

**RSPO PRINCIPLE AND CRITERIA –
RECERTIFICATION ASSESSMENT VISIT
Public Summary Report**

**PT. SOCFIN INDONESIA -
Mata Pao POM**

Address:

Certification Unit:
Mata Pao Palm Oil Mill

Location of Certification Unit:
Teluk Mengkudu District,
Serdang Bedagai Regency,
North Sumatera,
Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0269-19-000-00,	Membership Approval Date	6 th December 2004
Parent Company Name	PT SOCFIN SA		
Address	JL KL.Yos Sudarso No.106 Medan 20115, Sumatera Utara-Indonesia		
Subsidiary (Certification Unit Name)	PT Socfin Indonesia - Mata Pao POM		
Address	Mata Pao Village, Teluk Mengkudu District, Serdang Bedagai Regency, North Sumatera Province, Post Code: 20997 Indonesia		
Contact Name	Andria Zulmanitra		
Website	www.socfindo.co.id	E-mail	Andria.zulmanitra @yahoo.com
Telephone	(061) 6616-066	Facsimile	(061) 6614-390

2. Certification Information			
Certificate Number	RSPO 705572	Date of First Certification	25 April 2014
		Certificate Start Date	25 Juli 2019
		Certificate Expiry Date	24 April 2024
Scope of Certification	The CPO and PK production from one (1) Palm Oil Mill (Mata Pao POM) and FFB supply bases comprising one (1) palm oil estates owned by PT. Socfin Indonesia (Mata Pao Estate).		
Applicable Standards	<ul style="list-style-type: none"> - RSPO P&C 2013, Indonesia National Interpretation, September 2016; - RSPO Supply Chain Certification Standard, June 2017 - D for CPO Mills: Identity Preserve 		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
TNI-ISPO-B-1601	ISPO	05 Februari 2016	04 Februari 2021

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Mata Pao Mill	Mata Pao Village, Teluk Mengkudu District, Serdang Bedagai Regency, North Sumatera, Indonesia	3° 31' 51" N	99° 05' 31"E
Mata Pao Estate	Mata Pao Village, Teluk Mengkudu District, Serdang Bedagai Regency, North Sumatera, Indonesia	3° 31' 51" N	99° 05' 31"E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Mata Pao	2,331.18	2.37	129.5	2,463.05	94.65 %
Total	2,331.18	2.37	129.5	2,463.05	94.65 %

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Mata Pao Estate	747.23	723.96	859.99			1,583.95	747.23
Total (ha)	747.23	723.96	859.99			1,583.95	747.23

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (April 2018 – March 2019)	Actual (Feb 2018 – Jan 2019)	Forecast (April 2019 – March 2020)
Mata Pao	40,493.5	36,926.01	37,935.99
Total	40,493.5	36,926.01	37,935.99

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (April 2018 – March 2019)	Actual (Feb 2018 – Jan 2019)	Forecast (April 2019 – March 2020)
Nil	N/A		N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (April 2018 – March 2019)	Actual (Feb 2018 – Jan 2019)	Forecast (April 2019 – March 2020)
Nil			
Total			

10. Certified Tonnage			
Mill Capacity: 18 MT/hr	Estimated (April 2018 – March 2019)	Actual (Feb 2018 – Jan 2019)	Forecast (April 2019 – March 2020)
	FFB	40,493.5	36,931
SCC Model: IP			
CPO (OER: 23.19%)	9,389.6	8,733	9,066.70
PK (KER: 4.05%)	1,640	1,593	1,536.41

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		

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CPO (MT)	-	6,714.29	-	-	6,714.29
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12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	1,293.73	-	-	-	1,293.73

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSP0	-	-
IS-CSPKO	-	-
IS-CSPKE	-	-

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site re-certification assessment was conducted from 18th – 20th February 2019. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO requirement (RSPO P&C INA NI 2016 Standard) and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

The following table would be used to identify the locations to be audited each year in the 5 year cycle

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 4)	Year 5 (ASA 5)
Mata Pao POM	V	V	V	V	V
Mata Pao Estate	V	V	V	V	V

Tentative Date of Next Visit: February 1, 2020 – February 3, 2020

Total No. of Mandays: 7

2.2 BSI Assessment Team:

Team Member Name	Role (Team Leader or Team member)	Qualifications (Short description of the team members)
Imam Fakhrurozi (IF)	Lead Auditor	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta in 2011. He had 2 (two) years working experienced related to oil palm industries i.e. as a sustainability and HSE in oil palm Plantation Company in Indonesia. Several relevant Training he has completed include ISO 9001 and 14001 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed courses. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2016. During this assessment, Imam has assessed on OHS, Environmental aspect-impacts, internal stakeholder consultation, social aspect.
Eko Purwanto (EP)	Team Member	He graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Agricultural University (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has experience in auditing ISO 9001, ISPO, RSPO P&C and RSPO SCC with SAI Global since 2012 to 2017 as Lead Auditor and sometimes as Auditor. He joined BSI Group Indonesia in August 2017 as Auditor/Lead Auditor for ISO, ISPO, RSPO P&C and RSPO SCC (Client Manager/Tutor). He has been trained for lead

		auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has received refreshment training of RSPO P&C in May 2018 and RSPO SCC in March 2018. He has also completed training course of ISO 14001 (2012), Minaut (Oil and Automotive) Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). Since October 2012 he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) and RSPO P&C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery. During this assessment, Eko has assessed on Supply chain for CPO Mills; worker welfare; HCV, land tenure.
Edi Widodo (EW)	Team Member	Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation and also the processing industry and agricultural mechanization. He also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, Edy assessed on Legal aspect, Estate and POM Best Management Practice, worker welfare; Social impact assessment, interview with workers, internal and external stakeholder consultation;

Accompanying Persons: *(This table is applicable for technical expert/ translator/Observer/ Qualifying reviewer and/or accreditation personnel)*

No.	Name	Role
Nil		

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	IF	EP	EW
Sunday 17/02/2019	08.50	Travel from PT. Sofin Indonesia - Negeri Lama POM to PT Socfin Indonesia Mata Pao POM	√	√	√
Monday, 18/02/2019	08.00-08.30	Opening Meeting Presentation by PT. Sofin Indonesia – Mata Pao POM Presentation by PT. BSI Group Indonesia	√	√	√
	08.30-12.00	Mata Pao POM General information; time bound plan; Multiple management unit verification; RSPO P&C (Transparency Economic viability, GHG Calculation, Environment, Continuous Improvement, Health and Safety,)	√	-	-
		Mata Pao POM RSPO SCCS for CPO Mills	-	√	-
		Stakeholder interview with Government, NGO and local communities	-	-	√

Date	Time	Subjects	IF	EP	EW
	12.00–14.00	Break	√	√	√
	14.00-17.00	Field Visit: Mata Pao POM Continue audit and verify supporting records.	√	√	-
		Document review: Mata Pao POM RSPO P&C (Environmental and Social Management System, Worker welfare, POM Best Management Practices, Company policies)	-	-	√
Tuesday, 19/02/2019	08.00-12.00	Field visit: Mata Pao Estate HGU pegs maintenance, HCV area, river buffer zone, housing, waste management (Legal and conservation);	-	√	-
		Field Visit: Mata Pao Estate Pesticide and agrochemical storage, equipment and PPE storage, fuel storage, workshop, clinic, Interview with Workers (welfare, environmental, health and safety)	√	-	-
		Field Visit: Mata Pao Estate Harvesting, transport of FFB, fertilizer regime, IPM implementation and worker interview (best management practices).	-	√	-
	12.00-14.00	Break / lunch	√	√	√
	14.00-17.00	Mata Pao Estate Continue audit and verify supporting records.	√	√	√
	Wednesday, 20/02/2019	08.00 -10.30	Continue audit and verify supporting records.	√	√
10.30-11.00		Report Preparation	√	√	√
11.00-12.00		Closing Meeting	√	√	√
		Travel Medan – continue flight to Jakarta	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Socfin Multiple Management Units / Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	PT Socfin Indonesia is a subsidiary of SOCFIN SA. with RSPO membership number 1-0269-19-000-00. The previous RSPO membership number, 1-0017-04-000-00 since date 7 February 2004, are no longer valid in RSPO website SCOFIN SA has disclose all of its companies, mills and estates, consist of nine (9) mills and nine (9) estates.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	All mills and estates of PT Socfin Indonesia have been certified, except for Block 52B (30.63 Ha) of Seunagan Estate. The said area has been proposed for land title since 2014, and has been approved by Regent of Nagan Raya. Currently the area is in process of "Panita B" at BPN (National Land Agency) of Aceh Province. The mentioned Block planned to be certified in 2020.	Comply
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	No, there is no new acquisition performed by PT Socfin Indonesia.	Comply
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Yes, there is a change of Time Bound Plan from the last audit. Block 69B (21.93 Ha) of Seunagan Estate has been removed from the Time Bound Plan, since the area has been sold to PT Fajar Bajuri which located in Kuala Pesisir District, Nagan Raya Regency, Aceh Province. The revised Time Bound Plan was dated 20 February 2019.	Comply
Have there been any isolated lapses in implementation of the plan? If yes a Minor	No, there is no isolated lapses in implementation of the plan.	Comply

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non-compliance shall be raised		
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	No, there is no fundamental failure to proceed with implementation of the plan.	Comply
Have there been any stakeholder comments?	No, there has been no stakeholder comment. The assessment team has conducted a search in internet under RSPO Case Tracker, https://askrspo.force.com/Complaint/s/casetracker , to confirm that there is no stakeholder comment recorded related PT Socfin Indonesia. A search for keyword "SOCFIN" resulting " <i>No matching records found for the specified search criteria</i> ".	Comply
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	There was no new planting since November 2005. The uncertified area, Block 52B of Seunagan Estate was previously an independent smallholder oil palm plantation which bought by the company in 2004. The block has been replanted by PT Socfin Indonesia in 2005. The said area has been proposed for land title since 2014, and has been approved by Regent of Nagan Raya. Currently the area is in process of "Panita B" at BPN (National Land Agency) of Aceh Province. The mentioned Block planned to be certified in 2020.	Comply
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	There was no new planting since November 2005.	Comply
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker . The progress on the Liabilities shall be verified and reported.	No land conflict noted. The assessment team has conducted a search in internet under RSPO Case Tracker, https://askrspo.force.com/Complaint/s/casetracker . A search for keyword "SOCFIN" resulting " <i>No matching records found for the specified search criteria</i> ".	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labor dispute noted. The assessment team has conducted a search in internet to confirm that there is no new comments or dispute raised by the communities related to labor dispute on those area that have not been certified.	Comply
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	The company has identified and evaluated relevant regulation. There were several non-compliance with regulations based on internal gap analysis. Compliance against related regulation has been reviewed and has been taken corrective action, regarding there were two blocks in Seunagan Estate that still in progress of land title (HGU),	Comply

	<p>which is Block 52B (30.63 Ha) and Block 69B (21.93 Ha). Currently, the proposal of land title of Block 52B has been approved by Regent of Nagan Raya, and the area is in process of "Panita B" at BPN (National Land Agency) of Aceh Province. Whilst Block 69B was sold to PT Fajar Baijuri which located in Kuala Pesisir District, Nagan Raya Regency, Aceh Province.</p>	
<p>Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.</p>	<p>The company has conducted site visit and review regarding no replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3, land conflict, labour disputes and legal non-compliance to management unit of Seunagan Estate Block 52 B and Block 69B in 2017. Based on the internal audit result, it was noted:</p> <ul style="list-style-type: none"> • There was no land conflicts. • There was no labour disputes. • The was no new planting in since November 2005. • There was no planting on primary forest or any area containing HCV or required to maintain or enhance HCV in line with RSPO criterion 7.3. 	<p>Comply</p>

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards

Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p>	<p>There is no scheme smallholder associated with PT Socfin Indonesia – Mata Pao Pam Oil Mill. Not applicable.</p>	<p>N/A</p>

3.4 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were 1 (one) Major & 2 (two) Minor nonconformities raised. PT Socfin Indoneisa – Mata Pao POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1743074-201902-M1	Clause & Category (Major / Minor)	RSPO Principles & Criteria INA-NI,

			September 2016; indicator 4.7.4 (Major)
Date Issued	20 th February 2019	Due Date	19 th May 2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	16 th May 2019
Statement of Nonconformity:	Based on document review, auditor team found that there is no evidence a secretary of P2K3 has been appointed as a OHS expert (Ahli Keselamatan Kerja) as required in PERMENAKER No 04 tahun 1987 Pasal 3 ayat 2 "Sekertaris P2K3 ialah ahli Keselamatan Kerja dari Perusahaan yang bersangkutan"		
Requirement Reference:	The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.		
Objective Evidence:	PT Socfin Indonesia – Mata Pao POM has established a OHS Committee (P2K3), however there is no evidence a secretary of P2K3 has been appointed as a OHS expert (Ahli Keselamatan Kerja) as required in PERMENAKER No 04 tahun 1987 Pasal 3 ayat 2 "Sekertaris P2K3 ialah ahli Keselamatan Kerja dari Perusahaan yang bersangkutan"		
Corrections:	PT Socfin Mata Pao Palm Oil Mill has been assigned Mr Moh Nofry (Technical I) to participation the training of OHS expert on 25 th March – 8 th April 2019, conducted by Safindo Raya (Registered by Manpower Ministry of Republic of Indonesia - as Training Provider for OHS).		
Root Cause Analysis:	The last OHS Expert has been (Ahli Keselamatan Kerja) has been promoted to other site location		
Corrective Actions:	Sustainability staff as PIC to evaluate the competency fulfillment when the promotion process and regularly monitoring of the validation of OHS certificate.		
Assessment Conclusion:	The Major NC is related to document. The correction is effective and the major NC is successful closed.		

Nonconformity			
NCR Ref #	1743074-201902-N1	Clause & Category (Major / Minor)	RSPO Principles & Criteria INA-NI, September 2016; indicator 4.8.2 (minor)
Date Issued	20 th February 2019	Due Date	19 th February 2020 – before nex ASA
Closed (Yes / No)	Still remaind open	Date of nonconformity Closure	19 th May 2019
Statement of Nonconformity:	Based on document review of Training Record (Doc: Soc/Form/6.02-03), auditor team found records of training for each employee were found not in accordance with the evidence of the implementation of the training program.		
Requirement Reference:	Records of training for each employee shall be maintained.		
Objective Evidence:	Training records for each employee have been shown in accordance with the "Catatan Khusus Pelatihan Yang Pernah Diikuti". However, several records were found not in accordance with the evidence of the implementation of the training program. For example, under name: Mr H***** S***** (Loading Ramp), Mrs N***** (Pressing Station), Mrs S***** (Spraying Operator) & Mr S***** (Foreman of Spraying)		
Corrections:	- Completeness of the report by adding a point of monitoring for Disease Pest		

	<ul style="list-style-type: none"> and recruitment - Sustainability staff provide information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities.
Root Cause Analysis:	The document controllers has not does not understand to kept the record of training for each employee
Corrective Actions:	<p>Completing special training notes that have been followed in accordance with training programs that have been made in Estate</p> <p>Sustainability staff provided outreach to document controllers to complete special training records that had been followed in accordance with training programs made by the estate</p>
Assessment Conclusion:	The Corrective Action Plan (CAP) has been approved, the implementation will be verification at the surveillance

Nonconformity			
NCR Ref #	1743074-201902-N2	Clause & Category (Major / Minor)	RSPO Principles & Criteria INA-NI, September 2016; indicator 5.1.3 (Minor)
Date Issued	20 th February 2019	Due Date	20 th May 2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	
Statement of Nonconformity:	PT Socfin Indonesia – Mata Pao POM has shown the document of environment monitoring under “Laporan Semester II RKL-RPL 2018”, however monitoring Integrated pest management (Hama Penyakit Tanaman) and opportunity for recruitment (penerimaan tenaga kerja) have not provided at the document according to RPL document (datum 1994)		
Requirement Reference:	Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Objective Evidence:	Based on review of environment monitoring report period July – December 2018 and document of “Revisi Upaya Pengelolaan Lingkungan Hidup (UKL) dan Upaya Pemantauan Lingkungan Hidup (UPL) datum 1994		
Corrections:	<ul style="list-style-type: none"> - Completeness of the report by adding a point of monitoring for Disease Pest and recruitment - Sustainability staff provide information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities. 		
Root Cause Analysis:	Personal in charge has not does not understand the detail of requirement of Matrix of RKL-RPL (Environment Plan/Program)		
Corrective Actions:	Sustainability staff provides information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities.		
Assessment Conclusion:	Will be verification at the surveillance		
Nonconformity			
NCR Ref #	1743074-201902-N2	Clause & Category (Major / Minor)	RSPO Principles & Criteria INA-NI, September 2016; indicator 5.1.3 (Minor)

Date Issued	20 th February 2019	Due Date	19 th February 2020 – before next ASA
Closed (Yes / No)	Still remaind open	Date of nonconformity Closure	19 th May 2019
Statement of Nonconformity:	PT Socfin Indonesia – Mata Pao POM has shown the document of environment monitoring under “Laporan Semester II RKL-RPL 2018”, however monitoring Integrated pest management (Hama Penyakit Tanaman) and opportunity for recruitment (penerimaan tenaga kerja) have not provided at the document according to RPL document (datum 1994)		
Requirement Reference:	Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Objective Evidence:	Based on review of environment monitoring report period July – December 2018 and document of “Revisi Upaya Pengelolaan Lingkungan Hidup (UKL) dan Upaya Pemantauan Lingkungan Hidup (UPL) datum 1994		
Corrections:	<ul style="list-style-type: none"> - Completeness of the report by adding a point of monitoring for Disease Pest and recruitment - Sustainability staff provide information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities. 		
Root Cause Analysis:	Personal in charge has not does not understand the detail of requirement of Matrix of RKL-RPL (Environment Plan/Program)		
Corrective Actions:	Sustainability staff provides information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities.		
Assessment Conclusion:	The Corrective Action Plan (CAP) has been approved, the implementation will be verification at the surveillance		

Opportunity for Improvements

OFI #	Description
OFI 1	-

Positive Findings

PF #	Description
PF 1	-

3.4.1 Status of Nonconformities Previously Identified and Observations

The previous certification body is PT SAI Global. There 3 minor nonconformities from ASA-4 and have successful closed.

Non-Conformity			
NCR Ref #	ASA-4	Clause & Category (Major / Minor)	RSPO P&C, September 2016, Indicator 1.1.1 and 6.2.3 / Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	28 th December 2018
Statement of Nonconformity:	Stakeholders list updating has not completed. The company updated the stakeholders list on 5 January 2018, nevertheless for the replanting contractor		

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	on behalf CV. Surya Baru did not include in stakeholders list updating, so they did not present at the public stakeholders on 20 March 2018
Requirement Reference:	List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.
Objective Evidence:	Based on document review
Corrective Actions:	<p>Corrective action proposed:</p> <p>Updating the list of stakeholders by entering the replanting contractor i.e CV. Surya Baru; At the beginning of each year, KTU will update the list of stakeholders by:</p> <ol style="list-style-type: none"> 1. Contacting or seeking information to each stakeholder; 2. Record contractors that working for the company through assistant and Technical I. <p>List of information related to criterion 1.2 was provided under document "Sistem Manajemen Socfindo – Prosedur Komunikasi Sosial" No: SOC/PSM/9.01, revision 05 dated 15th September 2018. In poin 5.1.6.1 was mentioned the list of the information available to the public and stakeholders such as:</p> <ol style="list-style-type: none"> a. Certificate / land use rights b. Occupational health and safety plan c. Plan for social and environmental impact assessment d. Identification and management of HCV e. Plan for the reduction and prevention of pollution f. Grievance and complaints in detail g. Procedure of negotiations h. Plan for continuous improvement i. A general summary of the certification assessment j. Human rights policy k. Ethical policy l. FFB Price
Assessment Conclusion:	The minor NC has successful closed.

