Roundtable on Sustainable Palm Oil
Supply Chain Certification Report
Report no.: SCCS-ASA3-14002
Assessment against RSPO Supply Chain Certification Systems [2014]

Wilmar International Limited
PT Sinar Alam Permai

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Factory address:
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Date of surveillance audit: January 25-26, 2016

Report prepared by:
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(RSPO Lead Auditor)

Certification decision by:
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1.0 SCOPE OF SUPPLY CHAIN CERTIFICATION ASSESSMENT

1.1 Executive Summary and Scope of Assessment

The operations of PT Sinar Alam Permai (SAP) were assessed against the RSPO Supply Chain Certification Systems (SCCS) document (November 2014). The scope of the Supply Chain Certification System assessment covers the implementation of the Mass Balance (MB) supply chain model for storage of independent CPO and PK (received CPO & PK from mills for direct CPO & PK dispatch to buyer or refinery), refinery and fractionation process by PT Sinar Alam Permai. This is not a multi-site certification.

According to information stated on Expansion of the business license ("Izin Usaha Perluasan") no 133/1/IU/II/PMA/INDUSTRI/2011 issued by the investment coordinating board (Badan Koordinasi Penanaman Modal), dated June 28, 2011, the mill has capacity:

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Capacity (tonnes)/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>RBD Olein/RBD PK Olein</td>
<td>432,000</td>
</tr>
<tr>
<td>RBD Stearin/RBD PKS</td>
<td>106,000</td>
</tr>
<tr>
<td>PFAD/PKFAD/CNFAD</td>
<td>24,000</td>
</tr>
<tr>
<td>RBD PO/RBD PKO/RBD CNO</td>
<td>558,000</td>
</tr>
</tbody>
</table>

The 3rd surveillance audit was carried out on January 25-26, 2016 and no non-conformities were found during audit.

1.2 Certification Details

The details of RSPO certification of PT Sinar Alam Permai are as per the table below

<table>
<thead>
<tr>
<th>Table 2: RSPO Supply Chain Certification details of PT Sinar Alam Permai</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RSPO Membership no.:</strong> 2-0017-05-000-00 on behalf Wilmar International Limited</td>
</tr>
<tr>
<td><strong>RSPO Supply Chain Certificate no.:</strong> 824 503 14002*</td>
</tr>
<tr>
<td><strong>Date of RSPO Supply Chain certificate &amp; validity:</strong> 2013-02-01 to 2018-01-31</td>
</tr>
<tr>
<td><strong>E-Trace RSPO Member ID:</strong> RSPO_PO1000000395 valid until 19 May 2016</td>
</tr>
</tbody>
</table>

Note: *, Certificate no. 185 0 2263 01 dated 19th February 2013 previously issued by TUV Rheinland Malaysia Sdn. Bhd is no longer valid. Refer to Appendix 1 for further details of the RSPO Supply Chain certificate.

1.3. Organisational Information / Contact Person

Contacts details of the company are as follows:
1.4. Actual received and sold volumes.

Table 2: Records of Material Received/Purchased year 2016

<table>
<thead>
<tr>
<th>Supplier</th>
<th>RSPO Certificate Number</th>
<th>Product</th>
<th>UTZ Number</th>
<th>Volume (MT)</th>
<th>Status / Model SC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT Mustika Sembuluh</td>
<td>824 502 14009</td>
<td>CPO</td>
<td>PO_1000000144</td>
<td>2,216.550</td>
<td>MB</td>
</tr>
<tr>
<td>PT Kerry Sawit Indonesia</td>
<td>01 100 117292</td>
<td>CPO</td>
<td>PO_1000000146</td>
<td>600.940</td>
<td>MB</td>
</tr>
<tr>
<td>PT Bumi Sawit Kencana</td>
<td>SGS-RSPO/PM-MY13/01300</td>
<td>CPO</td>
<td>PO_1000001043</td>
<td>472.620</td>
<td>MB</td>
</tr>
<tr>
<td>PT Mentaya Sawit Mas</td>
<td>MUTU-RSPO/058</td>
<td>CPO</td>
<td>MUTU-RSPO/058</td>
<td>414.730</td>
<td>MB</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>3,704.84</td>
<td></td>
</tr>
</tbody>
</table>

Table 3: Records of Palm Oil Product Sold year 2015

<table>
<thead>
<tr>
<th>Buyer</th>
<th>RSPO Certificate Number</th>
<th>Product</th>
<th>UTZ Number</th>
<th>Volume (MT)</th>
<th>Status / Model SC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGEO Edible Oils Sdn Bhd</td>
<td>RSPO SC 0015</td>
<td>RBDPO</td>
<td>PO_1000000151</td>
<td>3,098.897</td>
<td>MB</td>
</tr>
</tbody>
</table>

Note: -

1.5 Summary of Previous Assessment

On the previous audit (2nd surveillance audit) of PT Sinar Alam Permai there is 1 (one) findings related to the fulfillment of the RSPO SCCS requirement November 2011. Existing condition still 11 types of products within the scope of certification as specified in annex supply chain certificate issued on 9 April 2013.
2.0 ASSESSMENT PROCESS

2.1 Certification Body

PT TUV Rheinland Indonesia is member of Group TÜV Rheinland Group, a global leader in independent testing and assessment services. The TÜV Rheinland Group was established in 1872 with offices located in over 490 locations in 62 countries on all five continents. PT TUV Rheinland Indonesia offers certification for a wide range of management systems according to established international standards including ISO 9001, ISO 14001, OHSAS 18001, SA 8000, RSPO (RSPO-ACC-013 dated on June 06, 2014), ISPO (LS-P&K-005-ISPO dated on May 10, 2012), ISCC, Timber Legality Verification System (SVLK), as well as CDM Validations and Verifications. PT TUV Rheinland Indonesia’s office is located in Jakarta, Indonesia.

