

PRINCIPLE 1: COMPLYING WITH APPLICABLE LAWS IN INDONESIA

No	CRITERION	INDICATOR	CHECKLIST
1.1	Holding all permits required to be acknowledged as a business with legal entity basis	<p>1.1.1 Holding Tax Payer Identification Number (Nomor Pokok Wajib Pajak) in accordance with the company domicile location, Company Deeds of Establishment, Company Registration Certificate (Tanda Daftar Perusahaan) and Business Premises Permit Letter (Surat Izin Tempat Usaha) and Trading Business License (Surat Izin Usaha Perdagangan)</p> <p>Guidance: Accuracy of information to be focused in this point are as follows:</p> <ol style="list-style-type: none"> Name and address on Tax Payer Identification Number is the same with the one listed in the Company Deeds of Establishment Information in the Deeds of Establishment of the Company is the latest information in terms of type of business and ownership of the company (Local or PMA) Description of business stated in Company Registration Certificate and Business Premises Permit Letter should match with the designated purpose and valid permit in accordance with Indicator 1.5.2. Trading Business License is required for plantation without Palm Oil Mill to sell ready to plant-FFB seeds and integrated plantation with Palm Oil Mill that will conduct trading business such as trading of FFB, CPO, PK, PAO, etc. 	<ol style="list-style-type: none"> Do name and address in Tax Payer Identification Number body align with the information listed in the Company Deeds of Establishment? Is information in the Company Deeds of Establishment updated in terms of scope of business and type of ownership (foreign investment or local)? Is scope of business in Company Registration Certificate and Business Premises Permit Letter match with scope of business in Company Deeds of Establishment? Does plantation with and without integrated palm oil mill have Trading Business License per the designated purpose? Are Company Registration Certificate, Trading Business License and Business Premises Permit Letter still valid?
		<p>1.1.2 Plantation Company/Growers shall hold Location Permit issued by Regent/ Mayor complete with map with 1:100.000 or 1:50.000 scale before conducting the operation.</p>	<ol style="list-style-type: none"> Does company have Principle Permit from Local Government? Does company have recommendation letter on Regency Area Spatial Planning or Provincial Area Spatial Planning?

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		<p>Guidance: To obtain the location permit, the plantation company should initially obtain Principle Permit from Local Government and recommendation letter on the suitability of Regency Area Spatial Planning (Rencana Tata Ruang Wilayah Kabupaten) for the Regency and Provincial Area Spatial Planning (Rencana Tata Ruang Wilayah Propinsi) for the province</p>	<p>c. Is issuing date of Location Permit made after issuing date of Principle Permit and Regency Area Spatial Planning/Provincial Area Spatial Planning? d. Is Location Permit map made with 1:100.000 or 1:50.000 scale? e. Is Location Permit map updated? If there is any revision, there shall be change of location permit letter from Regent/Mayor.</p>
1.2	Fulfilling the legality requirements related to environment in conducting the business	<p>1.2.1 Conduct Environmental Impact Analysis (Analisa Mengenai Dampak Lingkungan) or Environmental Management Efforts (Upaya Pengelolaan Lingkungan Hidup)- Environmental Monitoring Efforts (Upaya Pemantauan Lingkungan Hidup), in which the Environmental Impact Analysis report includes the Environmental Management Plan (Rencana Pengelolaan Lingkungan) and Environmental Monitoring Plan (Rencana Pemantauan Lingkungan)</p> <p>Guidance: Environmental Impact Analysis is intended for plantation with Location Permit > 3.000 Ha. Environmental Management Efforts- Environmental Monitoring Efforts is intended for plantation with Location Permit < 3.000 Ha. Environmental Impact Analysis report includes Terms of Reference (Kerangka Acuan) of Environmental Impact Analysis (Analisa Mengenai Dampak Lingkungan), Environmental Management Plan (Rencana Pengelolaan Lingkungan) and Environmental Monitoring Plan (Rencana Pemantauan Lingkungan) discussing the result of plantation development impact to the environment, community, economy and local customs.</p>	<p>a. Is Location Permit of the company > 3.000 Ha? b. Does company that have location permit <3.000 Ha area size have Environmental Management Efforts - Environmental Monitoring Efforts? c. Is the stage of making Environmental Impact Analysis in accordance with applicable provision? d. Does company have evidence of involvement with community, government, and other accountable parties in the process of making Environmental Impact Analysis?</p> <p>Note to assessor: To conduct random interview with surrounding community to ensure their involvement in the process of making Environmental Impact Analysis.</p>

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		<p>1.2.2 A valid Environmental Permit issued by Regent/ Mayor shall be available</p> <p>Guidance: The environmental permit must be secured by Environmental Impact Analysis or Environmental Management Efforts (Upaya Pengelolaan Lingkungan Hidup)-Environmental Monitoring Efforts (Upaya Pemantauan Lingkungan Hidup) obliged-entity as the prerequisites to obtain Business License in accordance with the Government Regulation No.27 of 2012 on Environmental Permit</p>	<p>a. Is Environmental Permit issued before Plantation Business License (Izin Usaha Perkebunan)?</p> <p>b. Is validity period of Environmental Permit in accordance with validity period of Plantation Business License (Izin Usaha Perkebunan)?</p>
		<p>1.2.3 Documentation of functional conversion stages of the forest area shall be available if there are forest area that shift function to plantation as well as written approval from Ministry of Forestry</p> <p>Guidance: This indicator is applicable if there is an indication where plantation business license is located inside forest area</p>	<p>a. Is company Location Permit crossing inside forest area?</p> <p>b. If Location Permit crossing inside forest area, how many Ha did it go inside forest area and does it already have written approval from Ministry of Forestry?</p> <p>c. Does company have record of land acquisition and evidence of land compensation in the forest conversion area?</p>
		<p>1.2.4 Palm Oil Mill shall have Waste Water Processing Installation (Instalasi Pengolahan Air Limbah) and permit to use liquid waste as Land Application or to dispose to water body that comply with the applicable provisions on quality standard</p> <p>Guidance: This indicator only applicable for plantation with Palm Oil Mill. The requirement to obtain Land Application Permit may refer to <i>Minister of Environment Decree No.29 Year 2003</i></p> <p>Additional Information: Palm Oil Mill may perform land application after fulfilling the following requirements:</p> <ol style="list-style-type: none"> Waste water BOD cannot exceed 5000 mg/liters Waste pH level ranging between 6-9 It is applied on the land other than peatland 	<p>a. Does plantation have integrated palm oil mill?</p> <p>b. Is Waste Water Processing Installation functioning well (e.g. no leaks on pipe and pond, fence around POME pond, etc)?</p> <p>c. Have Land Application been conducted in accordance with applicable standard requirement?</p>

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		<ul style="list-style-type: none"> d. It is applied on the land with permeability between 1.5 cm/ hour up to 15 cm/ hour e. It is not allowed to be applied on the land with soil water depth less than 2 meters f. Building monitoring well 	
		<p>1.2.5 Specification of incinerator for Oil Palm Empty Fruit Bunch shall be in accordance with the applicable requirements and the combustion smoke shall be in accordance with the quality standard</p> <p>Guidance: This indicator only applicable for plantation with Palm Oil Mill. Quality standard inspection of the water/smoke from the incinerator should be in accordance with the threshold defined in Appendix 1 of Minister of Environment Regulation No.7 Year 2007 and reported to Environmental Agency (Badan Lingkungan Hidup) at minimum once in 6 months</p>	<ul style="list-style-type: none"> a. Does palm oil mill use incinerator to burn Empty Fruit Bunch? b. If Palm Oil Mill still use it, is incinerator specification in accordance with applicable provision, such as the height of chimney shall be at minimum of 14 meter from the ground and have air quality sampling hole? c. Does the combustion smoke in accordance with the quality standard in Appendix 1 of Minister of Environment Regulation No.7 Year 2007? d. Does Palm Oil Mill report the result combustion smoke/air quality to Environmental agency at minimum once in 6 months?
		<p>1.2.6 Permit and Temporary Storage of Hazardous Waste issued by Regent/ Mayor shall be available. Accountable person in charge at temporary storage of hazardous waste shall be present as well.</p> <p>Guidance: Hazardous waste is remnants of a business and/or activities that contains the substance, energy, and/or other components that because of the nature, concentration, and/or amount, either directly or indirectly, may pollute and/or damage the environment, and/or endanger the environment, health, as well as the survival of humans and other living beings.</p>	<ul style="list-style-type: none"> a. Is permit of temporary storage of hazardous waste stil valid? b. Is building requiremet for hazardous waste in accordance with each designated type of hazardous waste? c. Is there accountable person in charge to monitor and to control operations at hazardous waste temporary storage?