Non-Conformity			
NCR Ref #	ASA-4	Clause & Category (Major / Minor)	RSPO P&C, September 2016, Indicator 5.1.2 / Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	28 th December 2018
Statement of Nonconformity:	Not enough evidence that RKL-RKL report, and hazardous and toxic waste report for period 2017 has been reported to Ministry of Environment and Forestry (KLHK Jakarta) and Pusat Pengelolaan Ekoregion Sumatera		
Requirement Reference:	Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.		
Objective Evidence:	Based on document review		
Corrective Actions:	Corrective action proposed: Mata Pao Estate requested to Medan office to send receipt of submission of RKL RPL Report Semester I sent to KLHK Jakarta and receipt of LB3 report		

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	<p>submission for period January - December 2017 sent to Pusat Pengelolaan Ekoregion Sumatera; RKL RPL Report Semester 2 has been reported online to KLHK Jakarta through Simpel application and electronic receipt has been obtained; The Estate manager appointed KTU as the responsible person in documentation of receipt notes sent from Medan Sustainability via email.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - Training Program year 2019, training for operator on handling of pesticide (planned in June), training for IPM (planned in May) and training for handling of hazardous waste (planned in June) - Training for first aider dated 5th November 2018 was attended by 34 workers - Training on handling of chemical spilled dated 16th September 2018 was attended by 19 workers. - Training for IPM and pesticides management dated 7th August 2018 was attended by 41 workers, location in division I - Training for handling of hazardous waste dated 11th June 2018 was attended by 7 workers. - Certificate on handling of limited pesticides was issued by "Komisi Pengawasan Pupuk dan Pestisida Provinsi Sumatera Utara" dated 27th February 2017, e.g: Certificate number 521.4/UPT/PTPH/I/2017, namely Mrs Eli Ermawati, Mrs Erlinawati, Mrs Supriatni, Mrs Supiani, Mr Sudarman, Mr Raja Junjungan Lubis
Assessment Conclusion:	The minor NC has successful closed.

Non-Conformity			
NCR Ref #	ASA-4	Clause & Category (Major / Minor)	RSPO P&C, September 2016, Indicator 5.2.5 / Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	28 th December 2018
Statement of Nonconformity:	No evidence to achieve an agreement between management and local communities to maintain HCV 6		
Requirement Reference:	Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights		
Objective Evidence:	Based on document review		
Corrective Actions:	<p>Corrective action proposed: Make letter of agreement with the local community regarding the management of the grave; Review criteria 5.2.5 as a reference in managing HCV 6.</p> <p>The company has made agreement letter with the local community regarding the management of the HCV 6 (cemetary) at Block 4, 9 and 13 Division I and at Block 50 Division III. The agreement letter signed by community representatives on 1 May 2018. During stakeholder consultation, it was noted that the community aware about the management of the graveyard. Minor non-conformity from the previous audit has been closed.</p>		
Assessment Conclusion:	The minor NC has successful closed.		

Opportunity for Improvement

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OFI#	Description
OFI 1	-

3.4.2 Summary of the Nonconformities and Status

The previous certification body, SAI Global provides RSPO public summary report for RSPO P&C audits in PT. Socfin Indonesia - Mata Pao POM since the first certification assessment:

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CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
ASA 4- 2018 (the CB is SAI Global)	Major	2.1.1	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major	4.1.2	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major (escalated form minor NC)	4.4.1	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major (escalated form minor NC)	4.4.6	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major (escalated form minor NC)	4.6.11	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major (escalated form minor NC)	4.7.2	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major	4.7.3	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major (escalated form minor NC)	4.7.5	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Major (escalated form minor NC)	5.3.2	2018	Closed - 2018
ASA 4- 2018 (the CB is SAI Global)	Minor	1.1.1 & 6.2.3	2018	Closed -20 th February 2019
ASA 4- 2018 (the CB is SAI Global)	Minor	4.6.5	2018	Closed -20 th February 2019
ASA 4- 2018 (the CB is SAI Global)	Minor	5.1.2	2018	Closed -20 th February 2019
1743074-201902-M1	Major	4.7.4	20 th February 2019	Closed – 16 th May 2019
1743074-201902-N1	Minor	4.8.2	20 th February 2019	Open
1743074-201902-N2	Minor	5.1.3	20 th February 2019	Open

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss PT Socfin Indonesia – Mata Pao POM Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

List of Stakeholders Contacted	
Internal Stakeholders – Gender Committee PT Socfin Indonesia – Mata Pao – Fertilizer Operator	Union/Contractors/Local Communities Serikat Pekerja PT. Socfin–Mata Pao (Worker Union)
Government Departments – Dinas Tenaga Kerja dan Transmigrasi Kabupaten Serdang Bedagai (Manpower and Transmigration Office – Serdang Bedagai Regency) – Badan Lingkungan Hidup Kabupaten Serdang Bedagai – Environmental Body Serdang Bedagai Regency – Dinas Pertanian Kabupaten Serdang Bedagai – Plantation Agency Serdang Bedagai District	NGO Local NGO - Corruption Hunter Community (Komunitas Pemburu Korupsi)

IS #	Description
1	Feedback, Comment and Input Dinas Tenaga Kerja dan Transmigrasi Kabupaten Serdang Bedagai (Manpower and Transmigration Office – Serdang Bedagai Regency) – PT. Socfindo – Mata Pao POM has built good communication with “Dinas Tenaga Kerja dan Transmigrasi Kabupaten Serdang Bedagai”. – PT. Socfindo – Mata Pao POM has prepared and reported their industrial relation obligation such as “Wajib Lapor Tenaga Kerja” and “Laporan P2K3” for health and safety performance. – There is no indication/report on the use of underage worker in PT. Socfindo. – PT. Socfindo – Mata Pao POM has implementing minimum wage as in “Upah Minimum Kabupaten Serdang Bedagai” to the workers. – Regular examination on pressure vessel and steam vessel has been carried out, however the check result analysis was in-process by “Dinas Tenaga Kerja dan Transmigrasi Kabupaten Serdang Bedagai”. – All steam machinery, boiler machinery, and welding operators have been trained and awarded with operator license from “Kementerian Tenaga Kerja”. – PT. Socfindo – Mata Pao POM has provided training on the use of limited pesticide for sprayers. – PT. Socfindo – Mata Pao POM has reported the worker’s overtime to “Dinas Tenaga Kerja dan Transmigrasi Kabupaten Serdang Bedagai”. – PT. Socfindo – Mata Pao POM has been equipped with clinic, with a doctor and paramedic – which has been trained with Hiperkes” training. – All employees have been registered in social insurance “BPJS Tenaga Kerja dan Pemeliharaan Kesehatan”. – PT. Socfindo – Mata Pao POM has prepared risk assessment in each operational stage.

IS #	Description
	<ul style="list-style-type: none"> - PT. Socfindo – Mata Pao POM has prepared personal protective equipment, based on risk assessment and accident record. - The validity of PKB registers of PT Socfindo has expired in December 2017. <p>Management Responses</p> <ul style="list-style-type: none"> - PT Socfindo acknowledge the positive inputs and deemed the comments are constructive. - Chronology of the PKB Process for PPS BKS Year 201-2020 (presented by PT Socfindo General Staff), as follows: <ul style="list-style-type: none"> • In August 2018 a New PKB Draft was agreed between 2018-2020 between PP-SPSI and the BKS-PPS Team representing the BKS-PPS member companies. • September 13, 2018; BKPPS submits registration to the Ministry of Manpower (this applies to cross-province CLAs) by letter no. 59/BKS-PPS/2018. • October 26; based on letter no. B.319/PHIJSK/X/2018 reply to a letter from the BKS-PPS stating that they refused to register the PKV on the grounds that the Collective Labor Agreement must be registered by the directors of their respective companies where the PKB must be signed by the PUK Workers' Union in each company. • On December 5, 2018, the BKS-PPS party again wrote to the Dirjen of PHI and Jamsos regarding the refusal to register the PKB, but until now the BKS-PPS or PP SPSI has not obtained the response from the Dirjen of PHI and Jamsos. • Then according to the sound of article XXIV PKB Year 2015-2017 that PKB is still in used. <p>Audit Team Findings</p> <ul style="list-style-type: none"> - Audit teams acknowledge the inputs and have verified the report being send. - Concerning settlement related to PKB will be verify at the next audit visit.
2	<p>Feedback, Comment and Input</p> <p>Badan Lingkungan Hidup Kabupaten Serdang Bedagai – Environmental Body Serdang Bedagai Regency</p> <ul style="list-style-type: none"> - In general, communication between company and “Badan Lingkungan Hidup Daerah Kabupaten Serdang Bedagai” has gone well. - PT. Socfindo – Mata Pao POM has obtain “Izin Lingkungan” for all area of oil palm plantation and palm oil mill. - PT. Socfindo – Mata Pao POM has permit for hazardous waste storage. - PT. Socfindo – Mata Pao POM has permit for POME land application. - Company has prepared “Laporan Pelaksanaan RKL-RPL”, “Laporan Limbah B3” and reported regularly (three-monthly basis) to “Badan Lingkungan Hidup Daerah Kabupaten Serdang Bedagai”. - No complaint reported and/or noted by “Badan Lingkungan Hidup Daerah Kabupaten Serdang Bedagai” related to pollution caused by mill and estate operational activities. - There was no report related to fertilizer application and agrochemical applied aially. <p>Management Responses</p> <ul style="list-style-type: none"> - Management acknowledge the positive inputs/comments and deemed comply. - With regards to fertilizer and agrochemical which applied aially, PT Socfindo - Mata Pao POM has included the impact assessment and reported in “Laporan Pengelolaan Lingkungan”. <p>Audit Team Findings</p> <ul style="list-style-type: none"> - Audit teams acknowledge the inputs and have verified the report being send. - Related to this domestic waste management, the licensing document will verified on the upcoming audit schedule.

IS #	Description
<p>3</p>	<p>Feedback, Comment and Input</p> <p>Dinas Pertanian Kabupaten Serdang Bedagai – Plantation Agency Serdang Bedagai District</p> <ul style="list-style-type: none"> – In general, communication between company and “Dinas Perkebunan Kabupaten Serdang Bedagai” has gone well. – PT. Socfindo – Mata Pao POM has obtained “Plantation Operation Permit/Surat Pendaftaran Usaha Perkebunan (SPUP) dated 25 February 2002. – PT. Socfindo – Mata Pao POM has send “Laporan Perkembangan Usaha Perkebunan (LPUP) on 2017 to relevant authorities: “Bupati Serdang Bedagai”, “Dinas Perkebunan Kabupaten Serdang Bedagai”. PT Socfindo has obtained “Penilaian Kelas Kebun III”. – PT. Socfindo – Mata Pao POM has reported monitoring of fire incident on three-month basis. – No complaint reported and/or noted by “Dinas Perkebunan Propinsi Sumatera Utara” related to mill and estate operational activities. <p>There is suggestion: The company is expected to planning a program for the Partnership by providing guidance related to the establishment of Cooperatives for farmers and direct guidance on the management of oil palm plantations.</p> <p>Management Responses The company has begun to explore the establishment of partnerships that are either plasma-independent or partnership (Inti-Plasma). Preparations have been started since 2018 and will be continued until the preparation of the HGU changes.</p> <p>Audit Team Findings The audit team accepts the input and will be verify the report on the next audit schedule.</p>
<p>4</p>	<p>Feedback, Comment and Input</p> <p>Serikat Pekerja PT. Socfin–Mata Pao (Worker Union)</p> <p>There are grievance from employees, especially female employees who have no husband (widow) but still have child dependents, but according to regulations, the company does not receive benefits for dependents.</p> <p>Management Responses Basically the Company can understand the condition of the employee, can be submitted an application to HRD, so that the company can provide policy related to the issue of the employee. However, it is indeed by law and regulation that this cannot be done, but based on company policy, can consider these conditions.</p> <p>Audit Team Findings The audit team can knowledge of the matter, and will be verified against the problems of employees in the next audit.</p>
<p>5</p>	<p>Feedback, Comment and Input</p> <p>Gender Committee PT Socfin Indonesia – Mata Pao</p> <p>There are assumptions from female employees that H1 leave (menstruation) rights that used to exist but are now nullified.</p> <p>Management Responses Based on the PKB for the period 2015-2017 in article VIII “Mangkir kerja”, number 2 letter d, that women</p>

IS #	Description
	<p>workers who feel ill during the menstrual period and notify employers, are not obliged to work on the first and second days of menstruation after first being verified Medical staff at the Company Clinic and get a statement / prescription for illness from medical personnel who check.</p> <p>Audit Team Findings The audit team accepts the input and will be verify the report on the next audit schedule.</p>
<p>6</p>	<p>Feedback, Comment and Input</p> <p>Lembaga Sosial / NGO Komunitas Pemburu Korupsi The NGO Corruption Hunter Community the namely <i>Komunitas Pemburu Korupsi</i> is a social institution that oversees the symptoms of social irregularities, especially related to corruption and abuse of authority. Mata Pao Plantation has implemented a good wage system, which is based on North Sumatra Governor Decree No. 188.44/679/KPTS/2017 Regarding Minimum Payment at Serdang Bedagai in 2018 of 2,447,714 IDR / month. Payment of wages for the period of February 2019 will be paid using basic wages based on Governor Decree no. 188.44/1456/kpts/2018 dated 21 November 2018 amounting to Rp 2,644,265. Until now, NGOs have not seen any symptoms related to wage deviations or overtime wages applied by Mata Pao Plantation. If there is a dispute related to the remuneration of the company through a Workers' Union, it can solve it well, as well as the contractor's distribution can be completed through the mechanism / procedure set by the company.</p> <p>Management Responses Based on Governor Decree no. 188.44 / 1456 / kpts / 2018 dated November 21 2018 that the wages for the 2019 period amounted to Rp 2,644,265.</p> <p>However, PT Socfindo has agreed to an agreement with PD FSP.PP-SPSI North Sumatra on 11 February 2019 that: there was an increase in wages for the 2019 period from 2,757,072 to Rp. 2,788,200 plus Natura 15 Kg @ Rp 9,400 or Rp 141,000 which effectively began on 1 January 2019.</p> <p>Payment for the period of February 2019 will be applied to the MSE for the 2019 period and at the same time the application of the "Rapel" wage. Wage payments for the February 2019 period will be paid using basic wages based on Governor's Decree no. 188.44/1456/kpts/2018 November 21, 2018 amounting to Rp 2,644,265. However, based on a joint agreement between PT Socfindo and PD FSP.PP-SPSI North Sumatra on 11 February 2019 there was an increase from 2,757,072 to Rp. 2,788,200 plus the Natura rice of 15 Kg @ Rp 9,400 or Rp 141,000 which came into effect since January 1, 2019. Management telah menetapkan bahwa the payment for the period of February 2019 will be applied to the MSE for the 2019 period and at the same time the application of the "Rapel" wage.</p> <p>Audit Team Findings With the existence of NGOs participating in supervision, especially related to wages, PT Socfindo - Mata Pao Plantation can get good input and suggestions from NGOs.</p>

Formal Signing-off of Assessment Conclusion and Recommendation

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The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that PT Socfin Indonesia - Mata Pao POM has complied with the RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of PT Socfin Indonesia – Mata Pao POM is continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Imam Fahrurozi	Name: Andria Zulmanitra
Company Name: PT BSI Group Indonesia	Company Name: PT Socfin Indonesia
Title: Lead Auditor of RSPO	Title: Auditee
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 15th April 2019	Date: 16th April 2019

Appendix A: Summary of Findings RSPO P&C 2013, Indonesia National Interpretation, September 2016

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
<p>1.1.1</p> <p>List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.</p> <p>- Minor compliance -</p>	<p>PT Socfin Indonesia Mata Pao POM has shown the document of list of stakeholders last as in document no. SOC/Form/9.01-05, was updated in January 2019. Based on verified during stakeholders consultation on 14th February 2019, the sample stakeholders aware of the type of information available, the procedures for accessing the information and have known and understood how they should ask for information to the organization and how to communicate with the organization.</p> <p>List of information related to criterion 1.2 was provided under document "Sistem Manajemen Socfindo – Prosedur Komunikasi Sosial" No: SOC/PSM/9.01, revision 05 dated 15th September 2018. In poin 5.1.6.1 was mentioned the list of the information available to the public and stakeholders such as:</p> <ul style="list-style-type: none"> m. Certificate / land use rights n. Occupational health and safety plan o. Plan for social and environmental impact assessment p. Identification and management of HCV q. Plan for the reduction and prevention of pollution r. Grievance and complaints in detail s. Procedure of negotiations t. Plan for continuous improvement u. A general summary of the certification assessment v. Human rights policy w. Ethical policy x. FFB Price <p>The procedure of Social Communication has also described the process of information sharing/dissemination defined in social communication. Consultation and communication with stakeholders conducted by collecting community leaders, village heads and local community or visiting the office/the village hall to meet with the village head, village officials and</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>community.</p> <p>PT Socfin Indoneisa – Mata Pao POM has assigned a responsible person for providing and updating information and stakeholder that was <i>KTU (Kepala Tata Usaha)</i>. Responsibility and function was described in <i>KTU</i> job description.</p> <p>List of stakeholder was updated on 29th February 2019 divided in internal stakeholders and eksternal stakeholders. In detail e.g: Internal staekholders: HO Medan, Ka Poloklinik, Gender Committee, Security. Eksterna Stakholder: Government in Serdang Bedagai Regency, Labour Union, Cooperative, CV Surya Baru (contractor replanting) and GK (transport CPO and PK).</p>	
<p>1.1.2</p> <p>Records of requests for information and responses to the information requested shall be available. - Major compliance -</p>	<p>PT Socfin Indoneisa – Mata Pao POM has established the procedure to ensure constructive response to stakeholders requested information under document of "Sistem Manajemen Socfindo – Prosedur Komunikasi Sosial" No: SOC/PSM/9.01, revision 05 dated 15th September 2018.</p> <p>The procedure has explained as following:</p> <ul style="list-style-type: none"> - The requests for information can be submitted in writing to the organization, all the information and aspirations will be addressed by organization with consideration couple of things before information and aspiration was rejected or approved. - Responses can be handled directly by the <i>PK (Pengurus Kebun/Managers)</i>, but if necessary coordination and consideration of management, information passed on to the public. The initial response was given no later than one month after receipt of the request from stakeholders. - PIC who tasked associated with social communication is Estate manager with the daily implementing are <i>KTU</i> - Records of information requests and aspirations documented in the Log Book: Notes of society and stakeholders aspirations and the information request record. - Records of requests for information and responses were well maintained by the document controller. <p>Data verified:. Record of requests for information and responses to the information requested as in "Catatan</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Permintaan Informasi dan Aspirasi” consist of: number, date of request, related parties, content request information, initial response form management, realization, status monitoring (from KTU). In 2018 there were 8 requested information recorded e.g:</p> <ul style="list-style-type: none"> - Date 25th July 2018 from Islamic University of North Sumatera that requested information on require an internship for the students. The requested information has been responded on 30th July 2018 which has been addressed by approved. (OK). - Date 31th August 2018 from “Badan Pengawas Pajak dan Retribusi Daerah”, letter no: 973/295/UPT-SB/18, was responded on 20th September 2018 (less than 1 months – OK as procedure requirement) <p>Based on document review of “Catatan Permintaan dan Tanggapan Informasi” that all the requested informations from internal and external stakeholders (Perkebunan Negeri Lama Village) which have been addressed by organization and it was complied with Procedure of “Sistem Manajemen Socfindo – Prosedur omunikasi Sosial” No: SOC/PSM/9.01, revision 05 dated 15th September 2018.</p> <p>The monitoring of records of requests for information and responses to the information requested has effectively implemented.</p>	
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		
<p>1.2.1</p>	<p>Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) 	<p>Publicly available document have provided under document “Sistem Manajemen Socfindo – Prosedur Komunikasi Sosial” No: SOC/PSM/9.01, revision 05 dated 15th September 2018. In poin 5.1.6.1 was mentioned the list of the information available to the public and stakeholders such as:</p> <ul style="list-style-type: none"> a. Certificate / land use rights consisted of: Legal boundaries ,land use, classification, total area, grant title, permit validity , NCR rights b. Occupational health and safety plan, consisted of risk assessment and mitigation, emergency response plan, training, accident records c. Plan for social and environmental impact assessment, consisted of document of social and environmental impacts and mitigation measures d. Identification and management of HCV
		<p>Yes - comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). - Major Compliance -	consisted of identification on HCV areas, maps, management and monitoring HCV e. Plan for the reduction and prevention of pollution consisted of identification of pollutants, management and reduction measures f. Grievance and complaints in detail consisted of nature of complaints, parties involved, status of case g. Procedure of negotiations consisted of SOP, consultative, neutral, inclusiveness, timeframe, responsibility h. Plan for continuous improvement – provided in indicator 8.1 i. A general summary of the certification assessment - j. Human rights policy k. Ethical policy l. FFB Price All of the documents are available to the public placed in the respective sections within the organization certificate placed in KTU.	
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations. - Minor compliance –	PT Socfin Indonesia – Mata Pao POM has established the written policy committing to a code of ethical conduct and integrity in all operations and transactions was available in “ <i>Kebijakan Etika</i> ” (Ethics Policy No Doc: SOC/Dp/4.01-64, Revision: 05, dated 18 th January 2016. In the procedures has explained the aspect of code of ethical, such as: social responsibility, salary, infrastructure and accomodation, labour union, age wrokers, indiscriminative treatment, protection against sexual harassment and violence, protection of reproductive rights, receipts and provision of gifts, entertainment or assistance in job, corruption and fraud, relation with supplier, occupational health and safety, and environment, employee cooperatives and human rights. The written policy has been communicated to all relevant stakeholder and available in appropriate language. Data verified: – Attendance list on socialization the policy of code of ethical conduct, dated 13 th September 2018 location block 48 in divison III that was	Yes - comply