2.2 Qualifications of Lead Assessor and Assessment Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualifications / Experience</th>
</tr>
</thead>
</table>
| Riki Harpan| Lead Auditor   | Education:  
2001 – State University of Jakarta (Universitas Negeri Jakarta) Bachelor degree majoring in Germany language education  
2010 – Budi Luhur University (Universitas Budi Luhur) Magisterial Management (not passed).  
Trainings attended:  
- January 19 to 20, 2015 – Training for Auditor RSPO Supply Chain Certification Standard and Systems from David Ogg and Partners Ltd.  
- December 12 to 16, 2014 – Training for Auditor CoC PEFC-IFCC from Indonesian Forestry Certification Cooperation (IFCC)  
- September 29 until October 9, 2104 – Training for Timber Legality Verification (VLK) Auditor Mandatory from Ministry of Forestry  
- November 27, 2013 – FSC/PEFC-Chain of Custody Standard with Jobst Dustersiek (Lead Auditor QM/FSC/PEFC System LGA InterCert GmbH  
- August 27 to 28, 2012 - FSC/PEFC-Chain of Custody Standard with Jobst Dustersiek (Lead Auditor QM/FSC/PEFC System LGA InterCert GmbH  
- May 17, 2012 - International Sustainability & Carbon Certification (ISCC) Sales Training with Dr. Rüdiger Meier Product responsible for sustainable Biomass and FSC TÜV Rheinland Cert GmbH at PT TUV Rheinland Indonesia  
- August 18 to 19, 2011 – The Awareness Training for Health, Safety and Environmental Management Systems at PT TUV Rheinland Indonesia  
- 2011 – Training for FSC/PEFC-Chain of Custody Standard with Mr. Klaus Schatt (LGA InterCert Gemany) at PT TUV Rheinland Indonesia  
- 2011 – Training for FSC/PEFC-Forest Management Standard with Mr. Klaus Schatt (LGA InterCert Gemany) at PT TUV Rheinland Indonesia  
- January 18 to 19, 2011 – Awareness Training Roundtable on Sustainable Palm Oil (RSPO) with Mrs. Dian S. Soeminta (Lead Auditor RSPO of TÜV Rheinland Indonesia) at PT TUV Rheinland Indonesia  
- November 30 to December 04, 2009 – Training for Quality Management Systems (QMS) Auditor/Lead Auditor at PT TUV Rheinland Indonesia  
Working experience:  
2007 – 2012  
Technical Support Assistance acting as Document controller for Quality Management System (QMS), Forestry Certification and Agriculture Certification Department.  
2012 – now  
2.3 Surveillance Methodology & Agenda

The supply chain 3rd surveillance audit was conducted on January 25-26, 2016 as described in the details agenda below. The audit was carried out in accordance PT TUV Rheinland Indonesia’s RSPO audit procedure as well as the RSPO Supply Chain Certification document.

An on-site assessment was conducted and the auditor carried out field and document assessments of compliance to RSPO Supply Chain Certification System requirements.

The company proposed the correction and corrective action for all identified non-conformities raised to the certification body 30 days after the closing meeting. Verification of closure of non-conformances was conducted 3 months after the closing meeting of the surveillance audit. The certification assessment agenda is as explained below.

**Surveillance Audit Agenda.**

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>until</th>
<th>Organization Unit</th>
<th>Processes</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.01.2016</td>
<td>13.00</td>
<td>17.00</td>
<td>Management Representative</td>
<td>Opening meeting</td>
<td>RSPO SCCS 5.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RSPO SCC team</td>
<td>Documentation system</td>
<td>RSPO SCCS 5.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Purchasing and goods in</td>
<td>RSPO SCCS 5.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Outsourcing activities</td>
<td>RSPO SCCS 5.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sales and good out</td>
<td>RSPO SCCS 5.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration of transaction</td>
<td>RSPO SCCS 5.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Training</td>
<td>RSPO SCCS 5.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Record keeping</td>
<td>RSPO SCCS 5.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Claims</td>
<td>RSPO SCCS 5.9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Complaints</td>
<td>RSPO SCCS 5.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Management review</td>
<td>RSPO SCCS 5.11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RSPO SCCS 5.12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RSPO SCCS 5.13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>General Supply Chain Requirement</td>
</tr>
<tr>
<td>26.01.2016</td>
<td>08.30</td>
<td>10.30</td>
<td>RSPO SCC team</td>
<td>Plant tour</td>
<td></td>
</tr>
<tr>
<td>26.01.2016</td>
<td>10.30</td>
<td>12.00</td>
<td>RSPO SCC team</td>
<td>RSPO SCCS Module C (MB)</td>
<td>RSPO SCCS C.1; C.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Record keeping</td>
<td>RSPO SCCS C.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Processing</td>
<td>RSPO SCCS C.4; C.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mass balance system</td>
<td>RSPO SCCS C.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Conversion ratio</td>
<td>RSPO SCCS C.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yield schemes</td>
<td></td>
</tr>
<tr>
<td>26.01.2016</td>
<td>12.00</td>
<td>13.00</td>
<td>Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.01.2016</td>
<td>13.00</td>
<td>13.30</td>
<td>Auditor team</td>
<td>Preparing for closing meeting</td>
<td></td>
</tr>
<tr>
<td>26.01.2016</td>
<td>13.30</td>
<td>14.30</td>
<td>Management Representative</td>
<td>Closing meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RSPO SCC team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.01.2016</td>
<td>14.30</td>
<td></td>
<td>Travel to Sampit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.0 ASSESSMENT FINDINGS

3.1 Description of Supply Chain Management System

PT Sinar Alam Permai (PT SAP) is a company under Wilmar International Group, located in Kumai, Central Kalimantan which has two main activities i.e., refinery and fractionation palm oil and palm kernel. The facilities were commissioned in year 2006, with a production capacity of 1,500 tons/day. In year 2009, company increased their capacity to 2,850 tons per day.

