



<b>COMPANY NAME</b> NAMA PERUSAHAAN	<b>PT. KARYA MAKMUR BAHAGIA</b>	<b>NO. PERUSAHAAN:</b>	
<b>TYPE OF AUDIT</b> TIPE AUDIT	<b>ISPO: STAGE 1 [ ] STAGE 2 [ ] SURVEILLANCE [✓] RE-CERTIFICATION [ ] SPECIAL [ ]</b> <b>RSPO: STAGE 1 [ ] STAGE 2 [ ] SURVEILLANCE [✓] RE-CERTIFICATION [ ] SPECIAL [ ]</b>		
<b>SITE(S) / LOCATION(S) TO BE AUDITED</b> UNIT / LOKASI UNTUK DIAUDIT	<b>Head Office:</b> Jl. Melawai Raya No. 10 Kebayoran Baru Jakarta Selatan 12160 Indonesia  <b>Site:</b> Rantau Tampang Village, Sub District of Telaga Antang, District of Kotawaringin Timur, Province of Kalimantan Tengah, Indonesia		
<b>PLANNED AUDIT DATE(S)</b> TANGGALRENCANA AUDIT	<b>3 – 8 April 2017</b>		
<b>AUDIT TEAM</b> TEAM AUDIT	<b>Team Leader</b> Trismadi Nurbayuto/TNB (Lead Auditor RSPO) (Social, Long Term Business Plan, Transparancies, Time Bound Plan) Andi Pratama Pasaribu/APP (Lead Auditor ISPO) (SCCS, Land Use Legality)  <b>Team Member:</b> Yohanes Hardian/YHN (Auditor) (Environment, HCV and GHG) Afiffudin/AFF (Auditor) (Best Management Practices) Asystasya Aishah Silalahi/AAS (Auditor) (OHS, Worker Welfare)		

<b>AUDIT OBJECTIVES</b> OBJEKTIVITAS AUDIT	Measuring the sufficiency of implementation with the consistency done by the company to the requirements of Generic Interpretation from RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil Production and Indonesian Sustainable Palm Oil.		
<b>ASSESSMENT STANDARD USED</b> STANDAR PENILAIAN YANG DIGUNAKAN	<ul style="list-style-type: none"> <li>INA-NI RSPO Principles and Criteria (P&amp;C) for the Production of Sustainable Palm Oil – endorsed by RSPO (2016).</li> <li>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</li> <li>Lampiran II. PERATURAN MENTERI PERTANIAN No. 11/Permentan/OT.140/3/2015 tentang Persyaratan Perkebunan Kelapa Sawit Berkelanjutan Indonesia, 2015.</li> </ul>		
<b>AUDIT SCOPE</b> RUANG LINGKUP AUDIT	1 (one) mill <b>Gunung Makmur POM</b> supplied by 8 (eight) estate: <b>PT Karya Makmur Bahagia</b> (Gunung Makmur Estate, Bukit Kecubung Estate, Bukit Makmur Estate, Bukit Daman Estate, Sungai Mentaya Estate) and Smallholders scheme (Bukit Hijau Estate/Lestari Cooperation, Beringin Agung Estate/Mekar Jaya Cooperation, Mulya Agung Estate/Sekartani Cooperation and Sungai Penyahuan Estate/Sekartani. Audit sampling location: <b>Gunung Makmur POM</b> and 3 (three) supply bases: <b>Bukit Daman Estate, Sungai Mentaya Estate and Beringin Agung Estate (Full Manage Smallholders Scheme)</b>		
<b>CONFIDENTIALITY</b> KERAHASIAAN	MUTU CERTIFICATION staff and auditors will keep all client information confidential and shall not disclose any such information to a third party, except required by law or accreditation Bodies as part of our accreditation requirements. All staff and auditors have signed independence, impartiality, conflict of interest and confidentiality statements.  <i>Staf dan auditor MUTU CERTIFICATION akan menyimpan semua informasi rahasia klien dan tidak boleh mengungkapkan informasi tersebut kepada pihak ketiga, kecuali diwajibkan oleh hukum atau Badan akreditasi sebagai bagian dari persyaratan akreditasi kami. Semua staf dan auditor telah menandatangani surat independensi, imparialitas, konflik kepentingan dan pernyataan kerahasiaan.</i>		

<b>AUDIT PLAN PREPARED BY:</b> RENCANA AUDIT DISIAPKAN OLEH:	<b>NAME</b> NAMA	<b>TRISMADI NURBAYUTO</b>	<b>ANDI PRATAMA PASARIBU</b>
	<b>SIGNATURE</b> TANDA TANGAN		
	<b>DATE SENT TO CLIENT</b> TANGGAL DIKIRIM:	<b>24 April 2017</b>	

*The audit plan is flexible enough such as to permit any changes that can become necessary as the on-site audit activities progress*  
 Rencana Audit ini bersifat fleksibel, dapat berubah sesuai kesepakatan jika dianggap perlu dengan mempertimbangkan kondisi lokasi audit dan alokasi waktu yang tersedia.

