>The company still implements their Equal Opportunities Policy, September 2010, which states that equal opportunities for hiring, promotions, benefits, etc shall be provided to all workers regardless of race, religion, or gender. The policy explains that Wilmar supports the principles of justice and aims to treat everyone with respect, free from unlawful discrimination and ethics. In particular, this policy aims not to discriminate against gender, race or ethnicity, disability, sexual orientation, age or belief; but to develop a global workforce that has the ability based on objective assessment.</p> <p>In addition, the company has a zero deforestation, zero peat, zero exploitation policy issued on December 5, 2013, and the company respects diversity. Ensuring employees are protected from discrimination and treated the same.</p> <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	6.1.2 (C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against. Evidence includes migrant workers' non-payment of recruitment fees		
	<p>a. What evidence is available to support that workers and groups including local communities, women, and migrant workers have not been discriminated against? Evidence may include job advertisement, job description, appraisal, and/or information obtained via interviews with relevant stackholders</p> <p>b. For migrant workers, is there evidence that the workers are not paying recruitment fees during the recruitment process? Please check the contract between employer and agency, and contract between worker and agency</p> <p>c. For migrant workers, is there evidence that they are not paying anything that a local worker is not required to pay, unless mandated by the law?</p> <p>d. Are there complaints against the company on issues relating to discrimination? If yes, what actios have been taken?</p>	<p>Interview result with worker found that there is no indication of gender, race, religion and/or favouritism based discrimination. Most of interviewed workers admit that they are happy of being part of PT MS. There is no complaints regarding discrimination were received from all workers interviewed. Confirmed that pay and benefits received were the same regardless of job functions and there was no evidence of discrimination during recruitment. Vacancies for field workers are usually made known by word of mouth to locals, and hiring is based on skill, qualities, capabilities and medical fitness. In the PT MS company there are no migrant workers, all domestic workers.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	6.1.3 The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available		
	<p>a. Are the company's employees recruited and promoted based on skills, capabilities, qualities, and medical fitness necessary for the job?</p> <p>b. What are the evidences to show this compliance?</p>	<p>Based on interviews with HRD, it was stated that employee recruitment and promotion were based on skills and assessment results according to procedure. As seen on evidences (personal worker's files), Estate: Andi Ansar, Male, loaders, recruited as permanent worker at February 1st 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p> <p>NCR No :</p>