The company has a complete standard operation manual and standard operation procedure about supply chain for all operation units. All production process was conducted internally. The company has been implementing quality management system ISO 9001:2008, ISO 22000:2005, ISO 14001:2004 and OHSAS 18001:2007 and has been providing complete standard operation manual and standard operation procedure for all strategic operation units for daily operation activities and other standard operation procedure documents. There are found no non-conformities regarding company’s implementation SCC system according RSPO SCC standard November 2014 Module C (Mass Balance).

During 3rd surveillance audit it was verified that in year 2016 per January 18, 2016, PT SAP has received certified material (CPO) from several palm oil mills (POM) under Wilmar International Limited (i.e PT Mustika Sembuluh (POM 1 & 2), Kerry Sawit Indonesia (POM 1 & 2), PT Bumi Sawit Kencana POM, PT Mentaya Sawit Mas POM, the amount of certified CPO are 3,704,840 MT and in year 2015 per October 27, 2015, the company has sold RBDPO with MB claims for amount 3,098,897 MT. PT SAP also purchased non-certified CPO and PK from several palm oil mills (POM) more than 38 companies not under Wilmar International Limited group with amount of CPO 637,536 MT and PK 126,254,870 MT.

At the audit time company prepared their SCC system according RSPO SCC standard November 2014 Module C (Mass Balance (MB) model) as defined by management PT Sinar Alam Permai in the company’s management system.

The following is a description of the findings pertaining to the company’s supply chain management system according to the RSPO SCCS requirements, including status of compliance of the company and their outsourced third parties to RSPO SCCS requirements:

<table>
<thead>
<tr>
<th>Section 5: General Chain of Custody System Requirements for the Supply Chain</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1. Applicability of the General Chain of Custody System Requirements for the supply chain</strong></td>
</tr>
</tbody>
</table>

Findings:

Management PT Sinar Alam Permai still has commitment to implement RSPO SCCS. The company’s supply chain management system still integrated with the implementation of quality management systems at ISO 9001:2008. No changes on company’s supply chain model since last year audit i.e. Mass Balance system (Module C) due to the nature of incoming material from company’s supplier are Mass Balance and company’s production facilities are not sufficient enough to implement others supply chain model.

To support implementation of RSPO Supply Chain, company has a complete standard operation procedure and flow process about supply chain for all strategic operation units. Some of standard operation procedures have been revised to fulfill new RSPO SCCS requirement.

In the 3rd surveillance audit the company informed that there are no outsourcing processes for transportation. The transportation for material will be provided by supplier and for finished goods transportation will be provided by costumer.

PT Sinar Alam Permai is RSPO member under Wilmar International Ltd with membership number 2-0017-05-000-00. The company also has registered in e-trace with member ID RSPO_PO1000000395 for sales of certified product:

a. CPO
b. Crude CSPKO
### Compliance status: Compliance

#### 5.2. Supply chain model

**Findings:**
The company has applied Mass Balance system (Module C) because all certified material (palm kernel and CPO) came from certified supplier with Mass Balance models and company’s production facilities are not sufficient to implement others supply chain model.

**Compliance status: Compliance**

#### 5.3. Documented procedures

**Findings:**
The company has created the documented procedure such as flow process, standard operational procedure and also work instruction to fulfill the requirements of the new RSPO SCCS systems. To support the implementation, the organization has established procedures related to RSPO SCC, the documentation are:

<table>
<thead>
<tr>
<th>General procedure</th>
<th>Operational procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Management review procedure (QP/SAP-08-001 rev 7, effective date September 09, 2014)</td>
<td>1. Receipt and dispatch of CSPO/PK raw material and production result procedure (SOP/SAP-OPR-11-002 rev 7, effective date January 26, 2016)</td>
</tr>
<tr>
<td>2. Internal audit procedure (QP/SAP-005 rev 4, effective date October 01, 2011)</td>
<td>2. Receipt and dispatch of CSPO/PK raw material and production result flowchart process (SOP/SAP-OPR-11-005 rev 4, effective date January 05, 2015)</td>
</tr>
<tr>
<td>4. Training procedure (SOP/SAP-PGA-07-011 rev 3, effective date April 1, 2015)</td>
<td>4. Registration process to RSPO IT System (SOP/SAP-OPR-004 rev 0, effective date October 01, 2012)</td>
</tr>
</tbody>
</table>
8. Raw material receipt by vessel, truck and pipeline flow process (FP/SAP-OPR-001 Rev.2 issued date of July 15, 2013)

9. Transferring raw material and finished product via truck, vessel and pipe line (FP/SAP-OPR-0012 Rev.1 issued date of July 15, 2013)

10. Oil loading to tank ship procedure (SOP/SAP-SHP-001 Rev.3 issued date of January 01, 2012)

Top management assigned Mr. Ravi Indracahya Kusuma Pradana as RSPO SCCS management representative refer to Factory Manager Decision Letter No. 007/SKM/SAP-PGA/V/2014 dated May 23, 2014 signed by Mr. Tepen Yosua Sianipar as Factory Manager, similar jobdescription explain on the letter for SCC implementation. During the audit time, Mr. Ravi has good knowledge and able to demonstrate awareness of the facility’s procedures.

The company has created matrix training in 2015 and identified the training needed in 2016 including the awareness training for RSPO SCC. The last training for RSPO SCC has been conducted on June 6, 2015 attended by 15 persons and trained by Mr. Ravi I.K.R. as internal trainer. All training documentations are well documented and can be traced.

