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1. Presentation	
BCS ÖKO GARANTIE COLOMBIA S.A.S. informs to whom it may concern, that:	
The company:	AGRIPALMA (Title 409)
With RSPO ID:	Member ID. RSPO_PO1000011396
Found on the Webpage:	https://rspo.org/members/8070
Has presented their request to begin:	Initial certification
In accordance with:	RSPO Principles and criteria 2018
Related to:	Production and extraction of Sustainable Palm Oil its derivatives
The Audit is scheduled for the days:	December 6th to December 10th of 2020
2. Information of the Company	
Company Name:	AGRIPALMA (Title 409)
Company Description:	Mill with capacity of 10 tonnes/hr Total area: 671 Ha. Oil Palm area: 665 Ha. Anual estimation CPO production: 3060 MT
Contact Person:	JOSÉ CORTEZ PEREIRA
Address:	RIBEIRA PEIXE - APT 953 - Paué; SÃO TOMÉ E PRÍNCIPE
Phone Number:	2399870193
Cell phone number:	2399967746
e-mail:	JCORTEZ@AGRIPALMASTP.COM



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Web Site:		WWW.SOCFIN.COM	
RSPO Membership Nr:	1-0269-19-000-00	Date of approval:	15/02/2019
About the Company			
<p>Agripalma started in 2011, replanting a former government palm oil plantation. The Industrial unit was built in 2019, starting the processing of organic palm oil in 2020. Agripalma is certified as Bio since 2017.</p> <p>Agripalma has its own plantation and processing unit. Agripalma does not purchase fruit or oil from third parties. This means that all our fruit is coming from our own plantation.</p> <p>The flourishing palm groves of Agripalma are the only industrial oil palm plantations in the Republic of São Tomé and Príncipe.</p> <p>For Agripalma, the development of the plantation is necessarily coupled with that of its workers and of the surrounding communities, including building and maintaining schools and kindergartens, donating equipment and toys and providing the annual school fees for the sons and daughters of the staff. As a major player in the development of the region, the plantation has integrated into the local area in various ways, including by supporting the annual community festivals of the plantation's local population.</p> <p>With the same purpose in mind, the plantation provides jobs suited to pensioners who wish to keep working, because the statutory pension is inadequate for their needs.</p>			
3. Relevant Documents			
RSPO Principles & Criteria for the Production of Sustainable Palm Oil (2018)	RSPO Certification Systems for Principles & Criteria :June 2017		
RSPO Rules on Market Communications & Claims (November, 2016), revised January 2019	Use & Claims RSPO Sustainable Oil Palm Products Flowchart		



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4. SCOPE OF AUDIT

The evaluation for the Certification Units, sites and / or production units under the RSPO standard will include but not be limited to aspects with potential environmental, social, economic and legal risk of the areas managed by (AGRIPALMA) And those in which impact is generated or influenced by the development of the activities of the organization, as well as the organizational, administrative and operational systems implemented to meet the purpose and requirements of the RSPO certification systems.

The aforementioned standards will be used, according to the requested scope of evaluation.

These can be downloaded directly from the RSPO website: www.rsपो.org

5. FFB Production Units (Supply Base)

Unit Name	P	GP	I	Location			Area		Annual estimated certified production FFB
				Address	Coordinates		Total production area (ha.)	Total Certified Area (ha.)	
					Latitude	Longitude			
AGRIPALMA (Title 409)	X			South Side, Ribeira Peixe - Caué	6°35'29"E	0°6'57"N	665	671	13300

Notes:

P: Own - Associatess // GP: Producer Group // I: Independents

Cons: Conservation // Infr: Facilities

6. Unidades de CPO, PKO, Aceite Refinado y/o Derivados

Unit Processing Name	Extract ion Capacity	Location			Annual Expected Production				Specify Product
		Address	Coordinates		(TM/Year)				
			Latitude	Longitude	CPO	PKO	PK	Other	
AGRIPALMA	10 ton/Hour	Ribeira Peixe; Sao Tome And Principe	6°36'11"E	0°6'27"N	3060	NA	760	NA	-

Notes:

FFB Extraction Capability



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7. AUDIT PLAN					
Date	Time	Activity	Place	Auditor	Audited
6/12/2020	8:00	Open Meeting	Ribeira Peixe; Caué, Sao Tome And Principe	BCS's Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
		Mill audit			
		Verification of Fresh fruit Bunch income:			
		Income security measures			
		• Reception of Fruit (Scale)			
		• Download fruit			
		Process of extraction of the oil: sterilization, enyojing, Digester, Pressing, Clarification, etc.			
		by-products disposal			
		Generation or use of alternative energies			
		Wastewater treatmetn System			
		Storage tanks			
		Laboratory, control rooms, etc.			
		Employee interview			
	Supply Chain Requirements for Extraction Plants				
13:00 -14:30	Lunch				
14:30	Documentation review	RIBEIRA PEIXE - APT 953 - Caué; SÃO TOMÉ E PRÍNCIPE	BCS's Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma	
17:00	End first day				