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O	6.1.4 Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women		
	<p>a. Is the unit of certification conducting pregnancy test? Was it required under the law?</p> <p>b. Is pregnancy testing conducted as a discriminatory measure?</p> <p>c. Does the company provide alternative equivalent employment for pregnant woman?</p>	<p>For female workers dealing with chemicals, the company conducts a pregnancy test. Pregnant women workers are given other equal work. According to the Regulation of the Minister of Manpower of the Republic of Indonesia No. 3 / MEN / 1986 concerning safety and health requirements at work that manage pesticides, pregnant or nursing women should not manage pesticides.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	6.1.5 (C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women		
	<p>a. Has the company formed a Gender Committee to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women?</p> <p>b. Is there a list of the members sitting in the committee?</p> <p>c. When was the last gender committee meeting held?</p> <p>d. Who attended and what issues were discussed?</p> <p>e. Is there any records of discussion?</p> <p>f. Were issues highlighted in the meeting resolved?</p>	<p>PT MS Mill and Estate has established Gender Committee or Women Working Group (WOW) in order to maintain the compliance to the policy and act as specific complaint handling. It was confirmed from interviews from all female mill and estates that briefings regarding sexual harassment, violence and reproductive rights are regularly conducted by the female office staff (gender committee). Female employees have been briefed on what constitutes as sexual harassment/violence.</p> <p>Estate and POM already have an organization of gender committee and its members. Management of gender committee, Chairman: Ami Priani; Secretary: Anik Andriyani; Treasurer: Rezka Ramida. The gender committee also conducts meetings, for example:</p> <ul style="list-style-type: none"> On 13 January 2020 in the meeting room of Estate, a gender committee organization meeting was held on the agenda of the handling of issues of violence and crime in the workplace for male and female workers. On September 13, 2019, at POM, WOW conducted a socialization on the protection and sexual harassment and violence, discriminatory prohibitions, protection and maintenance of women's health and maintenance of family life. <p>The gender committee work program for 2020: Improvement of Child Care Facilities (TPA), caring for healthy, intelligent and creative children, health education, supplementary feeding, sports and entertainment.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	6.1.6 There is evidence of equal pay for the same work scope		
	<p>a. Is there a wage structure for each level work?</p> <p>b. Is there a pay condition for each job scope?</p> <p>c. Is there any evidence that employees for the same work scope of all genders are being paid equally?</p>	<p>Wilmar issued Internal Memorandum No.008 / HC-IM / I / 2019 dated January 18, 2019 on the salary scale for category 2A, AB, 2C and 2D employees. All male and female employees have equal wages.</p> <p>For corporate remuneration refer to Governor of Central Kalimantan Decree No. 188.44/546/2019 regarding districts minimum wage of Central Kalimantan 2020, November 1st 2019. The minimum wage of Seruyan District for year 2020 is IDR 3.193.750. For the same scope of work, the company provides the same wage for men and women, if they are of the same class. Example; (1) Ajuli Martins, Maintenance, Estate, NIK MJ / MS1 / 0514/4076, total income IDR. 3,337,462, March 2020; (2) Sriyani, Maintenance, Estate, NIK. MJ / MSI / 0111/2630, total income IDR. 3,337,462, March 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : No :</p>
6.2	Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW)		
R	6.2.1 (C) [Applicable labour laws, union and/or other collective agreements and....the sentence has deleted on INA-NI] documentation of pay and working conditions in accordance with applicable labour laws are available to the workers in national languages and explained to them in language they understand		
	<p>a. Are there Labour laws , union and/or other collective agreements detailing payments and other conditions, made available in the languages understood by the workers or explained to them by a management official?</p> <p>b. What types of employment arrangements are there in the company? (E.g. contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.)</p> <p>c. Is there documentation of pay and conditions for each employee?</p> <p>d. Do the workers understood the pay documentation and the conditions?</p>	<p>Pay and conditions for employees are documented in Company Regulation of PT Mustika Sembuluh 2020–2022. Pay slips are provided to workers. This regulation detailing worker’s pay and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.). This document available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>There are evidences checked during certification regarding compliance to pay and conditions, as seen Governor of Central Kalimantan Decree No. 188.44/546/2019 regarding districts and minimum wage of Central Kalimantan 2020, November 21st 2019. The minimum wage of Kotawaringin Timur District for year 2020 is IDR. 2.991.946,00. Pay slips April, March and May 2020: (1) Sodikin, POM 2 Proses, NIK. MJ/MSP2/0717/4, total income IDR. 4.055,564, April 2020; (2) Sriyani, Maintenance, Estate, NIK. MJ/MSI/0111/2630, total income IDR. 3.337.462, March 2020; (3) Damianus Asy, POM 1, Proses, NIK. MJ/MS2/0819/5269, total income 4.435.109, May 2020.</p> <p>The company has a document listing the employee wages for the month of January-May 2020, and the wag-</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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		<p>es of employees are paid above the average of the provisions of the provincial government of Central Kalimantan Province.</p> <p>PT MS has a Company Regulations/<i>Peraturan Perusahaan</i>/PP 2020-2022. PP has been approved by the Kotawaringin Timur District Office of Power and Transmigration with Decree No. 127/HI-KESJA/III/2020 dated March 22, 2020. PP have included: facilities and assistance to the labour union, recruitment, remuneration, daily working hours, exemption from the obligation to work, health care, social security and workers' welfare, health and safety, order and discipline, complaints and settlement, termination of employment. PP has been socialized to all levels of estate workers and POM and and has been submitted to workers in the form of a pocket book.</p>	
R & O	6.2.2 (C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed [, including work done by family members....the sentence has deleted on INA-NI]		
	<p>a. Is the pay and conditions of employment clearly detailed in the employment or service contracts? (E.g. working hours, deductions, overtime, sick leaves, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.)</p> <p>b. Is the contract prepared in languages understood by the workers, explained to workers by management officials, and signed by both the authorised signatory of the company and employee?</p> <p>c. Does the pay and conditions provided in labour laws, union agreements or direct contracts of employment comply with :</p> <ul style="list-style-type: none"> • The decent living wage as provided in the National Interpretation for the country; or • The local legal requirements in meeting the minimum wage; or • The industry minimum standard for a similar position or work responsibilities <p>d. Does the payroll documents give accurate information on compensation for all work performed, including work done by family members?</p> <p>e. Is the pay received by the employee consistent with the terms of the contract and the law</p> <p>f. Through interviews with workers, are there any issues raised by the workers regarding the payment and conditions which does not meet the terms of contract of employment?</p>	<p>PT MS has a Company Regulations/<i>Peraturan Perusahaan</i>/PP 2020-2022. PP has been approved by the Kotawaringin Timur District Office of Power and Transmigration with Decree No. 127/HI-KESJA/III/2020 dated March 22, 2020. PP have included: facilities and assistance to the labour union, recruitment, remuneration, daily working hours, exemption from the obligation to work, health care, social security and workers' welfare, health and safety, order and discipline, complaints and settlement, termination of employment. PP has been socialized to all levels of estate workers and POM and and has been submitted to workers in the form of a pocket book.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	6.2.3 (C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements		
	<p>a. Are the regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal and period of notice in accordance with the legal and other labour requirements?</p> <p>b. What evidences available in the company to support the legal compliance on the above issues?</p>	<p>PT MS has a Company Regulations/<i>Peraturan Perusahaan</i>/PP 2020-2022. PP has been approved by the Kotawaringin Timur District Office of Power and Transmigration with Decree No. 127/HI-KESJA/III/2020 dated March 22, 2020. PP have included: facilities and assistance to the labour union, recruitment, remuneration, daily working hours, exemption from the obligation to work, health care, social security and workers' welfare, health and safety, order and discipline, complaints and settlement, termination of employment. PP has been socialized to all levels of estate workers and POM and and has been submitted to workers in the form of a pocket book.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : No :</p>
O	6.2.4 (C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. [National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure.....the sentence has deleted on INA-NI]. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure		
	<p>a. Has the unit of certification provided the basic necessities such as that listed below to national standards or above, where no such public facilities are available or accessible?</p> <ul style="list-style-type: none"> • adequate housing; • sanitation facilities; • adequate electricity; 	<p>Company has provided workers with workers housing, educations (Elementray), Mosque, sport facilities, kindergarten, school bus, and water pump house and health facilities. In order to improve worker access to adequate, sufficient and affordable food, company has facilitated Worker Cooperative to open some business regarding food supplies. Cooperative shop point for food access is located in main office area near worker emplacement that located in remote area. Small food stores owned by worker also available in all emplacements with competitive affordable prices.</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<ul style="list-style-type: none"> • access to medical services; • access to children education • welfare amenities <p>b. Through interviews with workers, are there any complaints on the above?</p> <p>c. Has the company acquired new non-certified units? If yes, is there a plan developed to maintain or upgrade the infrastructure within 5 years?</p>	<p>Based on field observations to employee housing and POM, good housing conditions, clean water available, electricity, elementary schools available, access to schools around affordable estates, sanitation in clean POM and well maintained toilets. Workers interviewed said that if a welfare infrastructure facility was damaged, ask for the company's infrastructure department to be repaired.</p>	<p>NCR No :</p>
O	<p>6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food</p>	<p>PT MS (Mill and Estate) location is not at a remote area. There are shops selling daily need could found in every emplacement with a normal/affordable price. In each estate and POM there are Employee Cooperatives that can be used to meet the needs of workers. There are local shops available in the worker's housing area for purchase of food and other necessities. Local suppliers of daily need to the shops could access all the shops inside the housing facilities. Companies and joint workers form Mandiri Employee Cooperatives 1. Employee cooperatives provide basic necessities. The company issued Inter Office Memo No. 03 / GM / III / 2012 on 12 March 2012 regarding the formation of employee cooperatives.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>6.2.6 A DLW is paid to all workers in accordance with applicable regulations, [including those on piece rate/quotas / regular work hours / the calculation of which is based on a quota that can be achieved during regular working hours].</p> <p>PROCEDURAL NOTE : The RSPO Labour Task Force will prepare guidance on the DLW implementation, including details on how to calculate a DLW, expected for 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist</p>	<p>including workers who work on a piece rate/quota basis], [for whom the calculation is based on achievable quotas during regular work hours / the calculation of which is based on a quota that can be achieved during regular working hours].</p>	
	<p>a. Is there an RSPO endorsed living wage country benchmark available?</p> <p>b. For countries with available benchmark</p> <p>Does the prevailing wage meet the GLWC Living wage standard?</p> <p>If the prevailing wage does not meet the GLWC standard, Is there an implementation plan with specific targets and phase implementation plan including :</p> <ul style="list-style-type: none"> - Updated assessment on prevailing wages and in-kind benefits - There is annual progress on the implementation of living wages - Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment - The unit of certification may to choose to implement the living wage payment in specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation. <p>c. For countries without available Benchmark</p> <p>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage</p> <p>Once the benchmark is available, this procedural note is no longer applicable. UoC shall have implementation plan with specific targets, and phased implementation process including :</p> <ul style="list-style-type: none"> - Updated assessment on prevailing wages and in-kind benefits - There is annual progress on the implementation of living wages - Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining 	<p>Worker pay and conditions implemented were based on Governor of Central Kalimantan Decree No. 188.44/546/2019 regarding districts and minimum wage of Central Kalimantan 2020, November 21st 2019. The minimum wage of Kotawaringin Timur District for year 2020 is IDR. 2.991.946,00. In addition to wages in accordance with applicable regulations, based on the Company Regulations/Peraturan <i>Perusahaan</i>/PP 2020-2022, the company also provides facilities that support the welfare of work, including:</p> <ul style="list-style-type: none"> - Rice allowance - Housing facilities (houses, clean water and PLN electricity subsidies) - Personal protective equipment - Medical facilities - Insurance contribution (BPJS) - Periodic and special health checks - Work uniforms - School bus - Elementary, middle and high school are free in the company area 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment</p> <p>- The UoC may to choose to implement the living wage payment in specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation</p>		
O	6.2.7 Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal		
	<p>a. Has the company identified what are the core work activities in the unit of certification?</p> <p>b. Are all the core work activities performed by permanent, full-time employed workers?</p> <p>c. Are there casual, temporary and day labour been employed? If yes, what is the scope of employment?</p>	<p>Based on the Decree of the Management of the Indonesian Palm Oil Businessmen Association (GAPKI) No. SK / 002 / PPG / II / 2013 dated February 8, 2013 concerning the flow of activities in the implementation of the work process in the oil palm plantation business sector, it was decided that the main activity was harvesting and processing of FFB fruit into CPO. PT MS is a member of GAPKI, abiding by the decision.</p> <p>Based on a review of documents and interviews with trade unions, it is known that there are no harvest and processing jobs at POM on the part of the third party or contracted.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
6.3	The unit of certification 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		
R	6.3.1 (C) A published statement recognising freedom of association and right to collective bargaining in national languages is available and is explained to all workers in languages that they understand, and is demonstrably implemented		
	<p>a. Has the company published a statement in local language or language understood to all workers recognising their rights to freedom of association and collective bargaining?</p> <p>b. What evidence to show that the above statement has been explained to all workers in languages that they understand? What are the evidences to support this?</p> <p>c. Are the employees including migrant, transmigrant and contract workers given an avenue to negotiate with the employer on the terms of their contract?</p>	<p>The statement of recognition of freedom of association contained in the policy on respect for human rights stated that the right to freedom of association of workers, no forced labor, no child labor and decent working conditions. Additionally, employment contracts (working agreement) sighted does not contain any prohibitive clause from joining any trade unions. In practice, company and workers representative still maintain the established bipartit organization as communication chanel between management and workers. Document checked during certification are proof that the organization has effectively meet the goals, as seen on sample evidence as follow, Company Regulation of PT MS 2020–2022. Company regulation has considered worker’s representatives.</p> <p>The company has a zero deforestation, zero peat, and zero exploitation policy issued on December 5, 2013. The company respects the right of all employees to form and become union members of their choice and to bargain collectively. The company grants the right to prepare PP documents as long as they do not conflict with national regulations.</p> <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	6.3.2 Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages and made available upon request		
	<p>a. Are there documented minutes of meetings between the company and main trade unions or workers representatives?</p> <p>b. When was the last meeting held?</p> <p>c. Are the minutes made readily available to employees upon request?</p>	<p>Minutes of meetings with main trade unions or workers representatives are documented, e.g.:</p> <ol style="list-style-type: none"> 1. PT MS POM: Meeting Note, February 14nd 2020, attended by 20 members, discussing about are evaluation of the implementation of industrial relations with the aim of improving work productivity and worker welfare. 2. PT MS Estate I: Meeting Note, December 20nd 2019, attended by 15 members, discussing about agenda of rehabilitation of damaged houses and workers' welfare. 3. PT MS Estate II: Meeting Note, January 21nd 2020, attended by 13 members, discussing about UMK socialization in 2020. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	6.3.3 Management does not interfere with the formation or operation of registered unions/ labour organisations [or associations...the sentence has deleted on INA-NI], or other freely elected representatives for all workers including migrant and contract workers		
	<p>a. How do you confirm that the management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers?</p>	<p>The results of interviews with union officials stated that companies allow workers to organize workers and union officials are also given the freedom to run their organizations. The company recognizes that the existence of unions is guaranteed by national regulations.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
6.4	Children are not employed or exploited		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
R	6.4.1 A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements		
	<p>a. Has the unit of certification established a formal policy for the protection of children including prohibition of child labour and remediation?</p> <p>b. Are the requirements (i.e. prohibition of child labour and remediation) included into service contracts and supplier agreements?</p> <p>c. Has the unit of certification communicated the policy to their supplier and contractors?</p>	<p>Company has a policy on child labor that was made in September 2010, which is the company does not tolerate the exploit of child labor throughout the operation and facilities. This policy, as part of a package information of all company's policies has always communicate to stakeholder routinely.</p> <p>The company has a zero deforestation, zero peat, zero exploitation policy issued on December 5, 2013. In carrying out its operations the company and its suppliers / subcontractors do not employ children and prevent this from happening. The company also has an anti child labor SOP No. Document: SOP.32 / HRD / (1) / 1117, Revision 01, 30 October 2017. The procedure is a guideline in implementing the mechanism of protection for children around the company.</p> <p>The policy had been disseminated to employees, contractors and the local community leaders surrounding villages. Masterlists of workers from the mill and estates, including dates of birth and date of hiring of all workers was checked, and sampled workers were cross checked against personal identification records. It was not found any worker under 18 years old since the recruitment date.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R	6.4.2 (C) [There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure / Documented evidence on the fulfilment of worker's minimum age requirements in accordance with applicable regulation and verification procedures for age requirements, are available]		
	<p>a. Is the minimum working age for workers clearly defined in the company's recruitment policy? If Yes, is the minimum age not less than stated under national regulations?</p> <p>b. Are workers employed above the minimum school leaving age of the country or who are at least 15 years of age?</p> <p>c. Does ground verification and review of personnel files show evidence of employment of workers below the minimum working age?</p>	<p>Company has a policy on child labor that was made in September 2010, which is the company does not tolerate the exploit of child labor throughout the operation and facilities. This policy, as part of a package information of all company's policies has always communicate to stakeholder routinely.</p> <p>The company has a zero deforestation, zero peat, zero exploitation policy issued on December 5, 2013. In carrying out its operations the company and its suppliers / subcontractors do not employ children and prevent this from happening. The company also has an anti child labor SOP No. Document: SOP.32 / HRD / (1) / 1117, Revision 01, 30 October 2017. The procedure is a guideline in implementing the mechanism of protection for children around the company.</p> <p>The policy had been disseminated to employees, contractors and the local community leaders surrounding villages. Masterlists of workers from the mill and estates, including dates of birth and date of hiring of all workers was checked, and sampled workers were cross checked against personal identification records. It was not found any worker under 18 years old since the recruitment date.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	6.4.3 (C) Young persons may be employed only for non-hazardous work, with protective restrictions in place for that work		
	<p>a. Has the company employes workers above 15 and below 18 years old?</p> <p>b. Where are young workers assigned to work?</p> <p>c. Is the work classified as hazardous or non-hazardous?</p>	<p>All workers was checked, and sampled workers were cross checked against personal identification records. It was found not any worker under 18 years old. Based on field observations during the assessment, the auditor does not find harvesters accompanied by his wife or children while working (forced to work). Example of youngest worker PT MS, Mill 2, Apriyanto, Processing, birth on April 18, 2000</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	6.4.4 The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live		