Compliance status: Compliance

5.4. Purchasing and goods in

Findings:
PT Sinar Alam Permai has created some procedures to support the certified material receipt process, the procedures are

1. Receipt and dispatch of CSPO/PK raw material and production result procedure (SOP/SAP-OPR-11-002 rev 7, effective date January 26, 2016)
2. Receipt and dispatch of CSPO/PK raw material and production result flowchart process (SOP/SAP-OPR-11-005 rev 4, effective date January 05, 2015)
3. Raw material receipt by vessel, truck and pipeline flow process (FP/SAP-OPR-001 Rev.2 issued date of July 15, 2013)

In procedure informed that to ensure about the status of material, WB personnel obliged to check delivery documentation including wet stamp from the origin estate, estate name in the supplier list, and certified code. Furthermore in order to ensure the validity of RSPO-SCCS supplier, the company will check regularly at least once in a year RSPO website to ensure that the certificate of supplier is still valid and if needed, the company will requested RSPO-SCCS certificate from supplier. If all delivery documentation for certified material has been verified, the WB personnel will stamped all WB tickets with RSPO/MB description.

To handling non-conforming material, the company regulated for all material that still not completed the delivery documentation, including if the certificate of supplier is suspended or the supplier is not listed as certified supplier but the raw material identified as certified products and the supplier listed as certified supplier but the material has no (or forgot to) identification as certified, WB personnel will report to MR and MR will check and verify the material. Material will be separated and tuck/tanker can not discharge until get confirmation from MR.

For controlling non-conforming material in terms of quality the laboratory team will instruct Operation Department to hold road tanker from mills which supply poor quality CPO and record in out of specification quality form (F/SAP-QC-13-010). If the testing result is not in accordance with specifications, tanker will be detained until got confirmation from Mill and management decision.

In 2015 the company has purchased certified material (CPO) with MB claim from Palm Oil Mill (POM) under Wilmar International Limited groups, from PT Mustika Sembuluh POM 1 & 2 in amount of 2,216.550 tonnes, PT Kerry Sawit Indonesia POM 1 & 2 : 600.940 tonnes, PT Bumi Sawit Kencana POM : 472.620 tonnes and from PT Mentaya Sawit Mas POM : 414.730 tonnes. The total amount is 3,704.84 MT. Sample of delivery documentation are

1. Delivery order no. 6252109312 dated 15.01.2016 from PT. Mentaya Sawit Mas, product: Crude Palm Oil FFA 3.5-5 (RSPO Mass Balance), quantity: 200,000 Kg.
2. Delivery order no. 3952117170 dated 15.01.2016 from PT. Bumi Sawit Kencana, product: Crude Palm Oil FFA 3.5-5 (RSPO Mass Balance), quantity: 300,000 Kg.
3. Delivery order no. 4152126331 dated 21.01.2016 from PT. Kerry Sawit Indonesia, product: Crude Palm Oil FFA 3.5-5 (RSPO Mass Balance), quantity: 500,000 Kg.
4. Delivery order no. 6052133367 dated 11.01.2016 from PT. Mustika Sembuluh, product: Crude Palm Oil FFA 3.5-5 (RSPO Mass Balance), quantity: 400,000 Kg.

Compliance status: Compliance

5.5. Outsourcing activities

Findings:
Based on information from management representative and document check, there are no outsourcing activities at PT Sinar Alam Permai. All transportation for raw material delivery will be provided by Mill and the shipment for certified product will be handled directly by costumer.

Compliance status: Not applicable

5.6. Sales and goods out

Findings:
In 2015 the company has sold certified RBDPO to single buyer PGE0 Edible Oils Sdn Bhd with total amount 3,098.897 MT. Sales process is through intermediaries from Wilmar Trading PTE LTD Singapore. The shipping documentation are
1. Shipment detail export
2. Invoice
3. Packing List
4. Shipping information
5. Pemberitahuan Ekspor Barang (Export notification)
6. Certificate of Origin
7. Laporan Surveyor (Surveyor Report)
8. Bill of Lading

Most of shipping documentation has informed the claim product with RBD Palm Oil (MB). All information required for RSPO certified products can be found in Bill of Lading that stated
a. Name and address buyer: PGE0 Edible Oils SDN BHD, Lorong Pukal Dua, Kawasan Lembaga Pelabuhan Johor, Pasir Gudang, Johor 81707, Malaysia.
b. Name and address seller: PT. Sinar Alam Permai, Jl. Blabak No. 18-3 Ilir, Ilir Timur II Palembang, Sumatera Selatan 30116 Indonesia
c. Delivery date: October 27, 2015
d. Date of issued document October 26, 2015
e. Product description: RBD Palm Oil (MB)
f. Quantity of product: 3,098.897 MT
g. Related transportation documentation as described above
h. Supply chain certification number: MB RSPO Certificate No: 824 503 14002
i. Unique identification number: BL No. SS.68-0091501

Compliance status: Compliance

5.7. Registration of transactions

Findings:
PT Sinar Alam Permai has been registered on RSPO eTrace with registration number RSPO-P01000000395 where eTrace will expire on May 19, 2016 for this year period and company also prepared manual record in excel form and created procedure of Registration process to RSPO IT System (SOP/SAP-OPR-004 rev 0, effective date October 01, 2012) for every transaction to RSPO IT system.
as required by RSPO SCC standard. However, all transaction buy material and sell product year 2015 with certified status still not available in eTrace because the software is not compatible or under construction to the CPO and RBDPO product, so the registration will be verified during next surveillance audit.

**Compliance status:** Compliance with observation

### 5.8. Training

**Findings:**
The company has conducted some training related to the RSPO SCC on 2015 for all staff involved in RSPO SCC systems. The training are:

1. RSPO SCCS awareness training conducted on October 16, 2015 trained by Mr. Ravi as Management Representative and attended by 15 participants.
2. RSPO SCCS awareness training conducted June 16, 2015 trained by Mr. Ravi as Internal trainer and attended by 20 participants.
3. RSPO SCCS socialization for security on 22 January 2016 trained by internal training and attended by 24 participants.