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7/12/2020	7:00	Stake holders Meeting	Ribeira Peixe; Caué, Sao Tome And Principe	BCS' s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	10:00	P&C Audit in plantation	South Side, Ribeira Peixe - Caué	BCS' s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	13:00	Lunch			
	14:00	P&C Audit in plantation	South Side, Ribeira Peixe - Caué	BCS' s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	17:00	End second day			
8/12/2020	7:00	P&C Audit in plantation	South Side, Ribeira Peixe - Caué	BCS' s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	13:00	Lunch			
	14:00	P&C Audit in plantation	South Side, Ribeira Peixe - Caué	BCS' s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	17:00	End third day			
9/12/2020	7:30	Documentation review	RIBEIRA PEIXE - APT 953 - Caué; SÃO TOMÉ E PRÍNCIPE	BCS' s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	13:00	Lunch			



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9/12/2020	14:00	Documentation review	RIBEIRA PEIXE - APT 953 - Paué; SÃO TOMÉ E PRÍNCIPE	BCS` s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	17:30	End fourth day			
10/12/2020	7:30	Documentation review	RIBEIRA PEIXE - APT 953 - Paué; SÃO TOMÉ E PRÍNCIPE	BCS` s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	13:00	Lunch			
	14:00	Audit team meeting and results consolidation	RIBEIRA PEIXE - APT 953 - Paué; SÃO TOMÉ E PRÍNCIPE	BCS` s Auditor Team: Leader Auditor Social Expert Environmental Expert, Local Expert	Agripalma
	17:00	Closure meeting and results presentation			
	18:00	End fifth day			
<p>Comments: In this inspection, ASI's witness audit will be carried out, for which there will be the presence of a witness auditor in the development of it. This activity will not interfere with the normal audit process. Risk level:medium Supply base audit for P&C will be carried out as follows in the plantation: Route in plantation, verification of harvest work, health, cultural work, MIP, products use, verification of risk areas. Interview with workers, inspection in facilities (warehouses, bathrooms, camps) Verification system of health and safety at work, verification of riparian areas Documentary review: Environmental impact studies, social impact studies, sustainability report, communication mechanisms with interested parties that include requests and answers, documents of legal possession of the properties, prior, free and informed consent; social aspects that include conditions of employees (type of contracts, PQRS, freedom of association, etc.), Human rights policies, food safety, applicable legal matrix, environmental aspects, studies of HCV`s, waste management, gases of effect greenhouse, standard field operating procedures, workers 'and / or contractors' pay sheets. Decent Living Wage. Time Bound Plan.</p>					



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Supply base								
No.	Name of supply base	Name of the farm	Total production area (ha.)	Total Certified Area (ha.)	Coordinates		Location	FFB projected (t)
					Latitude	Longitude		
1	AGRIPALMA (Title 409)	AGRIPALMA (Title 409)	665,0	671	6°36'11"E	0°6'27"N	South Side, Ribeira Peixe-Caué; SÃO TOMÉ E PRÍNCIPE	13300,0



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8. AUDITOR TEAM - PROFILES			
Lead auditor			
Cesar Riascos Ramírez			
Carreer	Agronomist Engineer	Others	Project Management Specialist
Courses:		Audited Companies:	
P&C 2018 Lead Auditor Course (CheckMark Training, 2020) Geographic Information Systems Course, Universidad Libre, 2019 P&C Lead Auditor (Proforest, 2016) SCC Lead Auditor (David Ogg, 2015 and 2018) ISO 9001: 2015 Lead Auditor (Bureau Veritas, 2016) Internal auditor Course SA 8000. SGS. Nov. 2017 Diploma in Soil Management and Conservation. 2008		Lead auditor RSPO since 2018. Technical expert in RSPO audits with BCS since 2017 Auditor Lead in organic standars since 2013. Auditor Lead in GLOBALG.A.P. standar since 2013. Module IFA and chain of custody. Auditor Lead in GRASP since 2017. Auditor Lead 4C Since 2013. Auditor in UTZ standar Since 2012. code of conduct and chain of custody. .	
Email	Cesar.Riascos@kiwa.com	Phone:	57 3106869960
Social expert			
Diego Franco Sánchez			
Carreer	Business Administrator	Others	-
Courses:		Audited Companies:	
P&C 2018 Lead Auditor Course (CheckMark Training, 2019) Internal auditor in integrated management systems. 2016 ISO 9001 Lead Auditor. 2018 Auditor at SCC RSPO. (David Ogg, 2018) Internal auditor course SA 8000. SGS. Nov. 2017		Auditor in organic standars since 2017 Social expert in RSPO audtis with BCS since 2017: 9 of P&C. Audits in RSPO Supply chain : 11	
Email	Diego.Franco@kiwa.com	Phone:	57 321 9932272



