

Lampiran 1

SOP terkait K3LL PT SERD



PT. SE ML/RD/RB

Land Procurement & Certification Guidelines




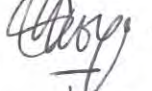
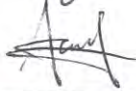
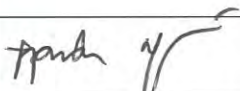
Supreme Energy Geothermal Power Project Development

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Issued for Review

Internal Use Only

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A	3 march 2015	Achmad Gunawan		Review
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The Supreme Energy project companies - PT Supreme Energy Muara Laboh, PT Supreme Energy Rajabasa and PT Supreme Energy Rantau Dedap are independent companies developing geothermal projects in Sumatra, Indonesia. Based on the agreement of the shareholders of the individual project companies, the Supreme Energy companies are managed in an integrated way in order to maximize the synergies in terms of use of resources and organization of their core and supporting processes. Consequently, important portions of the documentation body developed and applied within each company (manuals, procedures, description of processes, guidelines etc.) are common to all project companies. The applicability of each document to one or several project companies is reflected in the reference of each document.

Any document applicable to PT Supreme Energy Muara Laboh contains the characters "ML" in the document reference.



Any document applicable to the PT Supreme Energy Rajabasa project company contains the characters "RB" in the document reference.

Any document applicable to the PT Supreme Energy Rantau Dedap project company contains the characters "RD" in the document reference.

If a document applies to all three Supreme Energy companies, the term "Supreme Energy" may refer to any and all of these companies.

Within each document, for any reference to the project company, the term "Company" will be used. This term will refer to those companies the names of which are referred to in the document reference. The term Project refers to the project developed by the Company.

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1. General

Proyek Panas Bumi pada umumnya berada didaerah pengunungan, yang status lahannya dapat berupa kawasan hutan dan/atau Area Penggunaan Lain (APL). Kawasan hutan dikuasai oleh Pemerintah dan penggunaannya melalui Ijin Pinjam Pakai sesuai ketentuan yang berlaku. APL statusnya dapat berupa: hak milik perorangan, penguasaan adat, hak penggunaan oleh pihak perusahaan/swasta, atau dikuasai oleh negara.

Dokumen ini dipergunakan sebagai petunjuk dalam pelaksanaan pembebasan sampai proses pengurusan sertifikasi lahan atau tanah yang di atasnya akan dibangun berbagai fasilitas untuk pembangunan proyek panas bumi di Wilayah Kerja Pengusahaan (WKP) yang dikuasai oleh PT Supreme Energy melalui afiliasinya.

Panduan ini dibuat dengan merujuk kepada peraturan perundangan yang berlaku di Indonesia, antara lain :

1	UU No.5 Tahun 1960	11	PMNA/KBPN no.3 Tahun 1997 jo PerkaBPN no. 8 Tahun 2012
2	UU No.25 Tahun 2007	12	PMNA/KBPN no.2 Tahun 1999
3	UU No.26 Tahun 2007	13	PMNA/KBPN No. 9 Tahun 1999
4	UU No.40 Tahun 2007	14	PerKa BPN No.4 Tahun 2006
5	UU No.28 Tahun 2009	15	PerKa BPN No.7 Tahun 2007
6	PP No.40 Tahun 1996	16	PerKa BPN No.2 Tahun 2013
7	PP No.24 Tahun 1997	17	PerKa BPN No.1 Tahun 2014
8	PP No.11 Tahun 2010	18	PerMen ATR / BPN 15 Tahun 2014
9	PP No.13 Tahun 2010		
10	PP No.15 Tahun 2010		

2. Ruang Lingkup

Panduan ini menjabarkan tahap-tahap pelaksanaan pembebasan dan proses sertifikasi lahan yang harus dilakukan oleh Departemen Proyek, Legal, dan Keuangan, serta Departement Relations melalui tim pembebasan lahan dan/atau yang bekerja sama dengan konsultan, dan/atau tim pembebasan bentukan badan pemerintah, dan/atau masyarakat, untuk menunjang pelaksanaan proyek panas bumi, sesuai peraturan perundangan yang berlaku.

Panduan ini mengatur tugas dan tanggung jawab serta alur komunikasi antar departemen internal Supreme Energy dan pihak eksternal yang terkait.

Panduan ini juga menginformasikan data-data dan persyaratan yang diperlukan untuk pelaksanaan pembebasan lahan dan proses sertifikasi lahan.

Panduan ini akan disesuaikan jika ada perubahan peraturan perundangan yang berlaku

3. Tugas dan Tanggung Jawab serta Alur Komunikasi

Dalam proses pengadaan dan sertifikasi lahan, beberapa tahapan penting yang melibatkan koordinasi baik internal perusahaan maupun pihak lain/eksternal harus dilalui. Tahapan-tahapan tersebut merupakan *critical path* yang tata kelola dan tata waktunya harus diperhatikan, karena prosesnya akan mempengaruhi kelanjutan dari tahapan tersebut.

Di internal perusahaan, departemen yang terlibat antara lain : Departemen Proyek, Departemen Relation, Departemen Legal dan Departemen Finance BSD.

Alur komunikasi (*Interface*) tersebut meliputi beberapa tahapan pokok, yaitu:

1. Penyusunan informasi dasar.
2. Persiapan dan pemantapan rancangan teknis.
3. Review internal
4. Survey lokasi
5. Pengadaan lahan
6. Proses sertifikasi

Berbagai tahapan penting/pokok tersebut adalah proses saling terkait yang dijabarkan pada tabel dibawah.

Item	Interfaces	Interface Detail			
		Details	Location	Affected Parties	Responsibility Parties
1	Basic Information	- Working Area Coordinates	Jakarta	Relation, Project, Sub-surface, Legal	Relation Dept.
		- Land Utilization Status (BPN Map)			
		- Location Permit			
		- UKL/UPL Permit			
2	Persiapan dan pemantapan rancangan teknis (desain)	- SE Engineer(s)/Consultant to provide Final Land Acquisition Layout Drawing(s) issue for use	Jakarta	Engineers, Project, Consultant	Project Dept.
		- Define outline land boundaries			
		- Provide Land Boundary Coordinate(s)			
3	Internal Review	- Clarification of Project Site Location	Jakarta	Project, Relation	Project Dept.
		- Clarification of Project Schedule			
		- Handover final Land Acquisition Layout Drawing(s)			
		- Forming Land Procurement Team	Jakarta, Site	Relation	Relation Dept.
4	Land Survey	- Assign/nominate Land Surveyor	Jakarta	Project	Project Dept.

		- Relations complete initial discussion/enquiries and recommend revisions to Land Boundary	Jakarta, Site	Project, Surveyor, Relation	Project Dept.
		- Surveyor pegs out land boundary IP's coordinate with temporary post.	Site		
		- Survey land parcel and pegs out with semi permanent post.			
		- Surveyor prepare land parcel document.			
		- Surveyor to prepare Integrated Land Parcel drawing & report showing coordinates of Land Parcels and land owner	Jakarta, Site		
		As-built purchased land by the Surveyor	Site		
		- Install permanent post and benchmark of Land Boundaries IP's	Site		
		- Filing Survey Documentation to EDMS	Jakarta, Site	Project, Surveyor	Project Dept.
5	Land Procurement	- Appointing Local Notary	Site	Relation, Legal	Relation Dept.
		- Provide Price Table			
		- Dissemination to affected land owner			
		- Price Negotiation process to affected Land Owner			
		- Provide all documentation i.e Deed of relinquishment, land owner statement, SKT, copy of ID Card, etc.			
		- Obtain Land Owner Bank Account			
		- Payment process to Land Owner & Tax	Jakarta, Site	Relation, Legal, Finance	Finance Dept.
		- Handover Procured Land Report to Project. (Format Refer to Appendix B)	Jakarta	Relation, Project	Relation Dept.
- Filing Hand Over Document to EDMS	Jakarta	Project, Relation	Project Dept.		
6	Certification Process	- Appointing Certification Consultant / Vendor	Jakarta	Relation	Relation Dept.
		- BPN land survey (measurement and checking installed permanent post and benchmark)	Site		

	Obtain Official Land Map from BPN	Site		
	- Provide Certification Requirements i.e. Technical Recommendation from Forestry, SSP/PPH, IPB, enviromental permits, Etc	Jakarta, Site		
	- Submit Certification Application to BKPM	Jakarta		
	-Obtain Decree Letter <2Ha : BPN Regency 2Ha - 15Ha : Regional BPN >15 Ha : Central BPN	Jakarta		
	- Registering Decree Letter to BPN	Jakarta, Site		
	- Certificate Copy upload to EDMS	Jakarta	Project, Relation	Project Dept.

4. Prosedur Pelaksanaan Pengadaan dan Sertifikasi Lahan

4.1. Prosedur Pelaksanaan Pengadaan Tanah

Pada tahapan pengadaan Lahan, tim pengadaan lahan akan dibentuk dan ditentukan secara internal Perusahaan oleh VP. Relations & SHE .

Departemen lainnya dapat menunjuk wakilnya untuk bekerja sama dalam proses pembebasan lahan agar target penyelesaian pembebasan lahan berjalan lancar, dan sesuai dengan tata waktu target penyelesaian pembebasan lahan yang direncanakan.

Tim ini akan berhubungan dengan beberapa *stakeholder*/pihak eksternal yang berperan dalam proses pembebasan lahan dan sertifikasi lahan yaitu antara lain:

1. Kepala Desa
2. Pimpinan/tokoh/Lembaga adat resmi
3. Camat
4. Gubernur/Bupati sesuai kewenangannya
5. BKPM
6. Notaris
7. Kantor Pertanahan, BPN, Dinas-Dinas/SKPD terkait.
8. Institusi Legal (District Court, Provincial Court; Supreme Court)
9. Perbankan
10. Surveyor
11. Panitia Pangadaan lokal

Tahapan aktivitas yang akan dilaksanakan pada proses pembebasan lahan, dirancang sedemikian rupa sehingga sesuai dengan peraturan perundangan yang berlaku, termasuk juga akan disesuaikan dengan adat kebiasaan (jika ada) di lokasi pembebasannya. Prosedur pelaksanaan pengadaan lahan melalui tahapan sebagai berikut :

No	Tahapan	Penjelasan
1	Penyiapan surat pemberitahuan kepada pihak-pihak terkait yang berwenang	Memberikan informasi hal-hal sebagai berikut: <ul style="list-style-type: none"> • Adanya rencana pembebasan lahan • Permohonan untuk tidak menerbitkan Surat Keterangan Tanah (SKT) • Kesesuaian Tata Ruang Wilayah • Rekomendasi Kawasan Hutan