Criterion / Indicator	Assessment Findings	Compliance
	attended by 78 workers. – Record of socialization the poliy of code of ethical conduct date 10 th February 2018, location Division I, that was attended by 69 workers – Record of socialization the poliy of code of ethical conduct date 18 th January 2019, location Mata Pao POM, that was attended by 46 workers	
Principle 2: Compliance with applicable laws and regulations		
Criterion 2.1:		
There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	The Company has had a procedure to legal identification and record as Procedure SOC/PSM/4.05 Rev.05 dated 1st June 2014 – Identification and Evaluation of Legal Requirement. Complete list of legal requirements was available. Updating of law and regulations change activities were well documented. Legal requirements compliance was updated twice a year and last update was performed in 10 January 2019. Information on all applicable legal and other requirements have been reviewed and summarised include the agronomy best practises, employment, social, conservation, OHS and environmental regulation. Copy of legal regulation was sighted on soft copy and also hard copy. Legal requirement compliance related to environmental and OHS such as: <ol style="list-style-type: none"> a. Permen LH 5 / 2014 about waste water quality standard b. PP RI 101 / 2014 about hazardous waste management c. Permen LH 68 / 2016 about Quality Standard of Domestic Wastewater d. Permen LHK 16 / 2017 about Technical Guidelines for Peat Ecosystem Recovery e. Permenaker 6 / 2016 about Religious Holiday Allowance for Workers f. Permenaker 38 / 2016 about OHS for Production Power and Instrument g. Wastewater discharges to water bodies permit (2016) h. Hazardous waste storage permit (2016) i. Surface water utilization permit (2016) j. Permenakertrans RI No. Per.02/MEN/1980 regards annually MCU (Medical Check Up). The company has ensured that several contractor partners have registered their workers as BPJS-Kesehatan and Ketenagakerjaan, e.g.:	Yes - comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Surya Baru CV contractors for replanting activities. • CV Surya Baru who is a group from PT Karya Murni Prima: has registered its employees as BPJS-Kesehatan and Ketenagakerjaan, payment of the final contribution on 08/01/2019 proof of payment is available. • PT Socfindo Kebun Mata Pao has had Employee Cooperative "Stiqomah" and also has paid BPJS-Kesehatan and Ketenagakerjaan on 14/01/2019 proof of payment available. • Employees of PT Gunung Kawi Sukses Makmur have been registered as BPJS-Kesehatan and Ketenagakerjaan, the latest proof of payment made on 10/01/2019. 	
<p>2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>A documented system which includes written information on legal requirements was well maintained. It was documented in "Prosedur Identifikasi dan Evaluasi Pemenuhan Peraturan" (Procedure of Identification and Evaluation on Compliance of Regulation – SOC/PSM/4.05) Rev. 05 dated 1 June 2014.</p> <p>The procedure described that identification and evaluation performed against regulation and requirement regarding environment, OHS, plantation, labour, social, etc. Updating of legal regulation performed once a year in January, while evaluation of compliance with legal regulation performed twice a year in January and July. Personnel in charge to manage the updating and evaluation which is sustainability division together with estate personel in each section, the last update was performed for period July – December 2018.</p> <p>The document was available to all staff and all level of management, the document was stored at central office.</p>	<p>Yes - comply</p>
<p>2.1.3</p> <p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p>Mechanism for ensuring compliance has been implemented and documented in "Identifikasi dan Evaluasi Pemenuhan Peraturan dan Persyaratan" (Identification and Evaluation on Compliance of Regulation and Requirements – SOC/Form/4.05-01).</p> <p>The audit checklist covered the implementation of the all applied regulations. Status of compliance</p>	<p>Yes - comply</p>

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	<p>with the applicable environment, OHS, plantation, labour, social laws and regulations were evaluated, and evaluation of compliance result indicated that compliance status was justified with reference to the objective evidence of compliance.</p> <p>Company has been conducted identification of compliance regulation as recorded on "Identifikasi dan Evaluasi Pemenuhan Peraturan dan Persyaratan Lainnya for periode July – December 2018 on 01 January 2019 (Doc. No. SOC/Form/4.05-01 by sustainability division together with estate personel in each section.</p> <p>Internal audit related to legal compliance has been performed by organisation annually. Report of audit result was sighted and well documented.</p> <p>Some of the new laws and regulations that have been evaluated, include:</p> <ul style="list-style-type: none"> - PermenLhHut No 21 Th 2018 regards changes of regulation Minister of Environment Regulation No. 5 th 2014 regards quality standard of wastewater. - Minister of Forestry Regulation No. 23 of 2018 concerning changes to environmental permits - Minister of Forestry Regulation No. 24 of 2018 concerning EIA - PermenLhHut No 25 Th 2018 concerning UKL-UPL - PermenLhHut No 26 Th 2018 concerning Guidelines for preparing and evaluating and examining environmental documents in the implementation of licensing seeks to be integrated electronically. - Permenperin No.41 Th. 2014 concerning the ban on the use of HCFCs (R22 & R141b) per 1 Jan. 2015 - PUIL 2011, Regarding the general requirements for electrical installations - PERMENLHK No. 20 YEAR 2017 concerning Standard Quality of exhaust emissions of new types of motorized vehicles in categories M, N, O - PermenlhHut No. P.6 / MENLHK / SETJEN / KUM.1 / 2/2018 concerning air pollution control processing standards and certification - PermenlH No. 5 th 2014 concerning waste water quality standards - Government Regulation No. 78 of 2015; about wages - Presidential Regulation No. 12 of 2013 and No. 19 of 2016; about the Second 	

Criterion / Indicator	Assessment Findings	Compliance
	Amendment to presidential regulation no. 12 of 2013: concerning Health Insurance	
<p>2.1.4</p> <p>A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p>	<p>A system for tracking any changes in the law has been implemented and documented in "Catatan updating peraturan dan persyaratan PT. Socfindo"</p> <p>(Record of regulation and requirement updating - SOC/Form/4.05-02). Sustainability division was responsible for updating new regulation every twice a year. Company has defined the procedure to identify and evaluated legal compliance which documented in SOC/PSM/4.05 dated 01 January 2019.</p> <p>Updating conducted by contacting the relevant agencies or searching on the internet all copy of the rules and requirements specified in the list of identification. In case of any revision and new regulations/requirements, company performed the action:</p> <ul style="list-style-type: none"> - Updating the recordidentification and evaluation of regulations and other requirements - Doubling and distribute the new regulations to estate - Updating the list regulatory record of OHS and environmental regulations - Keep track of revisions and new regulations <p>Record was available for period January 2018. New regulations were identified, e.g:</p> <ul style="list-style-type: none"> - Permenlhut No P.5/MENLHK/SETJEN/KUM.1/2/2018 concerning Competency Standards and certification in charge of wastewater treatment operations and those responsible for pollution control - Permenaker No. 05 Th 2018 concerning OHS and Work environment 	<p>Yes - comply</p>
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1</p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land were available, includes:</p> <ul style="list-style-type: none"> • PT. Socfin Indonesia Mata Pao Estate was established in 1930 therefore the organisation did not use document of Location Permit. • Plantation Operation Permit/Surat Pendaftaran Usaha Perkebunan (SPUP) # HK.350/80/Dj.Bun.5/II/2002, dated 25 February 2002, PT. Socfin Indonesia. Area of permitted: 371.69 Ha, 458 Ha, 419.82 Ha, and 	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>1,220.36 Ha. Location: Perbaungan, Sei Rampah, Teluk Mengkudu, Kab. Deli Serdang. Permitted capacity of palm oil mill: 17 ton FFB/hour. Installed capacity of palm oil mill: 12 ton FFB/hour.</p> <p>Berdasarkan surat keterangan dari Mangement PT Socfindo tanggal 20 Oktober 2012, bahwa terdapat penggantian sertifikat no. 2 Desa Sungai Buluh seluas 458 Ha dan selisih luas areal tersebut dikarenakan terkena pembangunan jalan tol Medan-Kualanamu Tebing Tinggi seluas 6,82 Ha, mak diterbitkan sertifikat HGU baru dengan no. 18 tanggal 27/9/2012 Desa Tanjung Buluh seluas 392,5513 Ha dan Sertifikat no. 19 tanggal 27/9/2012 Desa Tanjung Buluh seluas 58,6305 Ha.</p> <ul style="list-style-type: none"> • Decree of Ministry of Agrarian/Head of BPN (National Land Agency) #94/HGU/BPN/97 on 6 August 1997 • Land title (HGU) certificate #2 (27 February 1998) Desa Firdaus, Kecamatan Sei Rampah, Kabupaten Deli Serdang. Held by PT. Socfin Indonesia. Total area 419.82 Ha. • Land title (HGU) certificate #2 (27 February 1998) Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Deli Serdang. Held by PT. Socfin Indonesia. Total area 1,220.36 Ha. • Land title (HGU) certificate #2 (27 February 1998) Desa Tanah Merah, Kecamatan Perbaungan, Kabupaten Deli Serdang. Held by PT. Socfin Indonesia. Total area 371.69 Ha. • Land title (HGU) certificate #19 (27 September 2012) Desa Tanjung Buluh, Kecamatan Perbaungan, Kabupaten Serdang Bedagai. Held by PT. Socfin Indonesia. Total area 58.6305 Ha. • Land title (HGU) certificate #18 (27 September 2012) Desa Tanjung Buluh, Kecamatan Perbaungan, Kabupaten Serdang Bedagai. Held by PT. Socfin Indonesia. Total area 392.5513 Ha. <p>PT Socfindo-Mata Pao Plantation has the total of HGU as covering area 2,463.05 Ha</p>	
<p>2.2.2</p>	<p>Legal boundaries are demonstrated clearly and maintained.</p> <p>- Minor compliance -</p>	<p>Legal boundaries clearly demarcated and maintained along the perimeters of estate lands which were mapped with Global Positioning System (GPS). Field observation was conducted to pegs number:</p> <p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • #25 (03°32'13.3" N and 99°01'40.1"E) boundaries with community areas • #26 (03°32'13.2" N and 99°01'53.5"E) boundaries with community areas • #27 (03°32'07.5" N and 99°01'54.4"E) boundaries with community areas • #28 (03°52'07.5" N and 99°01'25.4"E) boundaries with community areas <p>Realisation of pegs maintenance was sight on Checklist of EHS Patrol SOC/FORM/4.12-01), it was noted that pegs monitoring were conducted monthly with items checked were identity, condition and position of pegs. The last monitoring of Pegs was conducted on 14 January 2019.</p> <p>All plantation activities (harvesting, upkeep, manuring, etc) were carried out inside the legal boundaries, no activities conducted outside the boundaries.</p>	
<p>2.2.3</p> <p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p>	<p>So far there was no unprecedented conflicts/disputes with stakeholders. During the stakeholder meeting on 30 January 2018 it was confirmed that there was no land conflict found at the estate.</p> <p>PT. Socfin Indonesia Mata Pao has established a mechanism for resolution of conflicts and disputes through Handling of Social Conflict No. SOC/PSM/9.02 Revision 03 dated 1st September 2014. This procedure mentioned how the company solves the problem if any conflict occurred, both internal and external conflicts. This procedure also mentioned if the problem cannot be resolved by negotiation, the company will take legal action involving the related institution.</p>	<p>Yes - comply</p>
<p>2.2.4</p> <p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance -</p>	<p>During audit there was no unprecedented conflicts/disputes with stakeholders. During the stakeholder meeting on 19 February 2019 it was confirmed that there was no land conflict found at the estate.</p> <p>PT. Socfin Indonesia has established a mechanism for resolution of conflicts and disputes through Handling of Social Conflict No. SOC/PSM/9.02 Revision 03 dated 1stSeptember 2014. This procedure mentioned how the company solves the problem if any conflict occurred, both internal and external conflicts. This procedure also mentioned if the problem cannot be resolved by negotiation, the company will take legal action involving the related institution. Based on public consultation, this procedures have been socialized and accepted by local communities.</p>	<p>Yes - comply</p>
<p>2.2.5</p> <p>For any conflict or dispute over</p>	<p>PT Socfin Indonesia has established a mechanism</p>	<p>Yes -</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.</p> <p>- Minor compliance –</p>	<p>comply</p>
<p>2.2.6</p>	<p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations.</p> <p>- Major compliance –</p> <p>Company have a policy to circumvent instigated violence to maintain peace and order in current and planned operations. It documented in Ethics Policy No Doc: SOC/DP/4.01-64, 5th Revision, dated 18th January 2016. Described in No. 1 Social Responsibility, 1.1 Ethical standard:</p> <ol style="list-style-type: none"> a. Develop attitudes of compliance to the laws that applies in the resolution of issues between the parties and avoid the violent means. b. Develop an attitude of equality and impartiality in the relationship between the company and related parties. <p>From the results of the public consultation and interview with stakeholders dated 19 February 2019 also confirmed that no act of violence and militaristic ways adopted by the company in solving problems with public / stakeholders.</p> <p>Based on document review and public consultation with stakeholder on 19 February 2019, that there was no conflict in Mata Pao area.</p>	<p>Yes - comply</p>
<p>Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>		
<p>2.3.1</p>	<p>Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant</p> <p>FPIC were not applicable because PT Socfin Indonesia Mata Pao Estate has established / started to be planted in 1930. Land ownership before HGU was Erpacht Rights.</p> <p>There was no identified the existence of indigenous land within the company concession.</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance	
authorities). - Major compliance -			
2.3.2	Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include: a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation See specific guidance 2.3.2 - Minor compliance -	FPIC were not applicable because PT Socfin Indonesia Mata Pao Estate has established / started to be planted in 1930. Land ownership before HGU was Erpacht Rights. There was no identified the existence of indigenous land within the company concession.	Yes - comply
2.3.3	Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	FPIC were not applicable because PT Socfin Indonesia Mata Pao Estate has established / started to be planted in 1930. Land ownership before HGU was Erpacht Rights. There was no identified the existence of indigenous land within the company concession.	Yes - comply
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -	Communities are represented through institutions or representatives of their own choosing. It was confirmed that Village communities have delegated their representatives to the Village Head. Village Head are selected through local election.	Yes - comply
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1:			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders. - Major compliance-	PT Socfin Indonesia – Mata Pao POM has shown the documented management plan as in “Rencana Kerja Jangka Panjang 2017-2021”, has prepared by General Manager in HO Medan on 3 rd October 2016. Management Plan was established was established in order to achieve long-term economic and financial viability. The parameters stated in the management plan were including revenue and profit, crop projection (FFB yield trends), CPO and PK extraction rate; estimated estate cost (upkeep, research and development, harvesting, processing, packing, transportation, depreciation) as well as mill cost (processing, repair and maintenance, overhead and depreciation). This plan was established by considering economical parameters/assumptions such as inflation, US Dollar and Indonesian Rupiah (IDR) rate, CPO price, and FFB price.	Yes - comply

