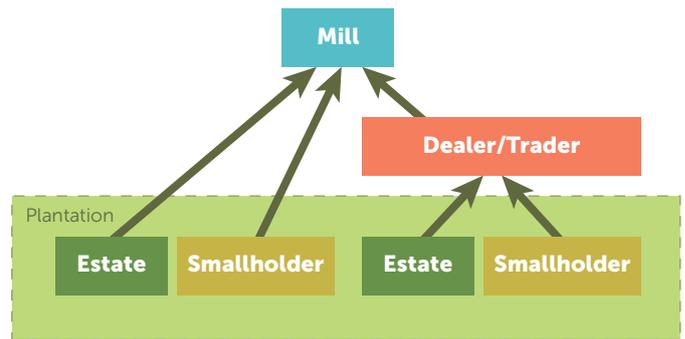


How to implement traceability in your operations

	1 Provide information on your mill	2 Create a list of where your FFB is from	3 Provide detailed data on each FFB source	4 Create a Traceability Report
Mill owner	✓	✓	✓	✓
Dealer or trader	—	✓	✓	—
Estate or smallholder	—	—	✓	—

Traceability of palm oil is the ability to track all stages of the product from source to finished goods. GAR aims to understand our suppliers practices in producing, procuring, handling and processing palm Fresh Fruit Bunch (FFB), Crude Palm Oil (CPO) and Palm Kernel (PK) to ensure we produce and sell high quality, sustainably produced palm oil-based products.



FFB Flow Diagram from source to mill.

STEP 1 Provide information on your mill

If your mill supplies CPO and PK products directly to our refineries, we need information on:

1. Group name
2. Parent company name
3. Mill name
4. Mill address & GPS coordinates
5. Quantity of supply

STEP 2 Create a list of where your FFB is from

List all the plantations you source FFB from. Knowing the origin of your FFB sources can help us identify whether there are any known, existing issues with that location.

STEP 3 Provide detailed data on each FFB source

Each FFB source needs its own set of data.

For estates, the information required includes:

1. Parent group
2. Company name
3. Estate name
4. Type of estate (Owned estate/Plasma estate/Out-grower)
5. Plantation location address (Village, Sub-district, District, Province)
6. Boundaries estate map (Geo-reference map)
7. Land of legality (HGU/HGU Process)
8. Area (Hectare)
9. Quantity of FFB supply to mill
10. Year of planting
11. Certification status (RSPO/ISPO/ISCC)

For smallholders, the information required includes:

1. Dealer name
2. Farmer name
3. Type of plantation management (Independent/Cooperation)
4. Plantation location address (Village, Sub-district, District, Province)
5. Coordinate location (Latitude, Longitude)
6. Land ownership certificate (SKT/SKGR/SHM)
7. Area (Hectare)
8. Quantity of FFB supply to mill
9. Year of planting
10. Certification status (ISPO/RSPO)

For dealers and traders, the information required includes:

1. Dealer name
2. Address of dealer (Village, Sub-district, District, Province)
3. List of estate suppliers and smallholders complete with address, boundary map and coordinates
4. Total FFB area of estate suppliers
5. Quantity of FFB supply to mill

Keep track of your progress by calculating your Traceability to Plantation percentage using the formula below:

$$\% \text{ Traceability to FFB sources} = \frac{\text{Total Traceable FFB Volume Supplied}}{\text{Total amount of FFB Volume Supplied}} \times 100\%$$

STEP 4 Create a Traceability Report

This is our suggested format. Submit the report to us upon completion each quarter.

1. **Period of Report** (dd/mm/yyyy) – (dd/mm/yyyy)
2. **Company Profile**
 - Company Name
 - Company Type (Mill/Dealer/Estate/Smallholder)
 - Parent Company Name
 - Parent Group
 - Address of Company
 - Certification (RSPO/ISPO/ISCC)

3. FFB Procurement by source

Source	Certification	Proportion of Total FFB Procured <small>(should add up to 100%)</small>
Owned estate	ISPO/RSPO/ISCC	%
Plasma/Smallholder	ISPO/RSPO/ISCC	%
3rd party suppliers	ISPO/RSPO/ISCC	%

4. Traceability to Plantation

Source	Percentage of Traceability	
	$\frac{\text{Total Traceable FFB Volume Supplied}}{\text{Total amount of FFB Volume Supplied}} \times 100\%$	
Owned estate	%	
Plasma/Smallholder	%	
3rd party suppliers	%	

Overall % Traceable to Plantation = % (add up percentages above)

If you have any further questions about our Traceability Procedure, please email us at

supplier.support@sinarmas-agri.com