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	<p>The Hazardous Waste Temporary Storage Permit refers to Government Regulation (Peraturan Pemerintah) No. 101 Year 2014 and Appendix 1</p> <p>Additional Information: B3 (hazardous) Waste Temporary Storage shall fulfil the following requirements</p> <p>Location Requirement:</p> <ul style="list-style-type: none"> a. Temporary Storage Facilities (Tempat Penyimpanan Sementara) location should be in the activity area b. The location is an area free from flood c. Distance from river (that flows the whole year) is minimum 50 meter d. Location distance is at minimum 100 meters to residential area or public facilities e. Location distance to protected areas such as natural conservation, protected forest, or sanctuary area is at minimum 300 meters <p>General Requirements of the building:</p> <ul style="list-style-type: none"> a. Have construction design and width of storage space which are suitable with the type, characteristics and volume of stored hazardous waste b. Building uses non-combustible rooftop material, with sufficient air ventilation c. Protected from rain water, either directly or indirectly d. Have sufficient lighting system (lamp/ sunlight) e. Waterproof floor, not wavy, strong and not cracking f. Have wall from non-combustible materials g. Building is equipped with Occupational Health and Safety (OHS) symbol and tools h. Equipped with lightning rod, if required <p>Specific Requirements of the building:</p>	
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		<p>a. The building that used to store combustible hazardous waste must fulfill the following criteria:</p> <ul style="list-style-type: none"> - Wall from reinforced concrete or red brick or non-combustible brick - The location must be protected from the fire-trigger source and/ or heat source <p>b. The building used to store easily reactive, corrosive and poisonous hazardous waste must fulfil the following requirement:</p> <ul style="list-style-type: none"> - Wall should be constructed with easy to remove structure, to secure hazardous waste easily during emergency. - Roof, wall and floor must be constructed with corrosion-proof and fire-proof structure <p>c. The building used to store easy to explode hazardous waste must fulfil the following criteria:</p> <ul style="list-style-type: none"> - Construction of the building, either floor, wall or roof must be made from explosion-proof and water-proof materials - Construction of wall and floor must be stronger than the roof, so that in case of heavy blast, it will be directed to the top (instead of to the side) - Room temperature must be able to be controlled to stay in normal condition <p>d. For 100% liquid hazardous waste, the storage requires a storage tank (to store in case of leaking/ spills) with minimum 100% volume of the largest existing package.</p>	
1.3	Have all legal documents related to operational permit	<p>1.3.1 Land Use Right (Hak Guna Usaha) shall be owned and legalized in accordance with Agrarian Basic Regulation No. 5 Year 1960</p> <p>Guidance:</p>	<p>a. Is Land Use Right located inside company Location Permit?</p> <p>b. Has all land inside Land Use Right been lawfully acquired?</p> <p>c. Does company have all land acquisition document?</p>

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	<p>Ensure that Land Use Right has been acquired lawfully and supporting documents such as land acquisition documents are available.</p>	
	<p>1.3.2 Plantation company with >25 Ha area size that does not have Palm Oil Mill shall have Plantation-Cultivation Business License (Izin Usaha Perkebunan-Budidaya) and Plantation Business License (Izin Usaha Perkebunan) for plantation with >1000 Ha area width that has integrated Palm Oil Mill.</p>	<p>a. How many Ha of plantation the company own? b. For plantation with integrated palm oil mill, is the location permit >1000 Ha and does it have Plantation Business License? c. For plantation with area >25 Ha and <1000 Ha, does it have Plantation-Cultivatioin Business License?</p>
	<p>1.3.3 All buildings with category of semi-permanent shall have Building Permit (Izin Mendirikan Bangunan) and Building Rights Title Certificate (Hak Guna Bangunan) in accordance with applicable Local Regulation.</p> <p>Guidance: A building with utilization time of more than 5 years is required to have Izin Mendirikan Bangunan, for example building like employee dormitory, office, warehouse and workshop</p> <p>Additional Information: Classification of semi-permanent building refers to Article 5 Paragraph 3 of Government Regulation No. 36 Year 2005</p>	<p>a. Does company have list of building at the plantation? b. Does the list have information of completion development date/month/year of each building? c. Do the buildings have foundation made of concrete to be categorized as semi-permanent building? d. Do every semi-permanent and permanent buildings have Building Permit and Building Rights Title certificate? e. Does building with Building Rights Title certificate utilize the building in accordane with its provision?</p>
	<p>1.3.4 Land and Building Tax (Pajak Bumi Bangunan) every year, Income tax (Pajak Penghasilan) and Value Added Tax (Pajak Pertambahan Nilai) shall be paid in accordance with applicable provisions. Annual Tax Invoices (Surat Pemberitahuan Tahunan) shall be reported in accordance with local Regulation provisions</p> <p>Guidance:</p>	<p>a. Does company have proof of Land and Building Tax payment records for the last 5 years? b. Does company have proof of Income Tax and Income Tax payment to local tax office for the last 3 years? c. Does company report Annual Tax Invoices for the last 5 years?</p>

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		<p>Payment receipt and tax report can be accessed from Finance Department. If it is not available at plantation office, it can be requested from head office.</p>	
<p>1.4</p>	<p>Submitting plantation progress report to the relevant government office</p>	<p>1.4.1 The implementation reports of Environmental Management Plan (Rencana Pengelolaan Lingkungan) and Environmental Monitoring Plan (Rencana Pemantauan Lingkungan)/ Environmental Management Efforts (Upaya Pengelolaan Lingkungan Hidup) and Environmental Monitoring Efforts (Upaya Pemantauan Lingkungan Hidup) Palm Oil Mill and/or plantation shall be submitted to local Environmental Agency (Badan Lingkungan Hidup) once every 6 months</p> <p>Guidance: Format of Environmental Management Plan and Environmental Monitoring Plan / Environmental Management Efforts and Environmental Monitoring Efforts implementation report should be in accordance with the format defined in Minister of Environment Decree No.45 Year of 2005</p> <p>Additional information: or Environmental Management Efforts and Environmental Management Plan and Environmental Monitoring Plan Monitoring Efforts permit report includes several separated reports to be incorporated, such as:</p> <ol style="list-style-type: none"> 1. Report of waste water quality checking at Waste Water Processing Installation outlet, which is conducted 1 (once) a month and reported once per 3 (three) months to local Environmental Agency 2. Report of air quality and emission from fixed source (noise, vibration and odor) is reported once in 6 months to local Environmental Agency 	<ol style="list-style-type: none"> a. Does implementation report of Environmental Management Plan and Environmental Monitoring Plan tie up with Environmental Management Plan and Environmental Monitoring Plan in Environmental Impact Analysis? b. For those who are not mandatory Environmental Impact Analysis, does implementation report of Environmental Management Efforts and Environmental Monitoring Efforts tie up with corridor of Environmental Management Efforts and Environmental Monitoring Efforts? c. Is format of implementation report in accordance with the format defined in Minister of Environment Decree No.45 Year of 2005? d. Does company have reporting evidence of Environmental Management Plan and Environmental Monitoring Plan or Environmental Management Efforts and Environmental Monitoring Efforts implementation to local Environmental Agency once every 6 months?