	<p>a. What evidence is available to demonstrate that the unit of certification has communicated to its supervisors and other key staff, smallholders, FFB suppliers and communities where workers live about its 'no child labour' policy and the negative effects of child labour, and promotes child protection?</p> <p>b. When was the communication last held and to whom?</p>	<p>The prohibition on employing children has been regularly socialized by the unit of certification. The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p> <p>The people around PT MS's plantation are members of the Plamsa Plantation Palm Oil Cooperative. The plasma cooperative is fully managed by PT MS. The community receives economic benefits.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
6.5	There is no harassment or abuse in the workplace, and reproductive rights are protected		
R	6.5.1 (C) A policy to prevent sexual and all other forms of harassment and violence is documented, implemented and communicated to all levels of the workforce		
	<p>a. Does the company has a policy to prohibit any form of sexual and all other forms of harassment and violence?</p> <p>b. Has this policy been implemented and communicated clearly to all levels of the workforce?</p>	<p>The company has a zero deforestation, zero peat and zero exploitation policy issued on December 5, 2013. In carrying out its operations the company prevents sexual harassment and sexual torture. The Company has a policy on sexual harassment, which is published on September 2010, ie Wilmar strive to create a condusive working environment, characterized by equality and mutual respect. The policy encourages the reporting of</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>c. Is there any case of sexual and all other forms of harassment and violence being reported? If yes, what actions have been taken?</p>	<p>all incidents of sexual harassment experienced by each individual, no exception in gender or age as a result of working relation with the company. Wilmar will take measures to prevent such incidents and act fairly quickly to any reports of sexual harassment with a discreet and confidential manner. PT MS as subsidiary of Wilmar still maintain and implements this policy. In order to handling specific grievance/complaint, PT MS has released SOP No. 40/HRD/(1)/1117, November 1st 2017, regarding The Handling of Complaints and Grievances regarding Sexual Harassment and Violation issues.</p> <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<p>NCR No :</p>
R	<p>6.5.2 (C) A policy to protect the reproductive rights of all, especially of women, is documented, implemented and communicated to all levels of the workforce</p>		
	<p>a. Is there a policy to protect the reproductive rights of all, especially of women?</p> <p>b. Has this policy been implemented and communicated clearly to all levels of the workforce?</p> <p>c. Based on interview with workers (permanent & temporary worker) that are they worries about safety of her position after pregnancy as legally ?</p> <p>d. Are there internal policies or guidelines for such cases above ?</p>	<p>The company has a zero deforestation, zero peat and zero exploitation policy issued on December 5, 2013. In carrying out its operations the company prevents sexual harassment and sexual torture. The Company has a policy on sexual harassment, which is published on September 2010, ie Wilmar strive to create a condusive working environment, characterized by equality and mutual respect. The policy encourages the reporting of all incidents of sexual harassment experienced by each individual, no exception in gender or age as a result of working relation with the company. Wilmar will take measures to prevent such incidents and act fairly quickly to any reports of sexual harassment with a discreet and confidential manner. PT MS as subsidiary of Wilmar still maintain and implements this policy. In order to handling specific grievance/complaint, PT MS has released SOP No. 40/HRD/(1)/1117, November 1st 2017, regarding The Handling of Complaints and Grievances regarding Sexual Harassment and Violation issues.</p> <p>The policy has been socialized to the contractor on 30 May 2020 and 12 Desember 2020, to all levels of employees on 11-12 Juny 2020 and 13 March 2020, to Bitu Maju Bersama Cooperative on May 29, 2020 to the stakeholders of Bangkal Village on March 4, 2020, to the stakeholders of Tanah Putih Village on March 6, 2020 and to the stakeholders of Pondok Damar Village on March 2, 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>6.5.3 Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified in accordance with applicable regulations in Indonesia</p>		
	<p>a. Has the management assessed the needs of new mothers? How was the needs assessed?</p> <p>b. When was the needs assessed and has the needs been documented for follow-up?</p> <p>c. Are actions been taken to address the needs that have been identified?</p> <p>d. Has the company provided adequate space and paid breaks to enable new mothers with infants 24 months or younger to breastfeed or express and store breastmilk with privacy?</p>	<p>The company has conducted an assessment of the needs of young mothers to 47 participants, on 4 February 2020 conducted by the sustainability department with the Women Working Group. The result: postpartum health, breastfeeding time, the company must provide breastfeeding facilities and the company provides posyandu services for post partum mothers.</p> <p>The company has issued Inter Office Memo No. 001 / HRR-MS / IOM / II / 2019 concerning the provisions on exclusive breastfeeding on 19 February 2019.</p> <p>On 8 Julli 2019 and 22 July 2019, socialization of the rights and obligations of pregnant women, exclusive breastfeeding and the health of employees and their families were carried out.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>6.5.4 Grievance mechanism, which respects anonymity and protects complainants where requested, [is established / as long as complaint is supported with adequate information,] documented, implemented and communicated to all levels of the workforce</p>		
	<p>a. Does the company have a mechanism to handle employment grievances, that respects anonymity and protects complainants where requested?</p> <p>b. Does the mechanism provide a way for workers to report a grievance against a supervisor to someone other than that supervisor?</p> <p>c. Is the mechanism documented, implemented and communicated clearly to all levels of the workforce?</p> <p>d. Has the company identified personnel who will be responsible to receive and manage complaints received from the workforce?</p>	<p>PT MS as subsidiary of Wilmar still maintain and implements this policy. In order to handling specific grievance/complaint, PT MS has released SOP No. 40/HRD/(1)/1117, November 1st 2017, regarding The Handling of Complaints and Grievances regarding Sexual Harassment and Violation issues.</p> <p>Policy on the protection of reproductive rights still maintain in the Company Regulation document, period 2018-2020. As the implementation, manager showed evidence as follow:</p> <ol style="list-style-type: none"> 1. Inter office Memo, August 26th 2009, regarding worker substitution for female workers who meet pregnancy and/or breast-feeding periods. 2. Moving pregnant work to other working area: 1) Mutation Note of Pregnant Worker, November 28th 2018, Amanah, 3593, move from sprayer to manual maintenance; 2) Worker Pregnancy note of Mariati, October 22nd 2018 released by Company's Nurse; 3) Worker Pregnancy note of Mariati, October 22nd 2018 released by Company's Management; <p>The gender committee is responsible for receiving and managing complaints received from workers in this case.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
6.6	<p>No forms of forced or trafficked labour are used</p>		
R & O	<p>6.6.1 (C) All work is voluntary and following are prohibited :</p> <ul style="list-style-type: none"> • Retention of identity documents or passports 		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<ul style="list-style-type: none"> • Payment of recruitment fees • Contract substitution without worker's consent • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty and it is stated in the employment agreement. • Debt bondage • Withholding of wages 		
	<ul style="list-style-type: none"> a. Are all migrant workers legally recruited? b. Are migrant workers asked to sign a contract upon arriving in the receiving country? If yes, is that contract identical to the one signed in the country of origin? c. Have workers entered into employment voluntarily and freely, without the threat of a penalty, and have freedom to terminate employment without penalty given reasonable notice as per agreement? d. Are workers given a copy of their employment contracts? If yes, is the contract identical to the one signed at the time of recruitment? e. Is there evidence of contract substitution occurring? f. Who keeps the workers passports or identity documents? g. If the document is kept by the company for safekeeping purpose, where is it kept and was it voluntarily done? Does the company returned to the workers upon request? h. What are the penalties imposed if the workers were terminated or fired before their contract expires? i. Confirm with workers on the following whether the following occurs : <ul style="list-style-type: none"> - any involuntary overtime? - debt bondage? - withholding of wages? - lack of freedom to resign? - payment of recruitment fees? j. What is the process if a worker wants to terminate their employment before their contract expires? Is the process in accordance with the employment contract? 	<p>The company has a zero deforestation, zero peat, and zero exploitation policy issued on December 5, 2013. In carrying out its operations the company does not exploit fellow humans and the community including forced and bound labor, does not hold workers' identity documents, does not collect recruitment fees, may not be transferred contract, free to stop working, there is no alternative to terminating employment, bond-age practices and wage retention.</p> <p>Results of interviews with HRD, it was known that all the company's workers is legal, there is no illegal traf-ficked labor. The tracking result on the list of employees who worked in company on May 2020. It was noted no trafficked labor was found. Based on employee data in estate and mill, there is no migrant work-ers/temporary migrant workers.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	6.6.2 (C) Where temporary (Specified Time Work Agreement/PKWT) or migrant workers are employed, a specific labour policy and procedures are established and evidence of [implemented / implementation] is available		
	<ul style="list-style-type: none"> a. What is the company's policy and procedures for temporary or migrant workers? b. Does the special labour policy include : <ul style="list-style-type: none"> - Statement of the non-discriminatory practices? - No contract substitution? - Post-arrival orientation programme with emphasis on language, safety, labour laws, cultural practices, etc? - The provision of decent living conditions? c. Have the policies and procedures been implemented? 	<p>The company has a zero deforestation, zero peat, and zero exploitation policy issued on December 5, 2013. In carrying out its operations the company does not exploit fellow humans and the community including forced and bound labor, does not hold workers' identity documents, does not collect recruitment fees, may not be transferred contract, free to stop working, there is no alternative to terminating employment, bond-age practices and wage retention.</p> <p>Results of interviews with HRD, it was known that all the company's workers is legal, there is no illegal traf-ficked labor. The tracking result on the list of employees who worked in company on May 2020. It was noted no trafficked labor was found. Based on employee data in estate and mill, there is no migrant work-ers/temporary migrant workers.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
6.7	The unit of certification ensures that the working environment under its control is safe and without undue risk to health		
R & O	6.7.1 (C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded Note : Auditors to interview those who attended the meeting to confirm the meeting was held and that issues were raised.		
	<ul style="list-style-type: none"> a. Who has been appointed as the responsible person(s) for H&S in the unit of certification? b. is there worker (no staff and no mandor/supervisor) as safety committee member ? (note : the result of compliance audit in PT Perkebunan Milano) c. Are meetings between the responsible persons and workers conducted on a regular basis, or as required by law, if any? When was the last meeting carried out? d. Are minutes of meeting recording attendees and issues discussed available? e. Are concerns of all parties about health, safety and welfare discussed at these meetings? 	<p>There are P2K3 in Estate and POM, as safety committee who has been appointed as the responsible person for H&S in the company as required by National Regulation, and also, the personnel who has been appoint-ed for Secretary shall have the license of AK3 Umum, for detail information, as follow :</p> <ol style="list-style-type: none"> 1. P2K3 of Esatate according to <i>Keputusan Kepala Dinas Tenaga Kerja Dan Transmigrasi Provinsi Kali-mantan Tengah No : KEP.55/Disnakertans/III/2020</i>, date 21 March 2020. Secretary/AK3 Umum : Slamet Widodo, with the license refer to <i>Keputusan Menteri Ketenagakerjaan RI No: KEP.P.784/NAKER-BINAWASK3/V/2019</i>, valid for 3 (three) years 2. P2K3 of POM 1, according to <i>Keputusan Kepala Dinas Tenaga Kerja Dan Transmigrasi Provinsi Kali-mantan Tengah No : KEP.54/Disnakertans/III/2020</i>, date 21 March 2020. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>f. Are there recommendations after safety committee meeting ? if any, is it considering accident record ?</p> <p>g. Does the safety committee implementing/following up recommendations of the result of safety committee meeting ?</p> <p>h. Does the safety committee effectively implement measures to reduce accident ?</p> <p>i. Are actions taken on the issues raised?</p>	<p>Secretary/AK3 Umum : Rachmat Sarbini, the formal license from <i>Menteri Ketenagakerjaan RI</i> still in progress</p> <p>3. P2K3 of POM 2, according to <i>Keputusan Kepala Dinas Tenaga Kerja Dan Transmigrasi Provinsi Kalimantan Tengah No : KEP.53/Disnakertans/III/2020</i>, date 21 March 2020</p> <p>Secretary/AK3 Umum : Abidin, with the license refer to <i>Keputusan Menteri Ketenagakerjaan RI No: KEP.8795/NAKER-BINAWASK3/XI/2017</i>, dated 24 November 2017, valid for 3 (three) years</p> <p>Based on Structure of P2K3, there are worker as safety committee member, for example, Wangsit (warehouse workerr in Esatete), Wahyudi (Security, in POM 1) and Husain (Security in POM 2)</p> <p>P2K3 has conducted regular meetings as required by regulation, at least once per month. Documented information was verified by auditor, for example, minutes of Meeting, Attendance list, input/agenda that discussed and also the output/recommendation of meeting. Sample of meeting, as follow :</p> <ol style="list-style-type: none"> POM 1 : 28 February 2020 and 30 march 2020 POM 2 : 18 February 2020 and 24 March 2020 Estate : 28 February 2020 and 17-18 March 2020 <p>P2K3 activities has been reported to local authority as periodically in accordance with regulation. Sample of Reported P2K3 document that verified by auditor, as follow :</p> <ol style="list-style-type: none"> According to <i>Surat Tanda Terima Laporan</i>, dated 27 April 2020, has been received and signed by <i>Dinas Tenaga KErja dan Transmigrasi Provinsi Kalimantan Tengah</i>, for or period October to December 2020 According to <i>Surat Tanda Terima Laporan</i>, dated 23 January 2020, has been received and signed by <i>Dinas Tenaga KErja dan Transmigrasi Provinsi Kalimantan Tengah</i>, for or period January to March 2020. <p>Health, safety and welfare issue including accident/incident record has been discussed in regular Meeting. The result of meeting including the status of action taken and also its effectiveness from previous meeting has been verified by auditor</p>	
R & O	<p>6.7.2 Accident and emergency procedures in Indonesian language are in place and [instructions are....the sentence has deleted on INA-NI] clearly understood by all workers. [Accident procedures are available in the appropriate language of the workforce....the sentence has deleted on INA-NI]. Assigned operatives trained in first aid are present in both field and other operations [, and / .] First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed</p>		
	<p>a. Are there SOPs for handling of accidents and emergency?</p> <p>b. Are the accident procedures available in appropriate language of the workforce?</p> <p>c. Are the SOPs cover all major potential emergencies, such as, but not limited to fire, chemical spillage, and potential natural disasters specific for the region, e.g. earthquakes, volcanoes, etc.?</p> <p>d. Are accidents investigated and action taken to prevent recurrence?</p> <p>e. Are accident reported to the local authority in accordance with local legal requirements</p> <p>f. Are the instructions on emergency procedures clearly understood by all workers?</p> <p>g. Are there evacuation map, sign of evacuation routes and assembly point ?</p> <p>h. What is evacuation map and sign of evacuation routes still easy readable at worksites ?</p> <p>i. Is the condition of assembly point still safe or maintained ?</p> <p>j. Are assigned operators trained in First Aid present in both field and other operations?</p> <p>k. Is there records of training of the first aiders? When was the last training conducted?</p> <p>l. Is first aid equipment available at worksites? Is the equipment available during conduct of field manual work?</p> <p>m. Is the content of the first aid kits carried by foreman/supervisor at worksites adequate if referring to the local regulation ?</p> <p>n. Are first aid kits adequately stocked and regularly checked in accordance with legal requirements?</p> <p>o. Are records of all accidents kept and periodically reviewed? When was the last review carried out?</p>	<p>There are SOP's for handling of accidents and emergency that are SOP <i>Tanggap Darurat Tim Penanggulangan Keadaan Darurat/TPKD</i> (SOP 02/EHS/(2)/0418, rev.2, dated 1 April 2018) and SOP <i>Pelaporan dan Investigasi Kejadian</i> (SOP 05/EHS/(3)/0320). The procedures available in Bahasa. The procedure has cover major potential emergencies such as fire, chemical spillage & chemical poisoning, earthquakes, flooding, demonstration and also Explosion of operational machinery and equipment</p> <p>The company has conducted emergency drill to test the procedure and/or test the planned response action as periodically. The Last respond/drill was conducted, for example :</p> <ol style="list-style-type: none"> Emergency test/drill of Fire on 19 June 2020 (MS 1) and 20 June 2020 (MS2 & MS3), Emergency test/drill of Fire in POM 1 : 19 June 2020 Emergency test/drill of Explosion of operational machinery and equipment in POM 1 : 30 April 2020 Emergency test/drill of chemical spillage & chemical poisoning on 28 April 2020 (POM 2) and 14 May 2020 (POM1) Emergency test/drill of chemical spillage & chemical poisoning in MS1 : 14 March 2020 Emergency test/drill of Explosion of operational machinery and equipment in POM 2 : 9 May 2020 <p>However, related emergency test/drill, it is recommended to review and ensure , related to :</p> <ol style="list-style-type: none"> In SOP is stated that that the Unit Leader and HSE, shall conduct emergency test/drill as periodically, however, it should be considered to make a more detailed explanation regarding how long the periodic is, for example once per year, once per 2 years and so on. Evaluation of drill/test scenario should ensure accommodate the time response aspect, due to the evaluation can be more comprehensive including the required response time aspect 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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		<p>3. Moreover, need to be considered to accommodate in Plan/scenario regarding how to handle victims, so that preparedness for first aid can be further improved</p> <p>SOP <i>Pelaporan dan Investigasi Kejadian</i> (SOP 05/EHS/(3)/0320) that used to handling and prevent recurrence incident/accident and the Implementation of procedure has been verified by auditor. Accident report has been reported to the local authority include with P2K3 Report However, it is recommended to ensure that :</p> <ol style="list-style-type: none"> Record of "<i>Investigasi kejadian Reportable, Section III</i>", should be ensured that it has been completely identified, as evidence that implementation is in accordance with the procedure, e. g identify of a column of further verification has been carried out after 3-6 months of corrective action taken Accident report that reported to Local authority should be re-ensured has been in line with "<i>Permenaker No 3 Tahun 1998 Tentang Tata Cara Pelaporan dan Pemeriksaan Kecelakaan</i>" <p>The evacuation map has been verified by auditor refer to <i>Layout Tanggap Darurat</i>. Based onsite observation, it was found that evacuation maps, evacuation route signs and assembly points are in place. The conditions of them are visibly and well maintained. The unit of certification has been assigned workers responsible as first aider in workplace. The assigned personnels has been provided appropriate training as first aider, for example the training held in Mustika Sembuluh estate on September 10 and 11, 2020. The training was attended by 33 personnel. The training was conducted by company's doctor and other medical personnel. Some of personnel of first aider has been licensed as first aider officer (as required by Permenaker P.15 of 2008), i.e.</p> <ul style="list-style-type: none"> Mr. Pariantho, license no. 560/066/WASKK.PP3K/I/2017, valid from February 01, 2017 to February 01, 2022. Mr.Widodo, license no : 560/UPT-BPKS/P3K/XII/2018, valid from December 17 2018 to January 2023. <p>First aid kits are available in place (office and mill) and bring by foreman/mandor on sites (Harvesting on MS estate – 1, Block 34/35, fertilizer application on MS estate – 1). The first aid kits also available on afdeling offices, mills workshop, and estate's workshop. Based on ground verification, it was found that the contents of the first aid kits are complete and according to relevant legal regulation (i.e. Permenaker 5 of 2008).</p>	
O	6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers [at the place of work / in the workplace,] to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing		
	<ol style="list-style-type: none"> Are all the workers provided with PPE as identified in the risk assessment carried out? Is adequate and appropriate PPE available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting? Is the PPE provided to workers free of charge and replaced when damage? Does the organization maintain a list of PPE distribution? Are all workers involved in the operation appropriately trained in safe working practices and trained in the use of the PPE? Are workers observed to be wearing appropriate PPE at the worksite? Are Safety Data Sheet (SDS) for pesticides used readily available for easy reference? Are there sanitation facilities available for workers handling pesticides to change out of PPE, wash and put on their personal clothing? How is the wastewater from the sanitation facilities handled to avoid land or water pollution? 	<p>The unit of certification has defined a standard of PPE use for each activity such as harvesting, fertilizing, chemist spraying, mill processing, and etc. The PPE's standard was covered all potential hazardous operations. Records of PPE distribution to workers are available.</p> <p>Based on ground verification on harvesting and spraying activities on MS-1 estate, it was observed that all workers use appropriate PPE during work. MSDS are available on location of spraying activities. Likewise, the same thing was found in mill and workshop, the workers observed wear appropriate PPE as well. The workers were informed that the PPE was provided by the company free of charge and will be replaced if damage or worn out.</p> <p>There is sanitation facilities for workers who handling pesticides to change out of PPE, wash and put on their personal clothing as observed on "Rumah Bilas" Bedeng E on MS-1 estate. Wash water from the sanitation facilities was collected on watertight reservoir to avoid environment (water and land) contamination. The used water will be reused to mix pesticides.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	6.7.4 All workers are provided with medical care and covered by accident insurance. Costs incurred from work related incidents, leading to injury or sickness, are covered in accordance with [national law / applicable regulations] or by the unit of certification [where national law does / if applicable regulation do] not offer protection		