2	Overlay Gambar dengan lokasi	Penandaan lokasi lahan yang akan dibebaskan
3	Identifikasi Pemilik Lahan	Bersama surveyor melakukan pendataan penggarap/pemilik lahan, baik individu maupun kelompok tani.
4	Pertemuan informal dengan para pemilik	Sosialisasi dan untuk mendapatkan dukungan dari pemilik lahan melalui pendekatan tokoh-tokoh kunci dan berpengaruh.
5	Sosialisasi dengan Unsur Pimpinan Kecamatan, Kelurahan dan tokoh/lembaga adat.	Sosialisasi sistem dan prosedur pembebasan lahan, meliputi administrasi, sistem pembayaran, retribusi, dan notaris. Mendapatkan masukan dan dukungan dari pihak terkait ini.
6	Menyiapkan formulir dan dokumen administrasi lainnya.	Dokumen yang disiapkan antara lain; <ul style="list-style-type: none"> • -Berita Acara • -Surat Pernyataan. • -Surat Kuasa. Mendokumentasikan semua administrasi dengan baik
7	Sosialisasi dan Negoisiasi harga.	Sosialisasi dan negosiasi harga dilakukan secara kolektif dan transparan. Tercapainya kesepakatan harga yang berazaskan kewajaran dan keadilan bagi kedua belah pihak.
8	Koordinasi dengan Notaris.	Membuat akta-akta yg diperlukan untuk pelepasan hak. Melegalisasi semua proses transaksi dan saksi-saksi yang diperlukan. Menyiapkan dokumen pendukung untuk proses pelepasan hak dan selanjutnya untuk proses sertifikasi. Berkonsultasi dengan kantor pertanahan setempat.
9	Identifikasi Lahan bersama Kepala Desa dan lembaga adat setempat, penggarap/pemilik lahan dan surveyor. Untuk penunjukan batas, tanaman, garapan, dan bukti pemilikan /	Dibuat berita acara pemeriksaan lahan yang ditanda tangani bersama, dan peta lokasi masing-masing penggarap. Daftar hadir, amprah uang lelah tim. Sebagai bagian dari dokumen pembebasan

	penguasaan	lahan, Data catatan lahan tiap-tiap bagian tanah harus diukur dengan tenaga surveyor / juru ukur yang kompeten. Salah satu bentuk dokumen pengukuran dan pencatatan data juru ukur harus dilampirkan sebagaimana Contoh terlampir. (Lihat Appendix D)
10	Penyiapan legal dokumen untuk ke Notaris	-Surat Alas Hak (bukti penguasaan). -Surat pernyataan kepemilikan. -Surat Kuasa untuk kelompok. -KTP dan KK atau surat nikah -Akte Notaris. -Kwitansi dan Materai
11	Pembukaan rekening bank, untuk masing-masing penggarap.	Masing-masing penggarap memiliki rekening tabungan baru di Bank setempat.
12	Pembayaran pembelian lahan.	Melalui transfer Bank: <ul style="list-style-type: none"> • Dilakukan setelah semua persyaratan administrasi terpenuhi. • Sebagai bukti pihak perusahaan telah membayar secara langsung kepada penggarap/pemilik lahan. <p>Kontribusi kepada kepala desa dan lembaga adat setempat sebagai saksi sesuai ketentuan yang berlaku.</p>

Detail prosedur pengadaan lahan dapat dilihat pada Appendix A

4.2. Prosedur Proses sertifikasi Lahan

Untuk kegiatan pengusahaan panas bumi yang dikelola oleh perusahaan swasta, maka permohonan hak atas tanah yang digunakan untuk kegiatan, statusnya adalah Hak Guna Bangunan atau Hak Pakai (HGB/HP). Masa berlakunya hak tersebut akan disesuaikan dengan masa berlakunya Ijin Panas Bumi (IPB) yang dimiliki oleh perusahaan.

Prosedur sertifikasi lahan untuk memperoleh HGB/HP tersebut, ditetapkan dalam peraturan perundangan yang berlaku dibidang pertanahan. Dalam hal ini, Menteri Agraria dan Tata Ruang/Kepala Badan Pertanahan Nasional (MATR/BPN) menerbitkan Peraturan MATR/BPN No. 15 Tahun 2014 tentang Standar Pelayanan dan Pengaturan Agraria, Tata

Ruang dan Pertanahan Dalam Kegiatan Penanaman Modal. Bagan alir proses sertifikasi lahan ini dapat dilihat sebagaimana Appendix E.

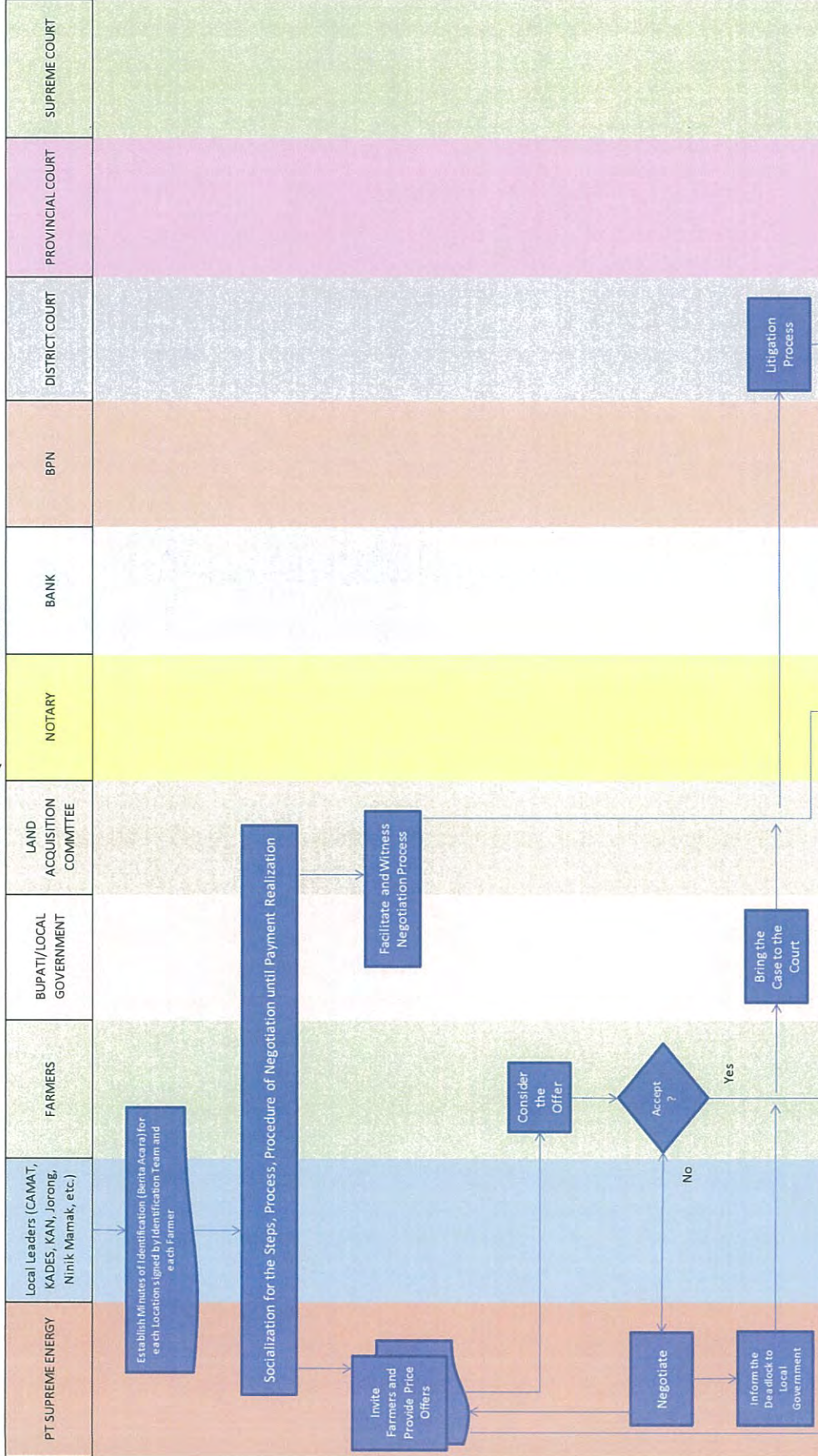
5. Time Schedule

Departemen Relation melalui tim pengadaan lahan akan membuat rencana kerja pembebasan dan sertifikasi lahan seperti terlampir (lihat Appendix C).

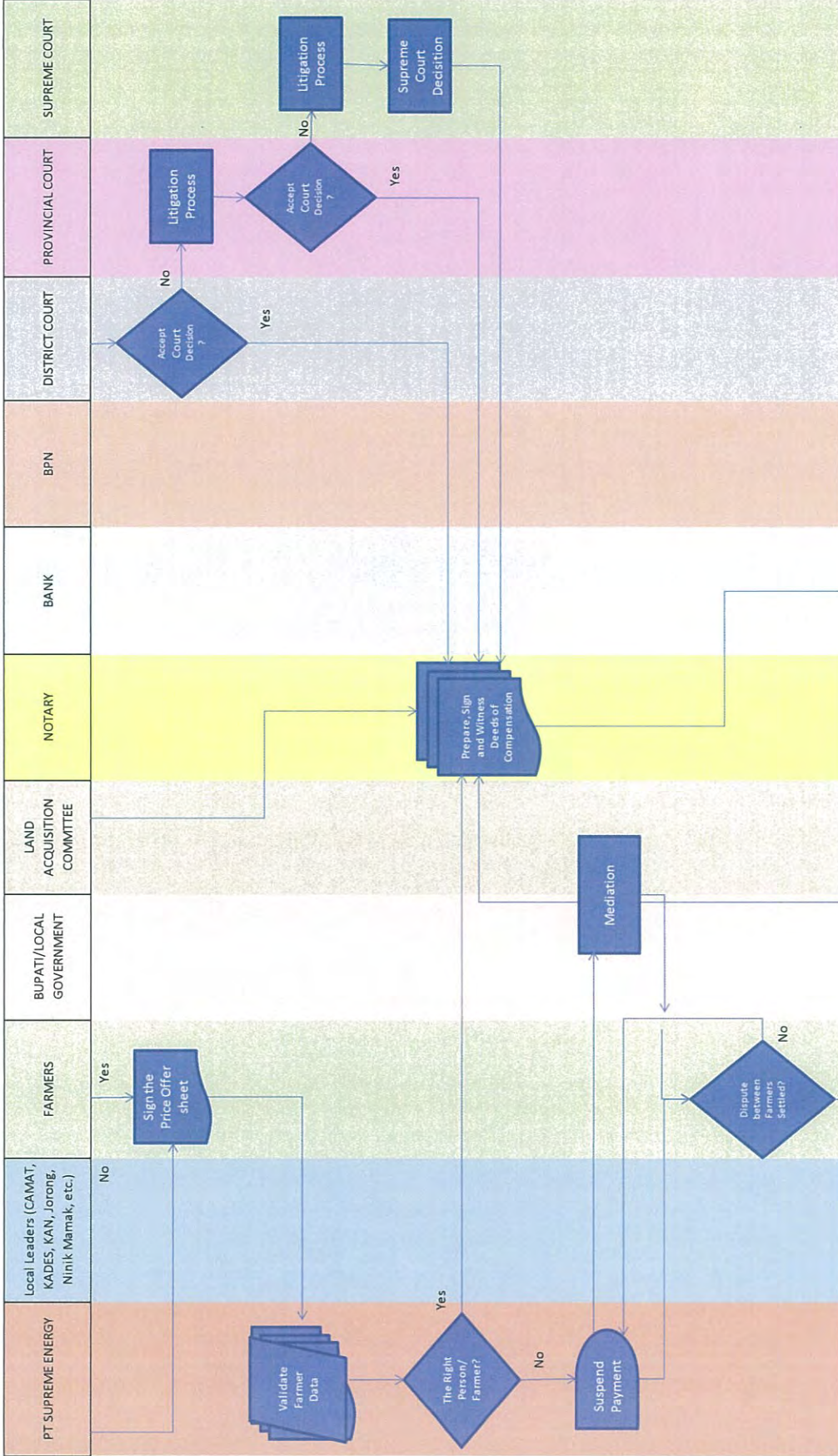
6. Hasil Kerja

Dokumen pembebasan lahan, seperti catatan rapat (meeting) , surat menyurat, gambar dan dokumen Legal lainnya juga harus diberikan kepada pihak departemen Project dalam bentuk hard Copy, Scan Copy atau Electronic copy lainnya, untuk di simpan dalam sistem dokumentasi project (ELO).