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		<p>1.4.2 Annual report on plantation progress shall be submitted to the local government agency that issued Plantation Business License</p> <p>Guidance: Annual Report on Plantation Business Program is a comprehensive report describing all company's activities that have been implemented within 1 year period, such as: progress on permit implementation, partnership implementation, field activities, processing plant, marketing, and environmental management</p> <p>Additional Information: The plantation progress annual report is a combination of Environmental Management Plan and Environmental Monitoring Plan implementation report and several separated reports, such as:</p> <ol style="list-style-type: none"> 1. Report of fire prevention which is submitted per 6 (six) months to local Government 2. Report of Occupational Health and Safety (OHS) implementation which is submitted per 3 (three) months to <i>Disnaker</i> (Manpower Office) 3. Annual Report of manpower progress which is submitted to <i>Disnaker</i> 	<ol style="list-style-type: none"> a. What is the issuance date of Plantation Business License? b. Does annual report on plantation describe all company's activities within 1 year period? c. Does company have reporting evidence of annual plantation progress to Regent/Mayor??
1.5	Have system to monitor and update the validity of legal documents	<p>1.5.1 A person or party accountable to monitor the validity of all legal documents shall be available</p> <p>1.5.2 List of all legal documents shall be owned by the company, containing the following information, including but not limited to:</p> <ol style="list-style-type: none"> a. name of document, b. Date of issuance of the document, c. Expiry date of the document <p>Guidance: The validity periods of legal documents are as follows:</p>	<ol style="list-style-type: none"> a. Does the accountable party or person have work order in accordance with its responsibilities? a. Can the accountable party or person provide legal document master list owned by the company? b. Does the legal document masterlist have following minimum information: <ul style="list-style-type: none"> - Name of document - Date of issuance of document - Expiry date of document

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		<ul style="list-style-type: none"> a. Company Registration Certificate (Tanda Daftar Perusahaan) is valid for 5 years b. Trading Business License (Surat Izin Usaha Perdagangan) is valid for 5 years c. Business Premises Permit Letter (Surat Izin Tempat Usaha) is valid for 3 years d. Disruption Permit-(HinderOrdonnantie) is valid for 3 years e. Land Use Right (Hak Guna Usaha) is valid for 35 years and can be extended 2 times with 25 years extension period each f. Operator License (Surat Izin Operator) is valid for 5 years g. Building Rights Title Certificate (Hak Guna Bangunan) is valid for 30 years h. Hazardous Waste Management Permit (including hazardous waste temporary storage) is valid for 5 years refers to Minister of Environment Regulation No.18 Year 2009 	<ul style="list-style-type: none"> c. Are all legal documents still valid in accordance with respective provisions?
PRINCIPLE 2: ENVIRONMENTAL PROTECTION BY CONDUCTING ACCOUNTABLE PLANTATION PRACTICE			
2.1	No deforestation	<p>2.1.1 Have written policy approved by management and socialized across the company and plantation, stating that the company will only develop palm oil plantation at the permitted location by the government and/ or not indicated as High Conservation Value area</p> <p>Guidance: Forest area is region set by the Government of Indonesia to be maintained its existence as permanent forest. No deforestation policy should be supported by the implementation of responsible land opening procedure in accordance with 'no deforestation' policy that already legalized</p>	<ul style="list-style-type: none"> a. Has no deforestation policy been socialized to related parties? b. Is information about no deforestation can be easily accessed? c. Is no deforestation policy included inside the land clearing procedure?

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		<p>2.1.2 There shall be no new land expansion for a new plantation area after 2016 in accordance with Presidential Instruction (<i>Inpres</i>)</p>	<p>a. Does the company have records of land acquisition until the year of 2016?</p>
		<p>2.1.3 HCV identification and other protected area in the company's concession area shall be identified, by either company's HCV internal team or by involving HCV expert, Government, impacted community and non-governmental institution. HCV identification report shall be available at the estate and head quarter office.</p> <p>Guidance: Identification process of HCV Area refers to HCV Toolkit Indonesia, with the following general description:</p> <ul style="list-style-type: none"> a. HCV 1, 2, and 3 for the area with scarce or protected biodiversity b. HCV 4 for the area functioned as natural environment services that may be useful as water source, flood control, erosion prevention, or the natural barriers to prevent forest fires expansion c. HCV 5 for the area functioned as local community needs fulfillment d. HCV 6 for the area which is the traditional culture identity of local community <p>The identified HCV Areas must be included in the plantation concession map and provided with clear description as HCV area in accordance with respective criteria</p>	<ul style="list-style-type: none"> a. Is there any involvement of all affected parties while conducting HCV identification? b. Does HCV Identification report cover whole aspects of HCV 1,2,3,4,5, and 6? c. Has all HCV area been identified on the map of company's Location Permit? d. Is HCV identification report available at the estate and head quarter office?
		<p>2.1.4 Identified HCV and other protected areas management planning shall be available</p> <p>Guidance:</p>	<ul style="list-style-type: none"> a. Does the development of HCV management plan involve all related stakeholders? b. Do all related stakeholders agree with HCV management plan?

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		<p>Management plan of HCV and other protected areas must be explained completely per HCV category 1 – 6 that have been identified. The plan development must involve parties that its areas are impacted from HCV management plan to have the management plan to be comprehensive without bringing negative impact in the future</p> <p>Additional Information: Placement of marker or signage stating an area as the HCV area is not sufficient to prove of a HCV management practices. The company is required to have a periodical report of HCV monitoring and management along with the evidences.</p>	<p>c. Can HCV management plan actively prevent continuing damage to the protected areas? d. Can HCV management plan protect the existence of endangered flora and fauna?</p>
		<p>2.1.5 HCV and other protected areas shall be managed and performed regular monitoring at minimum once a year Guidance: HCV management and monitoring report along with the evidences are prepared and maintained by the party appointed by company. Report of HCV management and monitoring should be made available at the estate and head quarter office.</p>	<p>a. Is there implementation evidence of HCV monitoring and management? b. Is HCV monitoring and management report available at the estate and head quarter office?</p>
2.2	No new development in peatland area regardless its depth	<p>2.2.1 Have written policy, approved by management and disseminated to all employees of the company and plantation, stating that there will be no new development in peatland after 2015. Guidance: Policy of no new development in peatland after May 2015 refers to Presidential Instruction of Moratorium No. 8 Year 2015 concerning Postponement of New License and Refinement of Primary Natural Forest and Peatland Governance.</p>	<p>a. Is no new development in peatland policy accessible to anybody? b. Does the policy clearly state time limit for not conducting new development in peatland? c. Do workers at the plantation and buyers of FFB product and its derivatives know this policy?</p>

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		<p>Additional Information: Government regulation related to no new development in peatland is: (Presidential Instruction of Moratorium No.8 Year 2015: Postponement of New License and Refinement of Primary Natural Forest and Peatland Governance). This <i>inpres</i> is issued in May 2015</p>	
		<p>2.2.2 Documents that describe the peatland identification and map of peat depth within the Land Use Right (Hak Guna Usaha) area shall be reported to the relevant government institution. Guidance: Identification result and peatland depth mapping from third party should be included in the Environmental Management Plan (Rencana Pengelolaan Lingkungan) and Environmental Monitoring Plan (Rencana Pemantauan Lingkungan) or Environmental Management Efforts (Upaya Pengelolaan Lingkungan Hidup) and Environmental Monitoring Efforts (Upaya Pemantauan Lingkungan Hidup) implementation report</p>	<p>a. Is peatland identification map and its depth made in 1:50.000 or 1:100.000 scale? b. Is peatland identification map and its depth included in the Environmental Management Plan (Rencana Pengelolaan Lingkungan) and Environmental Monitoring Plan (Rencana Pemantauan Lingkungan) or Environmental Management Efforts (Upaya Pengelolaan Lingkungan Hidup) and Environmental Monitoring Efforts (Upaya Pemantauan Lingkungan Hidup) implementation report? c. Is the result of peatland identification map and its depth available at the estate and head quarter office?</p>
<p>2.3</p>	<p>Peatland management in the area already planted with oil palm should follow the peatland Best Management Practice (BMP) Note: Criterion 2.3 is only applicable for plantation that has planted oil palm in the peatland.</p>	<p>2.3.1 There shall be procedures applied for the oil palm planting and maintenance in peatland in accordance with BMP and applicable laws Guidance: Procedure of oil palm planting and maintenance in peatland should be received by appointed officer in the company. BMP practices in peatland refers to Minister of Agriculture Regulation No. 14/Permentan/PL.110/2/2009 concerning Guideline of Peatland Utilization for Palm Oil Cultivation</p>	<p>a. Is planting procedure of oil palm in peatland in accordance with BMP and applicable laws? b. Is there evidence that the procedure has been received by accountable person for planting in peatland?</p>
		<p>2.3.2 Water level of peatland which is measured by piezometer at 40-60 cm height below land surface from the center of</p>	<p>a. Is there reporting result of measuring water level in peatland both by using piezometer and staff gauge? Note:</p>