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS																														
	<p>a. Is there evidence that all workers are provided with medical care and covered by accident insurance by the company?</p> <p>b. For accidents that have occurred, is there evidence that the affected workers received appropriate medical treatment, and was able to claim and receive compensation under the insurance policy (if relevant)</p> <p>c. Is there evidence that the insurance policies are valid?</p> <p>d. Was there evidence that cost incurred from workrelated incidents leading to injury or sickness are covered in accordance with national law or by the unit of certification where national law does not offer protection?</p>	<p>There is evidence that the unit of certification has been provided medical care and covered by accident insurance for all workers. Some records were reviewed, i.e:</p> <ul style="list-style-type: none"> - List of BPJS membership and BPJS membership cards - Records of medical treatments for affected workers (the data was taken at the clinic & and the company doctor's explanation). - Sample of record of medical expense reimbursement document from BPJS (Penetapan Jaminan Kecelakaan Kerja Bagi Peserta Peneima Upah Nomor JKRR01032020KL 19012504776564, tanggal 12-Maret 2020 (nama peserta Anggoro, klaim nomor di atas dibayarkan Rp257,410.00). - Records of payment of BPJS contributions. - Based on interviews with spray (chemist application) and harvest employees, the workers claimed to have registered as BPJS membership. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																														
R & O	6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics																																
	<p>a. Is there a system in place to record the LTA?</p> <p>b. Are the records been monitored and regularly reviewed?</p> <p>c. Who records the LTA? Was he/she been trained?</p> <p>d. When was the last reviewed on LTA been carried out?</p>	<p>There is system in place to record the LTA, it can be shown document of <i>Papan Kecelakaan Kerja</i> at each unit. The information is available, for example data of Fatality, Recordable injury, Non recordable injury, Neramiss, Hazard, lost time accident (LTA), frequency rate (FR), severity rate (SR). The PIC to handle it is HSE Team and they have been trained. Herewith records of LTA (days) in 2019 and 2020.</p> <table border="1" data-bbox="1478 961 2418 1255"> <thead> <tr> <th rowspan="2">Units</th> <th colspan="2">2019</th> <th colspan="2">2020 (Until Sept)</th> </tr> <tr> <th>Cases</th> <th>LTA</th> <th>Cases</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>POM – 1</td> <td>2</td> <td>24</td> <td>2</td> <td>22</td> </tr> <tr> <td>POM – 2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Estate - 1</td> <td rowspan="3">41</td> <td rowspan="3">300</td> <td>6</td> <td>22</td> </tr> <tr> <td>Estate - 2</td> <td>4</td> <td>22</td> </tr> <tr> <td>Estate - 3</td> <td>4</td> <td>44</td> </tr> </tbody> </table>	Units	2019		2020 (Until Sept)		Cases	LTA	Cases	LTA	POM – 1	2	24	2	22	POM – 2	0	0	0	0	Estate - 1	41	300	6	22	Estate - 2	4	22	Estate - 3	4	44	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
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Principle 7 : Protect, Conserve and Enhance Ecosystems and the Environment																																	
7.1	IPM plans are implemented and monitored to ensure effective pestcontrol																																
R & O	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control																																
	<p>a. Is there a documented IPM plan?</p> <p>b. Does the IPM plan include among others 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? - help in 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>c. Is there an SOP to implement the plan and monitor its effectiveness?</p> <p>d. Is there records of pest occurrence and control?</p> <p>e. Is there any sign of fire use for pest control?</p> <p>f. Is there any sign of rat pest dropping in the area?</p> <p>g. Is there training conducted on IPM?</p>	<p>The IPM Plan is available and has been verified by auditor, it can be shown in document of <i>Program & Realisasi Rencana Kerja Deteksi HPT Tahun 2020</i>.</p> <p>There is IPM plan for plasma also and it has been verified by auditor, it can be shown in document of <i>Summary Deteksi Serangan Hama & Penyakit PT Mustika Sembuluh Estate 2</i>.</p> <p>The IPM Program Plan including Estate Number, Field number, Hectare area, Month, Name of desease.</p> <p>After IPM team conduct the Plan, the result of detection and census sampling is documented in document of <i>Summary Data Monitoring</i> and document of <i>Data Monitoring Pengendalian</i>, according to the pest/disease that they control.</p> <p>The report informs about the detection activity including the control (if any control), e.g Estate Number, Field number, Hectare area, Month, Name of disease, the thresholds pest/disease, number of tree sampling, techniques used, native species for biological control and chemical used (If any control)</p> <p>Actually, to control how to IPM method shall be conducted, there is SOP <i>Deteksi dan Sensus Hama & Penyakit Kelapa Sawit (SA02/EMU/(01)/0710 Rev. 01, dated on July 01, 201)</i>. This procedure informs about census method, early warning system, type of pest and diseases, the threshold for each pest and diseases, and census sampling process, the effectiveness of control and so on.</p> <p>Estate also has record of biological control through planting beneficial plant i.e. <i>Turnera surbulata</i>, <i>Antigonon sp</i>, <i>euphorbia heterophylla</i> and <i>Cassia cobanensis</i> presented in report of beneficial plant monthly.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																														

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		<p>Auditor has been verified regarding the Chemical control method that performed in Estate. For Example, there was a Fogging method to control Darna trima pest in MS2 in February 2020. Refer to Detection/census result report (period January 2020), some of sampling block had passed the threshold that determined in SOP, and for control the outbreak, IPM team has controlled with fogging method in Febraury 2020. All of control information can be shown in document of <i>Data Monitoring Pengendalian UPDKS PT MS 2</i>, and auditor has verified this report.</p> <p>There is no fire use to control the pest. Refer to Detection result (period January 2020), There is rat pest in some area, but still below the threshold, so there is no chemical method performed. Tyto alba (Biological methods) still consistent used for control the rat pest</p> <p>The training has been conducted on IPM for all Estate and consistent, for example :</p> <ol style="list-style-type: none"> 1. According to <i>Berita Acara training P&D</i>, the training has been conducted for MS 1 & 2, on 27 June 2020, by Mr. Akhmad Khuzaini and EMU Team 2. According to <i>Berita Acara training P&D</i>, the training has been conducted for MS 3 on 22 July 2020, by Mr. Akhmad Khuzaini and EMU Team 	
R	7.1.2 [Species referenced in the Global Invasive Species Database and CABI.org / Invasive species] are not to be used according to applicable regulation in managed areas, unless plans to prevent and monitor their spread are implemented		
	<p>a. Is the company personnel aware of [the Global Invasive Species and CABI.org / Minister of Environment and Forestry Regulation No.P.94/MENLHK/SEKJEN/KUM.1/12/2016 concerning invasive species] ?</p> <p>b. Are the listed species not used in the area? If in used, are the plans to prevent and monitor their spread implemented?</p> <p>c. Is there monitoring been carried out?</p>	<p>The company's personnel have been aware of [the Global Invasive Species and CABI.org/Minister of Environment and Forestry Regulation No.P.94/MENLHK/SEKJEN/KUM.1/12/2016 concerning invasive species). The company consistent to conduct socialization about this issue. For example, refer to document "Berita Acara Sosialisasi Species Invasif di Perkebunan Kelapa Sawit", the socialization has conducted for MS 1 estate, on May 29, 2020, by Mr. Sukarman and EMU Team and the other estates has conducted on June 01, 2020.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	7.1.3 There is no use of fire for pest control unless in exceptional circumstances,i.e. where no other effective methods exist, and with prior approval of government authorities. [For NI to define process]		
	<p>a. Is there SOP for pest control established? If yes, is the procedure included the handling of pest during normal and exceptional situation?</p> <p>b. Is the procedure specified fire is not used for pest control, unless it is permitted by authorities?</p>	<p>There is sufficient evidence that fire is not use for pest control. The evidences obtained on the results of interviews with the IPM responsible person and fields observation.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
7.2	Pesticides are used in ways that do not endanger health of workers, families, communities or the environment		
R & O	7.2.1 (C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised		
	<p>a. Is the justification of all pesticides used been demonstrated?</p> <p>b. Is there SOP for use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species? Is the procedure included the following :</p> <ul style="list-style-type: none"> • Measures to avoid the development of resistance (such as pesticide rotation) are identified and applied, where possible • List of all pesticide with target species and justification of the use • Consideration of using less harmful alternatives <p>c. Is there evidence of implementation of SOP on the ground?</p>	<p>The unit of certification has listed pesticide on document "List Pestisida Tahun 2020 Wilmar Central Kalimantan Project". The document created by EMU Manager (Mr. Septa Primananda) and was approved by General Manager Southern CKP (Mr. Suwardi) and General Manager Nothern (Mr. Gan Po Guan). The list contains infromation of merk, active ingredient, class, characteristic, form, targets, producer, and registration number. Based on the list, all of listed pesticides has been registered to pesticides commis-sion and still valid.</p> <p>There is a documented mechanism as stated on Manual Book, pages of 109-114. The mechanism explained about targets, species, hectare, and method of chemical application on the palm oil tree, and which have minimal effect to non-target</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	7.2.2 (C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided		
	<p>a. Is there a pesticide application program?</p> <p>b. Are records of pesticides use available?</p> <p>c. Do the records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications?</p>	<p>The unit of certification has maintained records of pesticides use including a.i used and their LD50, area treated, amount of active ingredient applied per ha and number application. i.e "Analisa Pemakaian Bahan Aktif Per Ha Tahun 2020". Herewith sample data pesticide used for year 2019 dan 2020 (until September). Herewith sample data of pesticides used on MS-1 estate for year 2019 and 2020 (until Sept).</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p>