The training documentation are include
   a. Attendance list
   b. Training report
   c. Training evaluation
   d. Evaluation for trainer/fasilitator

The company also has identified the training needed in Matrix Training 2016 (F/SAP-PGA-047) including the training for RSPO SCC that will be held on July 2016.

**Compliance status:** Compliance

### 5.9. Record keeping

**Findings:**
The company has created procedures and work instruction related to RSPO SCC system that already covered all aspect of RSPO SCC requirements. All documented procedure will be evaluated and monitored every year through internal audit process that will be conduct every year. The last internal audit by Internal Auditor conducted on January 18, 2016.

The company has created the documented procedure such as flow process, standard operational procedure and also work instruction to fulfil the requirements of the new RSPO SCCS systems.

In the procedure related to RSPO SCC systems stated that all records associated with RSPO SCC systems and implementation, including training records will be kept at least for ten (10) years.

**Compliance status:** Compliance

### 5.10. Conversion factors

**Findings:**
For general information about the conversion factor calculation in production process has described in the traceability procedure (SOP/SAP-OPR-11-003) Rev. 6 dated January 26, 2016. The process of conversion factor records are

1. Daily receipt for certified and non-certified CPO/PK
2. Monthly records for material receipt
3. Daily production records
4. Monthly production records
5. Annual total production records

Records form consists of many columns and each column function and calculation has been described in the procedure. For rill conversion rate can be shown on Daily Production Report Refinery & Fractination Plant (F/SAP-PPIC-07-001). Some example for daily production report are

a. Daily production report on October 04, 2015, from total CPO 1,439.502 MT become RBDPO 1,399.915 MT (95.23%) and FPAD 59.690 MT (4.54%).

b. Daily production report on October 06, 2015, from total CPO 1,210.679 MT become RBDPO 1,180.877 MT (97.52%) and FPAD 48.742 MT (4.03%).

Compliance status: Compliance

5.11. Claims

Findings:
The company has claimed RBD Palm Oil as Mass Balance product with amount 3,098.897 MT. The product is produce from Mass Balance certified CPO with amount 3,261.997 from total amount 3,704.840 MT that has been purchased. As required in RSPO Rules on Market Communication Claims for Mass Balance product can be claimed with minimum mass balance content 95% or above.

The company still not use labelling and trademark for certified product that will be claimed with Mass Balance.

Compliance status: Compliance

5.12. Complaints

Findings:
In the last surveillance audit, the company informed that there are no complaints received regarding RSPO SCC systems. The company has regulated Handling complaint procedure (QP/SAP-016) Rev.03 dated July 01, 2015 for collecting and resolving stakeholder complaints including the flow diagram process. The procedure applies to handle internal and external complaint. Head Unit and Quality Assurance are responsible to ensure all complaint occurred must be answered, perform investigation, correction, corrective and preventive action, and inform to Marketing within time frame give. And the Dept. Head is responsible to perform root cause analysis, take necessary corrective action, and conduct preventive action for all complaint.

To follow up all complaints from stakeholder, the company use Costumer Complaint Form (F/SAP-QA-08-018). In the form stated information about

a. Detail of Complaint
b. Nature of Complaint
c. Investigation/Observation
d. Countermeasure/Action Taken
e. Remarks
f. Person in Charge of Non-conformance Investigation

Compliance status: Compliance

5.13. Management review

Findings:
Management Review Meeting for 2015 has been conducted on August 26 and attended by 36 participant including top management. The management review agenda are
a. Internal and external audit result
   - Internal audit result ISO 9001:2008
   - Internal audit result ISO 22000:2005
   - Internal audit result ISO 14001 & OHSAS 18001
   - External audit for HALAL
   - External audit result RSPO SCCS
   - External audit result ISCC
b. Complaint and communication from third parties and customer satisfaction measurement including Costumer feedback
   - No complaint recorded
   - Customer satisfaction survey
c. Handling of non-conforming product.
   - Product quality
   - House Keeping
d. Corrective and preventive action and efficiency and effectiveness of verification result
e. Previous followed up of management review from top management
f. Assessment of the changes in Quality Management System
g. The achievement of quality objectives and improvement target
h. Implementation result of regulation and law compliance
i. Training need identification
j. Potential considered necessary

Detail information of each agenda has been described in the Management Review Minutes of Meeting (F/SAP-QA-08-017). The information stated in minutes of meeting are for each Department which include
1. Point of discussion
2. Department Section
3. Improvement planning
4. Management comment/Management decision
5. Due date of correction
6. Person in charge (PIC)
7. Remarks (status of point discussion)

Compliance status: Compliance

---

Section 6: Supply Chain Models - Modular Requirements: Module C – Mass Balance

C.1. Definition

Findings:
PT Sinar Alam Permai (SAP) is a company under Wilmar International Group, located in Kumai, Central Kalimantan which has two main activities i.e., refinery and fractionation palm oil and palm kernel. The mill was commissioned in 2006, with a production capacity of 1,500 tons/day. In year 2009, company increased their capacity to 2,850 tons per day.

PT Sinar Alam Permai material uses CPO and palm kernel which are supplied by palm oil mills under Wilmar Group and purchases from other suppliers from non Wilmar Palm Oil Mills.

Management PT Sinar Alam Permaia still has commitment to implement RSPO SCCS. The company’s supply chain management system still integrated with the implementation of quality management systems ISO 9001:2008, ISO 22000:2005, ISO 14001:2004 and OHSAS 18001:2007. No changes on company’s supply chain model since last year audit i.e. Mass Balance system (Module C) due to the nature of incoming material from company’s supplier are Mass Balance and company’s production facilities are not sufficient enough to implement others supply chain model.