LAND ACQUISITION PROCESS

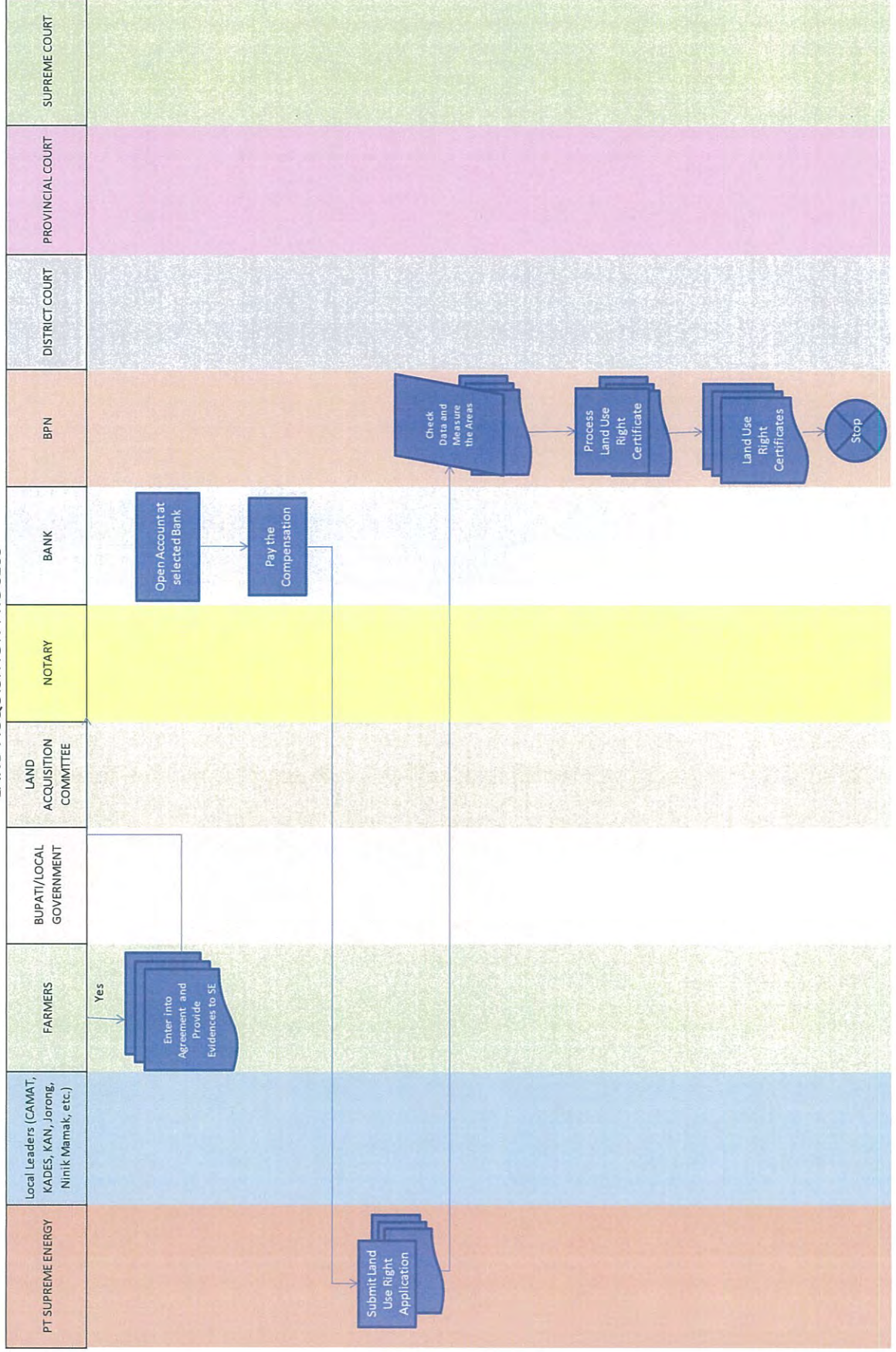


LAND ACQUISITION PROCESS





LAND ACQUISITION PROCESS



Appendix B. Land handing Over

Contoh Format Serah terima lahan dari Team Pembebasan lahan kepada Project Department



Muara Labuh Geothermal Power Project Land Handing Over Certificate

SEML Form #--

LHOC #.....

Project Title: _____
 Development stage no. _____
 Contractor _____

Site / Location : _____
Area (m2) : _____
List Land Parcel : _____
References/ Drawings/ Docs : _____

This is to certify that the Land as intention or described above is being handing over from SEML Land Acquisition Team to SEML Project Dept, for further process or work executions relevant to or under the Project Plan /objectives:

Parties	Name / Representative	Date Site Inspection	Date Handing Over	Signature
SEML Relation Dept				
SEMLProject				
Others				

Remarks:

Attachments: Drawings/Sketches/Pictures/Other Documents; Number of pages:

Prepared by: _____ Date _____ Certified _____ Date _____



AGI Rev Mar 14

Appendix C. Rencana Jadwal Waktu Pekerjaan



(Contoh Time schedule yang harus di buat, nama aktivitas dapat disesuaikan dengan bentuk dan nama kegiatan yang direncanakan Team pembebasan lahan)



WBS	Activity	PIC	Duration
1	Land Procurement	PIC	Duration
1.1	Complete Land Drawings (Project)	PRJ	TBA
1.2	Notification Letter to authorized Party	REL	TBA
1.3	Stacking Out Land Boundary	PRJ	TBA
1.4	Land Owner Identification & Cadastral Survey	REL	TBA
1.5	Informal meeting with Land Owner	REL	TBA
1.6	Dissemination to Key Stakeholder(s)	REL	TBA
1.7	Administrative Preparation (documents)	REL	TBA
1.8	Price Negotiation	REL	TBA
1.9	Legal Document Preparation (Notary)	REL	TBA
1.10	Payment Implementation	REL	TBA
2	Land Certification		
2.1	Land measurement with BPN	REL	2 month
2.2	Certification Application	REL	1 month
2.3	Issuance of PNPB	REL	3 months
2.4	Issuance of Decree Letter	REL	1 month
2.5	Land Certification	REL	1 month

Note : REL : Relation Department

PRJ : Project Departement

Appendix D. Format Pendataan dan Pengukuran Tanah

 supremeenergy	 geoindo <small>PROPERTY SERVICES</small>	Identifier Number : <div style="text-align: right; font-size: 1.2em;">01</div>				
FIELD LAND OWNERSHIP SURVEY QUESTIONNAIRE FORMULIR KUESIONER KEPEMILIKAN TANAH						
Project / Proyek : Proyek Geothermal, Rantau Dedap, Sumatera Selatan		Location / Lokasi : Rantau Dedap Survey Date / Tanggal Survei : 12 Juni 2012				
Propinsi / Province : Sumatera Selatan	Land Ownership Legal Type / Jenis Hukum Kepemilikan Tanah : Hak Milik					
Kabupaten / Regency : Muara Enim	Document of legal / Certificate No. Dokumen Hukum / No. Sertifikat :					
Kecamatan / Sub-district : Semende	Legal Land Owner / Kepemilikan Secara Hukum :	Jasurah				
Desa / kampung : Segamit	Area m ² (as written in certificate) / Area dalam m ² (sesuai dengan yang tertulis dalam sertifikat) :	20000 m ²				
A. General Land Condition / Data Tanah Secara Umum						
No. of boundary corners / Jumlah Batas atau sudut	Type of boundary corners / tipe batas sudut-sudut	General Description of Land Deskripsi Tanah secara umum				
9	Sungai & Pohon	Hutan & Kebun				
B. Land Use / Penggunaan Lahan						
Occupant / Dihuni: Yes / No (Ya / Tidak), if Yes (jika Ya) :						
No.	Name of Family Head Nama Kepala Keluarga	Occupant Status (Owner / Hire / Illegal) Status Penghuni (Pemilik/Penyewa/Tidak Resmi)	No. of Persons in House Jumlah penghuni dalam Rumah	Type of House / Tipe Rumah	Staying Duration / Lamanya menghuni	Contact No. / Kontak No.
-	-	-	-	-	-	-

 supremeenergy	 geoindo <small>SURVEY SERVICE</small>	Identifier Number. :
		01
FIELD LAND OWNERSHIP SURVEY QUESTIONNAIRE FORMULIR KUESIONER KEPEMILIKAN TANAH		
Project / Proyek : Proyek Geothermal, Rantau Dedap, Sumatera Selatan		Location / Lokasi : Rantau Dedap Survey Date / Tanggal Survei : 12 Juni 2012

Cultivated / Dibudidayakan : Yes / No (Ya / Tidak) , if Yes (jika Ya) , :

No.	Name of Farmer / Nama Petani	Farmer Status (Owner / Hire / Illegal) Status Petani (Pemilik/Penyewa/Tidak Resmi)	Plantation type / Tipe Perkebunan	Age Plantation / Usia (lamanya) perkebunan	Farming Duration / Lamanya Perkebunan	Contact No./ Kontak No.
1	Jasurah	Pemilik	Kopi			085368639510

Describe other land use status (if any) / Jelaskan Penggunaan Lahan Lainnya (jika ada) : .

A.