CR	CHECKLIST	RESULTS OF VERIFICATION						COMPLAINCE STATUS NCR No :	
		Herbicides	Active Ingredient (AI)	Unit	2019		2020		
Amount	AI Amount				Amount	AI Amount			
		Lindomin	2.4 Dimethyl amine 865 g/ltr (86.5%)	Liter	0	0	160.00	138.40	
		Glisat 480 SL	Isopropilamina glyphosate 480 g/liter (48%)	Liter	0	0	0	0	
		Gliphosate 480 GL	Isopropilamina glyphosate 480 g/liter (48%)	Liter	0	0	5,481.15	2,630.95	
		Glimax	Isopropilamina glyphosate 480 g/liter (48%)	Liter	10,983.70	5,272.18	3,477.30	1,669.10	
		Tiara 20WDG	Methyl metsulfuron 20% (20%)	Kg	377.65	75.53	362.10	72.42	
		Winson 20 WG	Methyl metsulfuron 20% (20%)	Kg	0	0	0	0	
		Winsaon 20 WP	Methyl metsulfuron 20% (20%)	Kg	0	0	0	0	
		Starlon 665 EC	Triklofir butoksi etil ester 665 (66.5%)	Liter	0	0	0	0	
		Garlon 480 EC	Triklofir butoksi etil ester 670 g/ltr (67).0%	Liter	7,500.00	5.06	19.70	13.20	
O	7.2.3 (C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans								
	<p>a. Is there evidence of IPM plan being implemented?</p> <p>b. Are there records showing that the use of pesticides have been minimised, eliminated where possible, in accordance with Integrated Pest Management (IPM) plan?</p>	The used of pesticides by the unit of certification that observed observed in control condition. And there is no any significant changes amount of pesticides used for period 2019 and 2020.						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :	
O	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in [national / Indonesia] best practice guidelines								
	<p>a. Has there been prophylactic use of pesticides? If so, any justification provided?</p> <p>b. Is justification provided in accordance to national best practices guidance?</p>	There is no prophylactic use of pesticides within the unit of certification.						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :	
R & O	7.2.5 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to : a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) [What is the ...the sentence has deleted on INA-BI] Process to limit the negative impacts of the application [7.2.5.....the word has deleted on INA-NI] e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.								
	<p>a. Is there a policy, procedure or management plan committing to minimise and eliminate use of these pesticides and paraquat?</p> <p>b. Is the pesticides used in the company been cross checked with the WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide?</p> <p>c. Does physical verification of inventory in the chemical store match with the inventory records?</p>	<p>The unit of certification has a list of pesticide use, i.e. "List Pestisida Tahun 2020 – Wilmar Central Kalimantan Project". The list contains infromation of merk, active ingredient, class, characteristic, form, targets, producer, registration number. Based on this list, there is no pesticides categorized as WHO Class 1A or 1B and paraquat,</p> <p>The company has minimised as part of a plan and in accordance with Integrated Pest Management (IPM)</p>						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :	

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>d. Are there records of minimisation of pesticides and paraquat use?</p> <p>e. Where there is the use of the above pesticides or paraquat, has justification in line with national best practice guidelines been documented?</p>	<p>plans. The company have not prophylactic use of pesticides.</p> <p>Based on the field observation to chemical store, there is evidence that the physical pesticides are match with the inventory records (e.g. stock cards). The unit of management has implemented best practices in the store mangement, so all materials easy to identified and found. The personnel of the chemical store have demonstrated their experience in the store management. The management of the unit of certification has been implemented tight control regarding materials balance including pesticides.</p>	
R & O	<p>7.2.6 (C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they [carry out / conduct.]</p>		
	<p>a. Is there SOP for chemicals/pesticides handling?</p> <p>b. Is there a training plan and training records for workers who apply or handle pesticides?</p> <p>c. Is there evidence that training has been conducted and understood by the workers?</p> <p>d. Are pesticides handled, used or applied only by persons who have completed the necessary training?</p> <p>e. Are the workers involved in chemical handling or application able to demonstrate understanding of the hazards and risks related to chemicals used when interviewed?</p> <p>f. Are pesticides always applied in accordance with the product label?</p> <p>g. Are Safety Data Sheet (SDS) for pesticides used readily available for easy reference?</p> <p>h. Is appropriate safety and application equipment provided and used?</p> <p>i. Is PPE used appropriate according to recommendations in any risk assessments done?</p> <p>j. Is appropriate PPE provided and used, and can the PPE be easily replaced if damage?</p>	<p>The unit of certification has established documented procedures for chemical/pesticide handling, i.e.:</p> <ul style="list-style-type: none"> - SOP "Pengelolaan B3 (Bahan Berbahaya dan Beracun) dan Limbah B3", document no. SOP 22/EHS/(6)/0320, revision 6, dated March 2020,. - SOP "Penyemprotan & Pengasapan", document no. PSKK 2/CKP/(2)/1111, Rev 2, November 2011 <p>The training has been conducted and consistent for workers who apply or handle pesticides. Training records are available, for example:</p> <ol style="list-style-type: none"> 1. Minute of socialization of Spraying, PSKK Spraying, MSDS and PPE. The training has conducted for MS 2, on 27 May 2020, 2. Minute of socialization of Spraying, PSKK Spraying, MSDS and PPE. The training has conducted for MS 2 including for Koperasi Mita Maju Bersama (Plasma) on 27 May 2020 <p>Auditor has been verified related to MSDS that chemical/pesticide used in accordance with <i>List Pestisida Tahun 2020 Wilmar Central Kalimantan Project</i>. Based on field observation of spraying activities on Estate-1 and onsite interview with workers, all of them able to demonstrate their knowledge on how to handling and applying pesticide. Based on observation, the workers use the appropriate PPE. The workers informed that all PPE was provided by the organization for free and easily replaced if damaged. MSDS and first aid kits were observed on place.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices Note to auditor : refer to the safety data sheet on storage and disposal</p>		
	<p>a. Is the storage of all pesticides followed the recognised practices?</p>	<p>The unit of certification has a documented mechanism for storage agrochemical, i.e.: SOP of "Tempat Penyimpanan Pestisida", document no. SOP 17/EHS/(1)/0518, revision 1, dated May 2018. The mechanism is defined to ensure that all storage in accordance with recognised best practices, consider H&S matters and avoid environmental damage. Based on observations in the "Gudang Agrochemical", pesticides are stored on shelves or floors covered with pallet woods. Each pesticide equipped with stock card and MSDS.</p> <p>The warehouse has good ventilations and sufficient illumination. spillkits, first aid kits, eyewash and shower are available. The floor made of materials do not absorb liquid. And, a liquid trap in case of any spillage is well designed.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>7.2.8 All pesticide containers [are properly / that are] disposed of and/or [handled responsibly if....the sentence has deleted on INA-NI] used for other purposes are managed according to applicable regulations and/or instructions on the packaging</p>		
	<p>a. Is the storage of all pesticides followed the recognised practices?</p> <p>b. Is there evidence that empty pesticide containers are properly stored and disposed off and not used for other purposes?</p> <p>c. Is there evidence observed in the field that pesticide containers are indiscriminately disposed (in dump site) or used for other purposes, .e.g. as waste containers, flower pots?</p>	<p>The unit of certification has a documented mechanism for disposed pesticide containers i.e. SOP "Pengelolaan B3 dan Limbah B3" document no. SOP 22/EHS/(5)/1117, revision 05, dated November 2017. The objectives of the procedure are to ensure that storage of chemicals/pesticides according to applicable regulations, safely storage and prevent/avoid negative effects for workers and environment.</p> <p>All of empty pesticide containers are storage in temporary hazardous waste store for a certain period as regulated. There is no empty pesticide containers disposed in dump site or use for other purposes. The organization has implemented tight mechanism to ensure that all empty pesticide containers back to</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		store and submitted to temporary hazardous waste store.	
R & O	7.2.9 (C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying		
	<ul style="list-style-type: none"> a. Has aerial spray been applied? If yes, is there documented justification and approval by the government authority? b. Is the impact and risk associated with aerial application documented and made available? c. Are the identified affected communities informed of impending aerial pesticide applications and are the information given at least 48 hours prior to application of aerial spraying? d. What are the information given to local communities and how was it communicated? 	There is no Aerial spraying of pesticides applied	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
O	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated		
	<ul style="list-style-type: none"> a. Is there an updated list of pesticide operators (permanent and or temporary and or casual worker)? b. Is there records of annual medical surveillance of pesticide operators? c. Is there record of medical surveillance of pesticide operators every 6 month (especially for Indonesia) ? how is the result ? d. Is there initial medical test for the new spraying team members ? how is the result ? e. Has all operator pesticides done medical test ? f. Is there evidence of documented action taken to treat related health condition? g. Are there any trends of workers being absent due to incident related to pesticide usage? h. If any the result of medical test is un-normal so is there the record of follow-up treatment of medical results ? 	The unit of certification has maintained updated list of pesticide workers. There are 26 pesticide operators at MS-1 estate, 27 pesticide operators at MS-2 estate, and 24 pesticide operators at MS-1 estate respectively. The last specific medical surveillance (for cholinesterase test) has carried out on August 2020. There are records of result of medical surveillance for all pesticide operators. The results show that all pesticide operators on normal condition. The specific medical surveillance has been carried out 2 (two) time a year as required by the national regulation. Based on-site interview with pesticide operators on MS-1 estate, consist of 1 man and 25 females, they have informed that the specific medical surveillance carried out regularly 2 (two) times a year.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.2.11 (C) [No work with pesticides is undertaken by persons under the age of 18, pregnant or breast feeding women or other people that have medical restrictions and they are offered alternative equivalent work / No pesticide related work is carried out by pregnant or breastfeeding women, or people with medical limitation and they are offered other equivalent work alternatives]		
	<ul style="list-style-type: none"> a. Is there a policy/SOP preventing persons under the age of 18, pregnant and breast-feeding women from handling pesticides? b. Is there a lists of female workers handling pesticides? c. What is the mechanism established to identify pregnant and breast-feeding women? d. Is there evidence showing person under the age of 18, pregnant and breast-feeding women are not allowed to handle pesticides? 	Based on interview with pesticide workers on MS-1 estate, there is no worker under 18 years old, no pregnant and breast-feeding women. Some female workers inform that pregnancy test performed periodically by clinic midwife every 3 month. The uit of certification has intern office memo no. 20/MDC-CENTRAL/II/2016 dated February 10, 2016 about pregnant check up The female workers name who interviewed has crosscheck with list of pesticides workers. The unit of certification has defined a policy regarding prohibition of pregnant women and breast feeding female as pesticide sprayer as stated on Inter office Memo form GM no. 016/GM/VIII/2009, dated on 26 August 2009 regarding Worker Substitution for Breastfeeding and Pregnant Women, where they cannot be employed as pesticide sprayer, manuring worker, and transportation operator.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
7.3	Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner		
R	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.		
	<ul style="list-style-type: none"> a. Is the list of waste products produced identified? b. Is the waste management plan available ? c. Is the plan included management and operation prescriptions for reduction, recycling, reusing of the waste? d. Is there evidence of implementation of the plan? e. Are domestic waste properly handled ? f. are domestic waste from houses dumped into open waste bin with using garbage bag ? g. Are the domestic waste separate organic and unorganic waste in house/waste bin, transporting to final disposal and final disposal areas ? h. Are the design of waste bin covered attracted flies and produced unpleasant odor and the rubbish collectors easier to empty the waste bins ? 	The identified waste can be seen on the document of waste Identification. The document informs about the characteristic of waste, and hazardous category. The sources of waste product and pollution are come from organization's activities, such as security, weight-bridge, office activities, store, laboratory, POME, Land application, maintenance, sortation, sterilizer, thresher, pressing, clarification, ker-nel, boiler, engine room, water treatment plant, dispatch, housing, logistic, methane capture, transportations, workshop, housing, etc. Type of waste products are liquid waste, solid waste and gaseous waste and also categorized as hazardous waste, non-hazardos waste There are SOP for handling hazardous waste and waste domestic, for example SOP Pengelolaan B3 (Bahan Berbahaya dan Beracun) dan Limbah B3 (SOP 22/EHS/(6)/0320, dated March 2020) and SOP Pengelolaan Sampah Padat Perumahan (SOP 16/EHS (2)/0518, Rev 2, Mei 2018). The design of the waste bin has covered attracted flies and produced unpleasant odor and the rubbish collectors easier to empty the waste bins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
O	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated		
	<ul style="list-style-type: none"> a. Is there an SOP for proper disposal of waste material? b. Is there training provided to workers and managers on proper waste disposal? c. Is there evidence of implementation of proper ways for waste disposal by the company? 	<p>There are SOP for handling hazardous waste and waste domestic, for example SOP Pengelolaan B3 (Bahan Berbahaya dan Beracun) dan Limbah B3 (SOP 22/EHS/(6)/0320, dated March 2020) and SOP Pengelolaan Sampah Padat Perumahan (SOP 16/EHS (2)/0518, Rev 2, Mei 2018).</p> <p>There is evidence that domestic waste has disposed off into landfill. Organic and anorganic waste are disposed into landfill separately. Meanwhile, the hazardous waste has transported by third party who has licenses/permit and transport and further processes.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.3.3 The unit of certification does not use open fire for waste disposal		
	<ul style="list-style-type: none"> a. Is there evidence that waste has not been disposed off using open fire? 	<p>There is evidence that the unit of certification has not been use open fire for waste disposed/ All of waste (except hazardous waste) has been disposed off into landfill. Ground verification to landfill location was conducted during this audit. The organic and anorganic waste has been separately disposed.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
7.4	Practice maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimsl and sustianed yield		
R & O	7.4.1 Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts is documented		
	<ul style="list-style-type: none"> a. Are there SOPs for Good Agricultural Practices included managing soil fertility to optimise yield and minimise environmental impacts ? b. Is there evidence that the SOPs have been implemented and monitored? c. Is there any comparison made from the previous year with regard to the implementation of GAP? If yes, was the information used to optimise yield and minimise the environmental impact? 	<p>There are SOPs for Good Agricultural Practices included managing soil fertility to optimise yield and minimise environmental impacts, for example Doc No.SA05/EMU/(1)/0811 regarding palm oil fertilizing application and SOP <i>Aplikasi Pemupukan (Manuring) (PSKK 3/CKP/(3)/0320, Rev 03, 31 March 2020)</i>. These document explained about how to carry out the fertilizer application, dosage, fertilizer schedule, type of fertilizer per year planting and fertilizer type based on soil type condition</p> <p>There is a document of Fertilizer Recommendation for each Estate for year 2020 for application of manuring including document of Mature Manuring Schedule of each estate for year 2020</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	7.4.2 [Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health / Analysis of tissue samples (e.g leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.]		
	<ul style="list-style-type: none"> a. Are there records of tissue and soil analysis? b. How regular is this been done and when was the last analysis done? Note to auditor : to compare the analysis against the previous year c. Are the results of the analysis incorporated into the fertilizer program? 	<p>Estate has procedure for tissue (leaves) analysis and soil analysis. The tissue (leaves) analysis is based on document No.SA14/EMU/0/0117, regarding foliar sampling analy-sis. On this procedure stated if the leaf sampling analysis carry out annually by EMU (Ecological Manage-ment Unit) Department. This procedure also mentioned how to take leafe sampling, whats parameter will check to ensure the soil fertility condition. The soil analysis procedure also has established in work place, document No.SA12/EMU/2/0916 Rev02 valid dated on September 1, 2016. This procedure stated if soil sampling will take regularly every 5 – 15 year and/or if need when replanting carry out. Record of the SOP's implementation available in place.</p> <p>Record of tissue (leaves) analysis available in place, whereas the tissue (leaves) carried out by internal labor-atory of company (EMU), for example last tissue (leaves) analysis was conducted in Semester II year 2019 for fertilizer recommendation 2020, meanwhile, the last soil analysis carried out on 2017 by Eco Management Unit through the "final report on soil fertility assessment in Wilmar International Plantation Central Kaliman-tan Project 2017".</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.4.3 A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers		
	<ul style="list-style-type: none"> a. Is there a nutrient recycling strategy in place? b. Is the strategy included the recycling of EFB, POME, palm residues and optimal use of inorganic fertilisers? c. Are there records of application? 	<p>The unit of certification has utilized EFB, POME and palm residu as part of nutrient recycling strategy. Records of the implementation are available.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS																																								
			NCR No :																																								
O	7.4.4 Records of fertiliser inputs are maintained [Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers...the sentence has deleted on INA-NI]																																										
	<p>a. Are records of fertiliser inputs maintained?</p> <p>b. Is the fertiliser program linked to the agronomic report? If not are there any justification?</p> <p>c. Are there records of fertilizer usage per tonne of FFB production being monitored (in Summary Table, specific types of fertilizers)?</p>	<p>Records of fertilizer input, EFB and POME application are maintained by the unit of certification. Herewith data of fertilizer input for period 2020 (until September)</p> <table border="1"> <thead> <tr> <th>Fertilizer (MT)</th> <th>MS-1</th> <th>MS-2</th> <th>MS-3</th> </tr> </thead> <tbody> <tr> <td>Borate</td> <td>9.20</td> <td>12.14</td> <td>-</td> </tr> <tr> <td>Dolomite</td> <td>264.75</td> <td>470.50</td> <td>284.20</td> </tr> <tr> <td>Kiesebor</td> <td>451.58</td> <td>384.90</td> <td>285.60</td> </tr> <tr> <td>NPK 12-12-17-2</td> <td>1.20</td> <td>-</td> <td>-</td> </tr> <tr> <td>NPK 10-6-24-5+0.96B</td> <td>2,146.78</td> <td>2,043.10</td> <td>1,372.70</td> </tr> <tr> <td>NK 8.4/36</td> <td>1,980.45</td> <td>1,840.95</td> <td>756.50</td> </tr> <tr> <td>Rock Phospate</td> <td>115.75</td> <td>141.10</td> <td>1.05</td> </tr> <tr> <td>SOA/ZA (21% N)</td> <td>1.95</td> <td>1.78</td> <td>0.20</td> </tr> <tr> <td>Urea</td> <td>-</td> <td>-</td> <td>158.20</td> </tr> </tbody> </table> <p>Herewith data of EFB as organic fertilizer period 2020 (until September)</p> <ul style="list-style-type: none"> - MS-1 estate: 43,219 MT - MS-2 estate: 161.40 MT - MS-3 estate: 26,721.60 MT <p>Palm oil mill -1 has been utilized all POME produced for methane capture. And, Palm Oil Mill 2 has been utilized POME for composting and methane capture.</p>	Fertilizer (MT)	MS-1	MS-2	MS-3	Borate	9.20	12.14	-	Dolomite	264.75	470.50	284.20	Kiesebor	451.58	384.90	285.60	NPK 12-12-17-2	1.20	-	-	NPK 10-6-24-5+0.96B	2,146.78	2,043.10	1,372.70	NK 8.4/36	1,980.45	1,840.95	756.50	Rock Phospate	115.75	141.10	1.05	SOA/ZA (21% N)	1.95	1.78	0.20	Urea	-	-	158.20	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
Fertilizer (MT)	MS-1	MS-2	MS-3																																								
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Urea	-	-	158.20																																								
7.5	Practices minimise and control erosion and degradation of soils																																										
R	7.5.1 (C) Maps identifying marginal and fragile soils, including steep terrain, are available																																										
	<p>a. Are there maps identifying marginal and fragile soils, including steep terrain and peat soils?</p>	<p>The unit of certification has map identifying marginal and fragile soils, including steep terrain and peat soils. Auditor has been verified SOIL MAP, Poram Agricultural Soil Survey Version, Scale 1:55.000 for Estate MS 1, Estate MS 2 and MS 3 with scale 1:50.000 and also <i>Koperasi Mita Maju Bersama</i> (Plasma)</p> <p>The Map informs about identification of Map symbol, Ordo, Soil Code/Series, Soil Name, Ha and Percentage (%) of areal.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																								
O	7.5.2 [There is no extensive replanting of oil palm on steep terrain / The replanting of palm oil is not conducted extensively on steep terrain in accordance with applicable regulations.]																																										
	<p>a. Is there evidence of replanting on steep terrain (i.e. more than 25 degrees) greater than 25 ha within the re-planting area?</p> <p>b. If yes, when was the replanting done and what is the total replanting area at above 25 degrees?</p>	<p>There is no new development area period of year 2014 to 2020 in nucleas areas. PT Mustika Sembuluh have year of planting after year 2010 inside their legal land area in MS 1, MS 2 and MS 3 estates.</p> <p>Based on topography and soil map that oil palm trees with year of planting 2010 to 2013, no exentisve planting on steep terrain in PT Mustika Sembuluh area but there are YoP 2010 to 2013 on peat soil (at MS 3 estate). The company have specific procedure to control peat soil.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																								
O	7.5.3 [There is no new planting of oil palm on steep terrain / New palm oil planting is not conducted on steep terrain in accordance with applicable regulations.]																																										
	<p>a. Is there new plantings on steep terrain?</p>	<p>There is no new development area period of year 2014 to 2020 in nucleas areas. PT Mustika Sembuluh have year of planting after year 2010 inside their legal land area in MS 1, MS 2 and MS 3 estates.</p> <p>Based on topography and soil map that oil palm trees with year of planting 2010 to 2013, no exentisve planting on steep terrain in PT Mustika Sembuluh area but there are YoP 2010 to 2013 on peat soil (at MS 3 estate). The company have specific procedure to control peat soil.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																								