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		<p>peatland, or 50-70 cm below land surface from water canal shall be maintained to curb GHG emission</p> <p>Guidance: Referring to the monitoring report of water level in peatland, either by measurement with piezometer or measurement at the water canal. Perform random inspection towards the water level monitoring result in the peatland</p>	<p>Random checking to the field needs to be done against the reporting result to ensure report data accuracy</p>
		<p>2.3.3 Monitoring report on subsidence and peatland damage level shall be available</p> <p>Guidance: Supporting documents of the monitoring report should be included as evidence for subsidence and peatland damage that have occurred, such as photos, historical fire incidents in peatland, etc</p>	<p>a. Does company have peatland subsidence monitoring annual report?</p> <p>b. Does the annual report have photo evidence of monitoring sites?</p> <p>c. Are historical fire incidents in peatland inside plantation concession area available?</p>
		<p>2.3.4 There shall be record of oil palm trees planting in peatland, containing the following information, but not limited to:</p> <p>a. date and location of planting</p> <p>b. amount and type of seeds planted</p> <p>c. planting map which is integrated with HGU map or Location Permit to ensure no peat planting in the deep peat area (>3 meter)</p>	<p>a. Does company have oil palm planting records?</p> <p>b. Is there an indication of planting oil palm in peatland with the depth > 3 meter?</p>
2.4	No fire for land preparation, re-planting, burning waste and other development activities, and have fire prevention system	<p>2.4.1 Have written policy that has been approved by the management and socialized across the company and plantation, stating that it is not allowed to conduct burning activities within the company's concession area</p> <p>Guidance: For 2.4.1 and 2.4.2 Burning of Oil Palm Empty Fruit Bunch in the incinerator, hot chimney smoke, heat points from the processing activity at Palm Oil Mill (Pabrik Kelapa Sawit) are not included as hotspots that come from prohibited burning practices</p>	<p>a. Has this policy been endorsed by authorized management personnel?</p> <p>b. Is socialization evidence of this policy to related parties available?</p>

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		<p>2.4.2 There shall be evidence that supports no burning activity within plantation concession area, such as historical hot spots in concession area, identification of traces of ash from the burning, Official Report (BAP) of land opening with mechanical system, etc</p>	<p>a. Does company have evidence to support no burning activities ever done inside company's concession area?</p>
		<p>2.4.3 There shall be fire prevention and control procedures, that has been approved by the authorized management of the company and receipt of documents by the plantation fire prevention team as evidence.</p>	<p>a. Is the procedure developed in accordance with company's implementation capability? b. Is there evidence that the procedure has been received by accountable party for preventing and controlling fire?</p>
		<p>2.4.4 Trained fire prevention unit and certified OHS expert specializing in fire prevention shall be available to handle fire prevention system.</p> <p>Guidance: OHS expert specializing in fire prevention holds certificate issued by Minister of Manpower and Transmigration (<i>Kemenakertrans</i>). The fire prevention unit has evidence of attending courses/ training from <i>Kemenakertrans</i> training institution.</p> <p>Additional Information: The fire prevention unit consists of several sections with the responsibility based on fire danger risk level and total manpower in the company:</p> <ul style="list-style-type: none"> a. Fire role officer, requires at least 2 persons for every 25 workers b. Fire prevention group and OHS Expert specializing in Fire, is required for low up to high fire risks with total workers > 300 people c. Coordinator of fire prevention unit, is required for low up to high fire risks with total workers ≤ 100 people. 	<p>a. Does company have certified OHS expert specializing in fire prevention? b. Does company OHS team have evidence of training records in fire prevention? c. Does every member of OHS fire prevention team know his/her own role and responsibility when fire occurs?</p>

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		<p>For the criteria of fire risk level and the roles of each fire prevention unit component, it shall refer to Minister of Manpower Decree No. Kep.186/Men/1999</p>	
		<p>2.4.5 Fire control facilities and infrastructure in accordance with the applicable standard/ law shall be available. Guidance: All fire controlling facilities and infrastructure must be in well maintained condition and ready to use whenever required from time to time</p>	<p>a. Does company have inventory list of fire control facilities and infrastructure? b. Does company have inspection method for fire prevention facilities and infrastructures?</p>
		<p>2.4.6 There shall be fire response implementation document, also documents on supervision and maintenance towards firefighting infrastructure and facilities that reported periodically to the relevant institutions Guidance: The report of OHS implementation should be submitted once in 3 months to the local <i>Disnaker</i>. This refers to Minister of Manpower and Transmigration Regulation No. 2 Year 1992.</p>	<p>a. Does company have fire response implementation document and trainings? b. Does company have fire facilities and infrastructure maintenance records? c. Is fire response implementation document included in quarterly OHS implementation report to local Disnaker?</p>
<p>2.5</p>	<p>Waste management and utilization without negative impact to the environment, workers and local community</p>	<p>2.5.1 There shall be written procedures approved by the company management authorized to manage and utilize waste in solid, liquid, gas/ air forms and hazardous waste, without negative impact to the environment, workers and local community. The procedures shall be shared/ socialized to the accountable officer. Guidance: Both the management and workers have the handover receipt of the relevant procedures</p>	<p>a. Does company have waste management and utilization procedure? b. Does the procedure refer to environmental and human friendly waste management and utilization activities? c. Have the appointed personnel received the copy of procedure and understood the stages in the procedure?</p>

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	<p>2.5.2 There shall be evidence of implementation of management and utilization procedure for solid, liquid, gas/ air and hazardous waste.</p> <p>Guidance: The evidence of waste management and utilization can be seen in the relevant activity report</p> <p>Additional Information: Waste in oil palm plantation comes from the remaining processing result at Palm Oil Mill and the waste from activities at the estate.</p> <p>Waste from Palm Oil Mill consist of 3 forms, i.e.:</p> <ol style="list-style-type: none"> 1. Solid, consists of oil palm empty fruit bunch, boiler ash, fiber and shell. (i) oil palm empty fruit bunch (<i>tankos</i>) can be used as fertilizer with composting system and may be provided to surrounding community as an alternative fertilizer (ii) boiler ash can be directly applied as a kalium fertilizer source. (iii) fiber and shell as the boiler fuel source. (iv) shell can also be sold 2. Air/gas. Boiler ash from fiber and shell combustion and the incinerator flue from <i>tankos</i> combustion result. Quality standard for combustion result must be in accordance with PP No. 41 Year 1999 concerning Air Pollution Control. For the incinerator operations, it requires permit from local Ministry of Environment (<i>Kementrian Lingkungan Hidup</i>) with validity of 5 years and can be extended if still required (Indicator 1.5.3) 3. Liquid. Liquid waste of Palm Oil Mill is commonly called as <i>POME (Palm Oil Mill Effluent)</i> which can be utilized as liquid fertilizer in Land Application as attached in Indicator 1.2.4) as well as energy source for power plant. 	<p>For plantation with integrated palm oil mill,</p> <ol style="list-style-type: none"> a. Does company have mill's waste management and utilization report, such as: <ul style="list-style-type: none"> - Management and utilization of Empty Fruit Bunch? - Management and utilization of boiler ash? - Management and utilization of fiber and palm kernel shell? b. Does company have periodic report of air quality from boiler and/or incinerator smoke? c. Does company have implementation report of land application and/or POME power plant? <p>For plantation with no integrated palm oil mill,</p> <ol style="list-style-type: none"> a. Does company have inventory list of hazardous waste stored in hazardous waste Temporary Storage? b. Is hazardous waste allocation inside hazardous waste Temporary Storage in accordance with applicable standards? c. Does company have non-hazardous waste management and utilization system, such as: <ul style="list-style-type: none"> - adequate trash bins in every emplacement? - a system to separate trash based on its type for recycle purpose? - have environmental friendly landfill? - Selling dry/inorganic plastic or paper based waste to garbage collector?
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	<p>Waste from plantation activities, consists of 3 categories:</p> <ol style="list-style-type: none"> 1. Solid. Solid waste can come from the warehouse, workshop, such as iron cuts, accu batteries, used plastic cans of pesticide and used spare parts. The waste must be stored in the Temporary Waste Storage Warehouse, in accordance with applicable provisions (<i>Indicator 1.2.6</i>) 2. Liquid. Used lubricants, radiator liquid, brake fluid and other liquid waste included in flammable, toxic, infectious, corrosive, explosive and environmental polluting categories, in accordance with applicable provisions 3. Household/domestic. Domestic waste must be well-managed, such as providing sufficient non-hazardous trash in every housing and all plantation emplacement. The trash bin can be separated based on the type: dry/ inorganic trash and wet/ organic trash <ol style="list-style-type: none"> a. Wet/ organic trash such as food, vegetables and fruits leftovers collected should be delivered to Landfill (Tempat Pembuangan Akhir) defined by the Company to be piled and utilized as a compost fertilizer. b. Dry/ inorganic trash such as paper, plastics, metals or glasses can be divided based on the type and sold to inorganic trash collector. 	
	<p>2.5.3 Result of supervision as well as waste management and utilization process shall be reported in written to local Environmental Agency (Badan Lingkungan Hidup) per 3 months</p> <p>Guidance: The copy of report must be available in the management and the report date is included in document submission and reception record</p>	<p>a. Does company have reporting evidence of waste management and utilization to local Environmental Agency in every 3 months?</p>