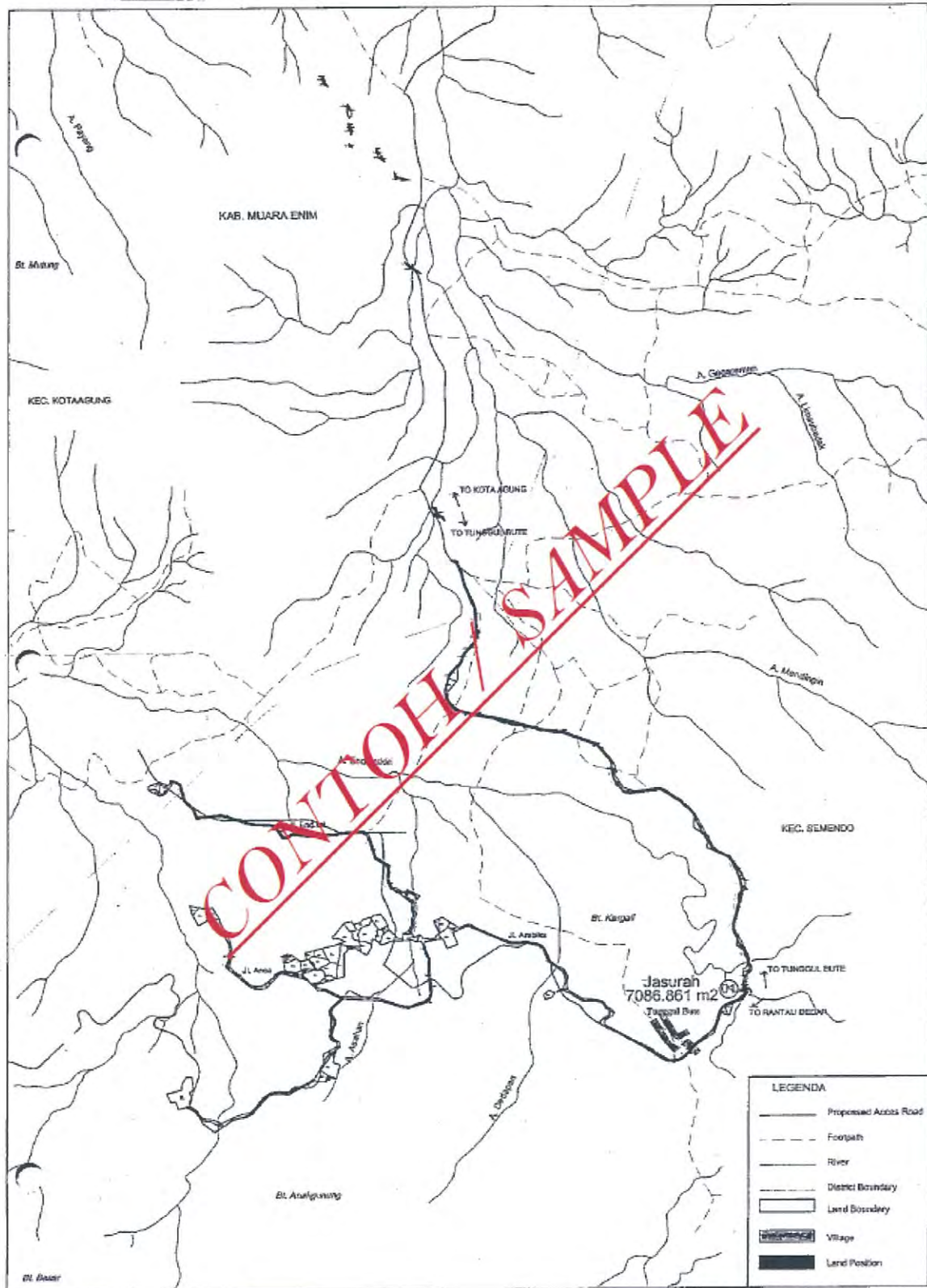
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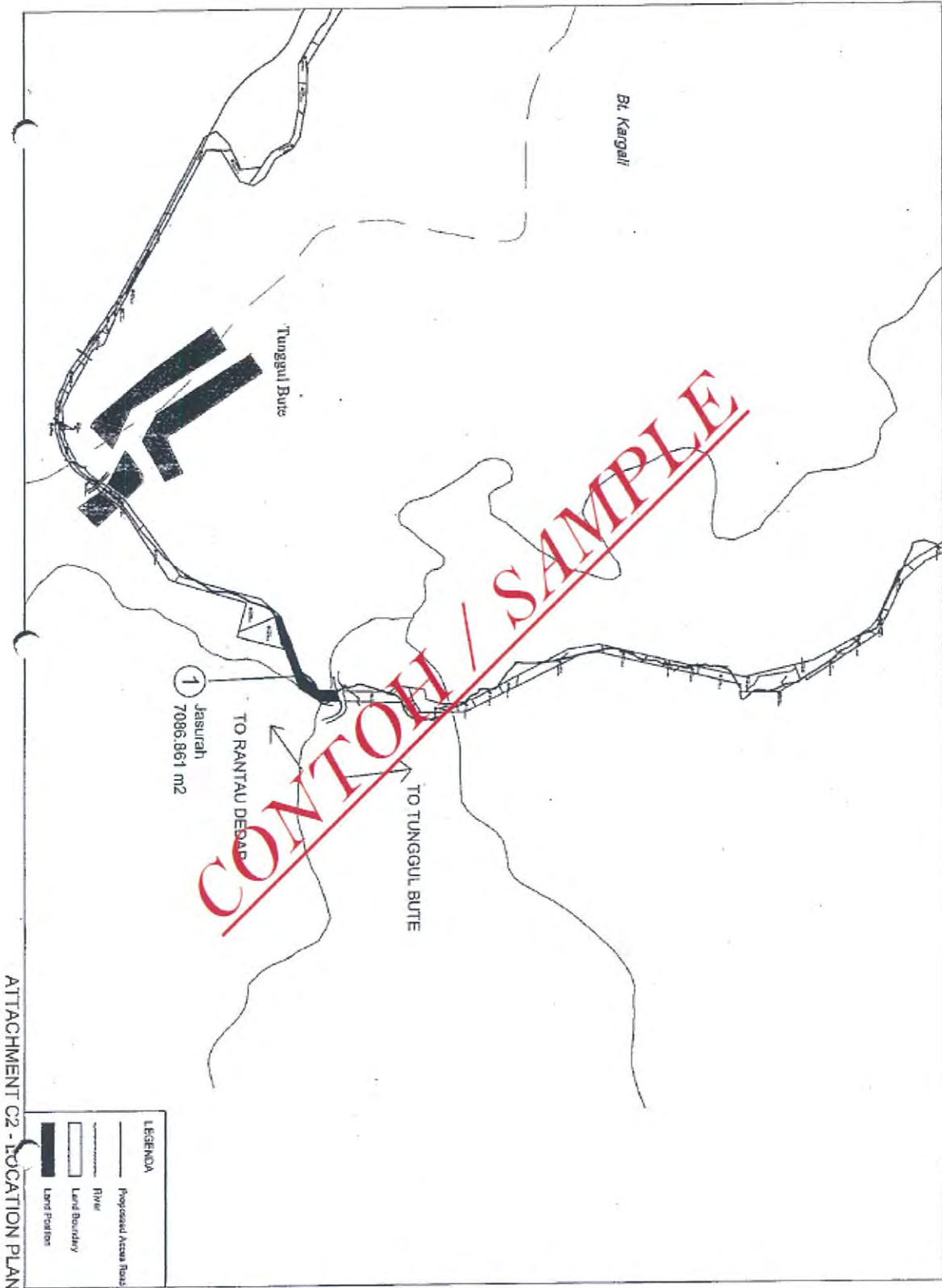
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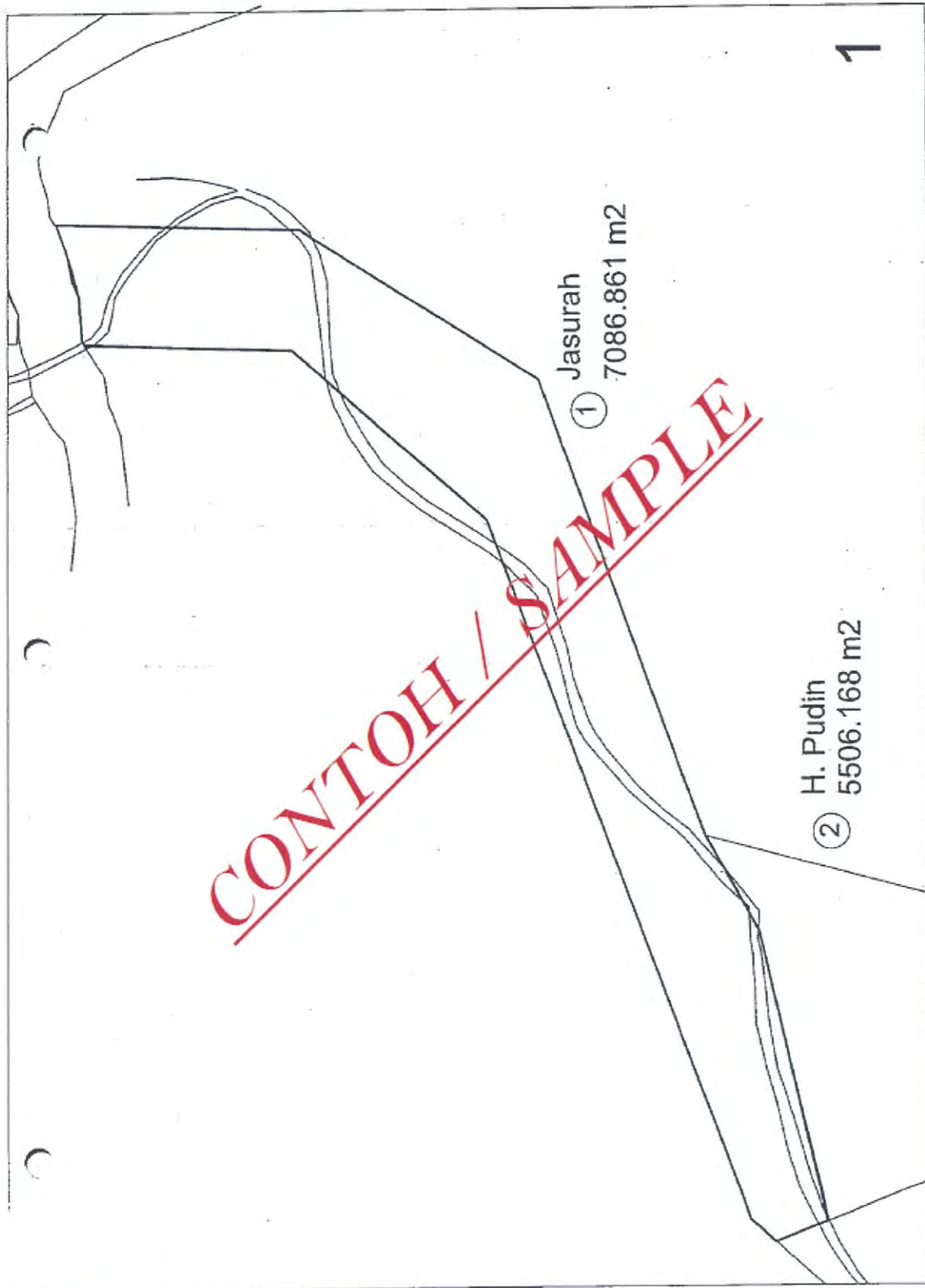
B. Other Remarks :