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
7.6	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		
R	7.6.1 (C) [To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations / Evidence of long-term land suitability for oil palm cultivation, soil maps or soil surveys that identify marginal and fragile soils, including steep terrain are available, in planning and operations.]		
	<p>a. Has the unit fo certification submitted NPP to RSPO? If no, how does the unit conducted its soil maps or soil surveys identifying the marginal and fragile soil, including the steep terrain?</p> <p>b. Are the soil maps or soil surveys taken into account in plans and operations of the estates to ensure long term suitability of land for palm oil cultivation?</p> <p>c. Are the maps used to identify areas that are inappropriate for planting?</p> <p>d. Are there any new planting on unsuitable area as identify in the soil map?</p>	<p>During re certification audit year 2020 (remote audit partially), that auditee not carry out preparation land for replating or new planting so that basis verification by document and interview.</p> <p>Verified the Detailed Soil Map of PT. Mustika Sembuluh with scale 1:30,000 dated on June 2007 consisting soil information of 3 estates (MS-1, MS-2, MS-3).</p> <p>Based on the map of slope with scale 1: 125,000 dated on August 9, 2018 the plantation areas in 3 estates are within the classification of Flat Undulating (0°- 8°). Based on the regulation of Ministry of Agriculture stated at SK Mentan No. 837/Kpts/Um/11/80, those slope classifications mentioned as flat (<i>datar</i>) and sloping (<i>landai</i>). Scientifically these areas are suitable for planting, therefore the company has a policy that the plantation activies done in the areas with slope < 25° as stated in the Chapter 1, Article 4, Section 4.4 of Agronomy Guideline and the SOP of Palm Oil Plantation year 2015.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, [done in accordance with the soil management plan for best practices / carried out according to the best-practice soil management plan.]		
	<p>a. Is there evidence of planting on marginal and fragile soils?</p> <p>b. If yes in (a) above, how extensive is the area planted and was it done in accordance with the soil management plan for best practices?</p> <p>c. Is the plan implemented?</p>	<p>Based on field visit to Block 650 MS3 it is evidenced that the planted peat areas planted on year 2007 are monitored for the subsidence and its water level to avoid the damage of peat as fragile soil.</p> <p>Based on the SOP (SA 03/EMU/(5)/0718, revision 5 dated on 23 July 218) the management and monitoring has been carried out for manuring, water level, and subsidence according to the references of:</p> <ol style="list-style-type: none"> 1. Agronomy Guideline and the SOP of Plam Oil Plantation year 2015. 2. RSPO BMPs. 3. National Regulation. <p>And for the monitoring of the peat subsidences according to Government Regulation No. 150 year 2000 regarding the Control on Soil Disturbance for Biomass Production</p> <p>The monitoring of subsidence is conducted annually by using measurement stick that is planted in depth of 205 meter depends on the soil depth. The monitoring data as satetd in the document of Peat Subsidence Monitoring Point and Deepwell distributed for 6 different locations of SAPs (Blocks) on planted peat areas at MS-3.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	7.6.3 Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure		
	<p>a. Are the areas where planting was carried out require drainage or irrigation?</p> <p>b. If yes, is there topographic information and soil surveys to guide the planning of drainage and irrigation system?</p> <p>c. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?</p>	<p>Based on field visit, the peat rare was located in the middle area of MS3 etate and there is no river or lake or pond nearby the area. Based on the verification of peat area document, the peat area consist of 862.07 ha (and the first source is Paramathan Soil Agriculture, study).</p> <p>There are trenches that surround the patches of plants in the peat soils to drain water to other lower areas. based on field visits it was found that trenches and crop plots were not inundated by water.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
7.7	No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly		
R & O	7.7.1 (C) [There is...the word has deleted on INA-NI] No new planting on peat regardless of depth after 15 November 2018 in existing and new development areas, as well as in new development areas		
	<p>a. Is there peat in the unit of certification? If yes, please refer to RSPO Peat Audit Guidance for P&C 2018</p>	<p>Based on interview, it was found that PT MS was re-conducting a detailed survey to confirm the existence of peat. Where for MS3 gardens the survey will take place and for Estate 2 it is identified that there is peat and for Estate 1 gardens there is no indication of peat. According to last report of audit, based on verified the Detailed Soil Map of PT. Mustika Sembuluh with scale 1:30,000 dated on June 2007 consisting soil information of 3 estates (MS-1, MS-2, MS-3). From the map it is known there are peat soil distributed in MS-2 and MS-3 for 55.54 Ha and 1,782.81 Ha, respectively, classified as GALI (Organosol Hemik – medium peat). Such inventory activites has been conducted to determine the plantation areas. Available in place peat planted map Estate 2 with scale 1:35,000 dated on May 8th, 2018 and peat planted map Estate 3 with scale 1:40,000 dated on April 20th, 2019. The total planted for Estate 2 is 52.13 Ha and Estate 3 is 1112.72 ha.</p> <p>Based on last verification conducted at the MS3 etates, stated on the document of Berita Acara Hasil Verifikasi Lahan Gambut, it is konown that peat area at the mS3 estate cosnsisit of 862.07 ha.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
R & O	7.7.2 [Areas of peat / Peat areas] within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE : Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below)		
	Refer to RSPO Peat Audit Guidance for P&C 2018	Based on the on interview to the MR, All oil palm plantations with peat areas in the Wilmar group have been reported to the RSPO secretariat . due to the re-identification process , the details will be report at 2 nd stage reporting . All activities and monitoring activities on peat are carried out by company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.7.3 (C) [Subsidence of peat / Peat subsidence] is monitored, documented and minimized		
	Refer to RSPO Peat Audit Guidance for P&C 2018	There is sufficient documentary evidence that PT MS has conducted monitoring of environmental parameters for peat. This is as shown in Estae 3 with the installation of the water table monitor and subsidence monitors. Based on field observation to the block 650 and 041 (planted on 2008), it was found that there were subsidence observation plots. The monitoring of subsidence is conducted regularly and the data will be recorded to the the Monitoring Permukaan Gambut as well as the water table monitoring is recorded on the Monitoring Ketinggian Air Tanah Gambut.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	7.7.4 (C) [A documented water and ground cover management programme is in place / Availability of implementation evidence of the water and land cover management program]		
	Refer to RSPO Peat Audit Guidance for P&C 2018	There is sufficient documentary evidence that PT MS has conducted monitoring of environmental parameters for peat. This is as shown in Estate 3 with the installation of the water table monitor and subsidence monitors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.7.5 (C) [For plantations planted on peat, drainability assessments are conducted / Drainability assessment are conducted for plantations planted on peat] following the RSPO Drainability Assessment Procedure, or other [RSPO recognised methods / method recognized by RSPO], (at least five years or in accordance with the provisions of the RSPO Drainability Assessment Procedure) [prior to / before] replanting. [The assessment result is / The result of the assessment are] used to [set the time frame for future replanting / determine the period of replanting to be carried out], as well as [for phasing out of / to gradually replace] oil palm cultivation at least 40 years, or two cycles, (whichever is [greater / longer]), before reaching the natural [gravity drainability / gravitational drainage] limit for peat. [When oil palm is phased out / If oil palm is gradually replaced], it is replaced [with crops suitable for a higher water table (paludiculture) / by other commodity crops that are better suited for higher groundwater levels (paludiculture)] or rehabilitated with natural vegetation. PROCEDURAL NOTE : Full details of the RSPO Drainability Assessment Guidelines and related concepts and detailed actions are in the manual currently being fine-tuned/tested by PLWG. A final version should be approved by PLWG in January 2019 and will include additional guidance on the steps to be followed after the decision not to replant as well as implications for other stakeholders, smallholders, local communities and the unit of certification. It is recommended that a further twelve-month methodology trial period is proposed for all related management units (i.e. those with plantations on peat) to utilise the methodology and provide feedback to the PLWG to enable further refinement of procedure as appropriate before January 2020. Units of certification have the option to defer replanting till after the availability of the revised guidelines. Additional guidance on alternative crops and rehabilitation of natural vegetation will be provided by PLWG. PROCEDURAL NOTE: PLWG and the Smallholder Interim Group (SHIG) will collaboratively develop guidance for Independent Smallholders [cross links to SHIG and GHG issues]		
	Refer to RSPO Peat Audit Guidance for P&C 2018	Based on interview of the MR and document evidence, there is no plan to new planting will be carried out in the peat area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.7.6 (C) [All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version2 (2018) and associated audit guidance / All existing plantations on peat are managed according to applicable laws and/or "RSPO Guidelines for Best Management Practices (BMP) for Oil Palm Cultivation that are already on Peatlands", version 3 (June 2019) along with related audit guidelines (May 2019).]		
	Refer to RSPO Peat Audit Guidance for P&C 2018	Based on field visit to Block 650 and 041 at MS3 estate, it is known that the planted peat areas planted on year 2007/2008 are monitored for the subsidence and its water level to avoid the damage of peat as fragile soil. Based on the SOP (SA 03/EMU/(5)/0718, revision 5 dated on 23 July 218) the management and monitoring has been carried out for manuring, water level, and subsidence according to the references of: 1. Agronomy Guideline and the SOP of Plam Oil Plantation year 2015.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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		2. RSPO BMPs. 3. National Regulation. And for the monitoring of the peat subsidences according to Government Regulation No. 150 year 2000 re- garding the Control on Soil Disturbance for Biomass Production																																					
O	7.7.7 (C) [All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as “peatland conservation areas”; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the ‘RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat’, version2 (2018) and associated audit guidance / All peat areas not planted and reserved in the managed area (regardless of depth) are protected as “peatland conservation areas”; unit of certification are prohibited from constructing drainage channels, building, roads and new electricity lines on peatlands; unless if it is for a non-corporate land clearance. Peatlands are managed in accordance with “RSPO Best Management Practices for the Management and Rehabilitation of Natural Vegetation related to Oil Palm Cultivation that already exists in Peatlands” (the latest version) along with relevant audit guidelines.]																																						
	Refer to RSPO Peat Audit Guidance for P&C 2018	Based on interview of the MR and document evidence, there is no plan to new planting will be carried out in the peat area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																				
7.8	Practices maintain the quality and availability of surface and groundwater																																						
R & O	7.8.1 (C) A water management plan is [in place / available] and is implemented to [promote more / support] efficient use of watersources and [continued / continuous] availability [of watersources...the word has deleted on INA-NI] and to avoid negative impacts on other users in the catchment. The plan [addresses the following / referred to contains the following matters] : a. The unit of certification does not [restrict / limit] access to clean water or [contribute to pollution of water used by communities / does not pollute the water used by the community.] b. Workers have adequate access to clean water																																						
	a. Is there a water management plan for mill and the estates? b. Is the plan includes the following? - Identification of water sources - Efficient use of water - Renewability of water source - Impacts on catchment area and local stakeholders - Access of clean drinking water all year round for workers - Avoidance of surface and ground water contamination c. Are the identified actions in the plan implemented? d. Is the company contribute to local communities programmes to protect, maintain and improve water sources?	The company has water management plan for both the mill and the estates. The plan consist of : <ul style="list-style-type: none"> • Water resource for mill • Identification of water resource for estate • Analysis of community / employee water well quality • Efficiency water usage program The company conducted water quality test of local water source (wheel). The result is water quality comply to regulation. The conducted socialization to community and workforce to save and protect water resource.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																				
O	7.8.2 (C) Water courses and wetlands are protected, including [maintaining and restoring appropriate riparian and other buffer zones in line with ‘RSPO Manual on BMPs for the management and rehabilitation of riparian reserves’ (April 2017) / the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the “RSPO Manual on BMPs for the management and rehabilitation of riparian reserves” (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).]																																						
	a. Is there a map identifying water courses and wetlands? b. Are the water courses and wetlands protected in accordance with the RSPO Manual on BMPs for the management and rehabilitation of riparian reserves? c. Are the riparian and buffer zones maintained and restored in existing plantation and replanting areas ? d. Is there SOP for riparian and buffer zone protection? If yes, has it been implemented?	Based on the field observation, especially for HCV program, the organization has identify and maintain the water course (Small River), for example at the MS2 estate (Bock 25/26) was conducted enrichment plantation with local species. At the POM, POM is identified use water form watercourse and water management documentation. There is riparian and buuferzone are maintained and included to HCV program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																				
R	7.8.3 Mill effluent is [treated to be in compliance with national regulations / managed according to applicable regulations]. [Discharge / The] quality of mill effluent discharged, especially Biochemical Oxygen Demand (BOD), is [regularly monitored / monitored in accordance with applicable regulations.]																																						
	a. Is the mill effluent treatment process in place? b. Is there a process in place for checking and monitoring water discharge quality, particularly BOD? c. Is the effluent discharge quality in compliance with national regulations? d. Does the mill has the necessary license or permits from the authority for treatment, discharge or land application of mill effluent?	The company has POME treatment before discharge to land application. The POME effluent quality is comply to national regulation before discharge. For example, based on laboratory test, the monitoring result for water quality at the IPAL outlet (to LA)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																				
		<table border="1"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Parameter</th> <th rowspan="2">Unit</th> <th rowspan="2">Quality standards</th> <th colspan="6">Lab Analysis Results (Semester 2, 2019)</th> </tr> <tr> <th>Jul-19</th> <th>Aug-19</th> <th>Sep-19</th> <th>Oct-19</th> <th>Nov-19</th> <th>Dec-19</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BOD5</td> <td>mg/L</td> <td>< 5000</td> <td>414</td> <td>521</td> <td>271</td> <td>705</td> <td>732</td> <td>401</td> </tr> <tr> <td>2</td> <td>COD</td> <td>mg/L</td> <td>-</td> <td>1,29</td> <td>1,627</td> <td>752</td> <td>2,074</td> <td>1,829</td> <td>1,253</td> </tr> </tbody> </table>	No	Parameter	Unit	Quality standards	Lab Analysis Results (Semester 2, 2019)						Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	1	BOD5	mg/L	< 5000	414	521	271	705	732	401	2	COD	mg/L	-	1,29	1,627	752	2,074	1,829	1,253	
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R	<p>7.8.4 Mill water use per tonne of FFB is monitored and recorded.</p> <p>a. Is there a plan to monitor and measure the mill water usage? If yes, is the plan been implemented?</p> <p>b. Are there records of mill water use per tonne of Fresh Fruit Bunches (FFB)?</p>	<p>The company has monitoring of water usage monthly. Water usage in 2019 is 354,331 m3 (total = process + boiler + domestic) and FFB processed is 256,591,079 kg, water/FFB = 1.17 m3/ton FFB for POM 1 and water usage for POM 2 is 196,068 m3 and FFB processed is 166,683,528 kg.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																																																																																										
7.9	Efficiency of fossil fuel use and the use of renewal energy is optimised																																																																																												
R & O	<p>7.9.1 [A plan for improving / Plans to increase the] efficiency of [the use of fossil fuels / fossil fuel use] and to optimise renewable energy [is in place / are available], monitored and [reported / documented].</p> <p>a. Is there a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy?</p> <p>b. Is the plan included the monitoring of the following?</p> <ul style="list-style-type: none"> - Renewable energy use/tCPO or palm product; - Direct fossil fuel use/tCPO or tFFB; - Estimated fuel use by on-site contract workers and transport and machinery operations; - Electricity use in operations. <p>c. Has the plan been implemented and monitored?</p> <p>d. Is there a plan for the mill to built a biogas plant?</p>	<p>The unit of certification has established a plan for improving efficiency of the use of fossil fuel and to optimise renewable energy. In order to minimize fossil fuel consumption POM-1 has operated methane capture as power source (Biogas Plant) since January 2019. The electrical energy generated is used for POM's operations. Meanwhile, POM-2 is currently has a biogas plant since April 2016. However, it does not have a gas engine generator until now, so there is no electrical energy produced.</p> <p>Fossil fuel consumption is monitored and evaluated periodically. Records of monitoring of fuel consumption are available. Herewith summary data of fuel consumption:</p> <table border="1"> <thead> <tr> <th rowspan="2">Units</th> <th colspan="2">Fossil Fuel Consumption (litre)</th> </tr> <tr> <th>2019</th> <th>2020 (till Oct)</th> </tr> </thead> <tbody> <tr> <td>POM-1</td> <td></td> <td>39,730</td> </tr> <tr> <td>POM-2</td> <td></td> <td>180,286</td> </tr> <tr> <td>Estate 1</td> <td>741,544</td> <td>396,965*</td> </tr> <tr> <td>Estate 2</td> <td>535,047</td> <td>422,474*</td> </tr> <tr> <td>Estate 3</td> <td>446,464</td> <td>336,924*</td> </tr> </tbody> </table> <p>Remark: * until September</p> <p>The unit of organization (POM unit) has records of fibre and shell usage as renewable energy, for example data for for period 2020 (util October) as follows:</p>	Units	Fossil Fuel Consumption (litre)		2019	2020 (till Oct)	POM-1		39,730	POM-2		180,286	Estate 1	741,544	396,965*	Estate 2	535,047	422,474*	Estate 3	446,464	336,924*	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																																																																						
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		<ul style="list-style-type: none"> - POM 1: Fiber 36,770 tonnes and Shell: 16,001 tonnes - POM 2: Fiber 25,757 tonnes and Shell: 7,428 tonnes 	
7.10	Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions		
R	7.10.1 (C) [GHG emissions are identified and assessed for the unit of certification / GHG emissions for the unit of certification are identified and assessed]. Plans to reduce or minimise [them / GHG emissions] are implemented, monitored through the Palm GHG calculator and [publicly reported / reported publicly].		
	<ul style="list-style-type: none"> a. Are all sources of GHG emissions identified? b. Is the GHG emissions for the unit of certification calculated using the latest version of RSPO Palm GHG calculator? c. Are there plans to reduce or minimise the GHG emissions? Is this publicly reported? d. Are the plans being implemented? Was there any changes? Is it justified? e. Is there a system in place to monitor emission of greenhouse gases from estate (plantation) and mill operations? f. Is there regular reporting of the monitoring outcomes? 	<p>There is procedure regarding identification sources of GHG emission, i.e Identifikasi Limbah & Emisi Gas Rumah Kaca (FRM 01/SOP75/EHS (0)/0414). The sources of waste product and pollution are come from organization's activities, such as security, weight-bridge, office activities, store, laboratory, POME, Land application, maintenance, sortation, sterilizer, thresher, pressing, clarification, kernel, boiler, engine room, water treatment plant, dispatch, housing, logistic, methane capture, transportations, workshop</p> <p>The company has calculated based on GHG emission calculator in the version PalmGHG V4.1. Estimated emission of GHG production of the estates and mill is -0.3.tCO2e/tFFB for MS 1 mill and 0.03 tCO2e/tFFB for MS 2 mill.</p> <p>The organization has established plans to reduce or minimise theGHG emission year 2018. The implementation of mitigation plan can be seen on record of GHG mitigation year 2019, example: periodically conduct air emission tests, vehicle engine maintenance, etc</p> <p>The organization has established the plan to monitor the emission of pollutants including GHG from mill. The regular monitoring result available in place. The mitigation report will bring to management review periodically to evaluate by OSH Officer. The company conducted the GHG calculation with used RSPO GHG Calculation version PalmGHG V4.1, and the result will served in public summary report</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	7.10.2 (C) [Starting / Since] 2014, [the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them / an estimate of carbon stocks in the proposed development area has been carried out along with potential sources of emissions that can occur directly as a result of the development and plans to minimize these emissions are] prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).		
	<ul style="list-style-type: none"> a. Has the unit of certification identified and estimated carbon stock of the proposed development area? b. If yes, what are the potential major sources of emissions that may result directly from the development? c. Is there a plan to minimise the emissions? If yes, is the plan following the RSPO GHG Assessment Procedure for New Development d. Is the plan implemnted and monitored? 	Based on the hectare statement and Business Plan of organization, it is shown that the organization does not have plan to develop new area in the period of re certification audit or in the next annual work plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.10.3 (C) Other significant pollutants [are identified / identification results are available] and plans to reduce or minimise them are implemented and monitored.		
	<ul style="list-style-type: none"> a. Is there a documented list of all significant pollutants from the estate and mill operations? b. Are there plans to reduce or minimise the identified pollutants ? c. Is there a system in place to monitor the pollutants? 	<p>The organization has identified all sources of waste product and pollution. The sources of pollutant and waste are follows : weight-bridge, office activities, store, laboratory, POME, land application, maintenance, sortation, sterilizer, thresher, pressing, clarification, kernel, boiler, engine room, water treatment plant, dispatch, housing, logistic, methane capture, transportations and workshop. The waste or pollutants are divided into two categories that is hazardous and non-hazardous waste. For the green house gas was identified are: CO2, CH4, and HCFC</p> <p>The organization has established plans to reduce or minimise theGHG emission year 2019. The implementation of mitigation plan can be seen on record of GHG mitigation year 2020, example: periodically conduct air emission tests, vehicle engine maintenance, etc</p> <p>The POM has established the plan to monitor the emission of pollutants including GHG from mill. The regular monitoring result available in place. The mitigation report will bring to management review periodically to evaluate by OSH Officer. The company conducted the GHG calculation with used RSPO GHG Calculation version 4.1.</p> <p>Based on MS2 POM document and field observation, there is evidence of identification, mitigation and monitor of GHG source</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
7.11	Fire is not used for preparing land and is prevented in the managed area		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
O	7.11.1 (C) Land for new planting or replanting is not prepared by burning.		
	<ul style="list-style-type: none"> a. Does the company has a zero burning policy or any statement on zero burning? b. Has the policy been implemented throughout the operations? c. Is there any new planting or replanting takes place? If yes, how was the land prepared? 	There is statement of zero burning policy for new planting or replanting as documented on document "Agriculture Manual and Standard Operating Procedure for Oil Palm in 2015" in section "Land Clearing, Preparation and Planting". There is sufficient evidence that the fire is not use for new planting or replanting.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.11.2 The unit of certification establishes fire prevention and control measures for [the areas directly managed / lands that are directly managed] by the unit of certification.		
	<ul style="list-style-type: none"> a. What is the mechanism/system established for fire prevention and contral measures for areas directly managed by the unit of certification? b. Is there adequate fire control equipment? c. What are the equipment available and how are equipment maintained to ensure that they are functioning well at all time? d. Has fire drill been conducted? If yes, when was it last carried out? e. Are the relevant workers aware of the actions to be taken in case of fire occurrence? 	The unit of certification has been established and implemented fire prevention and control measure area i.e. carried out fire patrol, maintain availability of water sources, maintain fire control equipments, and perform fire control drill. Some <ul style="list-style-type: none"> - through fields patrol on MS-1 estate period September 2020 Record of early detection of fire through hot spot monitoring on MS-1 estate period September 2020 documents and records were reviewed, i.e.: <ul style="list-style-type: none"> - Document of 'Form Jadwal Piket Patroli Api" - Document of water sources and location - Fire risk map - Record of monitoring of fire fighting equipments - Record of early detection of fire through monitoring tower on MS-1 estate period September 2020 - Record of early detection of fire - Record of Daily Rainfall Monitoring period September 2020. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.11.3 The unit of certification engages [with adjacent stakeholders on / stakeholders in adjacent locations for] fire prevention and control measures.		
	<ul style="list-style-type: none"> a. Has the company made engagement with adjacent stakeholders on fire prevention and control measures? b. What type of engagement is agreed? 	The unit of certification has made engagement with adjacent stakeholder, i.e. community of Bangkal vil-lage on fire prevention and fire control. The engagement has documented on a MoU dated August 01, 2018. The MoU has been signed by representative of company and head of Bangkal estate. The company has performed socialization about prevention and control of fire on land/forest at Bangkal village. The socialization was attended by head of sub-district of Seruyan Raya, others gov-ernmental institution, head of Bangkal village, and village community representative.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
7.12	Land clearing does not cause deforestation or damage any area required to protect or enhance HighConservation Values (HCVs) or High Carbon Stock (HCS)forest. HCVs and HCS forests in the managed area are identified and protected or en-hanced		
R	7.12.1 (C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analy-sis (LUCA) is [conducted prior to / carried out before] any new land clearing, in accordance with the RSPO LUCA guidance document. Note to Auditor : Refer to Interpretation of Indicator 7.12.2 and Annex 5		
	<ul style="list-style-type: none"> a. Since November 2005, have any new plantings replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs)? If yes, was an adequate HCV assessment carried out prior to clearing the land. b. Has the unit of certification submitted the Disclosure form and LUCA to RSPO? c. Does the disclosure form reported any land liability? d. Since 15 November 2018, have any new plantings been done? If yes, was a HCV-HCSA assessment conducted and passed through the HCVRN ALS quality review process prior to any land clearing. e. Where HCVs & HCS forests have been identified on the land that is intended for new plantings, have new plantings been planned and managed to best ensure the HCVs & HCS forest identified are maintained and/or enhanced. 	PT Mustika Sembuluh have year of planting after year 2005 inside their legal land area in MS 1, MS 2 and MS 3 estate as mentioned on Table 5 above . Auditee has carried out HCV assessment by third party before new plantings year 2005. Based on LUCA doc-ument and information from RSPO secretariat that auditee have not liability (FCL). Record of land clearing can be provided by auditee during re-certification audit. Currently company still waiting respon from RSPO Secretariat. Regarding remediation and compensation plan.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows : a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid. b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
PROCEDURAL NOTE for 7.12.2 : For details of transitional measures,referto Annex 5: RSPO transition from HCV assessments to HCV-HCS Assessments.			
R & O	<p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>a. Is there any land clearing after 15 November 2018? If yes, go to 7.12.2b)</p> <p>b. Who conduted the HCV assessment?</p> <p>c. Is the HCV assessment covers the following :</p> <ul style="list-style-type: none"> - Presence of protected areas that could be significantly affected by the grower or miller; - Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. - Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; <p>d. Was the HCV assessment performed in consultation with relevant stakeholders?</p> <p>e. Does the HCV assessment include checking of available biological records?</p> <p>f. Does the HCV assessment include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors)?</p> <p>g. Was the HCV assessment performed in accordance to the latest methodology available at global and national level?</p> <p>h. For existing plantation going for certification after 15 November 2018, are the applicable requirements in Annex 5 fulfilled?</p>	<p>PT Mustika Sembuluh do not have year of planting after year 2018 inside their legal land area in MS 1, MS 2 and MS 3 estate as mentioned on Table 5 above.</p> <p>HCV identification has already done both in all estates and plasma. HCV document of Estates (MS1, MS 2 and MS3) conducted by external party (Malaysian Environmental Consultant Shd Bhd (MEC), meanwhile HCV for plasma estate conduct by Wilmars International HCV team on June 2013. HCV team has already obtained HCV identification training and wildlife monitoring training conduct by ZSL and Outrop organization.</p> <p>Record of results of identification HCV within main estate consist of HCV 1.3 landscape range of Orang Utan (MS1-MS3), HCV 2.2 wetland ecosystem, corridor linking island refuges (MS1), HCV 2.2 Kerangas and wetland ecosystem, corridor linking island refuges (MS2), HCV3 threatened Kerangas forest ecosystem (MS3), HCV4.2 riverine buffer for water quality and soil erosion (MS1-MS3), HCV4.3 riverine buffer for control of destructive fires (MS1-MS3), HCV5 areas of importance to support local communities (MS1), HCV5 & 6 areas of importance to support local communities and maintain cultural sites (MS3), HCV 6 areas of importance for cultural identity (MS1).</p> <p>Based on field visit to the HCV's block (block 186, 25/26 and 029) od MS2 estate the HCV program and locations of HCV are based on the HCV study and assessment and based on the biophysic area condition.</p> <p>There is no evidence of new land clearing was conducted after 15 November 2018</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>a. Is there land clearing after 15 November 2018?</p> <p>b. If Yes to (a), does it fall into any of the scenarios in Annex 5 and the 'RSPO Interpretation of Annex 5 & indcator 7.12.2'document?</p> <p>c. If Yes to (b), are the applicable requirements for the scenario in Annex 5 fulfilled?</p> <p>d. If No to (b), was a HCV-HCSA assessment conducted prior to any land clearing?</p> <p>e. Is the HCV-HCSA assessment passed the ALS quality control? How was this confirmed?</p> <p>f. Was the HCV-HCSA assessment conducted in consultation with stakeholders and take into account wider landscape-level considerations?</p>	<p>Based on the field observation to the HCV area, document verification and confirmation of MR of Mustika Sembuluh, there is no evidence of new land clearing was conducted.</p>	
O	<p>7.12.3 (C) In High Forest Cover Landscapes (HFCLs)within HFCCs, a specific procedure will apply for legacy cases and development by indigenous peoples and local communities with legal or customary rights, taking into consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.</p> <p>PROCEDURAL NOTE for 7.12.3 : There should be demonstrable benefits to the local community; clear recognition of legal and customary lands based on participatory land use planning; development should be proportional to the needs of the local community; with a balance between conservation and development. This procedure will also cover planting on previous or abandoned agricultural land / plantations. All other P&C requirements apply, including FPIC and HCV requirements.</p>		
	<p>This checklist will be provided once the procedure by the "No Deforestation Joint Steering Group" is finalised.</p>	<p>This criteria is N/A due to the "No Deforestation Joint Steering Group" not yet finalised</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>7.12.4 (C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted [where / if] necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>		
	<p>a. Has the unit of certification identified the HCV, HCS, peatland and other conservation areas? This is applicable for both existing and new planting areas.</p> <p>b. Where (a) have been identified on the land that is intended for new plantings, have new plantings been</p>	<p>NA. There is no existing new planting at peat area.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>planned and managed to ensure the identified HCVs are maintained and/or enhanced.</p> <p>c. Is there an integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas developed, implemented and adapted where necessary? Is the plan contains monitoring requirements?</p> <p>d. Is the integrated management plan developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified)?</p> <p>e. Is the plan reviewed by the unit of certification? When was the last reviewed conducted?</p>		<p>NCR No :</p>
O	<p>7.12.5 Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.</p>		
	<p>a. Are there rights of local communities identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas?</p> <p>b. Who are the affected communities?</p> <p>c. Is the identified areas mapped?</p> <p>d. Is there evidence of stakeholder consultation and negotiated agreement, in accordance to FPIC principles, with local community to optimally safeguard both the HCVs and rights of local communities?</p> <p>e. If a negotiated agreement cannot be reached, is there evidence of sustained efforts to achieve an agreement?</p>	<p>Based on document verification and field observation, it is known that there is no local communities, peatland or others are identified as an HCV</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>7.12.6 All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.</p>		
	<p>a. Is there a policy or rules to protect RTE species?</p> <p>b. Is there a programme to regularly educate the workforce about the status of the RTE species? When was the programme carried out?</p> <p>c. Is there evidence or action taken to implement the rules and programs? E.g. Inspections conducted to check no traps/snares put up within or nearby areas.</p> <p>d. Are there appropriate disciplinary measures imposed in accordance with company rules and national law, should any individual working for the company is found to have captured, harmed, collected or killed any RTE species?</p>	<p>The company has Management plan year 2019 & 2020 and their implementation records was available such as planting tree at block 022, 028, 046 with kind of blangiran, mahang, ubar (100 pcs) on February 2019; Do tree planting at block 065, 077, 084, 118 and 136 with kind of ubar (171 pcs) In March 2019.</p> <p>The company has carried out re-socialization of HCV to Employees on April 12-13, 2019 (MS 1 Estate), April 10-11 2019 (MS 2 estate) and April 11-12, 2-19 (MS 3 estate). The company also has conducted socialization of HSV to local community on April 4-6, 2019 at Sebabi village and Pondok Damar village.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>7.12.7 The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.</p>		
	<p>a. Is the management plan contained ongoing monitoring of status of HCV, HCS, other natural ecosystems, peatland conservation areas and RTE species?</p> <p>b. Is the status documented and reported?</p> <p>c. Are the outcomes of monitoring fed back into the management plan?</p>	<p>Based on document of monitoring conservation area, the monitoring was conducted based on the matrix activity on management and monitoring plan 2019-2020.</p> <p>Based on field observation at HCV's block (block 186, 25/26 and 029) at MS2 estate, it is known that the HCV areas are maintained and monitored.</p> <p>The feedback input to the management review is to continue to carry out monitoring of the HCV area and reported on the document named, Realisasi Program Management Plan HCV-PT MS dan smallholder.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : No :</p>
R	<p>7.12.8 (C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p>		
	<p>a. Is there land cleared since November 2005 without prior HCV assessment?</p> <p>b. Is there land cleared since 15 November 2018 without prior HCV-HCSA assessment?</p> <p>c. If (a) or (b) above applies, has the unit of certification undergone the RaCP process?</p> <p>d. If (c) applies, is there evidence that compensation plan for the affected area has been approved by the RSPO?</p> <p>Note to auditor : Certificate shall not be issued until the Compensation Plan is approved.</p>	<p>PT Mustika Sembuluh have year of planting after year 2005 inside their legal land area in MS 1, MS 2 and MS 3 estate as mentioned on Table 5 above.</p> <p>Auditee has carried out HCV assessment by third party before new plantings year 2005. Based on LUCA document and information from RSPO secretariat that auditee have not liability (FCL). Record of land clearing can be provided by auditee during re-certification audit. Currently company still waiting respon from RSPO Secretariat. Regarding remediation and compensation plan.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