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		<p>2.5.4 Collectors of hazardous waste shall hold permit from Ministry of Environment and DG of Land Transportation. Plantation shall have a record of hazardous waste given to the collectors.</p> <p>Guidance: The requirement that must be fulfilled by the buyer/ collector of hazardous waste in accordance with Dir. Gen. of Land Transportation are:</p> <ol style="list-style-type: none"> The driver and driver assistant of Hazardous Waste Collector vehicle must be certified and fulfil general and specific requirements issued by Dir. Gen. of Land Transportation through SK.725/AJ.302/DRJD/2004 Approval Letter of Hazardous and Poisonous Materials Transportation valid for 6 months. <p>The requirement to be fulfilled by hazardous waste buyers/ collectors must have the Hazardous Waste Management License referring to Government Regulation No. 101 year 2014:</p> <ol style="list-style-type: none"> Regent/ mayor, for the Hazardous Waste collection at regency/ city scale Governor, for the Hazardous Waste collection at provincial scale Minister, for the Hazardous Waste collection at national level 	<ol style="list-style-type: none"> Does company have records of hazardous waste that may have following information: <ul style="list-style-type: none"> - Name of buyer? - Hazardous waste transportation and collection permit? - Type of waste? - Date? - Volume? Does company have copy of hazardous waste transportation permit from DG of Land Transportation and hazardous waste buyers/collector license from Regen/Mayor, Governor or Minister? Is approval letter of hazardous waste transportation still valid?
2.6	Identifying Green House gases (GHG) sources and have system to reduce GHG impact	<p>2.6.1 There shall be record of inventory and monitoring of GHG source</p> <p>Guidance: GHG source can be identified through some activities in the plantation, such as:</p>	<ol style="list-style-type: none"> Does company have historical record of land clearing for the last 3-5 years that may have following information: <ul style="list-style-type: none"> - Land clearing map? - Fire in land clearing area? - Land clearing in conservation are, such as forest area, riparian river, or land with certain slope?

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		<ul style="list-style-type: none"> a. Historical land opening within 3-5 years back: map of land clearing, occurrence of fire in land clearing area, land clearing at identified hcv area, land clearing in peatland area, etc b. Data of chemical fertilizer utilization within 3-5 years back: usage of chemical fertilizer utilization that contains nitrogen. c. Record of fossil fuel utilization within 3-5 years back: usage of diesel or unleaded fuel for generator, operational vehicles inside concession area. d. Data of pesticide/ herbicide utilization within 3-5 years back: usage of pesticide/herbicide utilization that contains nitrogen. 	<ul style="list-style-type: none"> - Land clearing in peatland area? b. Does company have historical record of chemical fertilizer utilization for the last 3-5 years that may have following information: <ul style="list-style-type: none"> - Chemical fertilizer utilization that contains nitrogen? c. Does company have historical record of fossil fuel utilization for the last 3-5 years that may have following information: <ul style="list-style-type: none"> - Usage of diesel or unleaded fuel for generator set, operational vehicles inside concession area? d. Does company have historical record of pesticide/herbicide utilization for the last 3-5 years that may have following information: <ul style="list-style-type: none"> - Pesticide/herbicide utilization that contains nitrogen?
		<p>2.6.2 There shall be mitigation procedure for GHG emission with written approval from the authorized Company management, and have reception receipt of procedure from the accountable company person.</p> <p>Guidance: GHG mitigation procedure should be made in language that is easy to comprehend by the users.</p>	<ul style="list-style-type: none"> a. Is mitigation procedure for GHG emission made in understandable language for users? b. Is the procedure approved by authorized company management? c. Is there evidence that the procedure has been received by accountable company person?
		<p>2.6.3 There are some stages of land function shifting from forest area to plantation, if there are land that shift function and its written approval from Ministry of Forestry.</p> <p>Guidance: Plantation should provide map of its HGU overlaid with map of forest area from the Ministry of Forestry to know whether any overlapping occurs.</p>	<ul style="list-style-type: none"> a. Does company have forest are map overlaid with company's HGU map? b. Is there indication that HGU map overlapping with forest area? c. If there was and indication of overlapping with forest area, does the company have written approval from Ministry of Forestry?

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		<p>Conversion process of the area to be plantation should be in accordance with the provisions in Government Regulation No. 104 Year 2015</p>	
		<p>2.6.4 There shall be documentation of GHG mitigation implementation and socialization to workers.</p> <p>Guidance: Evidence of GHG mitigation implementation should cover the following activities, but not limited to:</p> <ol style="list-style-type: none"> Utilization of liquid waste (POME) for Land Application and/or methane power plant Utilization of <i>tankos</i> (oil palm empty fruit bunch) as part of organic fertilizer Utilization of shell and fiber as the boiler fuel to reduce solar usage Electricity consumption saving for all plantation operations, including AC utilization Regular maintenance record of the machinery Any other activities that can reduce effect of GHG 	<ol style="list-style-type: none"> Does company do GHG mitigation sources socialization to workers? Does company do waste utilization to reduce GHG emission? Does company do regular maintainance service to its machinery? Does company do regular emission test to operational vehicle, diesel engine and/or boiler? Does company have go green activities in certain location?
2.7	Reduction of chemical application for plantation operations	<p>2.7.1 There shall be procedure of chemical utilization mitigation for pest/ weeds spraying activities and fertilizing approved by authorized company management with reception receipt of procedure from the accountable party.</p> <p>Guidance: The procedure should be made in language that is easy to comprehend by the users</p>	<ol style="list-style-type: none"> Is procedure of chemical utilization mitigation is listed inside upkeeping procedure or somewhere else? Is the procedure made in understandable language for users? Is there evidence that the procedure has been received by accountable company person?
		<p>2.7.2 There shall be record of chemical application utilization and reduction for plantation upkeeping activities.</p> <p>Guidance:</p>	<ol style="list-style-type: none"> What kind of system company uses to reduce chemical usage in plantation operations? Does company have record evidence of reducing the usage of chemical in plantation operations?