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Environmental expert			
GILBERTO ROJAS			
Carreer	Environmental Engineer	Others	Occupational health specialist
Courses:		Audited Companies:	
2019: lead auditor course update P&C 2018. David Ogg 2019: lead auditor course update SCC 2018. David Ogg 2017: Lead auditor P&C (Proforest) 2007: Internal auditor in OSHAS 18001 SGS. Training course on Principles and Criteria and group scheme of the RSPO standard. 2016: Lead auditor in supply chain certification of RSPO. David Ogg. Postgraduate in Occupational Health and Safety Management Systems NTC OSHAS 18001.		Indupalma Ltda Oro Rojo Ltda GRASCO LTDAGRACETALES LTDAACEITES S.A. PALMACEITES S.A. Manuelita S.A. Palmeras de Puerto Wilches. Environmental expert in RSPO estándar -P&C with BCS Since May, 2017	
Email	grojasve@gmail.com	Phone:	57 3166957802
BCS ÖKO GARANTIE COLOMBIA S.A.S.			
Background			
<p>We are a national company which is part of Kiwa International , with headquarters in Netherlands, since 2014. We started our activities in 2004, to provide inspection, audit and certification services for the agro-food sector.</p> <p>Our personnel is highly qualified, and the impartiality, compliance and transparency in our processes, and commitment with our customers has allowed us to be one of the leaders in agro-food sector worldwide.</p> <p>For futher information, please visit our web pages:</p> <p>COLOMBIA: www.bcscolombia.com GERMANY: www.kiwabcs.com/proceso_certificacion/alemania/ NETHERLANDS: https://www.kiwa.nl/</p>			



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9. Public Consultation

The public consultation process is one of the main stages of the RSPO certification process, and allows the interested parties, related to or affected by the company, to show and express their points of view.

BCS ÖKO GARANTIE COLOMBIA S.A.S., invites all interested Parties (Stakeholders) to deliver, in written, any information related to the Audit of the company AGRIPALMA, particularly regarding environmental, labor and social issues.

All comments (positive or negative) are welcome.

Some of the issues that could be commented, are (not limited to):

- **Environmental:** fulfilling of applicable law, biodiversity preservation, environmental conservation, and others.
- **Labour:** respect of workers' rights, employment opportunities and others.
- **Socials:** Impact on local communities, relationship and transparency with communities, and others.

All inputs are welcome, public or confidentially, the way you find more convenient and secure. .

All comments received thirty (30) days prior to the start of the audit and during the evaluation will be taken into account at the moment of certification decision taking by BCS ÖKO GARANTIE COLOMBIA S.A.S.

The options you have to communicate your remarks are the following:

1. Meet BCS ÖKO GARANTIE COLOMBIA S.A.S. evaluation team during their field work.
2. Give directly your comments by phone call to the Responsible of RSPO Department in BCS ÖKO GARANTIE COLOMBIA S.A.S.
3. Send your written comments by certified mail, email, or other means you may prefer.

These comments will be confidentially handled and will be used by BCS ÖKO GARANTIE COLOMBIA S.A.S. for the process of evaluation of Certification Units'/Locations'/ Production Units' management only, unless you specifically request otherwise.

Stakeholders may file complaints or claims related to the performance of BCS ÖKO GARANTIE COLOMBIA S.A.S., if they have a legitimate interest or are directly affected by the operations of the audited organization, they may also file appeals related to the evaluation process and results Certification or other aspects concerning the implementation of the RSPO certification systems, through the format D-ES_07-010_Customer Complaint Form, of BCS ÖKO GARANTIE COLOMBIA S.A.S.



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10. Contacts			
BCS ÖKO GARANTIE COLOMBIA S.A S.		AGRIPALMA	
Name	Luis Alejandro Franco Pastrana	Name	JOSÉ CORTEZ PEREIRA
Position	General Manager	Position	GENERAL MANAGER
Phone Number	57 313 424 6997	Phone Number	2399967746
Address	Cr. 15 No 3B-71	Address	RIBEIRA PEIXE - APT 953
City/Country	Zipaquirá, Colombia	City/Country	Ribeira Peixe, São Tomé e Príncipe
Email	Alejandro.Franco@kiwa.com	Email	Jcortez@agripalmastp.com

LUIS ALEJANDRO FRANCO P.

General Manager

BCS ÖKO GARANTIE COLOMBIA S.A.S.