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	<p>The management plan achievement was reviewed annually during the management review and annual report, e.g: "Laporan Tahunan 2017", that was approved on 3rd May 2018.</p>																																																																																		
<p>3.1.2 An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance-</p>	<p>PT Socfin Indonesia – Mata Pao POM has shown the document of an annual replanting program as in "Usulan Replanting Program" Kebun Mata Pao, e.g:</p> <p>1. Year 2019:</p> <table border="1" data-bbox="716 714 1272 916"> <thead> <tr> <th>Division</th> <th>Block</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>015</td> <td>52.28</td> </tr> <tr> <td>02</td> <td>022</td> <td>17.27</td> </tr> <tr> <td>02</td> <td>023</td> <td>38.35</td> </tr> <tr> <td>03</td> <td>053</td> <td>78.70</td> </tr> <tr> <td>Total</td> <td></td> <td>186.50</td> </tr> </tbody> </table> <p>2. Year 2020:</p> <table border="1" data-bbox="716 981 1272 1115"> <thead> <tr> <th>Division</th> <th>Block</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>032</td> <td>29.38</td> </tr> <tr> <td>03</td> <td>051</td> <td>39.35</td> </tr> <tr> <td>Total</td> <td></td> <td>68.73</td> </tr> </tbody> </table> <p>3. Year 2021</p> <table border="1" data-bbox="716 1180 1272 1348"> <thead> <tr> <th>Division</th> <th>Block</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>010</td> <td>24.51</td> </tr> <tr> <td>02</td> <td>011</td> <td>44.52</td> </tr> <tr> <td>03</td> <td>031</td> <td>32.30</td> </tr> <tr> <td>Total</td> <td></td> <td>101.33</td> </tr> </tbody> </table> <p>4. Year 2022</p> <table border="1" data-bbox="716 1413 1272 1581"> <thead> <tr> <th>Division</th> <th>Block</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>020</td> <td>54</td> </tr> <tr> <td>02</td> <td>021</td> <td>41,79</td> </tr> <tr> <td>02</td> <td>026</td> <td>25,79</td> </tr> <tr> <td>Total</td> <td></td> <td>121,57</td> </tr> </tbody> </table> <p>5. Year 2023</p> <table border="1" data-bbox="716 1646 1272 1881"> <thead> <tr> <th>Division</th> <th>Block</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>047</td> <td>31.34</td> </tr> <tr> <td>02</td> <td>048</td> <td>29.92</td> </tr> <tr> <td>02</td> <td>018</td> <td>63.42</td> </tr> <tr> <td>03</td> <td>019</td> <td>48.30</td> </tr> <tr> <td>03</td> <td>049</td> <td>78.37</td> </tr> <tr> <td>Total</td> <td></td> <td>251.34</td> </tr> </tbody> </table> <p>Record of realization of replanting program has demonstrated under "Kemajuan Pekerjaan Peremajaan", updated on February 2019, total of realization is 129 Ha.</p>	Division	Block	Ha	01	015	52.28	02	022	17.27	02	023	38.35	03	053	78.70	Total		186.50	Division	Block	Ha	02	032	29.38	03	051	39.35	Total		68.73	Division	Block	Ha	01	010	24.51	02	011	44.52	03	031	32.30	Total		101.33	Division	Block	Ha	02	020	54	02	021	41,79	02	026	25,79	Total		121,57	Division	Block	Ha	02	047	31.34	02	048	29.92	02	018	63.42	03	019	48.30	03	049	78.37	Total		251.34	<p>Yes - comply</p>
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Criterion / Indicator	Assessment Findings	Compliance
Principle 4: Use of appropriate best practices by growers and millers		
Criterion 4.1:		
Operating procedures are appropriately documented, consistently implemented and monitored.		
<p>4.1.1</p> <p>Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills (reception of FFB to dispatch of CPO and PKO) shall be available.</p> <p>- Major compliance -</p>	<p>Standard Operating Procedures (SOPs) and Work Instructions for Estate been documented. The procedures cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, land clearing, nursery, preparation before replanting, drainage system, maintenance of immature and mature upkeep.</p> <p>SOP for Estate:</p> <ul style="list-style-type: none"> - SOC/PSM/7.10: Standard Operating Procedure for Oil Palm Plantation - SOC/PSM/7.10-15: Procedure of Soil Analysis - SOC/PSM/7.10-16: Procedure of Leaf Sampling - SOC/PSM/7.10-08: Procedure of Terracing - SOC/PSM/7.10-06: Procedure of Drainage Ditch - SOC-KKS/IK/05: Work Instruction of Planting of Oil Palm - SOC-KB/IK/01: Work Instruction of Fertilising - SOC-KB/IK/02: Work Instruction of Pesticide Spraying - SOC-KKS/IK/01: Work Instruction of Nursery - SOC-KKS/IK/07: Work Instruction of Harvesting - SOC-KKS/IK/12: Work Instruction of EFB Application - SOC-KKS/IK/12: Work Instruction of Weeds Controlling - SOC-KB/IK/07: Work Instruction of Road Maintenance - SOC-KB/IK/08: Work Instruction of Peat Land Management • IPM Procedure: <ul style="list-style-type: none"> ✓ SOC/PSM/7.10-13: Procedure of Caterpillar Control ✓ SOC/PSM/7.10-11: Procedure of Oryctes Rhinoceros Control ✓ SOC/PSM/7.10-21: Procedure of Rat Control ✓ SOC/PSM/7.10-21: Procedure of Ganoderma Control <p>Procedure and Work instructions in local language for supporting Mill activities have been established for all of its operations from receiving of FFB, processing CPO and palm kernel, dispatch and also supply chain requirements. The procedure also describes quality control check, sampling methods including its reporting from reception of FFB up to dispatch of CPO and palm kernel.</p>	<p>Yes - comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>SOP for Mill:</p> <ul style="list-style-type: none"> • SOC-POM/IK-01 FFB receiving in loading ramp • SOC-POM/IK-02 Operation of steriliser • SOC-POM/IK-02 Operation of housting crane • SOC-POM/IK-04 Operation of stripper • SOC-POM/IK-05 Operation of digester and screw press • SOC-POM/IK-06 Operation of continuous tank • SOC-POM/IK-07 Operation of purifier • SOC-POM/IK-08 Operation of vaccuum dryer • SOC-POM/IK-09 Operation of decanter • SOC-POM/IK-10 Operation of sludge separator • SOC-POM/IK-11 Operation of decantation pond and fat pit • SOC-POM/IK-12 Operation of silo biji • SOC-POM/IK-13 Operation of riplle mill • SOC-POM/IK-14 Operation of separating tank • SOC-POM/IK-15 Operation of silo kernel • SOC-POM/IK-16 Operation of clay bath • SOC-POM/PSM/7.08: Procedure of Receiving • SOC-POM/PSM/7.09: Procedure of Processing • SOC-POM/PSM/7.06: Procedure of Delivery of CPO and PK • SOC/PSM/4.10: Procedure of Waste Control • SOC/PSM/9.09: Procedure of Supply Chain Certification Standard Mass Balance <p>Copy of the procedures was available on site and documented in Indonesian language. Procedures were distributed by Sustainability Sub Department to all Divisions of Estate and Mill. Procedure has been disseminated periodically to all Estate and Mill employees through regular training, monthly briefing and morning circle. Interviews with the employees indicated satisfactory level of understanding and implementation in relation to their respective job function.</p> <p>Sample of estate operational implementation were taken in harvesting process in Block 18 Afdeling I and Block 49 Afdeling II, EFB application in Block 8 Afdeling I, pesticide spraying in Block 13 Afdeling I, caterpillar census in Block 14 Afdeling I. Mill operational implementation was conducted started from loading ramp to CPO dispatch including supporting process, e.g. maintenance and warehouse activities. It was observed that all of the activities were implemented according to procedure.</p>	
<p>4.1.2</p>	<p>Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>The organization has well implemented internal control and monitoring processes that check and report on the implementation of the SOPs. These</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<p>include independent checks of the Mill and Estates by Department of Technology and Department of Agriculture Socfin Medan Head Office.</p> <p>Visiting of Department of Technology and Department of Agriculture Socfin Medan Head Office was conducted to check implementation of the procedures and work instructions which covered operational activities of plantations and mill including the maintenance of palm oil crop (upkeep, manuring, IPM), harvesting, FFB receiving, mill process and other supporting activities such as administration, road infrastructure. Corrective action of all non-conformities found has been follow up.</p> <p>Routinely, the company has monitored the implementation of work procedures carried out by the "Sub Bahagian Tanaman", the last visit in the Mata Pao Estate was carried out on 17-20 February 2018.</p> <p>The visit of the "Sub Bahagian Teknik" to monitor the implementation of procedures in the Mata Pao POM, last conducted on August 20, 2018.</p> <p>The organisation has established procedure to address non-compliance and corrective action for continuous improvement.</p>	
<p>4.1.3 Records of monitoring and any follow-up actions shall be available. - Minor compliance -</p>	<p>Record of monitoring and any action taken were maintained and available for Estate and Mill.</p> <p>Estate Estate activities are programmed in annual program. Activities program are such as pest and diseases census, fertilising, spraying, cleaning of trench and road maintenance. Records of activities were sighted, e.g. "Daily Work Plan", "General Workgroup Task Data Collection Sheet", "Work performance and material use (Prestasi kerja dan pemakaian bahan)", Checking of FFB quality (Buku pemeriksaan ancak dan mutu buah), harvesting rotation. The record covered activities type, number of worker, quantity of agro chemical use, quantity of activities output and area of activities.</p> <p>Routinely, the company has monitored the implementation of work procedures carried out by the "Sub Bahagian Tanaman", the last visit in the Mata Pao Estate was carried out on 17-20 February 2018.</p> <p>The findings of the visit:</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Caterpillar attacks in all divisions are still under control except in Block 26 (TT2004), follow-up: Ensure that census and chemical control activities are ensured that there is no leaf defoliation and must succeed in breaking the caterpillar's life cycle. - There is a delay in weed control N1 in block 8 (TT2007), block 12 (TT2017 Division I and block 35 (TT'2017) Division II Follow-up: consistent removal of grass between legumes every month. <p>Mata Pao POM The visit of the "Sub Bahagian Teknik" to monitor the implementation of procedures in the Mata Pao POM, last conducted on August 20, 2018. The findings of the visit:</p> <ul style="list-style-type: none"> - There are differences in the results of analysis of fatpit /waste pond COD at Mata Pao Estae and SSPL reports. Follow-up: review of analysis procedures in Mata Pao with SSPL - There is no hopper to accommodate FFB and loose-leaf carry-over from the horizontal scraper. Follow-up: making FFB storage containers and loose-leafed carry-over from horizontal scraper. 	
<p>4.1.4</p>	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Mata Pao POM did not receive uncertified FFB from the third party. All records have been verified and it was compliance with available procedure. There was evidence of SOP implementation such as: FFB grading process 100% in accordance with grading criteria</p> <p>Yes - comply</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1</p>	<p>A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>The company has defined SOP for Good Agricultural Practices in managing soil fertility which documented in Work Instruction of Fertilizing (SOC-KB/IK/01) Rev.04 dated 1 October 2016. Fertilizer application in Mata Pao Estate was performed manually and mechanically.</p> <p>Based on data on fertilizing booklet 2018, it was noted that fertilizing activities in 2018 has been implemented and monitored. During field visit it was observed that all plant are in good condition, conclude that SOP of fertilizing are well implemented.</p> <p>Yes - comply</p>
<p>4.2.2</p>	<p>Records of fertilizer inputs shall</p>	<p>Records of fertiliser inputs are well maintained in</p> <p>Yes -</p>

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Criterion / Indicator	Assessment Findings	Compliance	
be available. - Minor compliance -	<p>document Fertilizing Recommendation 2018 "Booklet Pemupukan Program 2018". Fertilizer inputs recorded each semester. Fertilizer recommendation in 2018 was defined based on leaf sampling unit (LSU) and soil sampling unit (SSU).</p> <p>Record of manuring realisation in 2017 and 2018 shows that the realizations are in accordance with the plan/recommendation. Detail of fertilizer recommendation for Mata Pao Estate 2018 are as follows:</p> <ul style="list-style-type: none"> a. Replanting: NPK 15:15:15 = 9,268 kg; Urea = 15,446 kg; RP = 24,679 kg; Kieserite = 4,634 kg; Borate = 928 kg. b. Immature: NPK 15:15:15 = 145,601 kg; Urea = 45,835 kg; KCl = 32,682 kg; Kieserite = 22,101 kg; Borate = 8,653 kg. c. Mature: NPK 12:12:17 = 1,522,729 kg; Urea = 3,563 kg; KCl = 3,874 kg; Dolomite = 117,740 kg; Kieserite = 18,140 kg; Borate = 3,380 kg. <p>Detail of fertilizer realization for Mata Pao Estate 2018 are as follows:</p> <ul style="list-style-type: none"> a. Replanting: NPK 15:15:15 = 9,335 kg; Urea = 15,553 kg; RP = 24,354 kg; Kieserite = 4,668 kg; Borate = 958 kg. b. Immature: NPK 15:15:15 = 145,125 kg; Urea = 45,860 kg; KCl = 32,660 kg; Kieserite = 22,095 kg; Borate = 8,657 kg. c. Mature: NPK 12:12:17 = 1,610,810 kg; Urea = 6,560 kg; KCl = 3,870 kg; Dolomite = 119.634 kg; Kieserite = 19,840 kg; Borate = 3,385 kg. 	comply	
4.2.3	Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -	<p>Soil analysis is conducted every 6 years. Last analysis was conducted in 2016 to 3 samples. Soil analysis was conducted by Socfindo Seed Production and Laboratory. Evidence of soil analysis were available under Soil Analysis Report dated 29 November 2016 Ref. No. S16-076/LAB-SSPL/XI/2016. Sample result of Labcode S1601135; user code Block 16 MP; pH H₂O = 4.8; pH KCl = 4.5; Sand = 52.0%; Silt = 12.0%; Clay = 36.0%; N = 0.02%; C-Org = 7.73%; P-Bray = 17.48%; CEC = 20.68%; K = 0.36%; Ca = 0.43%; Mg = 0.20%; Na = 0.17%</p> <p>Leaf analysis is conducted annually at minimum 2 months after 1st fertilizer application finished. The last Leaf sampling analysis was conducted on 21 May 2018. Leaf analysis was conducted by Socfindo Seed Production and Laboratory.</p>	Yes - comply

Criterion / Indicator	Assessment Findings	Compliance								
	<p>Sample of leaf analysis result based on Leaf Analysis Result issued by Socfindo Seed Production and Laboratory, Ref. No. L18-075/LAB-SSPL/V/2018, number of sample: 5 samples; Lab ID 1801542; sample ID MP3422013; Ca = 0.62%; K = 1.08%; Mg = 0.22%; N = 2.88%; P = 0.13%. Lab ID 180146; sample ID MP3542012; Ca = 0.62%; K = 0.97%; Mg = 0.17%; N = 2.56%; P = 0.12%.</p>									
<p>4.2.4 A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting. - Minor compliance -</p>	<p>There was nutrient recycling strategy performed by Mata Pao Estate such as land application from Empty fruit bunch (EFB) and solid. EFB and solid was applied in Division I, II and III. Dosage of EFB application was described in the work instruction.</p> <p>Program and realisation of EFB application 2018 was available under "Rencana Aplikasi Janjang Kosong Ke Lapangan 2018 Kebun Mata Pao". Total planned was 490.83 Ha (7,859 Ton), total realisation was 490.83 Ha (8,043 Ton). Program and Realization of EFB application 2019 were available, planned was 481.96 Ha (8,100 ton), realized up to January 2019 was 13.43 Ha (147 ton).</p> <p>Program and realisation of solid application 2018 was available under "Rencana Aplikasi Solid Ke Lapangan 2018 Kebun Mata Pao". Total planned was 270.74 Ha (2,707 Ton), total realisation was 183.71 Ha (2,228.41 Ton). Program and Realization of solid application 2019 were available, planned was 449.96 Ha (2,340 ton), there is no realization up to January 2019.</p>	<p>Yes - comply</p>								
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>										
<p>4.3.1 Maps of any fragile soils shall be available. - Major compliance -</p>	<p>The company has a detailed soil map showing gradients and soil types. The latest version of soil map was issued by Department of Agriculture on 1 January 2015. The maps included maps of fragile soils. Based on maps of soils type, there are no fragile soils present in Mata Pao Estate. Maps of soils survey were available with scale 1 : 25.000 sourced from Measuring and Monitoring in the field using GPS 76 CS. Soil characteristic is presented in table below:</p> <table border="1" data-bbox="678 1872 1187 2040"> <thead> <tr> <th data-bbox="678 1872 1007 1939">Soil Type</th> <th data-bbox="1007 1872 1187 1939">Total Area (Ha)</th> </tr> </thead> <tbody> <tr> <td data-bbox="678 1939 1007 1973"><i>Aquic Eutrudepts</i></td> <td data-bbox="1007 1939 1187 1973">515.05</td> </tr> <tr> <td data-bbox="678 1973 1007 2007"><i>Aquic Paleudult</i></td> <td data-bbox="1007 1973 1187 2007">119.46</td> </tr> <tr> <td data-bbox="678 2007 1007 2040"><i>Typic Endoaquept</i></td> <td data-bbox="1007 2007 1187 2040">810.99</td> </tr> </tbody> </table>	Soil Type	Total Area (Ha)	<i>Aquic Eutrudepts</i>	515.05	<i>Aquic Paleudult</i>	119.46	<i>Typic Endoaquept</i>	810.99	<p>Yes - comply</p>
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<p>4.3.2</p> <p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -</p>	<p>The organisation has management strategy for planting on slopes above certain limit such as terracing, as referred to company's SOP and work instructions. The Work instruction described preparation for planting including planting on slopes area has been developed by organisation.</p> <p>System for planting on slopes area is provided through terracing, levelling of terrace, planting legume cover crops and determining of planting space. Terrace and Platform created in area with slopes 10 – 15% and wide 4 m. Mata Pao Estate has slopes between 0 – 12%, Practices to control and minimize erosion have been applied by planting legume cover crop.</p>	<p>Yes - comply</p>																																																
<p>4.3.3</p> <p>A road maintenance program shall be in place. - Minor compliance –</p>	<p>Mata Pao Estate has established annual programme of mechanical and manual road maintenance for government road, primary road, and secondary road.</p> <p>Record of manual and mechanical road maintenance realisation was sighted included block and length of road maintained. January – December 2018:</p> <table border="1" data-bbox="678 1464 1284 1765"> <thead> <tr> <th rowspan="2">Division</th> <th colspan="2">Program</th> <th colspan="2">Realization</th> </tr> <tr> <th>Manual (m)</th> <th>Mechanical (m)</th> <th>Manual (m)</th> <th>Mechanical (m)</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>18,000</td> <td>59,500</td> <td>4,265</td> <td>33,400</td> </tr> <tr> <td>II</td> <td>12,000</td> <td>46,000</td> <td>605</td> <td>27,600</td> </tr> <tr> <td>III</td> <td>21,000</td> <td>43,000</td> <td>9,150</td> <td>12,000</td> </tr> </tbody> </table> <p>January 2019:</p> <table border="1" data-bbox="678 1823 1284 2020"> <thead> <tr> <th rowspan="2">Division</th> <th colspan="2">Program</th> <th colspan="2">Realization</th> </tr> <tr> <th>Manual (m)</th> <th>Mechanical (m)</th> <th>Manual (m)</th> <th>Mechanical (m)</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1,500</td> <td>5,000</td> <td>0</td> <td>10,800</td> </tr> <tr> <td>II</td> <td>1,000</td> <td>3,000</td> <td>0</td> <td>6,800</td> </tr> <tr> <td>III</td> <td>2,000</td> <td>5,000</td> <td>1,940</td> <td>4,000</td> </tr> </tbody> </table>	Division	Program		Realization		Manual (m)	Mechanical (m)	Manual (m)	Mechanical (m)	I	18,000	59,500	4,265	33,400	II	12,000	46,000	605	27,600	III	21,000	43,000	9,150	12,000	Division	Program		Realization		Manual (m)	Mechanical (m)	Manual (m)	Mechanical (m)	I	1,500	5,000	0	10,800	II	1,000	3,000	0	6,800	III	2,000	5,000	1,940	4,000	<p>Yes - comply</p>
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Criterion / Indicator	Assessment Findings	Compliance
	Road maintenance was well implemented. During field observation it was sighted that all roads, culverts and bridges were well maintained and can be pass by vehicle.	
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Major compliance –	N/A
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance –	N/A
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance –	N/A
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.		
4.4.1	<p>An implemented water management plan shall be in place. - Minor compliance -</p> <p>The company has defined documented procedure for water management plan include water source and distribution identification, volume of water utilization, parameter/standards of water utilization, identify the impacts include water effluents/wastes and also the method to reduce and control.</p> <p>The water sources at Mata Pao were from ground water (ABT) as the license of ground water utilization based on Decree of the Governor of North Sumatera No.546.2/346/DIS PM PPTSP/6/X.3b/III/2018 dated 3 March 2018 valid for 3 years.</p> <p>The water was utilize for mill operations (include boilers, processes and domestics usage) that through the water treatment plant (using physicals and chemicals method). For estate operations (include housing, pesticides mixings and office operations) using ground water that don't have permit use.</p> <p>The monitoring of water volume utilization was conducted, records was also sighted that water usage was majority from Mata Pao POM. Water was used for staff and workers housing and office operation. For workers housing which far from the</p>	Yes - comply

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	<p>palm oil mill, water was from deep well. Quality of water is analysed annually by Socfindo Seed Production and Laboratory. From the result shows that all parameter were conformed within the standard (Permenkes No. 492/2010). Sample of water analysis report for clean water at Division III; Lab ID = W1800089; Sample ID = 4007633; result:</p> <table border="1" data-bbox="678 618 1246 1556"> <thead> <tr> <th>Parameter</th> <th>UOM</th> <th>Results</th> <th>Standard Specification</th> </tr> </thead> <tbody> <tr> <td>Smell</td> <td></td> <td>No smell</td> <td>No smell</td> </tr> <tr> <td>Taste</td> <td></td> <td>No taste</td> <td>No taste</td> </tr> <tr> <td>Colour</td> <td>TCU</td> <td>1</td> <td>50</td> </tr> <tr> <td>Turbidity</td> <td>NTU</td> <td>0.05</td> <td>25</td> </tr> <tr> <td>Dissolved substance</td> <td>mg/L</td> <td>0.15</td> <td>1000</td> </tr> <tr> <td>pH H₂O</td> <td></td> <td>7.70</td> <td>6.5 – 8.5</td> </tr> <tr> <td>NO₃</td> <td>mg/L</td> <td>9.98</td> <td>10</td> </tr> <tr> <td>NO₂</td> <td>mg/L</td> <td>0</td> <td>1</td> </tr> <tr> <td>SO₄</td> <td>mg/L</td> <td>4.97</td> <td>400</td> </tr> <tr> <td>Fe</td> <td>µg/L</td> <td>0</td> <td>1000</td> </tr> <tr> <td>Mn</td> <td>µg/L</td> <td>21.42</td> <td>500</td> </tr> <tr> <td>Pb</td> <td>µg/L</td> <td>0</td> <td>50</td> </tr> <tr> <td>Cd</td> <td>µg/L</td> <td>0</td> <td>5</td> </tr> <tr> <td>KMNO₄</td> <td>mg/L</td> <td>0</td> <td>10</td> </tr> <tr> <td>Zn</td> <td>µg/L</td> <td>2.05</td> <td>15000</td> </tr> <tr> <td>Hg</td> <td>µg/L</td> <td>0.04</td> <td>1</td> </tr> <tr> <td>Cn</td> <td>mg/L</td> <td>0</td> <td>0.1</td> </tr> <tr> <td>Se</td> <td>µg/L</td> <td>0.13</td> <td>10</td> </tr> <tr> <td>Cr</td> <td>µg/L</td> <td>0.80</td> <td>50</td> </tr> <tr> <td>As</td> <td>µg/L</td> <td>6.06</td> <td>50</td> </tr> <tr> <td>Coliform Total</td> <td>/100 ml</td> <td>0</td> <td>50</td> </tr> </tbody> </table> <p>The organisation has program to reduce water consumption, e.g. arranging ground water abstraction by not all pumps are operated, arranging water distribution to staff housing, reusing sterilizer condensate water for press station, reusing water from PPE and spraying cap cleaning, flowmeter installation for all water utilization at mill, install LTDS (Light Tenera Drying Separation) for kernel processing.</p> <p>Based on field observation to Mata Pao POM, it was observed that drainage blowdown water from boiler to WWT drain has been installed. All boiler blowdown water was drained to WWT drain. Result</p>	Parameter	UOM	Results	Standard Specification	Smell		No smell	No smell	Taste		No taste	No taste	Colour	TCU	1	50	Turbidity	NTU	0.05	25	Dissolved substance	mg/L	0.15	1000	pH H ₂ O		7.70	6.5 – 8.5	NO ₃	mg/L	9.98	10	NO ₂	mg/L	0	1	SO ₄	mg/L	4.97	400	Fe	µg/L	0	1000	Mn	µg/L	21.42	500	Pb	µg/L	0	50	Cd	µg/L	0	5	KMNO ₄	mg/L	0	10	Zn	µg/L	2.05	15000	Hg	µg/L	0.04	1	Cn	mg/L	0	0.1	Se	µg/L	0.13	10	Cr	µg/L	0.80	50	As	µg/L	6.06	50	Coliform Total	/100 ml	0	50	
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	<p>of pH in WWT pond #1 outlet is checked weekly by laboratory with pH result was < 9. Major NCR from previous audit is remain closed.</p> <p>Waste water analysis data:</p> <table border="1" data-bbox="678 555 1066 1223"> <thead> <tr> <th>Month</th> <th>Week</th> <th>pH</th> </tr> </thead> <tbody> <tr><td>Oct 2018</td><td>1</td><td>8.40</td></tr> <tr><td></td><td>2</td><td>8.63</td></tr> <tr><td></td><td>3</td><td>8.43</td></tr> <tr><td></td><td>4</td><td>8.71</td></tr> <tr><td>Nov 2018</td><td>1</td><td>8.46</td></tr> <tr><td></td><td>2</td><td>8.27</td></tr> <tr><td></td><td>3</td><td>7.97</td></tr> <tr><td></td><td>4</td><td>7.76</td></tr> <tr><td>Dec 2018</td><td>1</td><td>7.94</td></tr> <tr><td></td><td>2</td><td>8.17</td></tr> <tr><td></td><td>3</td><td>7.86</td></tr> <tr><td></td><td>4</td><td>7.82</td></tr> <tr><td>Jan 2019</td><td>1</td><td>8.19</td></tr> <tr><td></td><td>2</td><td>8.31</td></tr> <tr><td></td><td>3</td><td>8.21</td></tr> <tr><td></td><td>4</td><td>8.54</td></tr> <tr><td>Feb 2019</td><td>1</td><td>8.21</td></tr> <tr><td></td><td>2</td><td>8.42</td></tr> <tr><td></td><td>3</td><td>8.37</td></tr> </tbody> </table>	Month	Week	pH	Oct 2018	1	8.40		2	8.63		3	8.43		4	8.71	Nov 2018	1	8.46		2	8.27		3	7.97		4	7.76	Dec 2018	1	7.94		2	8.17		3	7.86		4	7.82	Jan 2019	1	8.19		2	8.31		3	8.21		4	8.54	Feb 2019	1	8.21		2	8.42		3	8.37	
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<p>4.4.2</p>	<p>Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.</p> <p>- Major compliance -</p> <p>Mata Pao Estate was traversed by small river at Block 49, 51, 52, 54, 55 and Sei Rejo river. Policy of riparian buffer zone management at or before replanting was provided in procedure "Pengelolaan Areal Konservasi Sempadan Sungai" - Management of riparian conservation area (SOC/PSM/9.07) Rev.04 dated 1 April 2015. The company also has procedures that regulate the width of riparian listed on HCV Management and Monitoring Procedures (SOC/PSM/9.06) Rev.03 dated 1 February 2016. In point 4, explained the definition of the area along the river banks are left and right of the rivers, including ditch and channel, which have important benefits to maintain the sustainability of the river functions.</p> <p>Procedure mentioned that riparian buffer zone are planted with beneficial plants and woody trees, manured with organic fertilizer such as EFB. Manual control was conducted based on monthly riparian monitoring result. Manual control realization was recorded on activity record every month.</p> <p>The purposes of the activities are:</p> <p>- To protect river from chemical pollutant such</p>	<p>Yes - comply</p>																																																												