6.2. Compliance to RSPO Role of Market Communications & Claims :

<i>Chapter is applicable by client :</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, what is type of communication applied by client :

- General Corporate Communication (off product claim)
- Business to Business Communication
- Business to Consumer Communication

Following the above selected communication method, please describe compliances to company compliance to RSPO role of market communications and claims section 4 / 5 / 6 :

If the company using the RSPO trademark, this applied on :

- The company website or digital platform
- business cards
- The company / product promotional use (leaflet, brochure, banner, etc)
- Document/report :

The company demonstrate that :

The company hold a trademark license from the RSPO	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Approval for off/on product trademark and/or label used received	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, please explain the approval of off/on product trademark and/or label from RSPO

6.3. Compliance to Book & Claim requirement :

<i>Chapter is applicable by client :</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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if yes, please complete information require in **appendix 7**.

If not, please delete **appendix 7**

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7.0 Status of Previously Identified Non-Conformities

Ref	Status of NCR	NCR No.	Evidence Observed in order correction/corrective action on previous audit	Verification of correction/corrective action taken on current audit	Auditor Conclusion
	Major / Minor				Open Suspension of certificate / NCR no. ..
	Major / Minor				Closed

8.0 Identified Non-conformances, Corrective Actions Taken and Auditors Conclusions

A total of 1 nonconformances were identified during the re certification assessment. These consisted of 1 major non-conformities and 0 minor non-conformities. For the major non-conformances, the company has taken the necessary corrective action to close these non-conformances within 90 days from completion of the assessment time (03 July 2020), and this was verified by the audit team. For the minor non-conformances, the company has taken corrective action against these as well, and for those which could not be verified as closed through document checks, the closure of these minor non-conformities will be assessed during the next surveillance audit. A summary of all identified non-conformances, corrective actions taken and auditor conclusions is as explained below:

8. 1. Major non-conformities

Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
Remote audit						

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Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
3.8.12 ii	RSPO 03193	Based on document review, there are records made by officers at POM 1 and 2 that are inaccurate, the rest of remaining stock / volume of certified CPO and PK products at the end of the license period is still claimed as stock / volume of certified products to the next license.	The company conducted carry over stock for CSPO and CSPK production which is produced a maximum of 2 weeks before the license period ends (according to email by RSPO Head Certification).	The company will always ensure the stock certified in the new license does not exceed the production volume 2 weeks before the license expires.	The company has submitted an attachment to the revised mass balance report (POM 1 and POM 2) which explains re-count the quantity of certified volumes carried over before the 2 week license expired and email by RSPO Head Certification which explain that mill allowed to carry over the unsold CSPO/CSPK that was produced two weeks before expiry of license and there is no lapse to the new license.	04/08/2020 Closed
On-site audit						
-	-	-	-	-	-	-

It is recommended by the lead auditor to award the system of the company with a certificate pursuant to the above-mentioned RSPO standards after eliminating the non-conformities rated as “major”.

8.2. Minor non-conformities

Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
Remote audit						
On-site audit						

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It is recommended by the lead auditor to award the system of the company a certificate pursuant to the above-mentioned RSPO standards. The non-conformities identified shall be audited again in line with the timeframe during the next surveillance audit

9.0 Noteworthy Positive Components and Potential for Improvement

9.1. Positive Observation:

No.	Ref.	Positive Comments
		Auditee have high commitment to compliance with RSPO requirement and maintain of RSPO certificate

9.2. Potential for Improvement:

No.	Ref.	Potential for improvement

10.0 Issues Raised by Stakeholders and Findings Pertaining to Issues

10.1 Issues Raised during Stakeholder Consultation Meeting

No.	Issues Raised	Management Response	Auditor Verification
1.	<p>Head of Manpower and Transmigration Office of Kotawaringin Timur District and Head of Industrial Relations.</p> <ul style="list-style-type: none"> - Company has applied wages in accordance with applicable regulations. 2020 refers to the UMK Kab. East Kotawaringin. The UMK in 2020 is Rp. 2,991,946 / month. - No complaints or industrial disputes were reported from PT MS employees. - Workers rights in accordance with applicable regulations. - During the current pandemic, company should not terminate the workers. - Ensure that contractor workers have guaranteed their rights in accordance with applicable regulations. 	<p>Company will ensure to follows government regulations that apply to layoffs as well as workers including contractor workers right</p>	<p>Company has already implemented legal provisions and should be maintained</p>
2.	<p>Head of Industrial Relations, Seruyan District.</p> <ul style="list-style-type: none"> - Company has implemented labor regulations. There were no reports of complaints from employees. - The company has applied a wage in accordance with the UMK Kab. Seruyan. UMK in 2020 Rp. 3,193,750 / month. - Worker rights such as THR, BPJS have been carried out by the company. 	<p>Company will try to coordinate and communicate properly with information from the agency</p>	<p>Company has already implemented labour aspects , should be improved.</p>
3.	<p>Seruyan Community /Tribe Leader</p> <ul style="list-style-type: none"> - Recruitment for indigenous or local people. - No environmental pollution due to the company's operational activities. - No land dispute cases on the land of the 	<p>Company will strive to increase the employment of local residents in accordance with the needs of the number of workers and the qualifications of the company.</p>	<p>Company has already implemented social aspects , should be improved.</p>

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	<p>PT Mustika Sembuluh company.</p> <ul style="list-style-type: none"> - CSR realization is quite good. In the form of road maintenance and other physical buildings. 		
4.	<p>Section Head (Plantation) Forest and Plantation Agency, Seruyan District</p> <ul style="list-style-type: none"> - The period for submitting quarterly LPUP is always late. - The social aspect of the Plantation Business Assessment is too minimal, it needs to be improved again. 	<ul style="list-style-type: none"> - Submission of the quarterly LPUP is sent no later than every 10th day a month in accordance with the provisions of the relevant Office, and always fulfilled both to the province and district. This can be checked through a report receipt to the agency. - Company always tries to improve the social aspect. The distribution of CSR programs to meet social aspects is in accordance with mutual agreement with the community 	<p>Company has already implemented agriculture aspects and should be maintained</p>
5.	<p>Section Head, Licensing and Investment Services, Seruyan District</p> <ul style="list-style-type: none"> - Plantation business licensing for the Bitu Maju Bersama Cooperative is still in process. - There is no problem with the company licensing 	<p>No particular comment</p>	<p>Should be maintained</p>
6.	<p>Section Head, Environmental Management, Environmrnt Agency , Kotawaringin Timur District</p> <ul style="list-style-type: none"> -The normative obligation regarding RKL / RPL reporting is in accordance with the provisions. - Never received complaints about environmental problems from other stakeholders. - Suggestion : HCV reports can also be reported in RKL / RPL s reports 	<ul style="list-style-type: none"> - Company has sent Semester I 2020 Report, it shows that this section has also been reported. - PT MS requests that the recommendation can also be made in a written letter from DLH, so that the existing report format settings (according to the provisions) can be adjusted. In addition, there are periodic evaluations by DLH 	<p>Company has already implemented environment aspects , should be improved.</p>
7.	<p>Bangkal Village Head.</p> <ul style="list-style-type: none"> - Relationship between the people of Bangkal Village and the company is harmonious. - Routinely realizes CSR every year. If you ask for help from heavy equipment, the company immediately responds. - No land disputes and no mining business activities in the PT MS area. - No complaints about environmental pollution from the surrounding community. In managing waste, the company follows the applicable regulations. - Some residents of Bangkal Village who work at PT MS. - The existence of PT MS can help improve the economy of the surrounding community. Opening up new jobs and businesses. - Lack disseminate job vacancies to the public suddenly. Because of the difficulty in preparing the requirements. - Companies should submit their annual 	<p>Company will strive to increase the employment of local residents according to the needs of the number of workers and the qualifications of the company.</p>	<p>Company has already implemented social aspects , should be improved.</p>

	CSR cost plans so that they are in sync with the village development program.		
8.	<p>Pondok Damar Village Head.</p> <ul style="list-style-type: none"> - Relationship between the people of Pondok Damar Village and the PT MS company is good. Nothing leads to conflict. - Company realizes CSR in Pondok Damar Village. - No land dispute cases. 	Company try to increase the realization of employment for local residents again.	Company has already implemented social aspects , should be maintained.
9.	<p>Civil Contractor</p> <ul style="list-style-type: none"> - Cooperation between PT MS and contractors is going well. Payment is on time. - CV Randu Mas covers his workforce with BPJS Ketenagakerjaan. BPJS payments are usually per contract. - If there are problems, it can be resolved by deliberation. 	No particular comment	Should be maintained

10.2 Issues Raised during Stakeholder Interviews On-site

No.	Issues Raised	Audit Verification

11.0 Certification Decision

11.1 Recommendation for Certification

PT Mustika Sembuluh has established and maintains an effective system to ensure compliance with the RSPO principles and criteria. The audit team has confirmed through the audit process that the company's practices complies with, adequately maintains and implements the requirements of RSPO Principles and Criteria [NI]. PT TUV Rheinland Indonesia recommends that PT Mustika Sembuluh be approved as a producer of RSPO Certified Sustainable Palm Oil.

11.2 Date of Certificate Issued and Scope of Certificate

The scope of the certificate covers production of palm oil from PT Mustika Sembuluh (MS1 POM & MS2 POM) and its supply base, which includes MS1 estate, MS2 estate, MS3 estate and KUD Bitu Maju Bersama. The date of certificate issued is [Date of certificate to be included upon certification decision and issuance of certificate]. Further details of the certificate are as per Appendix 1.