- Equipment Used / Peralatan yang digunakan: Total Station / Geodetic GPS (RTK / Static Survey)
- Reference Control Point Used / Titik Acuan: BM 16
- Coordinate System / Sistem Koordinat:
 - WGS 1984
 - Projection / Proyeksi : UTM 48 South
 - Measurement Unit / Unit Pengukuran : Meter
- Raw Measurement Data Attached / Lampiran Data Pengukuran Awal

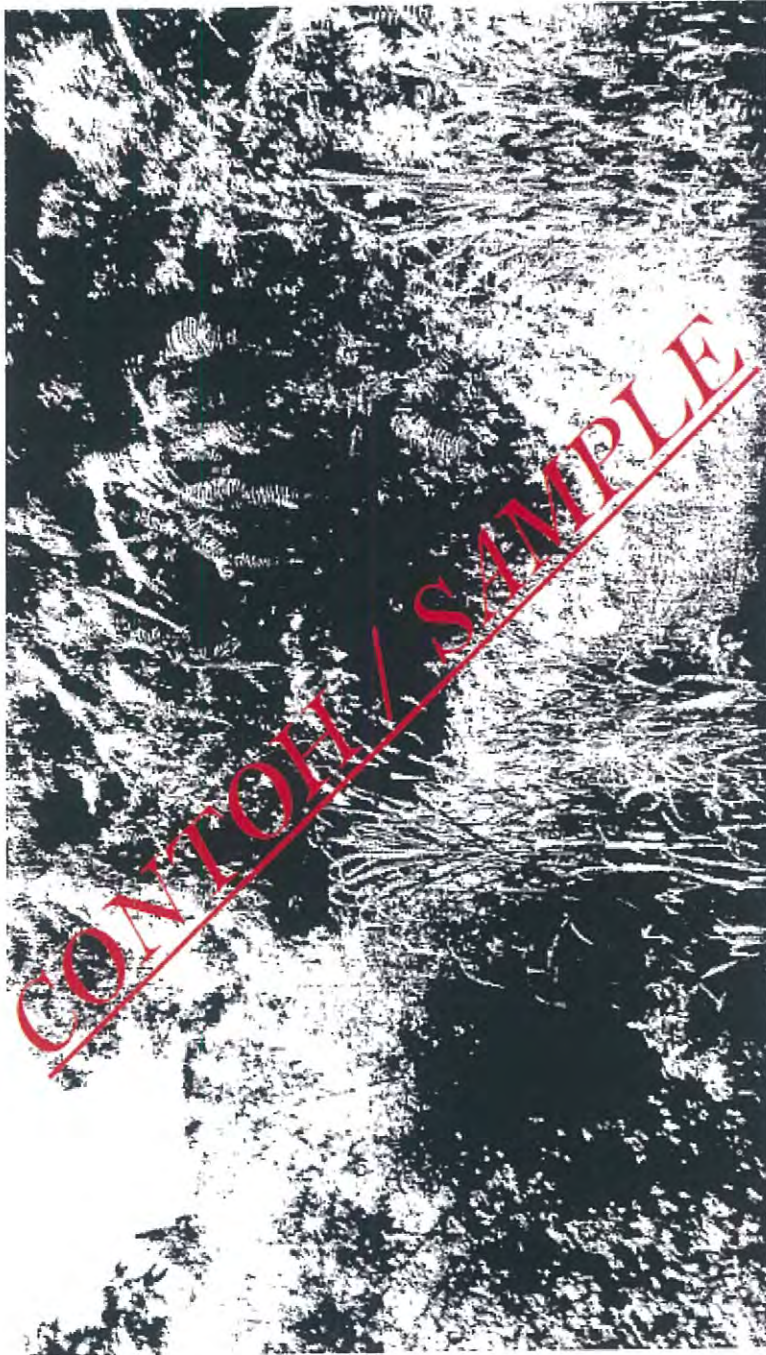


ATTACHMENT C1 - KEY PLAN





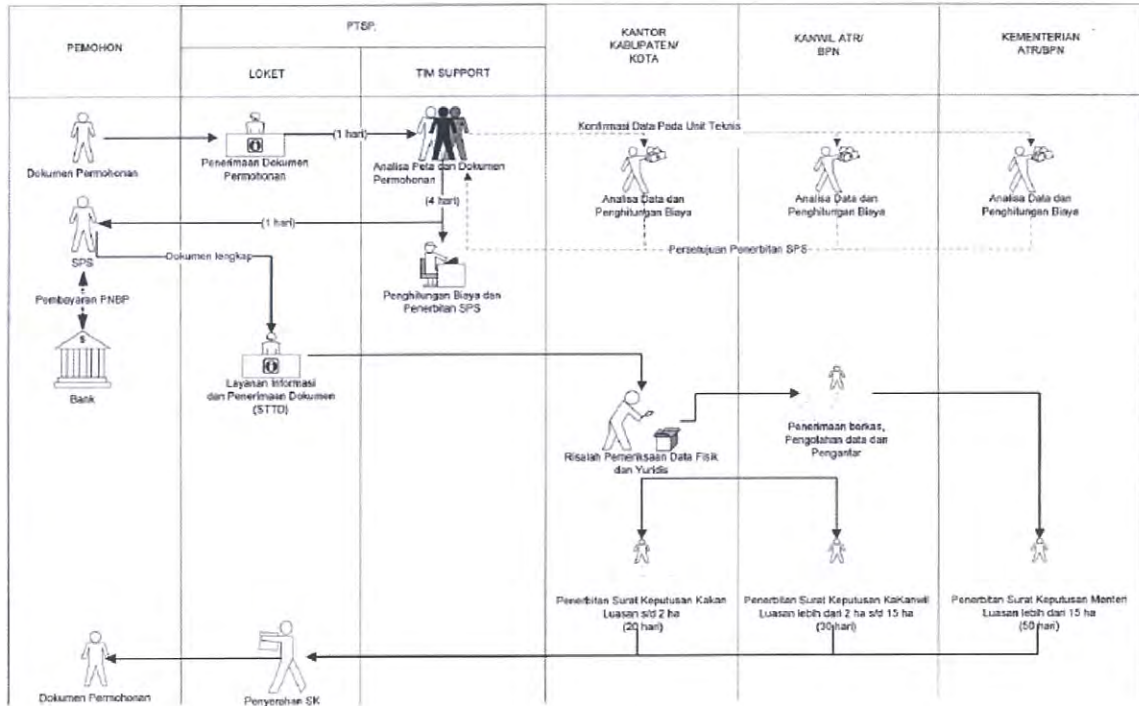
ATTACHMENT C3 - PLOT PLAN



ATTACHMENT D - PHOTOGRAPH

Appendix E. Diagram Alir Proses Sertifikasi Lahan/Tanah

BAGAN ALIR PEMBERIAN HAK GUNA BANGUNAN/HAK PAKAI



Hiring

1. Recruitment & Selection

PROCEDURE	DOCUMENT	PIC	TIMEFRAME
1. User to submit PRF (Personnel Requisition Form) to HR for review.	PRF (Personnel Requisition Form)	User	
2. HR to review the PRF: <ul style="list-style-type: none"> If the hiring is already in the approved hiring plan, HR will route to the BOD approval. If the hiring is NOT in the list of approved hiring plan, User need to provide a justification for a deviation and get acknowledged from the BOD. 	Monthly Attendance Report	HR	
3. HR starts searching candidates that meets the qualifications, through internal reference or external job search media/engine (i.e. company website, job advertisement, etc).		HR	
4. HR to review the incoming CVs to ensure the qualifications meet the requirements for the position.	Applicants CVs	HR	
5. HR to schedule the interview with HR Manager and User(s). For the senior candidates, involvement of the Board of Directors in the interview is required.	Interview Form	HR and User	
6. User and HR to shortlist candidate and nominate the best candidate to be processed further.		HR and User	
7. HR to arrange pre-employment medical check-up for the chosen candidate and in parallel HR to provide offer letter to the candidate.		HR	1 day after the decision of process no 6.
8. HR to review the result of the medical check-up : <ul style="list-style-type: none"> If the medical check-up result is “fit for work” the candidate to be notified. The candidate is expected to provide his/her joining date. If the medical check-up result is “fit for work with some notes” HR should discuss further with medical expertise and the impact of the condition to the job performance. If the decision is not 	Result of Pre-employment medical check-up	HR	7 days after the pre-employment medical check-up

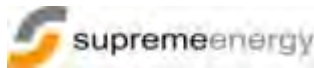
<p>hire the candidate, HR will inform the candidate and user, and find another candidate to be processed.</p> <ul style="list-style-type: none"> • If the medical check-up result is “unfit for work”, HR will notify the candidate and the user and find another candidate. 			
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2. Onboarding

PROCEDURE	DOCUMENT	PIC	TIMEFRAME
<p>1. After receiving confirmation from the candidate of his/her joining date, HR to notify the candidate to submit the required documents, such as copy of certificates, copy of ID card, copy of tax ID, etc</p>	List of Document for New Hires	HR	
<p>2. HR to inform the following parties on the joining date:</p> <ol style="list-style-type: none"> User General Services, for office equipment requirements ICT, for computer and connection preparation Security, for record of new joiners. 		HR	Minimum one-week before the joining date
<p>3. On the joining date, HR to :</p> <ol style="list-style-type: none"> Introduce the new joiner to the employees Publish announcement via email blast on the new joiner profile. Inform the new joiner to read about Welcoming Kit in the public folder. 	e-Welcoming Kit	HR	First Day on Joining

EMPLOYEE EXIT PROCESS

PROCEDURE	PIC	TIMEFRAME
1. Once the termination confirmed (due to voluntary resignation, contract expiration, termination, etc) HR to process with final payment calculation, consists of : <ul style="list-style-type: none"> • Salary of the month • Payment of untaken annual leave • Payment of prorated/full vacation allowance • Payment of severance (Penghargaan atas Masa Kerja) • Others 	Employee	One month prior to resignation date
2. HR to inform related Department on any obligation of the leaving employee to the company, such as: <ul style="list-style-type: none"> • Cash Advance & Corporate Credit Card to Finance • Outstanding Loan or other personnel payment to HR itself • Company Asset(s) to IT 	HR, Finance and IT	
3. HR to advise the leaving employee on their final payment as well as obligation to the Company. Employee may opt to pay the obligation by him/herself prior to last working day or to be deducted from final payment.	HR	Two weeks before the employee last day.
4. HR to submit Exit Clearance and Exit Interview Form to the respective employee.	HR	Two weeks before the employee last day.
5. Employee to follow the guidance in Exit Clearance Form, settled all obligation and return all Company asset prior to last working day. The employee must complete Exit Interview Form. These forms must be completed and returned to HR prior to their last working day.	Leaving Employee	One week before the last day.
6. In case needed, HR will call the leaving employee for a face to face exit interview.	HR	Minimum 3 days before last day
7. HR to prepare reference letter	HR	One week before last day
8. HR to terminate their BPJS Ketenagakerjaan and BPJS Kesehatan membership.	HR	End of month


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1. Introduction

1.1 Purpose

This standard provides guideline for management of waste at Supreme Energy's (SE) operations.