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	<p>as fertilizer, herbicides and pesticides.</p> <ul style="list-style-type: none"> - To protect some specific species that protected by government act that exist in the riparian area. <p>Field observation was conducted on riparian area at Block 55 (Division III) to verify procedure implementation. It was observed that only manual control conducted in the riparian buffer zone. This buffer zone is enriched with beneficial plants <i>Mucuna bracteata</i> and <i>Casia cobanensis</i>.</p>																																																					
<p>4.4.3</p> <p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) has demonstrated under Certificate of "Analysis Report – Laporan Analisa" that was conducted by Accrediation Laboratory namely PT Sucofindo every months.</p> <p>Data seen:</p> <table border="1" data-bbox="678 969 1295 1440"> <thead> <tr> <th>Months – 2018</th> <th>Certificate Number</th> <th>BOD (mg/L)</th> <th>COD (mg/L)</th> </tr> </thead> <tbody> <tr><td>January</td><td>00835/CLACAL</td><td>82.4</td><td>173.76</td></tr> <tr><td>February</td><td>01022/CLACAL</td><td>85.4</td><td>172.84</td></tr> <tr><td>March</td><td>02481/CLACAL</td><td>93.8</td><td>184.22</td></tr> <tr><td>April</td><td>02516/CLACAL</td><td>80.4</td><td>159.87</td></tr> <tr><td>May</td><td>03392/CLACAL</td><td>92.2</td><td>167.31</td></tr> <tr><td>June</td><td>03646/CLACAL</td><td>93.8</td><td>184.72</td></tr> <tr><td>July</td><td>04054/CLACAL</td><td>46.8</td><td>90.46</td></tr> <tr><td>August</td><td>05624/CLACAL</td><td>50.2</td><td>106.24</td></tr> <tr><td>September</td><td>06507/CLACAL</td><td>80.2</td><td>169.24</td></tr> <tr><td>October</td><td>06868/CLACAL</td><td>82.8</td><td>130.99</td></tr> <tr><td>November</td><td>07917/CLACAL</td><td>56.6</td><td>106.24</td></tr> <tr><td>December</td><td>09758/CLACAL</td><td>81.8</td><td>163.29</td></tr> </tbody> </table> <p>The result was complied with the Ministry of Environment Decree No. 5/2014 annex III required that BOD of POME discharged is less than 100 mg/litre. The result of POME quality during this period was under 100 mg/litre.</p> <p>Location of testing in outlet of mill wastewater (POME)"Outlet PKS Kebun Mata Pao" that was processed through a series of waste water treatment ponds: one anaerobic pond, one facultative pond and one aerobic pond. Process parameter monitoring and maintenance of the ponds were sighted.</p> <p>Permit of wastewater discharge under "Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Serdang Bedagai</p>	Months – 2018	Certificate Number	BOD (mg/L)	COD (mg/L)	January	00835/CLACAL	82.4	173.76	February	01022/CLACAL	85.4	172.84	March	02481/CLACAL	93.8	184.22	April	02516/CLACAL	80.4	159.87	May	03392/CLACAL	92.2	167.31	June	03646/CLACAL	93.8	184.72	July	04054/CLACAL	46.8	90.46	August	05624/CLACAL	50.2	106.24	September	06507/CLACAL	80.2	169.24	October	06868/CLACAL	82.8	130.99	November	07917/CLACAL	56.6	106.24	December	09758/CLACAL	81.8	163.29	<p>Yes - comply</p>
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<p>4.4.4 Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance –</p>	<p>PT Socfin Indonesia – Mata Paom POM has defined the procedure on the monitoring of mill waster use per ton of FFB processing under POM Water Management Procedure No: SOCPSM/4.22 rev.02, dated 1st January 2016.</p> <p>The record of mill water usager per ton of FFB has shown under document of "Debet Air, Pemakian Air untuk Pabrik bulan Januari – Desember 2018" as following:</p> <table border="1" data-bbox="678 846 1295 1411"> <thead> <tr> <th>Months</th> <th>FFB processing (Ton)</th> <th>Water Usage (M3)</th> <th>Waster use per ton of FFB</th> </tr> </thead> <tbody> <tr><td>January</td><td>2,899.3</td><td>2,639</td><td>0.91</td></tr> <tr><td>February</td><td>2,954.8</td><td>3,685</td><td>0.91</td></tr> <tr><td>March</td><td>3,619.6</td><td>3,300</td><td>0.91</td></tr> <tr><td>April</td><td>3,492.1</td><td>3,182</td><td>0.91</td></tr> <tr><td>May</td><td>3,890.5</td><td>3,550</td><td>0.91</td></tr> <tr><td>June</td><td>3,508,6</td><td>3,194</td><td>0.91</td></tr> <tr><td>July</td><td>4,338.2</td><td>3,863</td><td>0.91</td></tr> <tr><td>August</td><td>3,633.5</td><td>3,333</td><td>0.92</td></tr> <tr><td>September</td><td>3,122.7</td><td>2,913</td><td>0.93</td></tr> <tr><td>October</td><td>2,623.2</td><td>2,378</td><td>0.91</td></tr> <tr><td>November</td><td>2,085.4</td><td>1,855</td><td>0.89</td></tr> <tr><td>December</td><td>1,708.2</td><td>1,508</td><td>0.88</td></tr> <tr><td>Total</td><td>37,766.1</td><td>24,401</td><td>0.91</td></tr> </tbody> </table> <p>Permit of ground water use under "Keputusan Gubernur Sumatera Utara Nomor: 546.2/346/DISPMPPTSP/6/X.3b/III/2018 tentang Izin Pengambilan Air Tanah, dated 6th March 2018.</p>	Months	FFB processing (Ton)	Water Usage (M3)	Waster use per ton of FFB	January	2,899.3	2,639	0.91	February	2,954.8	3,685	0.91	March	3,619.6	3,300	0.91	April	3,492.1	3,182	0.91	May	3,890.5	3,550	0.91	June	3,508,6	3,194	0.91	July	4,338.2	3,863	0.91	August	3,633.5	3,333	0.92	September	3,122.7	2,913	0.93	October	2,623.2	2,378	0.91	November	2,085.4	1,855	0.89	December	1,708.2	1,508	0.88	Total	37,766.1	24,401	0.91	
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<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>																																																										
<p>4.5.1 Monitoring of Integrated Pest Management (IPM) plan implementation shall be available. - Major compliance -</p>	<p>Integrated Pest Management (IPM) Plan has been implemented by the company. IPM Plan have been prepared within the budget in 2018. IPM Budget 2019 were also available. Estate has established Division Work Program annually for IPM for each Division. IPM plan includes detection and census of pest and diseases, weeds controlling, planting and upkeep of beneficial plant, use of pesticide and herbicide. IPM plan include the following :</p> <ul style="list-style-type: none"> • Identification of potential pests and thresholds. 	<p>Yes - comply</p>																																																								

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • The techniques used (cultural, biological, mechanical and physical methods). • The native species used as part of the biological control method. • Reducing the use of chemicals over a period of time. • Prophylactic use of pesticides. • Minimization of pesticide use. • Review on the plans to suit the present condition such as replanting. <p>The company has establish the SOPs for IPM, e.g.:</p> <ul style="list-style-type: none"> • SOC/PSM/7.10-13: Procedure of Integrated Pest Management Caterpillar and Bagworm attack • SOC/PSM/7.10-11: Procedure of Integrated Pest Control <i>Oryctes rhinoceros</i> • SOC/PSM/7.10-21: Procedure of IPM for rodent, this procedure was revised on 8 February 2018, stated that IPM of rat is conducted through biological or chemical. Previously, procedure mentioned that IPM of rat was conducted through biological and chemical. <p>The SOP describes integrated pest control (integrated pest management/IPM) which combines various control techniques e.g. mechanical, biological, physical and chemical, applied early warning system (EWS) through periodically census for pests by :</p> <ol style="list-style-type: none"> 1. Visual observation (visual plant e.g. leafs or broken stems and fruit rot). 2. Conducting a census (to determine the distribution and level of attack). 3. Control (manual, biological or chemical) e.g. planting of <i>Turnera Subulatta</i> (nest of natural predator of nettle caterpillars (Ulat Api)). 4. Census of evaluation (to see the effect of control). <p>Several records of pest occurrence and control verified such as :</p> <ul style="list-style-type: none"> - IPM Program 2018 and 2019: Caterpillar census, rat census and imago and larva of <i>Oryctes rhinoceros</i>. - "Rekap Luas Serangan dan Pemberantasan Ulat 2018" described data caterpillar attack and control. In 2018, there has been several control methods done in Mata Pao Estate, e.g. Trunk Injection done 5,716.90 Ha; High Pressure Spraying done 2,292.66 Ha; Fogging done 2,031.46 Ha; hand picking done 88.74 Ha; Knapsack spraying done 80.19 Ha; and Mist Blower done 7.00 Ha. 	

Criterion / Indicator	Assessment Findings	Compliance	
	<ul style="list-style-type: none"> - "Data Serangan Oryctes" described census of Oryctes, e.g. in Division II, Block 24, attacked 2 plant (0.26%); Block 25 attacked 2 plant (0.03%); Block 37 attacked 7 plant (0.09%). In Division III, Block 44, attacked 47 plant (1.66%); Block 45, attacked 38 plant (1.40%); Block 46, attacked 56 plant (0.59%); and Block 50, attacked 43 plant (0.62%). - Monitoring of beneficial plant planting; i.e. Division I period February 2019, <i>Casia cobanensis</i> has been planted 800 m at Block 16; 680 m at Block 11; 1,160 m at Block 07; 590 m at Block 06; 625 m at Block 05 and 750 m at Block 02; <i>Turnera subulatta</i> has been planted 200 m at Block 16; 170 m at Block 11; 290 m at Block 07; 150 m at Block 06; 150 m at Block 05 and 180 m at Block 02. Division III period January 2019, <i>Casia cobanensis</i> has been planted 250 m at Block 49; 120 m at Block 50; 80 m at Block 51; 28 m at Block 52. - Breeding of cycanus (predator of nettle caterpillar); i.e. In Division II in January 2018 has been released 215 individu at Block 34; in February 2018 has been released 296 individu at Block 27; in March 2018 has been released 172 individu at Block 27; 401 individu at Block 28; and 142 individu at Block 29. In Division III in February 2018 has been released 88 individu at Block 39; 56 individu at Block 40; in March 2018 has been released 49 individu at Block 39. In Division I in February 2018 has been released 232 individu at Block 01; 450 individu at Block 03; in March 2018 has been released 423 individu at Block 03. 		
<p>4.5.2</p>	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>Refreshment training of Integrated Pest Management is conducted annually. Latest refreshment training of Integrated Pest Management to IPM workers has been performed on 14 January 2019, attended by 6 personnel, and on 22 December 2018, attended by 23 personnel. Records of training were evidenced. Personnel interviewed during field observation were verified has received training of IPM.</p>	<p>Yes - comply</p>
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			
<p>4.6.1</p>	<p>Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate</p>	<p>The company has established ethic policy regarding safe, efficient and effective use of chemicals under Ethic Policy point 11. Procedure/work instruction of Pesticides Spraying (SOCKB/IK/02) described use of selective pesticides</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance																																																						
<p>dosage which have minimal impact on non-target species. - Major compliance -</p>	<p>that are specific to target pests, weeds, or diseases. Each type of pesticide used have been defined specific target of pest, types of weeds, application dosage per hectare which have minimal effect on non-target species and a broad plan of applications specified in the annual budget. To avoid development of resistance, the company implemented pesticides rotation. In average pesticide rotation is 4 (four) rounds a year. Pesticides used by Mata Pao Estate has license and registered in the Agriculture Department as mentioned in Pesticide Commission Book "Buku Komisi Pestisida":</p> <table border="1" data-bbox="676 808 1299 1957"> <thead> <tr> <th>Pesticides</th> <th>License</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>Ally 20 WDG</td> <td>RI.01030119888 37</td> <td>11 May 2021</td> </tr> <tr> <td>Amistartop 325 SC</td> <td>RI.01020120052 228</td> <td>17 Oct 2019</td> </tr> <tr> <td>Becano</td> <td>RI.01030120124 279</td> <td>5 May 2022</td> </tr> <tr> <td>Bimaron 80 WP</td> <td>RI.01030119931 078</td> <td>17 Oct 2019</td> </tr> <tr> <td>Broconil 75 WP</td> <td>RI.01020120062 347</td> <td>12 Dec 2020</td> </tr> <tr> <td>Cymbush 50 EC</td> <td>RI.01010119814 62</td> <td>5 May 2021</td> </tr> <tr> <td>Cypertop 200 W</td> <td>RI.01010120124 352</td> <td>6 Nov 2022</td> </tr> <tr> <td>Dacomina 865 SL</td> <td>RI.0103012004</td> <td>30 Apr 2019</td> </tr> <tr> <td>Decis 25 EC</td> <td>RI.01010119793 87</td> <td>6 Oct 2022</td> </tr> <tr> <td>Garlon 670 EC</td> <td>RI.01030120155 148</td> <td>5 May 2020</td> </tr> <tr> <td>Gramoxone 275 SL</td> <td>RI.01030119743 6</td> <td>12 Dec 2020</td> </tr> <tr> <td>Ratgone 0.005 B</td> <td>RI.01120119951 212</td> <td>12 Dec 2021</td> </tr> <tr> <td>Round Up 486 SL</td> <td>RI.01030120155 319</td> <td>12 Dec 2020</td> </tr> <tr> <td>Santador 25 EC</td> <td>RI.01010120042 138</td> <td>2 Feb 2020</td> </tr> <tr> <td>Sanvin 88 SP</td> <td>RI.01010120134 818</td> <td>3 Sep 2023</td> </tr> <tr> <td>Starane 290 EC</td> <td>RI.01030119888 54</td> <td>15 Apr 2019</td> </tr> <tr> <td>Starthene 75 WG</td> <td>RI.01010120072 983</td> <td>30 Aug 2022</td> </tr> </tbody> </table> <p>It was noted that there were no agrochemicals</p>	Pesticides	License	Expiry Date	Ally 20 WDG	RI.01030119888 37	11 May 2021	Amistartop 325 SC	RI.01020120052 228	17 Oct 2019	Becano	RI.01030120124 279	5 May 2022	Bimaron 80 WP	RI.01030119931 078	17 Oct 2019	Broconil 75 WP	RI.01020120062 347	12 Dec 2020	Cymbush 50 EC	RI.01010119814 62	5 May 2021	Cypertop 200 W	RI.01010120124 352	6 Nov 2022	Dacomina 865 SL	RI.0103012004	30 Apr 2019	Decis 25 EC	RI.01010119793 87	6 Oct 2022	Garlon 670 EC	RI.01030120155 148	5 May 2020	Gramoxone 275 SL	RI.01030119743 6	12 Dec 2020	Ratgone 0.005 B	RI.01120119951 212	12 Dec 2021	Round Up 486 SL	RI.01030120155 319	12 Dec 2020	Santador 25 EC	RI.01010120042 138	2 Feb 2020	Sanvin 88 SP	RI.01010120134 818	3 Sep 2023	Starane 290 EC	RI.01030119888 54	15 Apr 2019	Starthene 75 WG	RI.01010120072 983	30 Aug 2022	
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<p>4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications shall be available. - Major compliance -</p>	<p>being used which were not registered during this audit.</p> <p>Mata Pao Estate has defined pesticide application program in the annual budget, such as Program of circle and path spraying, interrow spraying,alang eradication and trunk injection. Records of pesticides use were available in "Toksistas Pestisida Tahun 2018". Record of pesticide toxicity provided information regarding active ingredient, LD50, quantity of use, quantity of active ingredient, total area applied, active ingredient use (kg or litre) per Ha.</p> <p>Data of pesticide use 2018</p> <table border="1" data-bbox="678 846 1273 1765"> <thead> <tr> <th>Pesticide</th> <th>Quantity (kg or Litre)</th> <th>LD50 (oral rat) mg/kg</th> <th>Active ingredient used (kg or liter per Ha)</th> </tr> </thead> <tbody> <tr><td>Ally 20 WDG</td><td>34.05</td><td>5,000</td><td>0.0026</td></tr> <tr><td>Amistartop 325 SC</td><td>62.48</td><td>2,000</td><td>0.6942</td></tr> <tr><td>Becano</td><td>35.56</td><td>2,000</td><td>0.1140</td></tr> <tr><td>Bimaron 80 WP</td><td>887.75</td><td>2,900</td><td>0.1656</td></tr> <tr><td>Broconil 75 WP</td><td>41.40</td><td>2,000</td><td>0.0000</td></tr> <tr><td>Cymbush 50 EC</td><td>93.40</td><td>2,200</td><td>0.0075</td></tr> <tr><td>Cypertop 200 W</td><td>884.80</td><td>242</td><td>0.0168</td></tr> <tr><td>Dacomina 865 SL</td><td>898.00</td><td>1,000</td><td>0.0906</td></tr> <tr><td>Decis 25 EC</td><td>10.00</td><td>431</td><td>0.0076</td></tr> <tr><td>Garlon 670 EC</td><td>0.50</td><td>2,000</td><td>0.3350</td></tr> <tr><td>Gramoxone 275 SL</td><td>236.55</td><td>707</td><td>0.1311</td></tr> <tr><td>Ratgone 0.005 B</td><td>45.00</td><td>5,000</td><td>0.0000</td></tr> <tr><td>Round Up 486 SL</td><td>8,465.05</td><td>9,041</td><td>0.5485</td></tr> <tr><td>Santador 25 EC</td><td>1,952.00</td><td>235</td><td>0.0107</td></tr> <tr><td>Sanvin 88 SP</td><td>8.20</td><td>5,000</td><td>0.3644</td></tr> <tr><td>Starane 290 EC</td><td>139.25</td><td>1,581</td><td>0.1593</td></tr> <tr><td>Starthene 75 WG</td><td>6,935.00</td><td>1,366</td><td>0.0000</td></tr> </tbody> </table>	Pesticide	Quantity (kg or Litre)	LD50 (oral rat) mg/kg	Active ingredient used (kg or liter per Ha)	Ally 20 WDG	34.05	5,000	0.0026	Amistartop 325 SC	62.48	2,000	0.6942	Becano	35.56	2,000	0.1140	Bimaron 80 WP	887.75	2,900	0.1656	Broconil 75 WP	41.40	2,000	0.0000	Cymbush 50 EC	93.40	2,200	0.0075	Cypertop 200 W	884.80	242	0.0168	Dacomina 865 SL	898.00	1,000	0.0906	Decis 25 EC	10.00	431	0.0076	Garlon 670 EC	0.50	2,000	0.3350	Gramoxone 275 SL	236.55	707	0.1311	Ratgone 0.005 B	45.00	5,000	0.0000	Round Up 486 SL	8,465.05	9,041	0.5485	Santador 25 EC	1,952.00	235	0.0107	Sanvin 88 SP	8.20	5,000	0.3644	Starane 290 EC	139.25	1,581	0.1593	Starthene 75 WG	6,935.00	1,366	0.0000	<p>Yes - comply</p>
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<p>4.6.3 Any use of pesticides shall be minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in</p>	<p>The organization has documented IPM plan including type of pest and diseases, setting out of technique to be implemented (detection, census and treatment), control (manual, biological or chemical), locations to be applied, and time frame for implementation. Programme for IPM is</p>	<p>Comply</p>																																																																								