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		<p>Evidence of chemical application reduction in the plantation operations can be seen from the followings:</p> <ol style="list-style-type: none"> a. Application of Integrated Pests Control (Pengendalian Hama Terpadu) such as preservation of owl or eagle as the rats' predators. Things to keep in mind is the inventory proof of birdcage location map and record of bird maintenance along with the birdcages b. Using the mixture of compost and liquid fertilizers from POME land application as the substitute of chemical fertilizer. The record of compost or liquid fertilizers usage in the land application must be available as the evidence of implementation to reduce chemical fertilizer application c. Other ways to reduce chemical application in the plantation operations 	
		<p>2.7.3 It is not allowed to use pesticide included in WHO 1A or 1B class document (especially those containing paraquat). Guidance: Record of herbicide chemical materials application for the past 2 year to ensure no application of prohibited chemical as included in class 1A or 1B WHO document</p>	<ol style="list-style-type: none"> a. Does company have inventory list of pesticide for the last 2 years? b. Does company have records of pesticide application for the last 2 years?
PRINCIPLE 3: RESPECTING HUMAN RIGHTS			
3.1	<p>Settling the dispute happened either internally or externally of the company by relying on deliberation and consensus</p>	<p>3.1.1 Conducting Free Prior Information Consent (FPIC) to all impacted parties in all stages of plantation development. Guidance: Identification process of Environmental Impact (Analisa Mengenai Dampak Lingkungan), identification of social impact (<i>Social Impact Assessment</i>), Identification of HCV Area and Participative Mapping are the prerequisite of FPIC.</p>	<ol style="list-style-type: none"> a. Does company do participation mapping? b. Does company do Social Impact Assessment? c. Does company have socialization evidence to all affected parties in plantation development?

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		<p>FPIC is conducted not only at the initial stage of plantation development, but also throughout the whole development process going forward.</p> <p>The things can be seen from documentation of FPIC process, up to obtaining agreement from the people that impacted by the development activities of the plantation, such as land clearing, Palm Oil Mill construction, road development, CPO transportation route, etc.</p>	
		<p>3.1.2 There shall be a system to share and solve complaint from internal or external parties of the company, along with its records.</p> <p>Additional Information: FPIC is conducted to avoid conflict occurrence in the future. There is still possibility that even though FPIC has been conducted, the potential conflict can still occur. However, before the complaint (which is a conflict potential) is growing to be a conflict, it requires a complaint collection and settlement system.</p>	<p>a. Does company have complaint delivery and resolution system? b. Does company have records of complaint delivery and resolution?</p>
		<p>3.1.3 Prioritizing deliberation and consensus, before involving external company's security officers to settle the dispute. Guidance: Check the outcome documentation from the dispute settlement with impacted parties (community and other conflicted parties) to ensure intimidation from external company's security officers does not occur.</p>	<p>a. Is there indication that company use oppressive method in settling dispute?</p> <p>Note: Assessor shall do direct-random confirmation with impacted party to ensure no oppressive method has been used to settle in dispute.</p>
		<p>3.1.4 There shall be dispute/conflict settlement document that has been approved and signed by each of disputing party.</p>	<p>a. Is copy of dispute/conflict settlement document owned by each of disputing party?</p>

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			b. Has the dispute/conflict settlement document been agreed and signed by each of disputing party?
PRINCIPLE 4: RESPONSIBILITIES TO WORKERS			
4.1	Fulfilling administration requirement of applicable employment law	4.1.1 Every worker shall receive copy of Job Contract containing information on the scope of work, wages, allowance etc. as well as Company Regulation that describes completely the applicable regulation and sanctions.	Principle 4: Responsibilities to Workers refers to applicable Employment Law in Indonesia as incorporated in Employment Law No. 13 Year 2003 . a. Is copy of Job Contract document owned by both company and workers? b. Is copy of Company Regulation owned by both company and workers? c. Does contain of Job Contract state minimum information on scope of work, wages, allowance and leadership structure? d. Does Company Regulation sufficiently describe rights-obligations and sanctions to both workers and employers?
		4.1.2 Regional Minimum Wage (Upah Minimum Regional) for all workforce shall be in accordance with the regulation of local Manpower and Transmigration Office (<i>Disnakertrans</i>) and there is evidence that Regional Minimum Wage information has been disseminated to workforce. Guidance: The company is obliged to conduct socialization to the workforce in case of Regional Minimum Wage changes. Salary slip of the workforce must be in accordance with the latest Regional Minimum Wage value defined by local Governor	a. Is the payslip in accordance with local regional minimum wage? b. Does workers regulary receive payslip?
		4.1.3 Employment data shall be reported to local <i>Disnakertrans</i> once a year. Guidance:	a. Does company submit annual employment data to local Disnaker once a year? b. Does company have submission evidence of the annual report?

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		Annual reporting obligation of employment by the company is in accordance with Law No.71 Year 1981 concerning Employment Reporting Obligation of the Company. The report contains the following information: <ul style="list-style-type: none"> a. Company identity b. Employment relations c. Manpower protection d. Job opportunity 	
4.2	Providing fair treatment and equal job opportunity to all workforce	4.2.1 Have written policy stating that the company will not discriminate against the workers based on race, skin color, gender, religion, age, social status and other motives in accordance with the applicable laws. This policy shall be socialized to the workers.	<ul style="list-style-type: none"> a. Where no discrimination policy is stated? b. Do workers know and understand this no discrimination policy?
		4.2.2 Recruitment procedure or mechanism that supports equal job opportunity and employees' development shall be available.	<ul style="list-style-type: none"> a. Is recruitment procedure clearly describe to support equal job opportunity and employees' development?
		4.2.3 Workers shall have the right to establish or join labor organization or union. Guidance: Company gives freedom to the workers to establish labor union within the company, or joining the labor union outside of the company.	<ul style="list-style-type: none"> a. Does company have labor union? b. Do workers can join labor union outside of the company? c. Do workers have records of labor union activities that have been done?
		4.2.4 Workers shall be freed from any abuse, threats, violation either physically or mentally from colleagues or company. Guidance: Any abuse, threats or violation to workers can be visible from the interview result with the workers and documentation record checking of workers' complaints	<ul style="list-style-type: none"> a. Does record of workers' grievance show any forms of abuse, threats, or violation to workers? b. Does result of random interview with workers show any occurrence forms of abuse, threats or violation to workers?

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		<p>4.2.5 Female workers are not allowed to perform a job that may endanger the health and safety of their reproduction function.</p> <p>Guidance: Regulation on job arrangement for female workers is regulated in the Law No. 13 Year 2003 Article 76 concerning Employment</p>	<p>a. Do pregnant workers perform heavy and/or dangerous work? b. Do pregnant workers have maternity leave? c. Do female workers have menstruation leave? d. Do female workers have sufficient time to breast-feed their baby during work?</p>
4.3	Prohibition to employ under age workers	<p>4.3.1 Children below 18 years old shall not perform adult job. They are still allowed to work in accordance with the applicable conditions and Law of Employment.</p> <p>Guidance: Under 18 years old workers consist of 2 categories:</p> <ul style="list-style-type: none"> a. 15-17 years old, not allowed to perform job that impose high risk to their health and safety and must not disrupt the education process b. 12-14 years old, only allowed to perform light works to help their parents in the plantation, where the following conditions must be fulfilled, health, education and safe working condition <p>Additional information: High Risk work is a work that has a severe impact on the health of workers if an accident occurs. The effect of high risk-work related accidents could lead to hospitalize or even death. Certain condition for children between 15-17 years old to perform adult job category, such as:</p> <ul style="list-style-type: none"> a. Not operating or assisting power machinery or tools b. Not performing a night work or work more than 3 hours per day c. Not working near steep cliffs or drop offs, or on high surfaces d. Not handling chemical and waste related type of works 	<p>a. What kind of job children under 18 years old do? b. Are children under 18 years old spotted to perform adult job that can impose high risk to their health and safety? c. Do children under 18 years old work during school hours? d. Do children under 18 years old have written permission from their parents to work? e. How many hour do children under 18 years work per day? (maximum 3 hours per day)</p>