All production process was conducted internally; company has no outsourcing process since the
transportation for raw material provide by Mill and Vessel for delivery product arranged by costumer. The company has provided complete standard operation manual and standard operation procedure for all strategic operation units for daily operation activities.

Beside revised their quality manual to include all RSPO SCCS requirements, some standard operation procedure have been revised to fulfil RSPO SCCS requirement and as part of company’s improvement from previous audit findings.

PT Sinar Alam Permai (SAP) is RSPO member under Wimar International Ltd with membership number 2-0017-05-000-00. The company also has registered in e-trace with member ID RSPO_PO1000000395.

Compliance status: Compliance

C.2. Supply chain requirements

Findings:
During surveillance audit, the company still applied Mass Balance system (Module C) due to the nature of incoming material from company’s supplier are Mass Balance and company’s production facilities are not sufficient to implement others supply chain model.

The company did not separate the storing or controls in the production process, however in the documentation for product received and product delivery the company will use RSPO-Mass Balance stamp to distinguish between certified and non-certified products.

The organization has established a mechanism for control and maintenance of the data and document used in production process and Standard Operation Procedure related RSPO SCCS system and implementation, in which the retention time for all records and reports already defined for at least for 10 (ten) years. The storage and maintenance of documents is the responsibility of the respective departments.

The refinery has record and balance all receipts of RSPO certified material and non certified material and deliveries of RSPO certified product on daily basis; All volumes of product that are delivered are deducted from the material accounting system according to actual daily conversion ratios.

Compliance status: Compliance

C.3. Processing

Findings:
The facility used the same supply chain model as its certified suppliers (Mustika Sembuluh mill (POM 1 & 2), Kerry Sawit Indonesia mill (POM 1 & 2), Bumi Sawit Kencana mill and Mentaya Sawit Mas mill) is Mass Balance (MB). The facility has established a clear system and standard operation procedure (SOP) including record system where supply chain model used is Mass Balance (MB).

The company did not separate the storing or controls in the production process, however in the documentation for product received and product delivery the company will use RSPO-Mass Balance stamp to distinguish between certified and non-certified products.

The refinery has record and balance all receipts of RSPO certified material and non certified material and deliveries of RSPO certified product on daily basis; All volumes of product that are delivered are deducted from the material accounting system according to actual daily conversion ratios.

Compliance status: Compliance

C.4. Continuous accounting system

Findings:
The company only uses fixed inventory periods for MB calculation system.

**Compliance status**: Not applicable

### C.5. Fixed inventory periods

**Findings:**
In Traceability procedure (SOP/SAP-OPR-11-003 rev 6, effective date January 26, 2016) clause 11, the company has determined Mass Balance Calculation is fixed inventory periods. The company ensure that the quantity of RSPO mass balance material inputs and outputs (volume or weight) are balanced within a fixed inventory period which does not exceed 3 (three) months and withdrawn only for one month.

**Compliance status**: Compliance

### C.6. Conversion ratios

**Findings:**
For general information about the conversion factor calculation in production process has described in the traceability procedure (SOP/SAP-OPR-11-003) Rev. 6 dated January 26, 2016. The process of conversion factor records are:
1. Daily receipt for certified and non-certified CPO/PK
2. Monthly records for material receipt
3. Daily production records
4. Monthly production records
5. Annual total production records

Records form consists of many columns and each column function and calculation has been described in the procedure. For real conversion rate can be shown on Daily Production Report Refinery & Fractionation Plant (F/SAP-PPIC-07-001). Some example for daily production report are:

- **a.** Daily production report on October 04, 2015, from total CPO 1,439.502 MT become RBDPO 1,399.915 MT (95.23%) and FPAD 59.690 MT (4.54%).
- **b.** Daily production report on October 06, 2015, from total CPO 1,210.679 MT become RBDPO 1,180.677 MT (97.52%) and FPAD 48.742 MT (4.03%).

**Compliance status**: Compliance

### C.7. Yield Schemes

**Findings:**
In 2015 the company has purchased certified material (CPO) with MB claim from Palm Oil Mill (POM) under Wilmar International Limited groups, from PT Mustika Sembuluh POM 1 & 2 in amount of 2,216.550 tonnes, PT Kerry Sawit Indonesia POM 1 & 2 : 600.940 tonnes, PT Bumi Sawit Kencana POM : 472.620 tonnes and from PT Mentaya Sawit Mas POM : 414.730 tonnes. The total amount is 3,704.840 MT. From total amount 3,704.840 MT that has been purchased, only 3,261.997 MT that will be used for production process. The production result are RBDPO : 3,098.897 MT (yield scheme 95%) and PFAD : 163.100 MT (yield scheme 5%).

**Compliance status**: Compliance

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### 3.2 Previously Status Identified of RSPO SCCS Requirement Non-conformities

**NCR No. 2015-01 of 01**
SCCS brief has been done by the facility but not all person incharge has been trained, such as Iwan (weight bridge shift leader), Logistic (Andi Ilham P), Quality Control staff (Eko T).
Corrections:
The facility will carry out RSPO SCCS training again for personils which has not been participate in previous training.

Corrective Action:
To ensure all personils (PiC) involve in SCCS implementation has been trained.

Verification result:
The facility has provided evidence attendance list and photograph for RSPO SCCS Training in PT Sinar Alam Permai – Kumai on January 23, 2015. Based on attendance list that weighbridge shift leader, one of logistic staff and one of quality control staff has participated in training it. Tutor in RSPO SCCS training is MR.

Auditor Conclusions: Closed

3.3 Identified Non-conformances against RSPO SCCS Requirements, Corrective Actions Taken and Auditors Conclusions

No non-conformities found during 3rd surveillance audit.