Criterion / Indicator	Assessment Findings	Compliance
<p>specific situations identified in Indonesia Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>established annually. IPM programme includes pest and diseases detection, census and controlling, use of pesticide and herbicide.</p> <p>IPM plan was well implemented and documented, as seen on document below:</p> <ul style="list-style-type: none"> - IPM Program 2018 and 2019: Caterpillar census, rat census and imago and larva of <i>Oryctes rhinoceros</i>. - "Rekap Luas Serangan dan Pemberantasan Ulat 2018" described data caterpillar attack and control. In 2018, there has been several control methods done in Mata Pao Estate, e.g. Trunk Injection done 5,716.90 Ha; High Pressure Spraying done 2,292.66 Ha; Fogging done 2,031.46 Ha; hand picking done 88.74 Ha; Knapsack spraying done 80.19 Ha; and Mist Blower done 7.00 Ha. - "Data Serangan Oryctes" described census of Oryctes, e.g. in Division II, Block 24, attacked 2 plant (0.26%); Block 25 attacked 2 plant (0.03%); Block 37 attacked 7 plant (0.09%). In Division III, Block 44, attacked 47 plant (1.66%); Block 45, attacked 38 plant (1.40%); Block 46, attacked 56 plant (0.59%); and Block 50, attacked 43 plant (0.62%). - Monitoring of beneficial plant planting; i.e. Division I period February 2019, <i>Casia cobanensis</i> has been planted 800 m at Block 16; 680 m at Block 11; 1,160 m at Block 07; 590 m at Block 06; 625 m at Block 05 and 750 m at Block 02; <i>Turnera subulatta</i> has been planted 200 m at Block 16; 170 m at Block 11; 290 m at Block 07; 150 m at Block 06; 150 m at Block 05 and 180 m at Block 02. Division III period January 2019, <i>Casia cobanensis</i> has been planted 250 m at Block 49; 120 m at Block 50; 80 m at Block 51; 28 m at Block 52. - Breeding of cycanus (predator of nettle caterpillar); i.e. In Division II in January 2018 has been released 215 individu at Block 34; in February 2018 has been released 296 individu at Block 27; in March 2018 has been released 172 individu at Block 27; 401 individu at Block 28; and 142 individu at Block 29. In Division III in February 2018 has been released 88 individu at Block 39; 56 individu at Block 40; in March 2018 has been released 49 individu at Block 39. In Division I in February 2018 has been released 232 individu at Block 01; 450 individu at Block 03; in March 2018 has been released 	

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	<p>423 individu at Block 03.</p> <p>The use of pesticides has been minimised as part of the plan, and in accordance with Integrated Pest Management (IPM) plans:</p> <p>Usage of pesticides 2016, 2017 and 2018:</p> <table border="1" data-bbox="678 618 1295 1379"> <thead> <tr> <th>Pesticides</th> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Ally 20 WDG</td> <td>31.44</td> <td>26.03</td> <td>34.05</td> </tr> <tr> <td>Amistartop 325 SC</td> <td>31.47</td> <td>73.02</td> <td>62.48</td> </tr> <tr> <td>Becano</td> <td>35.00</td> <td>14.25</td> <td>35.56</td> </tr> <tr> <td>Bimaron 80 WP</td> <td>224.00</td> <td>653.15</td> <td>887.75</td> </tr> <tr> <td>Broconil 75 WP</td> <td>13,00</td> <td>39.50</td> <td>41.40</td> </tr> <tr> <td>Cymbush 50 EC</td> <td>593.50</td> <td>375.60</td> <td>93.40</td> </tr> <tr> <td>Cypertop 200 W</td> <td>0</td> <td>183.20</td> <td>884.80</td> </tr> <tr> <td>Dacomina 865 SL</td> <td>631.25</td> <td>824.45</td> <td>898.00</td> </tr> <tr> <td>Decis 25 EC</td> <td>2.20</td> <td>20.00</td> <td>10.00</td> </tr> <tr> <td>Garlon 670 EC</td> <td>0</td> <td>3.50</td> <td>0.50</td> </tr> <tr> <td>Gramoxone 275 SL</td> <td>240.80</td> <td>237.50</td> <td>236.55</td> </tr> <tr> <td>Ratgone 0.005 B</td> <td>45.00</td> <td>7.50</td> <td>45.00</td> </tr> <tr> <td>Round Up 486 SL</td> <td>5,645.35</td> <td>9,381.40</td> <td>8,465.05</td> </tr> <tr> <td>Santador 25 EC</td> <td>926,80</td> <td>1,481.75</td> <td>1,952.00</td> </tr> <tr> <td>Sanvin 88 SP</td> <td>2.50</td> <td>9.40</td> <td>8.20</td> </tr> <tr> <td>Starane 290 EC</td> <td>43.85</td> <td>127.56</td> <td>139.25</td> </tr> <tr> <td>Starthene 75 WG</td> <td>11,689</td> <td>12,085.50</td> <td>6,935.00</td> </tr> </tbody> </table> <p>It was evidence that there was no prophylactic use of pesticides in Mata Pao Estate. Pesticide only used and apply for weeds and pest.</p>	Pesticides	2016	2017	2018	Ally 20 WDG	31.44	26.03	34.05	Amistartop 325 SC	31.47	73.02	62.48	Becano	35.00	14.25	35.56	Bimaron 80 WP	224.00	653.15	887.75	Broconil 75 WP	13,00	39.50	41.40	Cymbush 50 EC	593.50	375.60	93.40	Cypertop 200 W	0	183.20	884.80	Dacomina 865 SL	631.25	824.45	898.00	Decis 25 EC	2.20	20.00	10.00	Garlon 670 EC	0	3.50	0.50	Gramoxone 275 SL	240.80	237.50	236.55	Ratgone 0.005 B	45.00	7.50	45.00	Round Up 486 SL	5,645.35	9,381.40	8,465.05	Santador 25 EC	926,80	1,481.75	1,952.00	Sanvin 88 SP	2.50	9.40	8.20	Starane 290 EC	43.85	127.56	139.25	Starthene 75 WG	11,689	12,085.50	6,935.00	
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<p>4.6.4</p>	<p>The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>The company already has a list of pesticides that are included in WHO Class 1A (extremely hazardous) 28 types, class 1B (highly hazardous) 56 types and Stockholm Rotterdam convention pesticide.</p> <p>The company has established ethic policy regarding safe use of chemicals: safe use of chemical, efficient and effective. Procedure/work instruction SOC-KB/IK/02: Work Instruction of Pesticide Spraying described use of selective pesticides that are specific to target pests, weeds, or diseases. Procedure described on safe use of pesticides and selection including minimise and eliminate use of these pesticides and paraquat.</p>	<p>Yes - comply</p>																																																																							

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<p>4.6.5</p>	<p>Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p> <p>PT Socfin Indonesia – Mata Pao POM has defined procedure SOP/PSM/4.10 – Chemical handling on safe use of chemical. Procedure described chemicals identification, MSDS availability, chemical handling (label and hazard symbol, storage based on hazard nature, use of PPE), expire chemical handling.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - Training Program year 2019, training for operator on handling of pesticide (planned in June), training for IPM (planned in May) and training for handling of hazardous waste (planned in June) - Training for first aider dated 5th November 2018 was attended by 34 workers - Training on handling of chemical spilled dated 16th September 2018 was attended by 19 workers. - Training for IPM and pesticides management dated 7th August 2018 was attended by 41 workers, location in division I - Training for handling of hazardous waste dated 11th June 2018 was attended by 7 workers. - Certificate on handling of limited pesticides was issued by "Komisi Pengawasan Pupuk dan Pestisida Provinsi Sumatera Utara" dated 27th February 2017, e.g: Certificate number 521.4/UPT/PTPH/I/2017, namely Mrs Eli Ermawati, Mrs Erlinawati, Mrs Supriatni, Mrs Supiani, Mr Sudarman, Mr Raja Junjungan 																																									

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<p>4.6.6</p> <p>Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3). - Major compliance -</p>	<p>Lubis.</p> <p>Based on observation visit in storage of pesticide in Mata Pao POM (date 18th February 2019) the pesticides were stored in the determined area separated from fertiliser and other chemicals.</p> <p>Observation verified:</p> <ul style="list-style-type: none"> - Pesticides storage was locked areas with limited access. The storage was ventilated. - MSDS and hazard symbol label were provided nearby of pesticides. - Emergency shower and eye washer were also provided to anticipate in case of an emergency of pesticides handling. The potential spill was managed. - Secondary containment was provided around the pesticides storage area. Spill kit was also provided in the area. - PPE for handling of pesticides were provided including boots, apron, safety glass, respiratory mask and hand gloves. PPE used was appropriate according to recommendations in any risk assessments. PPE provided and used can be easily replaced if damaged. Chemical storage conditions, potential spill, consistency of PPE use was monitored through monthly EHS patrol. 	
<p>4.6.7</p> <p>Application of pesticides shall be by proven methods that minimize risk and negative impacts. - Minor compliance -</p>	<p>Based on field visit to spraying team using sign board indicating spraying/herbicide application is in progress for a block. Spraying supervisor was pre-mixing the herbicide in the chemical warehouse, transport the mixed chemical via truck, using cone and spill tray on the field to minimize spillage. The type and dosage of herbicide are carefully measured and prepared for targeted weed control; circle and path spray or selective weeding (wooden, bracken, or VOP).</p> <p>Sprayers and spraying supervisor are trained with limited pesticide training, best management practice for weed control, spraying techniques, using PPE and received regular medical checkup. Clean water and soap on the field are provided for sprayer.</p> <p>Supervisor equipped with first aid kit.</p>	<p>Yes - comply</p>
<p>4.6.8</p> <p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial</p>	<p>No pesticides applied aerially.</p>	<p>NA</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	
<p>4.6.9</p>	<p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Yes - comply</p>
<p>4.6.10</p>	<p>Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated.</p> <p>- Minor compliance -</p>	
<p>4.6.11</p>	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <p>- Major compliance -</p>	<p>Yes - comply</p>

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	<p>namely Mr Samsul 3, Mr Syarifuddin, Mr Sudarman, Mrs Dahlia</p> <ul style="list-style-type: none"> - Special medical check-up was conducted by Klinik Anugerah Ibu in Medan (every six-months) on 14th August 2018 and 10th November 2018. The MCU was conducted together with operator in Mill, manuring applicator, operator of trunk injection, fogging operator, chemical store keeper. 	
<p>4.6.12 Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Data verified:</p> <ul style="list-style-type: none"> - List of spraying operator in Mata Pao Estate (in Division I, II and III) updated on February 2019 - Monitoring record that spraying is not conducted by pregnant or breast-feeding women was carried out every month, e.g: in January and February 2019 was negative reported both of pregnant or breast-feeding indication. - Based on field visit and interview with spraying team in block 20 in division II, there was verified that pregnant and breast-feeding women are not allowed to handle pesticides. 	<p>Yes - comply</p>
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
<p>4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>PT Socfin Indonesia – Mata Pao POM has established the written policy was signed by organization Principal Director Harold O. Williams and General Manager H. Andi Suwignyo on 1 February 2014.</p> <p>The policy was displayed at strategic location at estate and mill and communicated to employees including contractor workers and available in appropriate language.</p> <p>OHS procedure has established, such as:</p> <ul style="list-style-type: none"> - Emergency Response Procedure (SOC/PSM/4.08 Rev.05) - Handling of Hazardous Material Procedure (SOC/PSM/4.10 Rev.02) - Safety Patrol Procedure (SOC/PSM/4.12 Rev.03) - OHS for Contractor Procedure (SOC/PSM/4.16 Rev.03) - Lock Out Tag Out Procedure (SOC/PSM/4.18 Rev.0) 	<p>Yes - comply</p>

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	<ul style="list-style-type: none"> - Control Of Significant Aspect of Safety and Environment (SOC/PSM/4.13 Rev.02) <p>Data seen:</p> <ul style="list-style-type: none"> - Record of communication OHS Policy dated 12th September 2018, was attended by 78 wokers, location in Division III. - Record of communication OHS Policy dated 18th January2019 was attended by 46 wokers, location in POM. - Record of communication OHS Policy dated 4th August 2018, was attended by 7 workers location in division 7 office. <p>PT Socfin Indonesia – Mata Pao POM was prepared the document of OHS Objective, Target and Plan udated on 15th January 2018was demonstrated consist of:</p> <ul style="list-style-type: none"> - Safety trainings, - Safety patrol, - Work environment monitoring, - Medical check up, - Handling of incidents, - Emergency preparedness simulation, - Safety report, - Safety committee meeting etc. <p>Implementation of OHS OTP has explained in indicator 4.7.3.</p>	
<p>4.7.2</p> <p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>- Major compliance -</p>	<p>PT Socfin Indonesia – Mata Pao POM has established the procedure of risk assessment under Risk Assessment procedure No: SOC/PSM/4.13 Rev.02.</p> <p>Risk assessment was considered the stages of OHS risk control hierarchy such as elimination, substitution, engineering, administrative and PPE (Personnel Protective Equipment) in order to OHS risk precautions.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - Risk assessment has defined under document “Daftar dan Pengendalian Aspek Lingkungan, Keselamatan dan Keseatan Kerja dan ”, last review on 7th January 2019. - Estate - risk assessment cover all the organization’s processes and activities such as: spraying, fertilizing, weeding, road maintenance, replanting, harvesting, transportation, warehouse, workshop, infrastructure, polyclinic, office, housing, 	<p>Yes - comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - POM - risk assessment covers all processes and activities such as: weighing bridge, boiler, engine room, loading ramp, sterilizer, threshing, pressing, kernel operation, clarification, office, lab, dispatch CPO, water treatment, chemical warehouse. - The risk assessment has also covered the routine and non-routine activities such as replanting activities. 	
<p>4.7.3</p> <p>Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.</p> <p>- Major compliance -</p>	<p>All workers involved in the operation was appropriately trained in safe working practices. The trainings were conducted by Safety Officer who has been qualified as Safety Officer by the government.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Medical check-up both of general MCU and special MCU was conducted by Anugerah Laboratory in Medan. Last general MCU was conducted on 23-24 July 2018 for all workers (annually) and the special medical check-up for sprayer team (cholinesterase and spiromethri test) and operator in high risk area in POM (audiometri test) was conducted on 8th November 2018. - The result of MCU has communicated to related workers e.g: on 27th November 2018 and 5th Dececmber 2018. Record of attendance list available as evidents. - Training of Socialization of RSPO – ISPO dated 7th February 2018 was attended by 27 workers. - Briefing LK3 in Mill, dated 10 December 2018 was attended by 18 workers. - Certificate perstisida terbatas 27 - - 	<p>Yes - comply</p>
<p>4.7.4</p> <p>The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.</p> <p>- Major compliance -</p>	<p>Data verified:</p> <ul style="list-style-type: none"> - OHS committee has registered in Manpower Agency in North Sumatera under letter "Surat Keputusan Kepala Dinas Sosial, Tenaga dan Koperasi Kabupaten Deli Serdang Bedagai No: 18.14/560/276/P2K3/2016 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) di Perusahaan", dated dated 23th Februari 2016. - OHS committee meeting was conducted in monthly. Last meeting on 18th December 2018 was attended by 20 participants. Agenda: Using of fuel fosil for transport. - Report of OHS performance conducted regularey in three months base. Last report 	<p>Major-NC Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>was submitted to Manpower Agency in North Sumatera Province for period October – December 2018, reported on 30th January 2019 (was received by Mr Sopian S, SH)</p> <ul style="list-style-type: none"> - Quality of OHS performance: e.g: Program K3, Pelaksanaan Evaluasi K3, Analisa Kecelakaan, Rapat Pertemuan P2K3 <p>Major Nonconformity: PT Socfin Indonesia – Mata Pao POM has established a OHS Committee (P2K3), however there is no evidence a secretary of P2K3 has been appointed as a OHS expert (Ahli Keselamatan Kerja) as required in PERMENAKER No 04 tahun 1987 Pasal 3 ayat 2 "Sekertaris P2K3 ialah ahli Keselamatan Kerja dari Perusahaan yang bersangkutan"</p> <p>Corrective action: Participating in Engineering I of the Mata Pao Factory at the General K3 Expert training which will be held on March 25 - April 8, 2019. Evaluate competency fulfillment when the promotion process or occupy a certain position</p>	
<p>4.7.5</p>	<p>A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Data seen:</p> <ul style="list-style-type: none"> - Simulation of emergency response conducted on 16th September 2018 related chemical material spilled, evidence: attendance list, scenario, evaluation and conclusion. - Training on fire fighting conducted on 22th August 2018 was attended by 26 workers. Location in Mill. - Training for first aider was conducted on 5th November 2018, location Poliklinik was attended by 32 workers. - Emergency signs and boards were provided in several areas and esambly points available in each area such as workshop, warehouse, office. - License for first aider namely Mr Mula Marojan license number: 122-7/PTK/SU/XI/2018 valid until 21th November 2021. - The First aid kits carried by foreman were available at worksites such as at harvesting area. The first aid kits were checked in accordance with local regulation that is Permenaker 15/2008. - During audit the first aid kit at fertilization and harvesting activity at Block 18 and 13 (Division I) on spraying and harvesting activities was comply with the regulation. <p>Based on field visit in Mata Pao POM extinguisher facilities was shown good in condition and was conducted regullary inspection by foremens. The emergency facilities has shown OK (ready to use).</p>	
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3). - Minor compliance –</p>	<p>All workers (permanent and contract) were covered by accident and medical care insurance including contract workers. Evidence was sighted and documented in BPJS Ketenagakerjaan (accident insurance) and BPJS Kesehatan (medical care) payment description and bank slip payment.</p> <p>Data verified: bank slip payment was verified,</p>	
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance</p>	<p>PT Socfin Indonesia – Mata Pao POM has shown the report of Lost Time Accidents metrics were using to record the accidents and injuries during year 2018.</p> <p>The Lost Time accidents and injuries were determined according to Decree of the Minister of Manpower and Transmigration No. 609 year 2012.</p>	<p>Yes - comply</p>

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	In 2018 accident records for mill and estate were shown below: – Number of Accident = 17 cases – Lost Time Accident = 207 days – Frequency Rate = 21 Severity Rate = 255	
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.		
4.8.1	Records of training program related to the aspects of RSPO Principles and Criteria shall be available. - Major compliance -	PT Socfin Indonesia – Negeri Lama POM has shown the document of training Program year 2018 related to the aspects of RSPO Principles and Criteria under document No: SOC/Form/6.02-06, dated 9 January 2019.
4.8.2	Records of training for each employee shall be maintained. - Minor compliance –	Record of training for each employee has demonstrated under "Catatan Khusus Pelatihan Yang Pernah Diikuti". Data seen: – Namely Mr S**** (spraying operator), training record: <ul style="list-style-type: none"> • February 2017 – training on handling of limited pesticide • March 2018 – training for first aider • March 2017 – training on fertilizer application • March 2018 - training on fertilizer application • March 2018 – training of intergrated pest managerment • November 2018 – Training for first aider – Namely Mr S***** (foreman for spraying), training record: <ul style="list-style-type: none"> • on fertilizer application • March 2018 – training of intergrated pest managerment • November 2018 – Training for first aider Minor Nonconformity: Based on document review of Training Record (Doc: Soc/Form/6.02-03), auditor team found records of training for each employee were found not in accordance with the evidence of the implementation of the training program. Correction: Completing special training notes that have been followed in accordance with training programs that have been made in Estate Sustainability staff provided outreach to document