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		<p>e. Performing work only after school hours f. Others jobs that are not required strong physical extortion</p> <p>Light work is a work that does not require strong physical exertion. Children in the age between 12-14 years old are still allowed to perform this light work with the following conditions:</p> <ul style="list-style-type: none"> a. Carrying load not more than 20% of children’s weight b. Not working near steep cliffs or drop offs, or on high surfaces c. Must be accompanied by parents or legal guardians whilst performing job d. Not doing a night work or work more than 3 hours per day e. Not handling chemical related type of works <p>The law that regulates on children workers (below 18 years old) is included in the Law No. 13 Year 2003 concerning Employment in Article 68 up to Article 75.</p>	
4.4	Not conducting forced labor or slavery.	<p>4.4.1 There shall be written policy that has been socialized to workers, stating that the company prohibits any form of forced labor or slavery in the operations. The policy shall be socialized to the workers as well.</p> <p>4.4.2 Workers have the right of rests and leaves based on applicable Employment Law. Guidance: Arrangement of minimum rests and leaves time in accordance with Employment Law are as follows:</p> <ul style="list-style-type: none"> a. Break time between working hours is minimum 30 minutes after working for 4 hours b. Weekly break, 1 day after 6 working days d. Annual leave, at minimum 12 working days after 12 consecutive working months 	<p>a. Where is no forced labor or slavery policy stated? b. Do workers know and understand this policy?</p> <p>a. How long is the break time during working hours? b. How long is the annual leave entitled to workers? c. Do workers still have the right to receive full wage?</p>

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		<p>During the break time and leave, the workers have the right to receive full wage</p> <p>4.4.3 Overtime shall be voluntarily and shall not beyond the defined time limit in the applicable Employment Law. Guidance: Overtime may only be conducted when fulfilling the following conditions:</p> <ul style="list-style-type: none"> a. There is agreement by respective labor/ workers b. Overtime can only be performed at maximum 3 hours in 1 day and 14 hours in a week <p>Additional information: The law which regulates working hours is Law No. 13 Year 2003 concerning Employment Article 68 up to Article 79 -84</p>	<ul style="list-style-type: none"> a. Do workers voluntarily agree to do overtime? b. How many hour of overtime workers have in 1 week?
		<p>4.4.4 There shall be overtime record conducted and overtime calculation which are in accordance with the applicable Employment Law. Guidance: Overtime record for the past 6 months</p>	<ul style="list-style-type: none"> a. Does HRD have record of overtime for the last 6 months?
4.5	Providing safe and healthy welfare facilities to support work productivity.	<p>4.5.1 Workers shall have access to clean water, education for school-aged children, health and praying facilities. Guidance: Easy access to the followings, can be indicated from the availability of facilities and infrastructure of:</p> <ul style="list-style-type: none"> a. Clean water for Bathing, Washing and Toilet activities as well as drinking water must be available in all plantation emplacement, such as office and housing b. Company may provide school transport for the children whose parents working and living in the plantation 	<ul style="list-style-type: none"> a. Is clean water always available in all emplacement? b. Is there any form of educational supports from company for workers' children? c. What kind of health facility workers receive? d. Do workers can perform praying activities in accordance with their beliefs?

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		<ul style="list-style-type: none"> c. Health facilities may consist of health insurance, cooperation with clinics/ doctors/ local hospitals for the employees/ workers in the plantation, etc. d. Every worker may perform praying activities in accordance with their beliefs 	
		<p>4.5.2 Clean, safe and health residences shall be available</p> <p>Guidance: Residence and housing environment has trash collection and disposal system, there is safe septic tank that fulfils health standard, feasible living condition of the housings as well as fire prevention system</p>	<ul style="list-style-type: none"> a. Is worker living condition clean? b. Is the condition of the residence inhabitable? c. Do workers residential have adequate garbage disposal? d. Do workers housing complex have fire prevention system?
		<p>4.5.3 Registering the employees, either the permanent employees, daily workers, lumpsum and/ or seasonal workers in Social Security of Health and Employment (<i>BPJS Ketenagakerjaan</i> and <i>Kesehatan</i> Program).</p> <p>Guidance: HRD Department has the list of workers at the plantation as well as their <i>BPJS Kesehatan</i> and <i>BPJS Ketenagakerjaan</i> identification number of each worker.</p> <p>Additional information: The law that regulates <i>BPJS Kesehatan</i> refers to Presidential Regulation No. 111 Year 2013 concerning Amendment of Presidential Regulation No. 12 Year 2013 concerning Health Insurance.</p> <p>The law that regulates <i>BPJS Ketenagakerjaan</i> refers to Presidential Regulation No. 109 Year 2013 concerning Phasing of Participation on Social Insurance Program</p>	<ul style="list-style-type: none"> a. How many workers company have? b. Do all workers already have BPJS?

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4.6	Applying Occupational Health and Safety (OHS) System to ensure the health and safety of workers.	<p>4.6.1 Adequate OHS policy, procedure, personnel and resources to implement Occupational Health and Safety (OHS) in the working location shall be available.</p> <p>Guidance: Company and workers establish OHS Development Committee (Panitia Pembina Keselamatan dan Kesehatan Kerja) to develop OHS policy and procedure as well as building competent OHS personnel and resources. Periodical OHS personnel training is mandatory to improve the skills of each member</p>	<p>a. Does company have OHS policy?</p> <p>b. Does company have OHS procedures?</p> <p>c. Does company have OHS Development Committee in company organization chart?</p> <p>d. Does company have records of OHS team training?</p>
		<p>4.6.2 Health and safety risk identification shall be performed in accordance with the type of job and implementation plan.</p> <p>Guidance: Every type of job has different hazardous risk. Identification form should have minimum information as follows:</p> <ol style="list-style-type: none"> Type of job Potential hazard OHS risk control planning 	<p>a. Does company conduct OHS risk identification to different type of work?</p> <p>b. Does company have OHS risk management plan?</p>
		<p>4.6.3 OHS signage shall be placed at strategic location, based on identified risk potential.</p> <p>Guidance: Language on the OHS signage should be made in an understandable language for the users. OHS signage placement is included in the Hazard Identification Form as one of risk prevention measures.</p>	<p>a. Is OHS signage made in understandable picture and/or language for the user?</p> <p>b. Is OHS signage placed at strategic location based on identified risk potential?</p>
		<p>4.6.4 Fire extinguisher tools (Alat Pemadam Kebakaran) shall be well maintained, identified and placed at the accessible location whenever needed.</p> <p>Guidance: Periodical checking date of each of fire extinguisher tools. This checking is performed by OHS staff who understands fire</p>	<p>a. Does company have the result of fire extinguisher tool period inspection?</p> <p>b. Does OHS staff have list of fire extinguisher tool location inside the company?</p> <p>c. Is fire extinguisher tool placed at the accessible location whenever required?</p>

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		<p>extinguisher tool Work Instruction. Procedures of fire extinguisher tool placement and maintenance refers to Minister of Manpower and Transmigration Regulation (<i>PerMenakerTrans</i>) No. PER.04/MEN/1980 concerning Requirements of Light Fire Extinguisher (Alat Pemadam Kebakaran) Installation and Maintenance</p>	
		<p>4.6.5 There shall be record of work accident and remedial action and prevention conducted within company location permit. Guidance: Documentation of occupational accident record along with the target plan of improvement and prevention action is maintained by OHS staff</p>	<p>a. Does company have records of work related accidents and remedial action and prevention conducted within company location permit?</p>
		<p>4.6.6 There shall be Material Safety Data Sheet (MSDS) in an understandable language in chemical storage warehouse, which is easily accessible by the relevant workers. Guidance: Information included in the MSDS must be in an understandable language for the users. This is regulated in the <i>PerMenakerTrans</i> No. 187/MEN/199 concerning Hazardous Chemical Control at Working Location. Socialization of MSDS comprehension and utilization from OHS expert is suggested to be done for personnel who are closely related to hazardous waste</p>	<p>a. Is MSDS available at chemical storage warehouse? b. Is MSDS made in understandable language for the users? c. Does OHS expert have done socialization of MSDS comprehension and utilization to the users?</p>
		<p>4.6.7 Personal Protection Equipments (Alat Pelindung Diri) which are still functional and according to each worker's allocation shall be provided. Guidance: Appropriate PPE should be worn whenever workers perform their jobs.</p>	<p>a. Does company have inventory list of Personal Protection Equipment owned by each worker? b. Do workers wear Personal Protection Equipment when they do their job?</p>