1.2 Scope

This standard applies to all Company facilities which include but are not limited to exploration surveys, drilling, completion, work-over activities, production, purchasing and project planning at all Company Facilities.


Waste management includes proper handling and segregation, packaging, labeling, collecting and temporary storage, manifesting, transportation, treatment, disposal/recycling, reporting of the waste generated.

Waste Management aspects related to produced water and gaseous emission will be detailed further in Appendix 1 of this standard.

This standard is designed to comply with applicable environmental laws and regulations of Indonesia, and conform to Company's SHE Policy and Manual.

2 Definitions

Bio-hazardous waste	Material that could be infected with blood-borne pathogens or other infectious bodily fluids (e.g., used bandages, needles, sharps, and blood) originated from clinic.
Camp & office waste	Includes household garbage, paper, plastic, cardboard, packaging material, food waste, pallets, empty paint cans, and uncontaminated debris. Note: clinic waste is grouping under the "camp & office including clinic waste", but is handled separately.
Expired medicine	Medicine that has gone past its shelf life for consumption.
Hazardous waste	Solids, semi solids and liquids wastes that due to its characteristics (ignitable, corrosive, reactive or toxic), and its amount that may pose a substantial or potential hazard directly or indirectly to human health and survival of humans and other living creatures, or has the potential to directly or indirectly pollute or destroy the environment and/ or endanger the environment when improperly managed. Also, any unknown waste, and waste listed at the Indonesian hazardous waste regulation and/ or by Supreme Energy requirement would be fall under the category of hazardous waste, until it is proven otherwise or if it is regulated under other regulation. Note: clinic waste is a bio-hazardous waste, radioactive and norm is a radioactive waste and expire explosive is an explosive waste. These wastes are also listed as a hazardous waste at the Indonesian hazardous waste regulation.
Landfill	A site used for disposal facility by dumping/burial the waste, however this definition is not including a land treatment facility, a surface impoundment or an injection well.

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Non hazardous waste	Material that is not dangerous to human beings.
Radioactive waste	Any radioactive substance and/or any material and equipment that has been contaminated by radioactive substances.
Toxicity test	Consist of TCLP or toxicity concentration of leaching procedures for 53 parameters, LD50 or lethal concentration at 50% of the tested animals, as listed in PP 18/ 1999 & PP 85/ 1999, or 96hrs LC50 or lethal concentration at 50% of the tested animal after 96 hours exposure as listed in PERMEN 45/2006 regarding the management of drilling mud in oil & gas and geothermal activities.
Treatment	The reduction of the volume or relative toxicity of generated waste
Waste manifest	The shipping document (paper trail) which accompanies hazardous waste shipments and is originated and signed by the generator.
Waste Characteristic	Relevant hazard and or attribute associated with the wastes
TENORM and NORM (Naturally Occurring Radioactive Material)	Natural occurring radioactive material (NORM) and Technology Enhanced Natural occurring radioactive material (TENORM) is commonly identified when the naturally-occurring radionuclide is present in sufficient quantities or concentrations to require control for purposes of radiological protection of the public or the environment (which may presence in scale products, corrosion products, produced sand, pigging waste and other oil & gas related wastes.
Gaseous Emission	Gaseous release to the environment generated from production and supporting facilities
Produced water	Brine water which is carried over to the upper layer which contains hydrocarbon during oil and gas production activities, including formation water, injected water, drilling water and chemicals used for oil and water separation.
Waste transportation	Process of moving waste from the generator to the collector and/or to the processor, including the place of final disposal using transportation facilities.

3 Applicable Regulations or Guidelines

All facilities and activities that are performing waste management related activities at their facilities shall identify and comply with relevant legal requirement concerning waste management aspects by referring to the applicable statutory requirements/regulations. This process should also cover, but not limited to, application and obtaining permit and or consent from relevant government institution.

Applicable regulations include:


- Act No. 32 of 2009 (was no 23/1997) regarding Environmental Protection and Management.
- Act no 18 year 2008 regarding Domestic Waste Management
- Government Regulation No. 18 of 1999 regarding Hazardous and Toxic Waste Management.
- Government Regulation No. 85 of 1999 regarding Hazardous and Toxic Waste Management.
- Government Regulation No. 27 of 2002 Concerning Radioactive Waste Management.

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- PerMen ESDM no 45/2006 – Regulation of Ministry of Energy and Mineral Resources of Republic Indonesia regarding Drilling Sludge, Sludge Waste, and Drilling Cutting in oil and gas activity.
- Kepmen LH no 19/2010 (was no 04/2007) regarding Standard for Liquid Waste Discharge for Oil & Gas and Geothermal activity
- Kepmen LH no no 112/MENLH/2003 regarding Standard for the Domestic Liquid Waste.
- PerMen LH no 129/2003 regarding Standard for Air Emission for Oil and Gas Activity
- PerMen LH no 13/2007 regarding Requirement and Guidelines for Effluent Management from Oil and Gas Activity and Geothermal by Injection
- Kepmen LH no 128/2003 regarding Standard Procedure and Technical Requirement for Management of Oily Waste and Contaminated Soil through a Biological Method.
- Decree of the Head of BAPEDAL KEP-01/BAPEDAL/09/1995 regarding the Use of Technical Conditions on Storage and Collection of Hazardous Waste.
- Decree of the Head of BAPEDAL KEP-02/BAPEDAL/09/1995 regarding Guidelines to Prepare Hazardous Waste Documents.
- Decree of the Head of BAPEDAL KEP-03/BAPEDAL/09/1995 regarding Technical Requirements for Processing Hazardous Waste.
- Decree of the Head of BAPEDAL KEP-05/BAPEDAL/09/1995 regarding Hazardous Waste Symbols and Labels

4 Roles and Responsibility

- **All VPs and Senior Managers (Operations ; Subsurface, Drilling & Completion; Project; Supply Chain Management; Exploration & Exploitation)**
 - Accountable for ensuring this standard applies to personnel in their respective areas of responsibility.
 - Accountable for ensuring that the requirements of this standard are being met.
- **SHE Senior Manager**
 - Accountable for providing advice and guidance on matters relating to the environmental protection, and maintenance of this standard. He is also accountable for internal liaison with Legal and other related departments/section, and external liaison with related parties to obtain permits and/or certificates where applicable.
- **Managers and Supervisors**
 - All Managers and Supervisors are accountable for the implementation of, and adherence to, the requirements of this standard in their workplace. They will be committed to, and seek the active participation of all employees in achieving this standard's purpose and conduct all activities in accordance with this standard. They are further responsible and accountable for providing the necessary resources to achieve the above requirements.
 - Managers and Supervisors are to ensure that this Waste Management standard is consistently communicated to all employees, contractors and other parties under their respective responsibilities. Managers and Supervisors are to ensure that employees and contractors are adequately trained in the Waste Management standard.
 - Managers are responsible to include Waste Management into job performance expectation of all related employees.


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- **Employees**

- All employees are required to actively participate in the implementation of this standard. All employees are responsible and/or accountable for ensuring that their activities are in compliance with the standard.

- **Contractors**

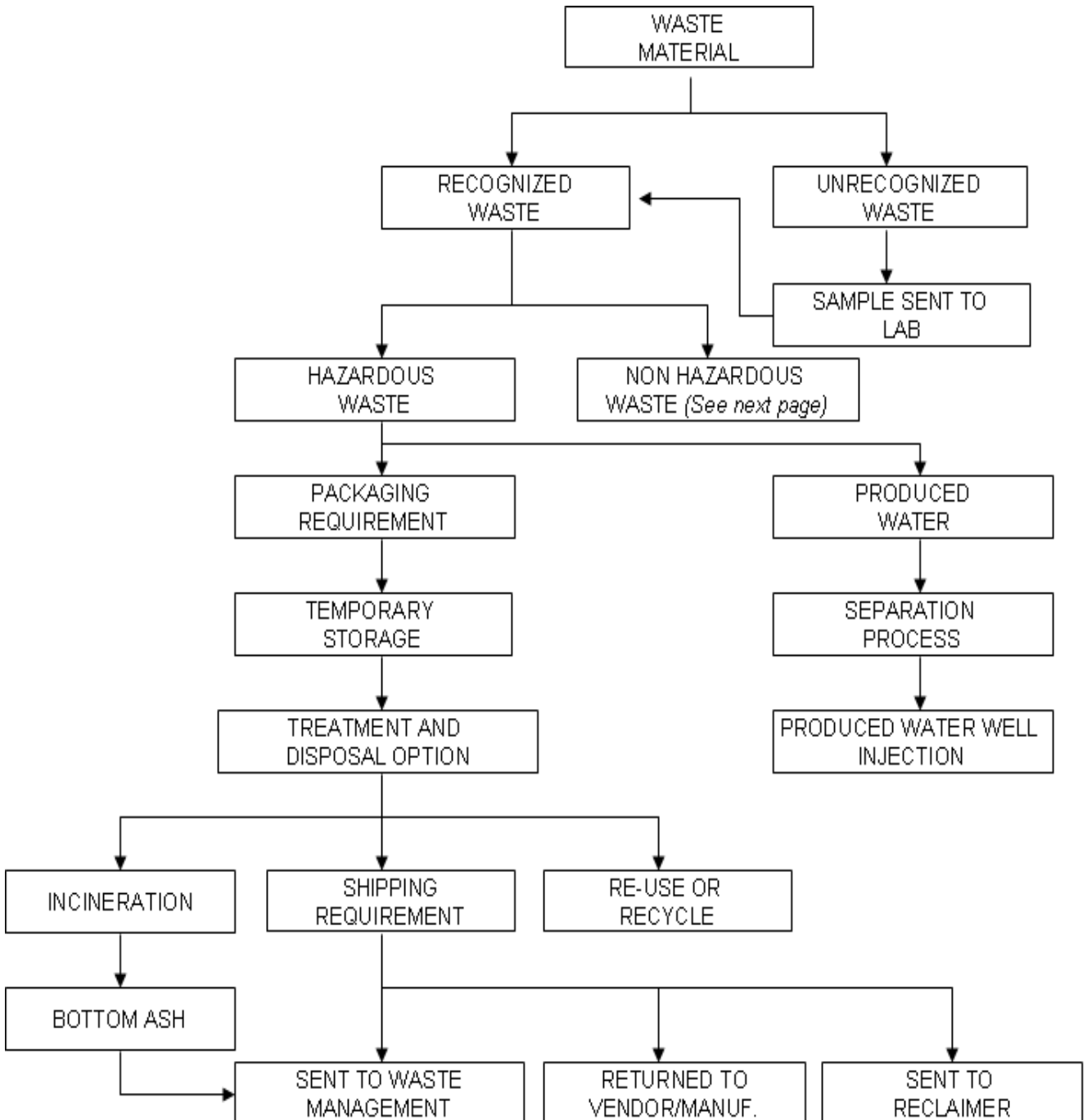
- Contractors are required to provide their services in accordance with requirements set forth in this procedure. Contractor's performance with respect to Waste Management issues will be an important factor in selection, retention, evaluation, and continued utilization of Contractor.
- Contractors responsible for waste generation are required to submit a **Waste Management Plan** prior to conducting any activities. If a contractor's Waste Management plan is not as comprehensive as **Company's Waste Management Plan**, then it has to adopt and implement Company's Waste Management Plan.