Criterion / Indicator	Assessment Findings	Compliance
	<p>controllers to complete special training records that had been followed in accordance with training programs made by the estate. Will be verification at next surveillance</p>	
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<p>Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>5.1.1</p>	<p>Environmental impact assessment document(s) shall be available. - Major compliance -</p> <p>Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) were available for Mata Pao Mill and Estate as approval No. #RC.220/907/B/V/1994 dated 24th May 1994. The EIA (ANDAL, RKL and RPL) has been conducted and documented according to local requirements and include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures. For internal environmental aspect and evaluated its impact document, as required by the procedure SOC/PSM/4.04, the information of environmental aspect and impact was reviewed and updated at least once a year.</p> <p>Last review and update of environmental aspect and impact register was performed on 4th January 2019. Document of environmental impact assessment included:</p> <ul style="list-style-type: none"> - Building new roads, processing mills or other infrastructure; - Putting in drainage or irrigation systems; - Replanting and/or expansion of planting areas; - Management of mill effluents; - Clearing of remaining natural vegetation; - Management of pests and diseases palms by controlled burning; - Result of stakeholder consultation. 	<p>Yes - comply</p>
<p>5.1.2</p>	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document. - Minor compliance -</p> <p>Report of environment management plan document for second semester yer 2018 has been submitted to Environmental Agency – under document "Laporan Rencana Kelola Lingkungan dan Rencana Pemantauan Lingkungan "RKL-RPL) for period July - December 2018.</p> <p>Evidences seen:</p> <ul style="list-style-type: none"> - send by JNE as reference number: 3312198610006, dated 11th February 2019 kepada Kp. KNLH Pusat Pengelolaan Ekoregion Sumatera. 	<p>Yes - comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Record of handover of the report of RKL-RPL to Manpower Agency in Regency (Dinas Lingkungan Hidup Kabupaten Serdang Bedagai) dated 28th January 2019. 	
<p>5.1.3</p> <p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>PT. Socfin Indonesia - Mata Pao POM has identification the environmental aspect and impact assessment and reviewed regularly (Updated 4th January 2019). The plan incorporate a monitoring protocol every 6 month and adaptive to operational changes. The monitoring implemented to monitor the effectiveness of the mitigation measure and reviewed every 6 months. The plan based on EIA (RKL RPL) that covered:</p> <ul style="list-style-type: none"> - Monitoring ground water quality annually - Monitoring of emission from mobile every years, and immobile source every 6 months - Monitoring of POME every 1 months - Monitoring air ambient quality at mill and emplacement every 6 months <p>The effectiveness of the outcome from the implementation of environmental management and monitoring was reviewed on the report through the evaluation of compliance, evaluation of trends and evaluation of the effectiveness of management and environmental monitoring.</p> <p>Minor Nonconformity: PT Socfin Indonesia – Mata Pao POM has shown the document of environment monitoring under “Laporan Semester II RKL-RPL 2018”, however monitoring Integrated pest management (Hama Penyakit Tanaman) and opportunity for recruitment (penerimaan tenaga kerja) have not provided at the document according to RPL document (datum 1994)</p> <p>Correction: Completeness of the report by adding a point of monitoring for Disease Pest and recruitment Sustainability staff provide information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities. (Will be verified at next surveillance)</p>	<p>Minor NC</p>
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1</p>	<p>Record(s) on the results of High HCV Identification and Analysis of PT Socfin</p>	<p>Yes -</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available.</p> <p>- Major compliance -</p>	<p>Indonesia – Mata Pao has been performed by Tim from Faculty of Forestry, IPB University. The HCV assessment performed in July to August 2011.</p> <p>The HCV assessment was covering the following:</p> <ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the Estate or Mill. • Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the Estate or Mill. • Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the Estate or Mill. <p>HCV Assessment performed by a qualified HCV assessor and led by Ir. Nyoto Santoso, MS and 6 (six) members, consist of :</p> <ul style="list-style-type: none"> • Ir. Heru B. Pulonggono, MSc (expert of hydrology and soil conservation). • Ir. Djoko Arie Sulistianto (expert of social and culture). • Ahmad Faisal Siregar, S. Hut (expert of social and culture). • Sutopo S.Hut (expert of wildlife management). • M Sayidina Ali, Amd (expert of spatial analysis). • Udi Kusdinar, S.Hut (expert of social and culture). <p>The HCV Identification and Analysis report was peer reviewed by Susetiyaningsih S. on 25 October to 3 November 2012. Public consultation for HCVs area was carried out on 22 December 2011 that attended by related parties. Its consultation located in Balai Umum Pasar Baru by HCV Assessor.</p> <p>Based on final report of HCV identification and analysis in Mata Pao Estate it was demonstrated that the HCV assessment includes both the planted area itself and relevant wider landscape-level considerations, e.g. the location of wildlife sightings.</p> <p>HCV assessment performed in accordance to the latest methodology available at global and national level. The method used in accordance with scientific standards and Identification Guide HCVA in Indonesia version 2 in 2008 compiled by a Indonesia consortium of HCV toolkit revision.</p>	<p>comply</p>

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Criterion / Indicator	Assessment Findings	Compliance																											
	<p>The HCVs Map was available in HCV Area Map of Mata Pao Estate. The map scale is 1: 50.000 and sources were 1) Mata Pao Working Map, 2) Administration Map, 3) Road and River Map, 4) SRTM 90m, and 5) GIS Analysis.</p>																												
<p>5.2.2 Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan. - Major compliance -</p>	<p>Based on HCV Identification and Analysis Report, issued by Faculty of Forestry, IPB University, 2011, identified HCV were:</p> <ul style="list-style-type: none"> • HCV 1.2. Critically endangered species; HCV Area: refer to HCV 4.1 • HCV 4.1 Areas or ecosystems important for the provision of water and Prevention of Floods for Downstream Communities; Area: riparian of river at Block 49 (0.40 Ha); riparian of river at Block 51, 52, 54, 55 (2.59 Ha); riparian of Sei Rejo river (0.88 Ha). • HCV 6 Areas critical for maintaining the cultural identity of local communities; Cemetary at Block 9 (0.06 Ha); Cemetary at Block 50 (0.1 Ha); Cemetary at Block 13 (0.04 Ha); Ramli Cemetary (0.01 Ha); General Cemetary (0.001 Ha). <p>Total: 4.08 Ha or 0.17% from total HGU area (2,409.05 Ha).</p> <p>There was no fauna within critically endangered (CR), nevertheless there were 5 birds protected status by PP 7 No. 1999 and 1 reptile App II by CITES, As follows:</p> <table border="1" data-bbox="678 1323 1294 1883"> <thead> <tr> <th>Local Name</th> <th>Scientific name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><i>Bird</i></td> </tr> <tr> <td>Pijantung kecil</td> <td><i>Arachnothera longistora</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Burung madu kelapa</td> <td><i>Anthreptes malacensis</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Kipasan belang</td> <td><i>Rhipidura javanica</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Cekakak belukar</td> <td><i>Halcyon symmensis</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Cekakak sungai</td> <td><i>Halcyon cloris</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Reptile</i></td> </tr> <tr> <td>Biawak</td> <td><i>Varanus salvator</i></td> <td>App II CITES</td> </tr> </tbody> </table> <p>The HCV Management Plan at Mata Pao Estate, as follows :</p> <ul style="list-style-type: none"> - Maintenance of HCV marking - manual upkeep 	Local Name	Scientific name	Status	<i>Bird</i>			Pijantung kecil	<i>Arachnothera longistora</i>	PP No. 7 / 1999	Burung madu kelapa	<i>Anthreptes malacensis</i>	PP No. 7 / 1999	Kipasan belang	<i>Rhipidura javanica</i>	PP No. 7 / 1999	Cekakak belukar	<i>Halcyon symmensis</i>	PP No. 7 / 1999	Cekakak sungai	<i>Halcyon cloris</i>	PP No. 7 / 1999	<i>Reptile</i>			Biawak	<i>Varanus salvator</i>	App II CITES	<p>Yes - comply</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - NPK fertilization by drilling at the riparian - Monitoring of riparian - Erosion handling - Install warning sign - Monitoring the presence of wildlife - Monitoring of illegal hunting - Shrine graves maintenance <p>HCV values and the presence of RTEs were periodically monitored by organization Monitoring the type of protected animals which include in category RTE (Rare, Threat and Endangered) and protected species was monitored monthly by HCV officer who has been appointed by Pengurus based on SK No.MP/Div/Bi/100/2018 dated on 1 March 2018 (Total 3 Officers). From the wildlife monitoring record, species that frequently monitored was cekakak belukar (<i>Halcyon smyrnensis</i>) and biawak (<i>Varanus salvator</i>).</p> <p>Riparian monitoring also has been performed by organization, with the result:</p> <ul style="list-style-type: none"> - No cattle interference - There is no people interruption - No land dispute by community - There is no erosion of the riverbank - The warning sign condition was good - The HCV boundary conditions was good <p>Based on observations in Block-55 river, Division III, observed that riparian well maintained and no pesticide application. Wildlife observed were cekakak belukar (<i>Halcyon smyrnensis</i>) and biawak (<i>Varanus salvator</i>).</p>	
<p>5.2.3</p>	<p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <ul style="list-style-type: none"> - Minor compliance – <p>Policies and regulations related to the protection of protected species and RTE species specified in the Procedures Management and Monitoring of HCV SOC/PSM/9.06 dated 1 June 2014. The company has also installed warning sign in to preserve, maintain, and protect the protected species and hunting prohibition. Those who practice hunting will be penalized in accordance with Act No. 5/1990. Warning signs of hunting prohibition were installed at strategic locations in and around the plantation area.</p> <p>Company has programme to regularly educate the workforce about the status of the RTE species through dissemination and awareness. Dissemination of HCV and protection of RTE species</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>to employees and surrounding communities has been conducted, e.g. on 11 January 2019 to surrounding communities, attended by 21 participants; on 10 January 2019 to employees of Division III, attended by 20 participants; on 10 March 2018 to HCV officer, attended by 2 participants; on 15 November 2018 to surrounding community, attended by 15 participants; on 13 November 2018 to employees of Division III, attended by 23 participants; on 5 August 2018 to employees of Division I, attended by 13 supervisors and 69 workers.</p> <p>Passive dissemination was performed through warning sign and HCV campaign which installed in the strategic place, such as: road housing and HCV area.</p> <p>The company has established HCV management plan program 2019, such as: HCV 4 management plan:</p> <ul style="list-style-type: none"> - Maintenance of HCV boundary markers - Manual upkeep - NPK fertilization by drilling at the riparian - Monitoring of riparian - Erosion handling <p>HCV 1.2 & 1.4 management plan:</p> <ul style="list-style-type: none"> - Install warning sign - Monitoring of wildlife presence - Monitoring of illegal hunting - Dissemination and awareness to all workers <p>HCV 6 management plan:</p> <ul style="list-style-type: none"> - Boundary mark maintenance of cemetery - Warning sign monitoring - Warning sign replacement - Maintenance of cemetery <p>Implementation of the management plan has been performed well in the field and the record of implementation can be demonstrated.</p> <p>Special officer has been appointed to monitor the protected wildlife and HCV areas based designation decree No. SK No.MP/Div/Bi/100/2018 dated on 1 March 2018 (Total 3 Officers) and has been trained. Organization has a policies or rules to protect RTE species based on Act No.5/1990. Penalties under the Act No.5/1990 "person who deliberately capture, injure, kill, keep, possess, maintain,</p>	

Criterion / Indicator	Assessment Findings	Compliance												
	<p>transport, and trade in protected animals alive or dead can shall be punished with imprisonment of 5 years and a maximum fine IDR 100,000,000.- (one hundred million Rupiah). Penalties were communicated directly to all employees and the local community during HCV dissemination, as currently performed in January 2019, and through the HCV warnings sign boards. Based on field observation, there is no case of HCV damage or wildlife hunting at Mata Pao Estate.</p>													
<p>5.2.4 Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan. - Minor compliance –</p>	<p>HCV Management Plan has been established based on HCV assessment in 2011. Ongoing monitoring of the HCV management plan is performed regularly in monthly basis. Division Assistant is the personnel in charge for conducting HCV monitoring. Records of HCV monitoring were available and it was observed that monitoring was performed consistently. HCV management plan is updated once a year based on the outcome of the HCV monitoring that performed regularly in monthly basis.</p> <p>HCV and RTE species that are affected by plantation or mill operations have been monitored, documented and reported in monthly basis. A record was available under "Monitoring Keberadaan Satwa Dilindungi" (Monitoring of RTE species existences - SOC/Form/9.06-02). Items checked contain RTE species existence, disturbance of people hunting and warning sign condition. Based on monitoring record of February 2019 Division III, it was found species Cekakak Belukar (<i>Halcyon smyrnensis</i>) total 6 individu at Block 50 and 38; and found Biawak (<i>Varanus salvator</i>) total 2 individu at Block 41 and 39.</p> <p>Outcomes of monitoring feed back into the management plan. Monitoring result has been evaluated by organization. Some feedback to management plan such as: wildlife monitoring especially RTE species, HCV boundary and signboard.</p>	<p>Yes - comply</p>												
<p>5.2.5 Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights. - Minor compliance –</p>	<p>Based on HCV Identification and Analysis Report, issued by Faculty of Forestry, IPB University, 2011, identified HCV 6 were:</p> <table border="1" data-bbox="678 1809 1295 2011"> <thead> <tr> <th>HCV 6</th> <th>Area (Ha)</th> </tr> </thead> <tbody> <tr> <td>Cemetery at Block 9</td> <td>0.06</td> </tr> <tr> <td>Cemetery at Block 50</td> <td>0.1</td> </tr> <tr> <td>Cemetery at Block 13</td> <td>0.04</td> </tr> <tr> <td>Ramli Cemetery</td> <td>0.01</td> </tr> <tr> <td>General Cemetery</td> <td>0.001</td> </tr> </tbody> </table>	HCV 6	Area (Ha)	Cemetery at Block 9	0.06	Cemetery at Block 50	0.1	Cemetery at Block 13	0.04	Ramli Cemetery	0.01	General Cemetery	0.001	<p>Yes - comply</p>
HCV 6	Area (Ha)													
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Criterion / Indicator	Assessment Findings	Compliance
	<p>The company has made agreement letter with the local community regarding the management of the HCV 6 (cemetary) at Block 4, 9 and 13 Division I and at Block 50 Division III. The agreement letter signed by community representatives on 1 May 2018. During stakeholder consultation, it was noted that the community aware about the management of the graveyard. Minor non-conformity from the previous audit has been closed.</p>	
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
<p>5.3.1 A documented identified source of all waste and pollution, shall be available. - Major compliance -</p>	<p>PT Socfin Indonesia – Mata Pao POM has prepared mechnisme/document of waste and pollution control such as:</p> <ul style="list-style-type: none"> – Procedure of waste control No: SOC/PSM/4.11, revision 5 dated 1st October 2018. – Form of Identification of enviroment aspect No: SOC/Form/4.04-01 – Form of Waste register No: SOC/Form/4.11-01 <p>A document of identification source of all waste and pollution has shown under record of waste register was updated in 2018. The control method of waste and pollution was defined in "Pengendalian Aspek Penting Lingkungan, Keselamatan dan Kesehatan Kerja" last review on 1st February 2018.</p> <p>The source of waste and pollution in Mata Pao Estate devided in domestic waste (organic and in-organic) and hazardous waste form operational activities, such as: used pesticides containers (bottles and jerry cans), used battery from the heavy vehicles, plastics, medical waste (first aid usage), polybag, rags and fertilizer containers and emissions from vehicles.</p> <p>The source of waste and pollution in Mata Pao POM, such as: POME, palm shell, pibre, deprecaper wast, empty bunch, boiler ash, chemicals jerry can and bottles, gunny sacks from chemicals materials, sacks resulted from fertiliser materials, welding materials from workshop activities, used lubricants from workshop materials, contaminated rags from workshop activities, used lamps, used tires, used batteries, used oil filters and missions from vehicles and other engines (genset, boilers)</p> <p>-</p>	
<p>5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly.</p>	<p>PT Socfin Indonesia – Mata Pao POM has defined the document that al the chemical and their empty container are disposed of responsibility, as following:</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
- Major compliance -	<ul style="list-style-type: none"> - Procedure on handling of pesticides and chemical container wastes No: SOC/DP/4.11-05 - Procedure of waste control No: SOC/PSM/4.11 - Form of waste register record No: SOC/Form/4.11-01 - Form Record of hazardous waste (SOC/Form/4.11-03 - Hazardous waste manifest - Providing the temporary storage of hazardous waste. - "Work Agreement of handling of hazardous waste – Surat Perjanjian Kerjasama" No 0124/SI-ABS/SPK-LB3/VII/2018 antara PT Socfin Indonesia dan PT Amindy Barakah SUMUT, dated 2nd July 2018 valid until a year. - Permit of hazardous waste temporary storage for PT Socfindo Mata Pao Mill as per "Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Perizinan Terpadu Satu Pintu Kabupaten Serdang Bedagai Nomor: 0004/34/DPMP2TSP-SB/VIII/2018 Tentang Izin Penyimpanan Sementara Limbah B3 kepada PT Socfin Indonesia Kebun Mata Pao", dated 10th August 2018 valid for 5 years. Location in Mata Pao POM. Hazardous wastes temporary storage (TPS LB3) stated that the storage of hazardous waste are: <ul style="list-style-type: none"> • 90 days since hazardous wastes produced, for waste that produced more or same of 50 kg per days • 180 days since hazardous wastes produced, for waste that produced less than 50 kg per days for hazardous waste category 1 • 365 days since hazardous wastes produced, for waste that produced less than 50 kg per days for hazardous waste category 2 from inspecific sources and general specific sources • 365 days since hazardous wastes produced, for waste that produced from special specific sources • The permit include: used oil, the remnant or expired chemical materials, chemical container, sludge IPAL, the used sample that contains chemical material, used filter, expired pesticides, pesticides container, used knapsack for spray, used battery (wet and dry), used grease, contaminated absorbent material, electrical tools, ink toner cartridge and its package, printer 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>ribbon, printer toner cartridge, expired medicine, medical waste, rug, sawdust, contaminated gloves, paint packaging, used resin and used neon lights.</p> <p>All empty agrochemical containers were triple rinsed, the jerry can were reused to spraying activities, while bottles containers were stored in the designated area and categorized as hazardous waste (B3). Records of chemical containers quantity disposed were evident. Liquid waste from agrochemical was reused for the next spraying application. While the ex-fertilizer sacks was also rinsed and reuse for fertiliser distribute at estate operations.</p>	
<p>5.3.3 A documented waste management plan to avoid or reduce pollution and its implementation shall be available. - Minor compliance –</p>	<p>Data seen:</p> <ul style="list-style-type: none"> - Record of handover of hazardous waste to third party under "Berita Acara Penyerahan Limbah B3 dan Limbah Bekas Kemasan Kimia di Kebun Mata Pao", dated 14th January 2018 to PT Amindy Barakah, consisted of: <ul style="list-style-type: none"> • Oil used (50 liters) • Filer used (26 liters) • Empty container of persticides (160 Kg) • Medical waste (0.20 Kg) • Rag used (2.5 Kg) • Bettery used (26 Kg). - Manifest No AVT 0008660, item: oil used (0.045 Ton) was sent to PT Amindy Barakah dated 14th January 2018, No vehicle: BK 9552 MN - Manifest No AVT 0008392, item: empty continer of pestcides (0.160 Ton) was sent to PT Amindy Barakah dated 14th January 2018, No vehicle: BK 9552 MN <p>"Laporan Pemantauan Limbah Cair dan Limbah B3 periode October – December 2018", was sent to Dinas Lingkungan Hidup Kabupaten Serdang Bedagai on 28th January 2019, received by Mr M Lubis (Staff Kepegawaian).</p>	<p>Yes - comply</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored. - Minor compliance –</p>	<p>PT Socfin Indoneisa – Mata Pao POM has demonstrated the programme to improving efficiency of the use of fossil fuels and to optimize renewable energy as in document "Monitoring Penggunaan Energi Terbarukan dan Analisis Efisiensinya tahun 2018".</p> <p>Data seen:</p> <ol style="list-style-type: none"> 1. Fossil fuels efficiency programme 2018 and 2019, as following: 	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance																																																																						
	<ul style="list-style-type: none"> - Boiler modification by operated water treatment and turbine to reduce the utilisation of electrical generator (genset) - Nozzle calibration and preventive maintenance for genset and vehicles - Turbine powers generate to supply electricity to composting activities in order to reduce genset utilization <p>2. Renewable energy (fibre and shell) optimization programme year 2018. The target was sets on 80% as minimum energy availability. Monitoring also conducted monthly by calculate the calories resulted from fibre and shell and utilize as boiler fuels whether during the construction or upgrading of all operations.</p> <p>3. Monitoring of efficiency of the use of fossil fuels and to optimize renewable energy year 2018, as following:</p> <table border="1" data-bbox="678 972 1305 1536"> <thead> <tr> <th>Months</th> <th>FFB processing (Ton)</th> <th>Fibre (Ton)</th> <th>Shel (Ton)</th> <th>Energy (Kcal/ Ton CPO)</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>2,899.3</td><td>114.6</td><td>362.4</td><td>1,929.4</td></tr> <tr><td>Feb</td><td>2,954.8</td><td>118.2</td><td>369.2</td><td>1,881.5</td></tr> <tr><td>Mar</td><td>3,619.6</td><td>136.9</td><td>452.4</td><td>1,860.7</td></tr> <tr><td>Apr</td><td>3,492.1</td><td>131.4</td><td>436.5</td><td>1,845.6</td></tr> <tr><td>May</td><td>3,890.5</td><td>127.4</td><td>486.3</td><td>1,776.2</td></tr> <tr><td>Jun</td><td>3,508.6</td><td>106.1</td><td>438.5</td><td>1,710.2</td></tr> <tr><td>Jul</td><td>4,338.2</td><td>164.1</td><td>538.5</td><td>1,848.6</td></tr> <tr><td>Aug</td><td>3,633.5</td><td>151.7</td><td>454.2</td><td>1,850.9</td></tr> <tr><td>Sept</td><td>3,122.7</td><td>158.7</td><td>390.3</td><td>2,063.6</td></tr> <tr><td>Oct</td><td>2,623.2</td><td>112.3</td><td>327.9</td><td>1,963.1</td></tr> <tr><td>Nov</td><td>2,085.4</td><td>90.5</td><td>256.1</td><td>1,907.7</td></tr> <tr><td>Dec</td><td>1,708.2</td><td>73.2</td><td>218.6</td><td>1,924.1</td></tr> <tr><td>Total</td><td>37,766.1</td><td>1,485.6</td><td>4,721.3</td><td>1,870.3</td></tr> </tbody> </table>	Months	FFB processing (Ton)	Fibre (Ton)	Shel (Ton)	Energy (Kcal/ Ton CPO)	Jan	2,899.3	114.6	362.4	1,929.4	Feb	2,954.8	118.2	369.2	1,881.5	Mar	3,619.6	136.9	452.4	1,860.7	Apr	3,492.1	131.4	436.5	1,845.6	May	3,890.5	127.4	486.3	1,776.2	Jun	3,508.6	106.1	438.5	1,710.2	Jul	4,338.2	164.1	538.5	1,848.6	Aug	3,633.5	151.7	454.2	1,850.9	Sept	3,122.7	158.7	390.3	2,063.6	Oct	2,623.2	112.3	327.9	1,963.1	Nov	2,085.4	90.5	256.1	1,907.7	Dec	1,708.2	73.2	218.6	1,924.1	Total	37,766.1	1,485.6	4,721.3	1,870.3	
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<p>Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>																																																																								
<p>5.5.1</p>	<p>Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations. - Major compliance -</p>	<p>Zero burning policy was described in Ethical Policy (SOC/Dp/4.01-64). It described that land preparation of replanting is conducted by cutting and chipping (zero burning). Based on field visit, it was verified that no fire been used for land clearing for replanting in PT Socfin Indonesia – Mata Pao Estate.</p>	<p>Yes - comply</p>																																																																					
<p>5.5.2</p>	<p>Where fire has been used for eradication of pest during</p>	<p>Zero burning policy was described in Ethical Policy (SOC/Dp/4.01-64). It described that land</p>	<p>Yes - comply</p>																																																																					