11.3 Date of Next Surveillance Visit

The next surveillance visit is planned on October 2021

12.0 Acknowledgements of Internal Responsibility and Formal Sign-Off by Client

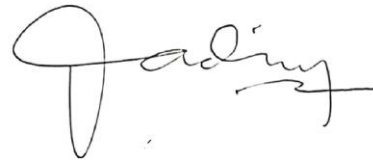
It is acknowledged that the assessment visit was carried out as described in this report and we accept the assessment findings and report content.

Signed on behalf of PT Mustika Sembuluh

Signed on behalf of PT TUV Rheinland Indonesia



Eko Yuliadi
Group Estate Manager
12/01/2021

A handwritten signature in black ink, appearing to read "Panggading H N".

Panggading H N
Lead Auditor
Date: 13/01/2021

APPENDICES


Appendix 1: Details of Certificate

Certificate

Standard : Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil Year 2018 (April 2020)

Certificate Registr. No. : 824 502 14009

Certificate Holder : PT TUV Rheinland Indonesia certifies :
PT Mustika Sembuluh Palm Oil Mill
Subsidiary of Wilmar International Limited,
Jl. Jenderal Sudirman Km. 2,3 Sampit, Central Kalimantan,
Indonesia
Phone: +62-531-34520-24; Fax: +62-531-34534



and its company owned estates according to the annex

RSPO number : -
Scope : Palm Oil Production and Plantation Management System

Validity: An audit was performed, Report No. RSPOP&C-14009-RA2. Proof has been furnished that the requirements according to Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil Year 2018 (April 2020) are fulfilled.


The due date for all future surveillance audits is 24.08 (dd.mm).

The certificate is valid from 24 August 2015 until 23 August 2020.

The certificate shall remain valid in period stipulated above provided that the certificate holder mentioned here continues to comply with the RSPO P&C requirements. Status of compliance of the certificate holder shall be based on the annual inspections conducted by PT TUV Rheinland Indonesia.

RSPO registered parents company* : Wilmar International Limited (RSPO Member No. : 2-0017-05-000-00)
* Name of the RSPO registered member company of which the certificate holder is a subsidiary (if applicable)

Date of first certificate : August 24, 2010

Indonesia, 09-02-2021  PT TUV Rheinland Indonesia
Director

The certificate remains property of PT TUV Rheinland Indonesia and can be withdrawn in case of terminations as mentioned in the contract or in case of changes or deviations of the above-mentioned data. The licensee is obliged to inform PT TUV Rheinland Indonesia immediately of any changes in the above-mentioned data. Only an original and signed certificate is valid.

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Annex to certificate

Standard : **Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil Year 2018 (April 2020)**

Certificate Registr. No.: 824 502 14009

Location: **PT Mustika Sembuluh Palm Oil Mill**
 Address : **Subsidiary of Wilmar International Limited,**
Jl. Jenderal Sudirman Km. 2,3 Sampit,
Central Kalimantan, Indonesia
 Phone: +62-531-34520-24; Fax: +62-531-34534

Name of mill / estate	Location	Certified Area (Ha)	GPS locations	
			Latitude	Longitude
PT MS Palm Oil Mill 1	Pondok Damar Village, Mentaya Hillr Utara Subdistrict, Kotawaringin Timur District.	-	2° 35' 27.867" S	112° 30' 45.407" E
PT MS Palm Oil Mill 2	Sebabi Village, Telawang Subdistrict, Kotawaringin Timur District.	-	2° 27' 25.569" S	112° 29' 59.026" E
PT MS Estate 1	Pondok Damar Village, Mentaya Hillr Utara Subdistrict, Kotawaringin Timur District.	6,590.20	2° 35' 9.918" S	112° 30' 32.301" E
PT MS Estate 2	Pondok Damar Village, Mentaya Hillr Utara Subdistrict, Kotawaringin Timur District.	6,107.59	2° 39' 47.510" S	112° 32' 17.894" E
	Bangkal Village, Danau Sembuluh Subdistrict, Seruyan District.			
PT MS Estate 3	Tanah Putih Village, Telawang Subdistrict, Kotawaringin Timur District.	6,752.47	2° 30' 17.129" S	112° 30' 36.949" E
Bitu Maju Bersama Cooperation	Jl. Macan Lantut RT 001 RW 001, Pondok Damar village, Mentaya Hillr Utara Sub District, Kotawaringin Timur District.	182.01	2° 40' 12.960" S	112° 34' 15.990" E


CPO Tonnage Total Production	8,4479.2 Mt		
PK Tonnage Total Production	20,758.64 Mt		
Company Estate FFB Tonnnages	381,830 Mt		
FFB Tonnnages from Other Sources	4,450 Mt		
	MS POM 1 (Mt)	MS POM 2 (Mt)	Total (Mt)
CPO Tonnage Claimed for Certification	52,326.70	32,152.50	84,479.20
PK Tonnage Claimed for Certification	12,899.14	7,859.50	20,758.64

Scope of SCOS & supply chain model assessed:

FFB receipt, produce and delivery of CPO & PK with implementation of the following SCOS:
 Identity Preserved
 Mass Balance

Indonesia, 09-02-2021

Issued by PT TUV Rheinland Indonesia


 PT TUV Rheinland Indonesia
 Director

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Appendix 2: Certification Audit Plan

Monday, 02 November 2020				
06.00– 07.35	Flight Jakarta-Pangkalan Bun	All Auditor	-	IN 190
08.00 - 12.00	Travelling to site			
14.00 – 17.00	Opening meeting Company presentation Auditor introduce Audit plan explanation	All Auditor	Auditee	
17.00 -	End of 1st day audit			
Tuesday, 03 November 2020				
08.00 – 12.00 Estate, Smallholder & POM	Document check regarding: <ul style="list-style-type: none"> • Commitment to ethical conduct • Legal compliance • Third party contractor legal • Third party FFB legally sources • Smallholders • SCCS • Fair and transparent dealing with smallholders 	PN	Auditee	Principle 1 Criteria 1.2 (1.2.1; 1.2.2) Principle 2 Criteria 2.1.1 2.2 (2.2.1; 2.2.2; 2.2.3); 2.3 (2.3.2) Principle 3 Criteria 3.7 (3.7.3); 3.8 (3.8.1 – 3.8.17) Principle 5 Criteria 5.1 (5.1.2; 5.1.3; 5.1.4; 5.1.5; 5.1.8) 5.2
08.00 – 12.00 Estate, Smallholder & POM	Stakeholder consultation (Internal) Document check regarding: <ul style="list-style-type: none"> • Information and public availability • Legal compliance • SIA & Plans • System for managing human resources • Training • Human rights • FPIC • Land conflict • Complaints and grievances • No discrimination • Pay and working conditions • Freedom of association • No child labor • No harassment • No forced or trafficked labor 	DN	Auditee	Principle 1 Criteria 1.1 (1.1.2); Principle 2 Criteria 2.1.1 Principle 3 Criteria 3.4 (3.4.1; 3.4.2; 3.4.3) Social Aspect ; 3.5 (3.5.2), 3.7 (3.7.1; 3.7.2); Principle 4 Criteria 4.1 (4.1.2); 4.2 (4.2.1; 4.2.3; 4.2.4); 4.3 (4.3.1); 4.4 (4.4.1; 4.4.2; 4.4.4; 4.4.5; 4.4.6); 4.5; 4.6; 4.7; 4.8. Principle 6 Criteria 6.1 (6.1.2; 6.1.3;6.1.4; 6.1.5; 6.1.6) 6.2 (6.2.2; 6.2.4; 6.2.5; 6.2.6); 6.3 (6.3.2; 6.3.3.); 6.4 (6.4.3; 6.4.4); 6.5. (6.5.3; 6.5.4); 6.6 (6.6.1; 6.6.2)

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08.00 – 12.00 Estate, Smallholder & POM	Document check regarding: <ul style="list-style-type: none"> • Legal compliance • Standard operating procedures • EIA & Plans • Fair and transparent dealing with smallholders • Soil survey and topographic information • Peat • Water quality and quantity • Energy use • HCV & HCS • Pollutions and GHGs 	IP	Auditee	Principle 2 Criteria 2.1 (2.1.1) Principle 3 Criteria 3.3 (3.3.2), 3.4 (3.4.1; 3.4.2; 3.4.3) Env Aspect Principle 7 Criteria 7.6 (7.6.2-7.6.3); 7.7 (7.7.1; 7.7.7); 7.8 (7.8.1; 7.8.2); 7.10 (7.10.3) 7.12 (7.12.2 - 7.12.7)
08.00 – 12.00 Estate, Smallholder & POM	Document check regarding: <ul style="list-style-type: none"> • Legal compliance • Long term plan and economic viability • Continuous improvement and reporting • OSH plan • Safe working environment • Effective IPM • Pesticide use • Soil fertility • Soil erosion • Waste management • Energy use • Zero Burning 	WHY	Auditee	Principle 2 Criteria 2.1.1 (2.1.1-2.1.3) Principle 3 Criteria 3.1 (3.1.1; 3.1.2; 3.1.3); 3.2 (3.2.1; 3.2.3); 3.3 3.6 (3.6.2;) Principle 5 Criteria 5.2 (5.2.4) Principle 6 Criteria 6.7 (6.7.1 - 6.7.5) Principle 7 Criteria 7.1 (7.1.1; 7.1.3); 7.2 (7.2.1 – 7.2.11) 7.3 (7.3.2; 7.3.3); 7.4 (7.4.1; 7.4.3; 7.4.4); 7.5 (7.5.2; 7.5.3) 7.9 (7.9.1); 7.11
12.00 – 14.00	Break	All Auditor	Auditee	
14.00 – 17.00	Continue audit agenda	All Auditor	Auditee	
17.00 –	End of 2nd day audit	-	-	-
Wednesday, 04 November 2020				
08.00 – 12.00 Estate, Smallholder & POM	Field Observation Stakeholder consultation	All Auditor	Auditee	
12.00-14.00	Break	All Auditor	Auditee	
14.00-17.00 Estate, Smallholder & POM	Field Observation Stakeholder consultation Document Checking	All Auditor	Auditee	
17.00 -	End of 3rd day audit	All Auditor	Auditee	

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Thursday, 05 November 2020				
08.00 – 12.00 Estate, Small-holder & POM	Document Checking	All Auditor		
12.00-14.00	Break	All Auditor		
14.00-15.00 Estate, Small-holder & POM	Document Checking	All Auditor		
15.00 – 16.00	Prepare to closing meeting	All Auditor	Auditee	
16.00 – 18.00	Closing meeting	All Auditor	Auditee	
18.00 - 21.00	Travelling to Pangkalan Bun	All Auditor	Auditee	
	Stay overnight			
Friday, 06 November 2020				
07.55 – 09.05	Flight to Semarang	All Auditor		IN 195
13.50 – 15.00	Flight Semarang - Jakarta			GA 239

Appendix 3: List of Abbreviations

AMDAL	Analisis Dampak Lingkungan & Sosial (Social & Environmental Impacts Assessment)
CPO	Crude Palm Oil
EIA	Environmental Impact Assessment
ERTs	Endangered, Rare & Threatened species
ESH	Environmental Safety & Health
FFB	Fresh Fruit Bunches
EFB	Empty Fruit Bunches
HCV	High Conservation Value
IPM	Integrated Pest Management
LTA	Lost Time Accident
MSDS	Material Safety Data Sheets
NGO	Non-Government Organization
NPP	New Planting Procedure
OSH	Occupational Safety & Health
PKO	Palm Kernel Oil
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
UKL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
UPL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
	Please add other abbreviation if necessary

Appendix 4: Other Achievements and Certifications Held

Name of mill / estate	Certification Standard / Award achieved	Certification Body / Awarder	Date Achieved

Appendix 5 : List of Stakeholders Interviewed and Contacted

No.	Name of Stakeholder	Institution / Position	Remarks
Stakeholders Interviewed during Public Consultation			
1.	H. Fuad Gatot Setyo	Head of Manpower and Transmigration Office of East Kotawaringin District and Head of Industrial Relations	
2.	Merawati	Head of Industrial Relations, Seruyan District	
3.	Selunduk Uhing	Damang Tribe Leader, Seruyan Raya Sub District	
4.	Fuji Rahardi	Section Head (Plantation) Forest and Plantation Agency, Seruyan District	
5.	Alex Sudiono	Section Head, Licensing and Investment Services, Seruyan District	
6.	Endang Prihatin	Section Head, Environmental Management, DLH Kab. East Kotawaringin	
7.	Markuni	Bangkal Village Head	
8.	Kenos	Pondok Damar Village Head / Previous Owner	
9.	Oie Liang Son	Contractor	
Stakeholders Interviewed On-Site			
1.	Eko Yuliadi	Group Estate Manager	
2.	Sulistiawarman	Estate Manager MS 01	
3.	Yasin Al Fatah	Estate Manager MS 02	
4.	Supandi	Estate Manager MS 02	
5.	S. Sembiring	Mill Manager MS 01	
6.	R. Simbolon	Mill Manager MS 02	
7.	Sony Jules	Sustainability Manager (HO)	
8.	Sarimanah	Sustainability	
9.	Andri Sugianto	Sustainability	
10.	Irfan	Sustainability	
11.	Engkai Kurnianto	Public Relation	
12.	Sigit	CD/CSR	
13.	Aan Rukmana	Harvesters, MS I, Block 34/3, Div. I	
14.	Hendrianto	Harvesters, MS I, Block 34/3, Div. I	
15.	Rapi	Harvesters, MS I, Block 34/3, Div. I	
16.	Padasiman	Harvesters, MS I, Block 34/3, Div. I	
17.	Roji	Harvesters, MS I, Block 34/3, Div. I	
18.	Narliyah	Maintenance, MS I	
19.	Yuna	Maintenance, MS I	
20.	Mufiah	Maintenance, MS I	
21.	Samiah	Maintenance, MS I	
22.	Mustafidah	Maintenance, MS I	
23.	Fainah	Maintenance, MS II	
24.	Suparti	Maintenance, MS II	
25.	Jumiatun	Maintenance, MS II	
26.	Murni	Maintenance, MS III	
27.	Siti Aminah	Maintenance, MS III	
28.	Susanti	Maintenance, MS III	
29.	Christina	Weight Bridge Operator	

30.	Rendi	Weight Bridge Operator	
31.	Salce Bode	SCCS Officer	

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Appendix 7 : Requirement on Book & Claim

If applicable please fill the table below :

Type of Book & Claim audit	<input type="checkbox"/> Remote Audit <input type="checkbox"/> Combined with RSPO SC <input type="checkbox"/> Combined with other on-site audit (.....)
Type of organization relate of SC actor	<input type="checkbox"/> POM <input type="checkbox"/> Crusher (KCP) <input type="checkbox"/> ISH Group <input type="checkbox"/> Manufacture/retailer
Within twelve (12) months Company the qualifying level of 500 RSPO credits have been claimed	<input type="checkbox"/> Yes <input type="checkbox"/> No Auditor findings: <i>(Please provide the amount of RSPO Credit, type of product sold)</i> Compliance status : <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :
RSPO Credits make market claims for one (1) year from the date of purchase of credits (include of it has complied with RSPO Role on Market Communications and Claims)	<input type="checkbox"/> Yes <input type="checkbox"/> No Auditor findings: <i>(Please state the date of start –ended periodic claim)</i> Compliance status : <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :
RSPO credit transactions document is consistent with the amount of credit volume and information stated on RSPO IT platform.	<input type="checkbox"/> Yes <input type="checkbox"/> No Auditor findings: <i>(Please inform simple of transation document compare with information on IT platporm)</i> Compliance status : <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :

A.2.3 SC Requirement

The organization has sold RSPO Credit of [CSPO/CSPKO and/or CSPKE/IS-CSPO/IS-CSPKO/IS-CSPKE] amount of mt. The organization [have/have not] valid RSPO certificate/lisence in the RSPO IT Platform so they [are/are not] allowed to sell RSPO Credit. The crusher [have/have not] volume of product stock from the previous license period amount ofmt (if any). The [mill/group] [has/has not] oversold due to underproduction and it [has/has not] maked a request to RSPO Secretariat to buy back RSPO Credit. The buyer status [is/is not] RSPO member. The RSPO Credit has traded on the online marketplace of the RSPO IT system and/or off market deal (OMD). If OMD, OMD [has/has not] reported in RSPO IT system by either party at the time the deal is made. The organization has purchased RSPO Credit in form of [.....] to cover the use of uncertified/conventional oil palm product based on a one to one	Compliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :
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ratio or oleochemical and its derivatives [has/has not] referred to ratio in the RSPO Rules for physical transition of oleochemicals and its derivatives.	
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