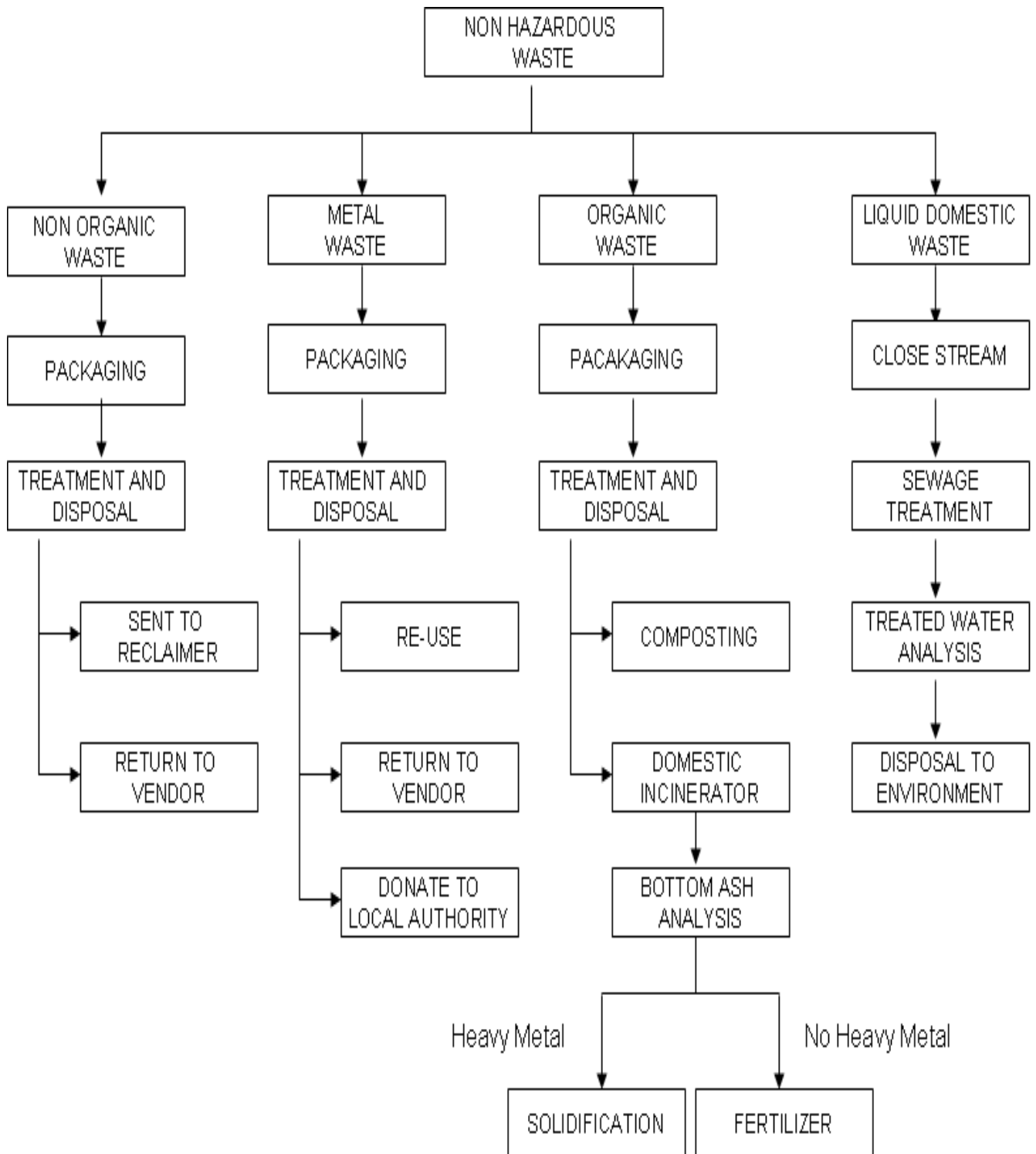
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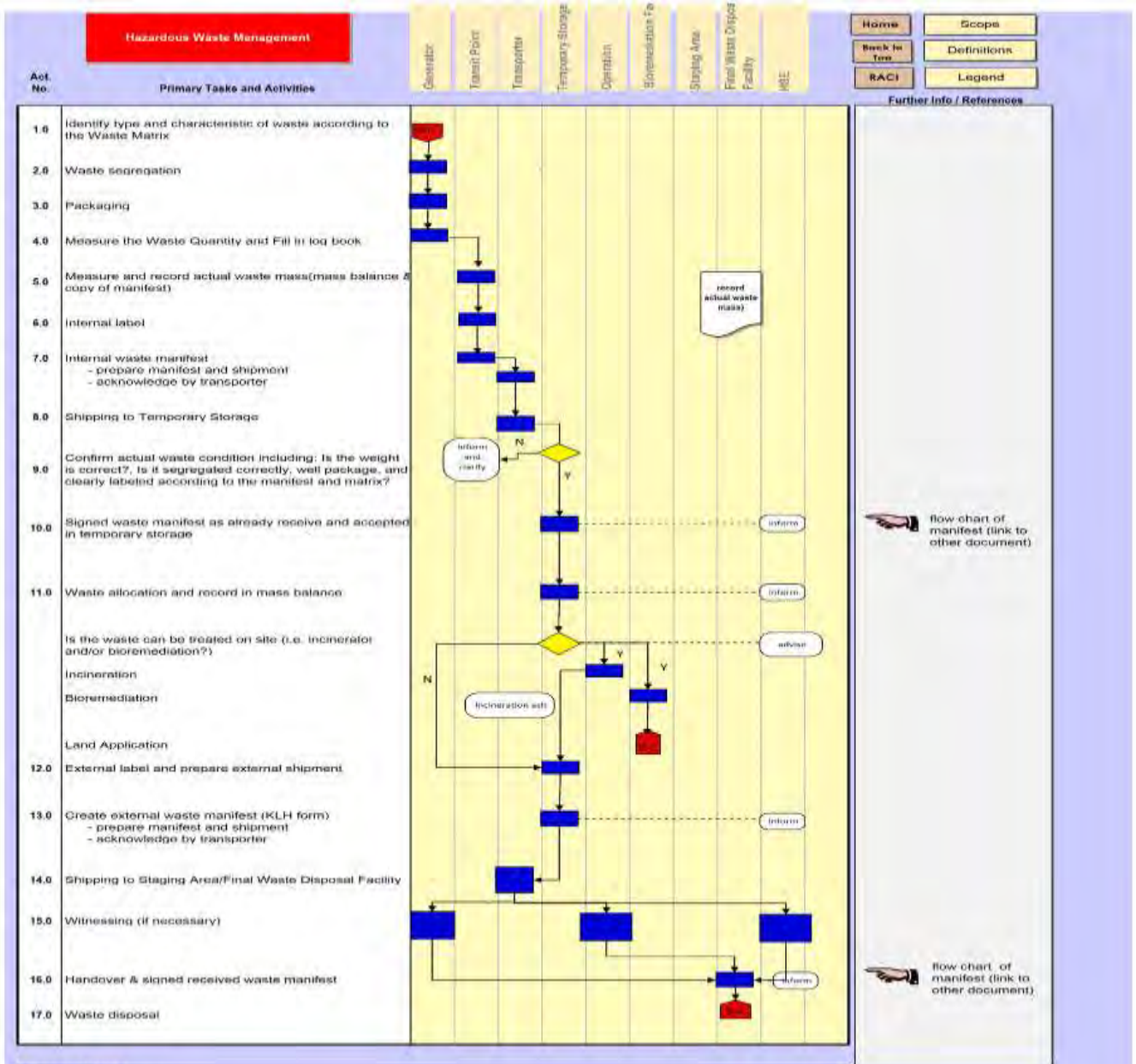
5 Requirements

5.1 Simplified Waste Management Process

The below flowcharts describe Company Waste Management Plans :







Process Owner _____
 Process Team Lead _____

NOTES

Key Control Point Summary Process Team Charter


Purpose -

Scope -
 Process map flow outline to implement waste management system in Offshore Operations

Definitions -
 Offshore Waste Management Process Map Flow

Legend -

- Start
- End
- Process Activity
- Input/Output
- Decision
- Additional Notes n - number
- Control Point
- Links to other documents
- Link to other sub-process
- Link to other Process
- Process Measure

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5.1 Waste Identification

Waste generated by Company operations shall be identified as inline with applicable regulations and referring to the requirement as stipulated in relevant standards.

Each type of waste is detailed more according to specific identity and characteristic of wastes. The detail information of this waste identification is described in the Appendix 1 of this standard.

5.2 Waste Handling

5.2.1 Segregation, Packaging and Labeling

All wastes generated from any facility within Company facilities must be segregated according to their specific or respective characteristics, as well as considering final treatment and/or disposal of wastes.

Incompatible waste should be stored separately or in a manner that prevents commingling in the event of a spill. This requirement can be met i.e. by providing adequate space between incompatibles or physical separation such as walls or containment curbs. Characteristics of compatibility charts shall be considered in this segregation practice, which is described in Appendix 1B of this standard.

The segregated wastes shall be packaged using materials that:

- are appropriate to the nature of wastes (not reactive with the waste)
- are durable and robust to retain the wastes and remain intact during handling, storage, transportation and disposal, so as to prevent leaks, littering, spills and injuries.

Volume of waste stored in containers should take into consideration an increase in volume, gas formation or an increase in pressure during storage:

- Liquid waste should consider the increase in volume and formation of gas.
- Reactive waste should not have any empty space in the container to prevent accumulation of gas.
- Explosive waste should be stored in a container that can withstand pressure.