DATE	3 – 8 April 2017	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 3 April 2017</b>		
06.00 - 07.30	<b>JAKARTA → PALANGKARAYA</b>	<ul style="list-style-type: none"> <li>All Auditor</li> </ul>
08.00 – 13.00	<b>PALANGKARAYA → SITE</b> <b>PALANGKARAYA → SAMPIT</b>	<ul style="list-style-type: none"> <li>TNB/YHN/AFF</li> <li>APP</li> </ul>
	<b>BREAK</b>	
14.00 – 15.00 15.00 – 17.00	<ul style="list-style-type: none"> <li><b>OPENING MEETING</b></li> <li><b>Document Review</b> and <b>Review of Previous Visit Non-conformance (Surveillance 2)</b></li> </ul>	<ul style="list-style-type: none"> <li>TNB/YHN/AAS/AFF</li> </ul>
<b>Tuesday, 4 April 2017</b>		
08.00 – 12.00	<b>Stakeholders consultation:</b> <ul style="list-style-type: none"> <li>External stakeholder to government agency in Kotawaringin Timur District</li> <li>External stakeholder to surrounding village (stakeholders of own estates and smallholders scheme), Board of Cooperation (Lestari, Mekar Jaya, and Sekar Tani).</li> </ul>	<ul style="list-style-type: none"> <li>APP</li> <li>TNB</li> </ul>
08.00 – 12.00	<b>Field Observation Bukit Daman Estate</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, IPM, best agricultural practices</li> <li>Worker Welfare (payments, complaint mechanism)</li> <li>Hazardous Waste Material management</li> <li>Worker facilities (housing, health clinic, clean water, etc) and</li> <li>Land Fire facilities, Storage, ect..</li> <li>Legal operational and Conservation Area</li> </ul>	<ul style="list-style-type: none"> <li>AFF</li> <li>AFF</li> <li>AAS</li> <li>AAS</li> <li>AAS</li> <li>YHN</li> </ul>
12.00 – 14.00	<b>BREAK</b>	
14.00 – 17.00	<ul style="list-style-type: none"> <li><b>Clarification of Field Observation&amp;Continued of Completion Check List</b></li> </ul>	<ul style="list-style-type: none"> <li>TNB/YHN/AAS/AFF</li> </ul>
<b>Wednesday, 5 April 2017</b>		
08.00 – 12.00	<b>Field Observation Sungai Mentaya Estate</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, IPM, best agricultural practices</li> <li>Worker Welfare (payments, complaint mechanism)</li> <li>Hazardous Waste Material management</li> <li>Worker facilities (housing, health clinic, clean water, etc) and</li> <li>Land Fire facilities, Storage, ect..</li> <li>Legal operational and Conservation Area</li> </ul>	<ul style="list-style-type: none"> <li>AFF/AAS</li> <li>AFF/AAS</li> <li>TNB</li> <li>TNB</li> <li>TNB</li> <li>TNB</li> <li>APP/YHN</li> </ul>
12.00 – 14.00	<b>BREAK</b>	
14.00 – 17.00	<b>Field Observation to Gunung Makmur POM</b> <ul style="list-style-type: none"> <li>Processing &amp; Occupational Health and Safety (OHS)</li> <li>WWTP</li> <li>Hazardous Waste Material</li> <li>Land Application</li> <li>Fire Fighting Facilities</li> <li>Supply Chain</li> <li>Interview with worker's union, local contractor and gender committee</li> </ul>	<ul style="list-style-type: none"> <li>TNB</li> <li>YHN</li> <li>YHN</li> <li>YHN</li> <li>TNB</li> <li>APP</li> <li>AAS</li> </ul>
<b>Thursday, 6 April 2017</b>		
08.00 – 12.00	<b>Field Observation Beringin Agung Estate (Full Manage Smallholders Scheme)</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, IPM, best agricultural practices</li> <li>Worker Welfare (payments, complaint mechanism)</li> <li>Hazardous Waste Material management</li> <li>Worker facilities (housing, health clinic, clean water, etc) and</li> <li>Land Fire facilities, Storage, ect..</li> </ul>	<ul style="list-style-type: none"> <li>AFF/AAS</li> <li>AFF/AAS</li> <li>TNB</li> <li>TNB</li> <li>TNB</li> </ul>

DATE	3 – 8 April 2017	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
	<ul style="list-style-type: none"> <li>Legal operational and Conservation Area</li> </ul>	<ul style="list-style-type: none"> <li>APP/YHN</li> </ul>
12.00 – 14.00	<b>BREAK</b>	
14.0 – 17.00	<ul style="list-style-type: none"> <li>Clarification of Field Observation &amp; Continued of Completion Check List</li> </ul>	<ul style="list-style-type: none"> <li>All Auditor</li> </ul>
<b>Friday, 7 April 2017</b>		
08.00 – 11.30	<ul style="list-style-type: none"> <li>Field Observation &amp; Continued of Completion Check List</li> </ul>	<ul style="list-style-type: none"> <li>All Auditor</li> </ul>
12.00 – 14.00	<b>BREAK</b>	
14.00 – 15.00	<ul style="list-style-type: none"> <li>Audit finding preparation</li> </ul>	<ul style="list-style-type: none"> <li>All Auditor</li> </ul>
15.00 – 17.00	<ul style="list-style-type: none"> <li>Closing Meeting</li> </ul>	<ul style="list-style-type: none"> <li>All Auditor</li> </ul>
17.00 - .....	<ul style="list-style-type: none"> <li>Site - Palangkaraya</li> </ul>	
<b>Saturday, 8 April 2017</b>		
06.50 - .....	<ul style="list-style-type: none"> <li>Palangkaraya - Jakarta</li> </ul>	<ul style="list-style-type: none"> <li>All Auditor</li> </ul>

*The audit is based upon a representative sampling method therefore there may be non-conformances within the system that have not been identified during this audit. Please inform Mutu Certification if you object to the appointment of the auditor or team members stated in this audit plan prior to the audit date*

*Kegiatan Audit ini berdasarkan metode pengambilan lokasi sample yang representative, oleh karena itu adanya kemungkinan ketidaksesuaian yang tidak teridentifikasi di dalam sistem saat audit sertifikasi ini berlangsung Mohon informasikan kepada Mutu Certification jika terdapat keberatan terhadap penunjukkan auditor atau anggota team yang tercantum dalam rencana audit ini.*