3.4 Conclusion and Recommendation for RSPO Supply Chain Certification

The audit team has confirmed through the audit process that PT Sinar Alam Permai Kumai has established and maintained an effective system to ensure compliance with the RSPO Supply Chain Certification requirements (dated November 2014). It is also confirmed that the company’s annual volume of certified product sold/purchased in 2015 has not exceeded the certified annual tonnages as claimed in the organization’s RSPO certificate no. 824 503 14002

PT TUV Rheinland Indonesia recommends that PT Sinar Alam Permaia still continue their certification of compliance to the RSPO Supply Chain Certification requirements.
4.0 CERTIFIED ORGANISATION’S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Date of Next Surveillance Visit

The next surveillance visit is planned for January, 2017

4.2 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 Sinar Alam Permai

Ravi Indracahya K.P.
Management Representative
Date: March 21, 2016

Signed on behalf of PT TUV Rheinland Indonesia

Riki Harpan
Lead Auditor
Date: March 21, 2016
APPENDICES

Appendix 1: Details of Supply Chain Certification Certificate

Certificate

Certificate Regist. No.: 624 503 14002

Based on an audit according to the regulations stated in the RSPO Supply Chain Certification Systems: Nov 2014, and a signed contract, PT TUV Rheinland Indonesia herewith certifies that the facility(s) listed below are found to be in compliance with the RSPO Supply Chain Certification Systems, version: Nov 2014. This guarantees that the criteria for processing RSPO certified sustainable palm oil through one or more of the supply chain models as stated in the RSPO Supply Chain Certification Systems have been met.

Certificate Holder Information
Name: PT Sinar Alam Permai (Kumai)
RSPO Member no.: 2-0017-05-000-00
Address of operation certified: Jl. Pelabuhan Panglima Utar, Tanjung Kalaf, Kumai Hulu Subdistrict, West Kotawaringin, Central Kalimantan, Indonesia, 74181
Management Representative: Mr. Ravi Indracahya (Management Representative)
Contact no.: +62 (0) 532 6708182
Email address: ravi.indracahya@wilmar.co.id
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).

Note: Certificate No. 18502263 001 dated 19th February 2013 previously issued by TUV Rheinland Malaysia Sdn. Bhd. is no longer valid.

PT TUV Rheinland Indonesia was accredited to provide RSPO Principles & Criteria (P&C) and RSPO Supply Chain Certification System on June 6, 2014 (RSPO-ACC-013).

Indonesia, 24-03-2016

Lead Auditor

PT TUV Rheinland Indonesia Director

www.tuv.com
Annex to certificate


Certificate Registr. No.: 824 503 14002

Certificate Information

Name(s) of certified facility(s) included: PT Sinar Alam Permai (Kumai)

Scope & supply chain model assessed:
- Processing of RSPO certified sustainable palm oil with implementation of the following SCCS:
  - Identity Preserved
  - Segregation
  - Mass Balance

An audit was performed, Report No. SCCS-ASA3-14002. Proof has been furnished that the requirements according to RSPO Supply Chain Certification Systems: November 2014 are fulfilled.

The due date for all future surveillance audits is 19th December.

Validity:

The certificate is valid from valid from 2013-02-19 until 2018-02-18

Date of first RSPO Supply Chain certification: 2013-02-19

Issued by PT TÜV Rheinland Indonesia

www.tuv.com

This certificate remains property of PT TÜV 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 TÜV Rheinland Indonesia immediately of any changes in the above-mentioned data. Only an original and signed certificate is valid.

Indonesia, 24-03-2016

Lead Auditor

PT TÜV Rheinland Indonesia Director

www.tuv.com
Appendix 2: List of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/O</td>
<td>Bill of Lading</td>
</tr>
<tr>
<td>CPO</td>
<td>Crude Palm Oil</td>
</tr>
<tr>
<td>CSPO</td>
<td>Certified Sustainable Palm Oil</td>
</tr>
<tr>
<td>CPKO</td>
<td>Certified Palm Kernel Oil</td>
</tr>
<tr>
<td>CPKOL</td>
<td>Certified Palm Kernel Olein</td>
</tr>
<tr>
<td>CPKS</td>
<td>Certified Palm Kernel Sterin</td>
</tr>
<tr>
<td>FIFO</td>
<td>First In First Out</td>
</tr>
<tr>
<td>MB</td>
<td>Mass Balance</td>
</tr>
<tr>
<td>P&amp;C</td>
<td>Principles &amp; Criteria</td>
</tr>
<tr>
<td>PKE</td>
<td>Palm Kernel Expleler</td>
</tr>
<tr>
<td>PKO</td>
<td>Palm Kernel Oil</td>
</tr>
<tr>
<td>SCCS</td>
<td>Supply Chain Certification System</td>
</tr>
<tr>
<td>SI</td>
<td>Shipping Instruction</td>
</tr>
<tr>
<td>SO</td>
<td>Sales Order</td>
</tr>
<tr>
<td>SLP</td>
<td>Shipment Loading Detail (SLD);</td>
</tr>
<tr>
<td>SDD</td>
<td>Shipment Discharging Detail (SDD)</td>
</tr>
<tr>
<td>WB</td>
<td>Weight Bridge</td>
</tr>
<tr>
<td>WINA</td>
<td>Wilmar Nabati Indonesia</td>
</tr>
</tbody>
</table>

Appendix 3: Observations and Opportunities for Improvement

A. Positive Observations

<table>
<thead>
<tr>
<th>No.</th>
<th>Clause</th>
<th>Positive observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-</td>
<td>Good commitment to RSPO SCCS Implementation</td>
</tr>
<tr>
<td>2</td>
<td>5.4.1</td>
<td>For raw material receipt identification, the company has set up WB Net systems that automatically informed the material status CPO RSPO/MB on the WB tickets form (F/SAP-LOG-07-001) refer to Purchase Order (PO) and Delivery Order (DO).</td>
</tr>
</tbody>
</table>