The exhibit of recommended packaging practices is detailed in Appendix 2 of this standard.

Label and symbol shall be unique and patched on each package of waste to describe minimum information on:


- waste identity and characteristic
- date of generator or date of stored in a waste bin
- source of waste (waste generator identity)
- amount of waste (in kg and liter)

Ensure that label and symbol does not peel off from the container, since date of generation of the waste until the date of transfer for further treatment.

Detail guidelines of labeling are described in the Appendix 3 of this standard.

5.2.2 Measurement

Having put in designated bin/collection unit, the waste shall be measured in weight unit (kg) for solid wastes or volumetric (liter) and weight unit (kg) for liquid wastes. Such requirement would not be applied for any bulk container of wastes (i.e. iso tank, etc.) considering practicability in the field. This

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measurement shall be noted in waste label and also recorded in waste database and/or logbook. The waste generator shall keep the record of this measurement.

Exhibit of recommended waste measurement schemes are described in the Appendix 4.

5.2.3 Collection

All wastes are required to be collected and stored in dedicated container/waste bin according to segregation guideline. The container or waste bin shall:

- the package size, shape and packaging material meet requirement of mechanical lifting standard
- has been approved for use
- be put on a support base to: facilitate loading –unloading process and monitor spill/ leakage.

A label shall be attached into each container to provide information on:

- source of waste (waste generator)
- date of delivery when transferred to temporary storage location.

An exhibit of recommended waste container/bin and support base is described in Appendix 5 of this standard.

5.2.4 Storing at Site

Waste generators would have to store temporarily their waste at transfer point within its facility before transferring them to temporary storage waste facility. During this period, the Waste Generators are held responsible to maintain environmentally approved condition of storage practices and put label and symbol in each container. Once the container is full, Waste Generators shall transfer the waste to temporary storage less than 90 days since the waste was labeled and dropped into waste container/bin. To prevent accumulation of hazardous waste more than the initiated date, all facilities should keep an inventory of waste generated. In this way, the facility can ensure proper tracking of waste storage on site.

This facility in minimum shall consider:


- geological stability (earthquake, landslide, etc)
- natural perils exposure (lightning, weather condition, typhoon, tsunami, etc)
- environmental proximity (distance to nature conservation area, local community / employee residential / activity area)
- measures / requirements to minimize environmental pollution (secondary containment, distance from drainage system)
- applicable legal requirement

These criteria and measures are also referred to Section 5.4.3 of this standard.

5.3 Transferring to Temporary Storage

Waste Generator must ensure following minimum requirements are followed:

- Complete the internal Waste Manifest form before handing over this waste to the transporter. The detail information regarding this Waste Manifest is described in Section 6.2 Waste Manifest section.
- Maintain inventory in their waste mass balance of the incoming and out going waste. Detail waste mass balance sheet described in Section 6.1 Waste Record.

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Waste Transporter shall meet following requirements:

- has relevant permit .
- acknowledges the internal manifest from Waste Generator
- hands over the manifest to the responsible person or his/her designated at temporary storage facility
- ensuring all waste are safely arrived at temporary storage.

5.4 Temporary Storage

5.4.1 Temporary Storage for Non-Hazardous Wastes

- The generator of domestic solid waste shall ensure all domestic solid wastes are properly segregated, handled, stored and disposed of in appropriate manner.
- Metal can/tin waste (except metal scrap), glass, wood/pallets and rubber waste shall be collected in separate location for temporary storage to determine further disposal options.

5.4.2 Requirements for Hazardous Waste Storage Building

The warehouse or building for storage of hazardous waste should:


- be designed to be suitable with the type, characteristics and amount of waste
- have sufficient space to store the wastes for anticipating 90 days storage period.
- be designed to protect direct or indirect entry of rainwater.
- be designed without a ceiling and have a ventilation system to prevent the accumulation of gases or vapors at the storage areas.
- have nets or other material that can prevent birds or other small animals from gaining access to the storage area.
- have sufficient lighting to operate and inspect the storage area, including lamps placed one meter above the stack with the "stop contact" placed at the outside of the building.
- be equipped with a lightning conductor.
- have a sign using appropriate symbols posted on the outside of the building in accordance with the type of waste stored.
- have a strong, even, water-tight floor, free of cracks, with a slope of no greater than 1% to flow rainwater away from the storage area towards a catch basin.
- be equipped with drains / gutters and the floor around the building and be constructed with a slope of no greater than 1% to flow rainwater away from the storage area, in the direction of the catch basin

If the building holds more than 1 (one) type of hazardous waste, the storage area should:

- have different compartments, with each compartment storing waste of compatible characteristics.
- be separated by a wall between the compartments to prevent any mixing of the waste at the storage area in case of spillage.
- have a containment ditch with adequate volume to hold the waste being stored between compartments.
- have drainage system capable of draining liquids rapidly into the containment ditch

The warehouse or building should have the following features:

- An alarm system.
- A fire extinguishing system.
- A safety fence.

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- A source of reliable electricity.
- First aid facilities.
- Communication equipment.
- A store room to store the waste handling tools and equipment.
- An emergency exit.

Minimum requirements for bulk liquid waste storage facility should:

- be equipped with emergency response and communications equipment in case of fire.
- be made of construction material that is suitable for the characteristics of the waste stored.
- be flood-free.
- have a floor that is crack-free and even, sloping with a maximum of 1% in the direction of the containment ditch.
- have roof to prevent rainwater.
- be equipped with drains/gutters that lead to a catch basin, which is impermeable with capacity to contain 110% the volume of the largest tank stored.

An illustration of recommended warehouse building, bulk liquid storage and stacking/placement arrangement are described in Appendix 6 of this standard

5.4.3 Requirements for Waste Storage Location

The location of the containers or tanks, the building that stores the containers and the building that contains the tanks should:

- be located outside water catchment area, especially for drinking water.
- be designed to be flood-free.
- be at least 50 metres away from the main facility.
- be in an area specifically built for this purpose or in a designated area within the facility.
- have access to waste storage areas is limited to authorized and trained employees.
- be clearly identified and marked on the facility map or site plan.
- have signage as required under Indonesian regulations.
- specifically for underground waste tanks, (if any) be equipped with secondary containment structures

Above requirements are also applicable for waste storing at site as described in section 5.3.4.

5.5 Transportation of Waste


Followings are minimum requirement for waste transportation:

- Prior to shipment, containers must be properly closed and sealed for transport.
- For hazardous waste transportation, the transporter shall have a permit from Departemen Perhubungan (Dinas Perhubungan Laut for ships/sea transportation modes and Dinas Perhubungan Darat for land transportation)
- For hazardous waste transported by air, Company should refer to IATA (Civil Aviation Regulations for applicable requirements.

5.6 Final Treatment or Disposal

Final treatment (including recycling options) and/or disposal of wastes should:

- comply with applicable regulation
- minimize environmental impacts considering the hierarchy of waste minimization efforts (from reduction at source to disposal)

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- limit potential future liability
- be cost effective

Company shall use waste treatment, storage, disposal, and recycling facilities that:

- Have the technical capability to manage the waste in a manner that reduces immediate and future impact to the environment.
- Have all required permits, certifications, approvals, etc. of applicable government authorities.
- Have been secured through the use of formal procurement agreements (return to vendor or manufacturer).
- Have been evaluated by SHE Department for conformance with the above requirements.

Several alternatives of these methods are described in Appendix 7 that identifies list of conventional waste management options in order of preference.

5.7 Training

Personnel who are directly involved with waste handling shall receive Waste Management and Hazardous Material Handling training that will minimize risks when handling waste and to ensure adherence to this Company Waste Management Standard.

Details on Waste Management training requirements are outlined in **SHE Training Standard XXX**.

5.8 Emergency Response

Emergency situation in relation to all waste management practices shall refer to relevant procedures for spill handling and Emergency Response Plan as applied in respective field / asset.

A brief of typical emergency response plan regarding waste management is detailed in Appendix 8 of this standard, while the full set documentation could refer to the relevant Site Specific Procedures.

6 Waste Documentation, Records and Reporting


6.1 Waste Matrix

Each field is responsible to develop site specific waste matrix, and being accountable for maintaining a current list of wastes generated, based on:

- Waste description generated
- Waste stream ID
- The prevailing total volume
- Waste characteristics information
- Waste handling (packaging & segregation methods)
- Waste disposal, reuse or recycle options employed by the specific facility can be included in the site specific waste matrix.
- Waste matrix is used as guidance for implementing and controlling of waste management implementation at each site.

Waste matrix list shall be reviewed and revised as necessary, e.g. due to changes in activities or processes.

Appendix 9 – features an example of site specific waste matrix to be used within Company facilities.

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6.2 Waste Manifest

6.2.1 Internal Manifest

- An internal Waste Manifest is required when transferring waste within the COPI location (from point of Waste Generators / collections to temporary storage and or final treatment or disposal within Company facilities).

6.2.2 External Manifest

- An external B3 Waste Manifest is required when shipping hazardous waste from any Company facilities to any destination that is an approved third party disposal facility by *Kementerian Negara Lingkungan Hidup*.

Refers to Appendix 10 regarding further information of this manifest requirement.

6.3 Waste Records

Waste data shall be properly recorded and maintained by Waste Generators at respective facility.

The waste data includes but not limited to hazardous waste temporary storage inventory, total amount of waste being incinerated at B3 and domestic incinerator, non-hazardous wastes record, waste log book, waste manifest documentation and mass balance.

6.4 Reporting

All data and document waste record shall be submitted at least every 6 months to relevant government institutions and reGENCY and shall be maintained and reviewed by SHE Department.

7 Waste Management Audit

7.1 Company Waste Management Audit Program

A systematic audit approach is required so the audit covers all aspects of the materials' life cycle from materials purchasing, through materials utilization, waste minimization efforts, waste handling, storage & transportation, and waste treatment & disposal.

Waste management relevant audit program shall refer to SHE Audit and audit protocols from Governmental Bodies (BPMIGAS/ MIGAS/ *Kementerian Negara Lingkungan Hidup/ Bapedalda*).


7.1.1 Auditing of Third Party (Contractor) Waste Recycling/ Reclaim and Disposal Facilities

The HSE Department will perform an annual audit of each third-party (contractor) waste recycle/ reclaim/ disposal facility used during the previous 12 months. The purpose of the audit is to assure that the third-party contractor does not present an unacceptable risk to Company in terms of future liability for remediation or other actions, which could arise to the Company. Standards which are used for this audit may include the applicable legal and permit requirements and/or the implementation of the Contractor's owned procedures.

Refer to **SHE Standard no XX SHE Auditing Procedure** for a suggested format for conducting such audits.

8 Waste Management Review

Waste Management review is conducted on at least annual basis to support the efforts of continual improvement in implementation of waste management. Scope of this review will be determined considering the functional units that intend to perform such review.

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Recommended of waste management review template / format is shown in the Appendix 11.