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		<p>Inventory of Personal Protection Equipment owned by each worker to ensure that the Personal Protection Equipment is functioned properly.</p> <p>Inventory of APD should have following minimum information:</p> <ul style="list-style-type: none"> - Name of worker - Type of PPE - Date of PPE given - Date of PPE returned - Reason of return - Date of PPE renewal 	
		<p>4.6.8 There shall be emergency response system and trained personnel to handle disaster or emergency accident condition.</p> <p>Guidance: Emergency Response System describes clearly on the role, authorities and responsibilities of emergency response team unit. The emergency response team consists of:</p> <ul style="list-style-type: none"> a. Leader b. Deputy/ Secretary (OHS expert) c. Fire Brigade group d. Evacuation group e. P3K (First Aid) group f. Logistics g. Transportation h. Internal communication i. External communication j. Security 	<ul style="list-style-type: none"> a. Does company have emergency response team? b. Does emergency response team have complete team members that understand his/her own role? c. Has company ever conducted emergency response training?
		<p>4.6.9 All heavy equipment owned by the company which are used for operational activities shall have Equipment and Machinery</p>	<ul style="list-style-type: none"> a. Does company have inventory list of all heavy equipments and its operators?

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		<p>License Certificate (Surat Izin Alat) and the operators shall hold Operator License Certificate (Surat Izin Operator).</p> <p>Guidance: Machinery License Certificate and Operator License Certificate are required to prevent accident risk during heavy equipment operations. The requirements to obtain SIA and SIO refers to the Law No. 1 Year 1970 concerning Occupational Safety and Permennaker PER.09/MEN/VII/2010 jo PER.05/MEN/1985</p>	<p>b. Do the operators have Operator License Certificate that is suitable with the job they perform?</p> <p>c. Is Operator License Certificate still valid?</p>
PRINCIPLE 5: EMPOWERMENT OF SMALLHOLDERS, INDIGENOUS AND LOCAL PEOPLE			
5.1	Improving awareness of sustainable plantation to local people.	<p>5.1.1 There shall be productivity improvement programs and implementation available for the local community' plantation.</p> <p>Guidance: Conducting training on technical practices of sustainable palm oil plantation, providing premium oil palm seeds for potential plasma farmers, supporting the procurement of fertilizers, etc</p>	<p>a. Does company have productivity improvement program for local community's plantation?</p> <p>b. Does company have evidence of the program implementation?</p>
		<p>5.1.2 There shall be programs and implementation to preserve local wisdom.</p> <p>Guidance: Not conducting land clearance within indigenous land or forest, respecting local customs by providing permit of leave to every worker to conduct paddy festival or <i>gawai</i>, conduct religious ceremony before starting a high impact operations such as land clearance or mill construction, as well as renovating traditional house in the local village.</p>	<p>a. Does company have programs to preserve local wisdom?</p> <p>b. Does company have evidence of the program implementation?</p>
5.2	Improving the livelihood, economic and social	<p>5.2.1 There shall be programs to improve the livelihood level of surrounding community in terms of education, health, road</p>	<p>a. Is company's program to improve livelihood, economic and social level of surrounding community long term and sustainable?</p>

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		<p>construction, plantation, agriculture, social-culture, and religious activities.</p> <p>Guidance: This program must be long term and sustainable to bring significant impact to the local community</p>	
		<p>5.2.2 There shall be report and result of empowerment program for surrounding community.</p>	<p>a. Does company have implementation evidence for surrounding community empowerment program?</p>
		<p>5.2.3 Conducting business partnership with local people and smallholders.</p> <p>Guidance: The business partnership shall be conducted legally by complying with applicable law. Company may suggest to local community who has not had legal entity to establish a legal entity such as cooperative or smallholders group to be FFB supplier for Palm Oil Mill company</p>	<p>a. What kind of business partnership company does with local people and/or smallholder? b. Is business partnership conducted in a lawfully manner? c. Does palm oil mill have list of FFB suppliers from local community?</p>
PRINCIPLE 6: TRACEABILITY AND TRANSPARENCY			
6.1	<p>FFB source can be traced up to suppliers' estate location.</p>	<p>6.1.1 There shall be methodology and criteria to define FFB supplier included in high or low risk categories.</p> <p>Guidance: 6.1.1 & 6.1.2 Defining FFB suppliers that are classified as high or low risk category, which can be identified from several aspects, such as:</p> <ul style="list-style-type: none"> a. Location of suppliers' estate based on coordinate or polygon points, it will be identified whether the estate position is entered to the protected areas such as forest area, national park, or other conservation areas b. Status of supplier's estate, whether they have Cultivation Registration Certificate (Surat Tanda Daftar 	<p>a. Does palm oil mill have a system to define FFB supplier included in high or low risk categories?</p>

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		<p>usaha-perkebunan) or Environmental Management and Monitoring Letter (Surat Pengelolaan dan Pemantauan Lingkungan) certificates</p> <p>c. Type of suppliers, whether from own estate or collectors, if collectors – do they have list of suppliers’ estate and the locations</p> <p>d. FFB volume received at Palm Oil Mill per month</p>	
		<p>6.1.2 There shall be list of supplier names, including the middlemen, the coordinate of FFB suppliers and its risk percentage whether it is low or high.</p>	<p>a. Does palm oil mill have list of FFB suppliers? b. Does palm oil mill have coordinates of its FFB suppliers? c. Have FFB suppliers been categorized into high or low risk?</p>
		<p>6.1.3 Palm Oil Mill shall have procedure of FFB reception to identify source of accepted FFB. Guidance: Procedure of FFB reception must describe several minimum stages of Delivery Order by including trade contract number of FFB, and information included in the specific guidance 6.1.1 & 6.1.2</p>	<p>a. Does palm oil mill have FFB reception procedure? b. Does FFB reception procedure have necessary steps to identify source of FFB? c. Does FFB reception procedure require to have FFB Purchase Contract Agreement for its suppliers?</p>
		<p>6.1.4 There shall be document of FFB reception record at Palm Oil Mill or collection point. Guidance: FFB reception document at the crops collection point is only required if the Palm Oil Mill has FFB reception point other than at Palm Oil Mill.</p>	<p>a. Does palm oil mill have record off FFB reception?</p>
		<p>6.1.5 There shall be a system to separate FFB that has been or has not been certified. Guidance: Palm Oil Mill requires certified FFB separation system and the non-certified one IF the Palm Oil Mill has the aim to sell segregated CPO</p>	<p>a. Does palm oil mill separate FFB reception for certified and uncertified FFB suppliers?</p>

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6.2	Fair and transparent FFB price.	<p>6.2.1 Palm Oil Mill shall periodically provide the latest information on FFB price to the suppliers.</p> <p>Guidance: Providing latest information of FFB price to all FFB suppliers, which are shared transparently in accordance with the agreed contract in the FFB trading contract. The information sharing system depend on the facilities and infrastructure of both parties. The latest information of FFB price can be shared by SMS, e-mail or announcement board at FFB reception point at Palm Oil Mill</p>	a. Does palm oil mill provide the latest information of FFB price in accordance with the agreed FFB purchasing contract?
6.3	Transparency on non-confidential information	<p>6.3.1 There shall be reception and provision system for any non-confidential information to relevant parties</p> <p>Guidance: The information reception and provision can be the information provided and received from the Government, local community, other companies, contractor, etc.</p>	a. Does company have reception and provision system for information to all relevant parties?
		<p>6.3.2 There shall be record of information reception and provision document.</p> <p>Guidance: The documentation of information reception and provision record must be well-maintained. This is critical to be the future evidence for any matters requiring confirmation.</p>	a. Is reception and provision record documentation for information well maintained and available?

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