B. Negative Observations/ Potential For Improvement

<table>
<thead>
<tr>
<th>No.</th>
<th>Clause</th>
<th>Negative observation/ Opportunity for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5.9.1 &amp; 5.9.2</td>
<td>Int the procedure related RSPO SCC systems has regulated that all documentation related to RSPO SCC should be kept at least for 10 (ten) years. To fulfil this requirements the company should ensure that the availability of documents can be accessed, up to date and completed during the past 10 years and recommended to create soft copy documentation for all document that the validity period is over 2 years.</td>
</tr>
<tr>
<td>2</td>
<td>5.3.1</td>
<td>In training procedure (SOP/SAP-PGA-07-011) recommended to regulate about the training and socialization in addition to PGA to ensure that the knowledge and understanding of employees related to RSPO SCC Mass Balance can be well measured and evaluated.</td>
</tr>
</tbody>
</table>
Appendix 4: Supply Chain Certification Audit Closing Meeting Summary

Quality Management FORM

Subject: SCCS Closing Meeting Summary

Created by: Dian Susanti Soeminta
Review by: Lufakdy Eminda
Approved by: Yunua Apryanto

Organization: PT. Sinar Alam Permai
Lead auditor: Budi Napig
Audit team:
Audit date: 25 - 26 January 2016

SCCS Closing Meeting Summary

A) Information supplied to the Client

1) The company should ensure that related site per documents (4 years) can be made accessible.

2) Training program besides PED should be required to check the knowledge and understanding for say.

3) The implementation of RSPO MO should be controlled and monitored.

B) Additional Information Supplied by the Client

1) The company will do some improvement due to some recommendation from auditor.

2) Included in improvement is maintaining systems to minimizing LCC.

Acknowledgements of Internal Responsibility and Formal Sign-Off by Client

It is acknowledged that the RSPO Supply Chain Assessment visit was carried out and the findings of the assessment are tentative pending review and decision making by the appointed certifier of PT TUV Rheinland Indonesia.

The management of ............... agree that until the company receive written confirmation of RSPO Supply Chain certification registration and its validity, is not certified yet and not allowed to make any claims concerning certification.

Signed on behalf of TUV Rheinland Indonesia

Date: 26 January 2016

Lead Auditor Date:
### Appendix 5 : List of supplier and buyer

<table>
<thead>
<tr>
<th>No.</th>
<th>Nama Supplier</th>
<th>Alamat</th>
<th>No. Telp</th>
<th>Contact Person</th>
<th>Certifi- cate No.</th>
<th>Supply chain model</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PT. Mustika Sembuluh POM 1 &amp; 2</td>
<td>Jl. Jendral Sudirman KM 62, Desa Pondok Damar, Kecamatan Mentaya Hilir Utara, Kabupaten Kotawaringin Timur, Kalimantan Tengah, Indonesia</td>
<td>0531-34530</td>
<td>Novriandi Pardede (POM1) &amp; Salce Bode (POM2)</td>
<td>824 502 14009</td>
<td>MB</td>
<td>23.08.2020</td>
</tr>
<tr>
<td>2</td>
<td>PT. Kerry Sawit Indonesia POM 1 &amp; 2</td>
<td>Jl. Jendral Sudirman KM 62 Sampit-Pangkalan Bun, Desa Sembuluh 1, Kecamatan Danau Sembuluh, Kabupaten Seruyan, Kalimantan Tengah, Indonesia</td>
<td>0816-280970</td>
<td>Imung Putro (POM1) &amp; Sugeng Pratikno (POM2)</td>
<td>825 502 14013</td>
<td>MB</td>
<td>17.06.2016</td>
</tr>
<tr>
<td>3</td>
<td>PT. Bumi Sawit Kencana</td>
<td>Jl. Sarpatim KM 34, Desa Tangar, Kecamatan Mentaya Hulu, Kabupaten Kotawaringin Timur, Kalimantan Tengah, Indonesia</td>
<td>0816280327</td>
<td>Irvan Azhar Pohan</td>
<td>SGS-RSPO/PM - MY13/013 00</td>
<td>MB</td>
<td>22.09.2018</td>
</tr>
<tr>
<td>4</td>
<td>PT. Sarana Titian Permata</td>
<td>Jl. Ds. Tanjung Rangas, Kecamatan Seruyan Hilir, Kabupaten Seruyan, Kalimantan Tengah, Indonesia</td>
<td>08115209807</td>
<td>Dalwiji Raharjo</td>
<td>MUTU-RSPO/022</td>
<td>MB</td>
<td>22.11.2017</td>
</tr>
<tr>
<td>5</td>
<td>PT. Mentaya Sawit Mas</td>
<td>Mentaya Hulu, Kotawaringin Barat, Kalimantan Tengah</td>
<td>-</td>
<td>Nur Hidayat</td>
<td>MUTU-RSPO/058</td>
<td>MB</td>
<td>23.04.2020</td>
</tr>
</tbody>
</table>

### Appendix 6: List of Certified Customer

<table>
<thead>
<tr>
<th>No.</th>
<th>Nama customer</th>
<th>Alamat</th>
<th>Contact Person</th>
<th>Certificate No.</th>
<th>Supply chain model</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WINA Gresik</td>
<td>Jl. Kapten Darmo Sugondo No. 56, Kelurahan Indro, Kecamatan Kebohas, Kabupaten Gresik, Jawa Timur, Indonesia</td>
<td>Martinus Raharjo</td>
<td>824 503 14001</td>
<td>MB</td>
<td>31.01.2018</td>
</tr>
</tbody>
</table>

QMF: RSPO-007c-13 rev.2