Criterion / Indicator	Assessment Findings	Compliance
replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available. - Minor compliance -	preparation of replanting is conducted by cutting and chipping (zero burning). Based on field visit, it was verified that no fire been used for land clearing for replanting in PT Socfin Indonesia – Mata Pao Estate.	
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1 Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4) - Major compliance -	PT Socfin Indonesia – Mata Pao POM has developed the document of assessing pollution and emission sources, gaseous, particles, soot emissions and effluent under Identification of Environmental Aspect No: SOC/Form/4.04-01. The information of pollution and emission sources at Mata Pao Mill was reviewed and updated on 10 th January 2019 including boiler emission, methane from POME, diesel electricity generator and vehicles and heavy equipment. PT Socfin Indonesia Negeri Lama Mill already has conduct GHG emission calculation using Palm GHG V 3.0.1 as RSPO requirement. The reporting was conducted annually to the RSPO on 31 January 2018.	
5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented. - Major compliance -	PT Socfin Indonesia – Mata Pao POM has been identified the significant pollutant and GHG emissions, such as: – Usage of an-organic fertilizer, – Pesticide, – Fossil fuel usage, – POME. PT Socfin Indonesia - Mata Pao POM has also minimized pollutant and GHG through, such as – Implementing IPM to reduce pesticides usage, – Using fibers and sell for boiler,	Yes - comply
5.6.3 A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available. - Minor compliance –	PT Socfin Indonesia - Mata Pao POM has shown the documeny of emission monitoring system by using “RSPO PalmGHG” system calculation. Emission from estate and mill operation was calculated and monitored, emission reduction achieved. PT Socfin Indonesia – Mata Pao POM has also prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, e.g: – Air quality ambient for boiler and generator, – Water quality test for river (upstream and	Yes - comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>downstream),</p> <ul style="list-style-type: none"> - Effluent water quality, - Noise, etc. <p>Monitoring of any pollutant has been done in daily, weekly and monthly basis, report of monitoring was recorded in the "RKL/RPL" report, and this report submitted to the related institution every 6 month</p> <p>Regular monitoring and calculation of polluting and emission from estate and mill available using Palm GHG Calculator Version 3.0.1. Detail of Summary of net GHG emissions from PalmGHG calculator available in appendix.</p>	
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</p>		
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>6.1.1</p>	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <ul style="list-style-type: none"> - Major compliance - <p>The company conducted the revision of SIA. The assessment was conducted by the organisation through PRA (Participatory Rural Appraisal) and involved the local community. And also some interview was conducted with leaders' community. Field assessment conducted on 1 – 31 March 2017. Scope of assessment covered villages were Pematang Setrak, Tanjung Buluh, Makmur, Tanah Merah, Pematang Pelintahan, Mata Pao, and Sei Rejo. The process was in conducting the SIA and the findings documented.</p> <p>Evidence of participatory action from local communities was also sighted in related SIA documentation including photos. Some aspects were considered during assessment such as:</p> <ul style="list-style-type: none"> - Access and use rights; - Economic livelihoods and working conditions; - Subsistence activities; - Cultural and religious values; - Health and education facilities; - Other community values resulting from changes such as improved transport /communication or arrival of substantial migrant labour force. - Traditional or customary rights owned by the local community. - Welfare of workers/labour and women, children and vulnerable group - Contribution to the local development, 	<p>Yes - comply</p>

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	including improvement of human resources, local and customary communities.	
<p>6.1.2</p> <p>There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>Based on interviews with Mata Pao employees, the SIA carried out with participation of affected parties such as village heads. The evidences were available such as filled-in questioner by the respondent. Assessment is conducted PRA (Participatory Rural Assessment), which is where the assessment is done by the village community participative discussion. Technical carried out by compiling some representatives of the villagers around the area of the Estate.</p> <p>SIA has involved consultation with all affected parties in accordance with company's stakeholders list date 8 March 2018, such as: Heads of Village, labour union, etc. Records shown that participatory assessment conducted through group discussion. The affected parties able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, review of findings and planning for mitigation.</p>	<p>Yes - comply</p>
<p>6.1.3</p> <p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>There was documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report. Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts have been developed. Several negative impacts, such as:</p> <ul style="list-style-type: none"> - Fly attack from EFB application - Dust from FFB transportation - POME smell - Boiler dust <p>The plans have been documented with clear timetables and timeline reasonable. The persons responsible for implementation of the plans have been identified, the PIC is Pengurus.</p>	<p>Yes - comply</p>
<p>6.1.4</p> <p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>- Minor compliance -</p>	<p>SIA document has been reviewed every year alongside with Social Assessment monitoring, the review has been done with the participation of the affected parties. As reviewed in Social Assessment Monitoring 2019, programs to develop positive impact has been realized such as CSR programs, access road, infrastructure and new livelihoods. The negative impact has been minimized by road maintenance and road sprinkling. The process been recorded/ documented.</p> <p>There are no differences in village monography and conditions since the first social assessment in 2012. Process of social review is well documented in Social Impact Assessment Procedure No.</p>	<p>Yes - comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Document: SOC/PSM/9.03, 1st Edition, Rev. 1, dated 1st January 2013.</p> <p>The Social Impact Assessment (Review) report is an evaluation of the management and monitoring of the previous period SIA (2017 period) which then establishes a development program for positive impacts and the handling of negative impacts. The review process also involved participatory stakeholders and the surrounding affected communities including Sei Rejo Village, Pematang Setrak Village, Pematang Pelintah Village, Makmur Village, Tanah Merah Village, Mata Pao Village and Tanjung Buluh Village. Participatory mapping of affected stakeholders and village communities was conducted on 4-13 November 2018 by distributing the Social Impact Assessment Questionnaire as many as 154 copies and the questionnaire results were shown at the time of the audit.</p> <p>The Social Impact Management and Monitoring Program resulting from the review of the 2019 period can be shown, for example:</p> <ul style="list-style-type: none"> - Impact of replanting and planting and maintenance activities - Transport of FFB; complaints of dust that interfere with the health and comfort of the community - Waste Management Operations; There are complaints around the factory the impact of odor from waste - Procurement of infrastructure - Impact of plantation operations and factories. - Impact with the existence of empty application Etc. 	
<p>6.1.5</p>	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>In according interview with unit head during audit as well as group discussion with village head surrounding estate, there are no smallholder schemes in Mata Pao Estate. Therefore, indicator 6.1.5 is not applicable</p> <p>Yes - comply</p>
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		
<p>6.2.1</p>	<p>Communication and consultation procedures shall be documented.</p> <p>- Major compliance -</p>	<p>The company has maintained a list of local communities and other affected or interested parties. The list was updated annually or whenever there is change in contain of the list. Documented procedure for communication and consultation with public was established on SOC/PMS/9.01, on 01 September 2014. FPIC approach was incorporated in the SOP for communication and consultation with the local communities and other affected or interested parties. Communication and consultation</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>can be done using suggestion box (kotak saran), verbal or using letter. Result of communication and consultation was recorded in the 'log book'. Related procedure was also described mechanism of information request and its responds. A multi-stakeholder meeting shall be established if no settlement agreement of case/disputes/complaint between stakeholders with organization. Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics.</p> <ul style="list-style-type: none"> - Record of stakeholder consultation shown that the SOP been developed together with the local communities and other affected or interested parties using appropriate existing local mechanisms and in languages understood by these parties (Bahasa Indonesia). Attendance list of dissemination on 12 November 2015 and 9 December 2015 shown that the SOP has been disseminated with the local communities and other affected or interested parties taking into account the differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups. Interview with stakeholders on 20 – 21 March 2018 has verified that the SOPs are effective. 	
<p>6.2.2</p> <p>The company shall have official(s) who is responsible for consultation and communications with parties.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Based on the Procedure of Social Communication, the company has assigned Site Manager (Pengurus) to be responsible for communication and consultation with the affected parties. The procedure has clearly defined job description in regard handling of communication and consultation with the affected parties. Interview with stakeholders and workers on 18 – 19 February 2019 have verified that the affected parties have aware and have access to the person in charge.</p>	<p>Yes – comply</p>
<p>6.2.3</p> <p>The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>A list of stakeholder was documented and updated once a year. The document was available covers internal stakeholder, government institution of Asahan District, villages around Mata Pao Estate, labour union, and general contractor/supplier. Last update was performed on 19 February 2019. Record of list stakeholder can be demonstrated and well maintained.</p> <p>Records of all communication including confirmation of receipt or endorsement were well maintained, it documented in logbook of information request and community aspiration.</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Efforts were made to ensure understanding by affected parties was evident and documented in folder of information request and community aspiration as well as records of actions taken in response to input from stakeholders.</p> <p>Records of actions taken in response to input from stakeholders was evident and verified during audit.</p>	
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>6.3.1</p> <p>The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>Organization has defined the system to deal with complaints and grievances for all affected parties which documented in Prosedur Penanganan Keluhan Sosial (Procedure of Social Complaint Handling - SOC/PSM/9.02) Rev.02 dated 1st June 2014.</p> <p>Person who responsible to receive complaints and grievances has assigned by organization that was Pengurus Kebun (PK). It's also described in Job description of Pengurus Kebun and appointment letter from the head of General Department.</p> <p>The existence of the system has been communicated and made known to all parties. It has been disseminated to all parties together with public consultation of social assessment and socialization of procedures for complaints handling on 7 March 2017. Dissemination of social communication procedure also has been performed in 7 March 2017 to stakeholder.</p> <p>Socialization and procedures training have been performed to all levels of employees, office workers was conducted in January 2017, estate workers conducted in February 2017.</p> <p>The system was effective to ensure that complaints or grievances are addressed or resolved in an effective, timely and appropriate manner. Evidence that the procedures have been implemented is the logbook of complaint. Records are routinely monitored monthly. Since January to December 2017 there were no complaints submitted by the public community and employees.</p> <p>Mechanism and procedure was provided a way for workers to report a grievance against a supervisor to someone other than the supervisor.</p> <p>The system was enable resolution of disputes in an effective and appropriate manner by way of classifying complaints into internal and external, appointed the person who responsible for handling complaints, including level of officials who make decisions for complaint resolution.</p> <p>Non-retaliation or non-reprisal policy that protects</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>complainants or whistle-blowers was described in ethical policy PT Socfin Indonesia. Privacy of parties who submitted the compliant and aspiration were protected if necessary.</p> <p>Where a resolution is not found mutually by means of deliberations between two parties, the problem can be resolved through third-party mediation / authorities, be resolved through the applicable law or brought the RSPO Complaints System.</p> <p>Workers delivered their complaint or grievance through KTU, Assistant, Tekniker or Site Manager. The Site Manager review and give follow guidance to KTU, Assistant or Tekniker. Complaint or grievance that does not need a huge resources and still under authority of Site Manager will be followed up by Site/Unit. Complaints or grievances that need clarification will be further communicated with the complainant. If resolution needs huge resources, Site Manager will delivered complaints to Head Office Medan and General Department (Bahagian Umum) of HO Medan will review the complaints and give guidance to the Mata Pao Site. Then the site implemented resolution from Head Office in Medan.</p>	
<p>6.3.2</p> <p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p>	<p>Complaints or grievance resolution process documented in the logbook of Complaint. Records are routinely monitored monthly. However since January to December 2017 there were no complaints submitted by the public community and employees. It was also confirmed based on public consultation with surrounding village representative, worker, labour union and gender committee on 18-19 February 2019.</p> <p>Outcomes or decisions as response to followed up the complaint reported to affected parties as described in example above.</p> <p>Affected parties who express/stated complaint and grievance was able to access to the documentation of the process and/or outcomes.</p> <p>- Based on Logbook of Complaint and Grievances and interview with stakeholders, there was no recorded complaint or grievances from external stakeholder from the last audit until this audit.</p>	<p>Yes – comply</p>
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p>6.4.1</p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people</p>	<p>Procedure for identifying legal, customary or user rights has been established and available in procedure of Identification and calculation of land</p> <p>Yes – comply</p>

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	<p>entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p> <p>compensation (SOC/PSM/9.05) Rev.00 dated 1st January 2010.</p> <p>The steps of the procedures to identification and calculation of land compensation , consist of:</p> <ol style="list-style-type: none"> 1. Identification of land owner 2. Measurement 3. Data input (mapping) 4. Negotiating compensation 5. Payment of compensation 6. Data documentation. <p>Procedure for identifying people entitled to compensation has been established and available also in procedure of Identification and calculation of land compensation (SOC/PSM/9.05) Rev.00 dated 1st January 2010. The steps are as described above.</p> <p>Procedures was jointly developed, agreed and accepted by local communities It has been designed with consideration to the use of appropriate existing local mechanisms and languages. Consideration has been given to the existence/formation of a multi-stakeholder forum.</p> <p>The Procedure has disseminated to the stakeholder together with public consultation of social assessment and socialization of procedures for complaints handling on 5 April 2018. Dissemination of social communication procedure also has been performed in 5 April 2018 to stakeholder. Minutes of socialization and attendance list was sighted.</p>	
<p>6.4.2</p>	<p>A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.</p> <p>- Minor compliance –</p> <p>Procedure for calculating and distributing fair compensation (monetary or otherwise) has been established and available in procedure of Identification and calculation of land compensation (SOC/PSM/9.05) Rev.00 dated 1st January 2010. The steps are as described in criterion 6.4.1.</p> <p>Procedures was jointly developed, agreed and accepted by local communities It has been designed with consideration to the use of appropriate existing local mechanisms and languages. Consideration has been given to the existence/formation of a multi-stakeholder forum.</p> <p>The procedure monitored and evaluated in a participatory way, procedures will be revised if there is a reasonable request from stakeholders.</p> <p>This procedure take into account of the gender differences in the power to claim rights, ownership and access to land, differences of transmigrants and long-established communities, differences in ethnic groups’ proof of legal versus communal ownership of land.</p> <p>There was no smallholder scheme in Mata Pao</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>6.4.3</p> <p>Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <p>- Major compliance –</p>	<p>Estate and mill.</p> <p>The organisation did not acquire any new land after 2005. It was noted that there was no ongoing progress of new land acquisition during group discussion with stakeholder on 18-19 February 2019.</p>	<p>Yes – comply</p>
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>6.5.1</p> <p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>Type of employment at the company are permanent (Karyawan and Pegawai) and contractual (borongan). For the borongan contract under control the Koperasi Karyawan Stiqomah. Other than that, there was workers contract for replanting activity.</p> <p>There were of pay and condition for each employee. Minimum payment refer to North Sumatera Governor's Decision No. 188.44/679/KPTS/2017 regarding Minimum Payment at Serdang Bedagai in 2018 of 2,447,714 IDR/month. The company released Internal Memo No. UM/KB/BE/35/17 date on 30 January 2018 that minimum payment at Mata Pao of 2,564,718 IDR/month. The payment is added Natura (catu beras) of 15 kg in accordance with BKS-PPS's price per January 2018 of 138,000 IDR/month. For Pegawai, payment scale based on level about 2,678,900 – 4,485,500 IDR/month and for the borongan refer to PKB 2015 – 2017, that daily minimum payment based on work performance for 7 hours/day and 40 hours/week which consider the worker's ability for 7 hours/day and other terms. The new edition of PKB in 2017 – 2019 was still finishing draft by Center of Union Labour.</p> <p>Wage payments for the February 2019 period will be paid using basic wages based on Governor's Decree no. 188.44/1456/kpts/2018 November 21, 2018 amounting to Rp 2,644,265. However, based on a joint agreement between PT Socfindo and PD FSP.PP-SPSI North Sumatra on 11 February 2019 there was an increase from 2,757,072 to Rp. 2,788,200 plus the Natura rice of 15 Kg @ Rp 9,400 or Rp 141,000 which came into effect since January 1, 2019.</p> <p>Payment of wages in the period of January 2019 still uses the 2018 UMK standard based on North Sumatra Governor's Decision No. 188.44/679/KPTS/2017 Regarding Minimum Payment at Serdang Bedagai in 2018 of Rp 2,447,714 /month. The company released Internal</p>	<p>Yes – comply</p>

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	<p>Memo No. UM/KB/BE/35/17 date on 30 January 2018 that minimum payment at Mata Pao of Rp 2,564,718/ month. Based on the interview with the management that the payment for the period of February 2019 will be applied to the MSE for the 2019 period and at the same time the application of the "Rapel" wage.</p> <p>Salary slip in January 2019 and also proved that the payment of wages has met predetermined minimum wage. The minimum wage consists of basic wage plus a fixed allowance. Employee's pay rate for was according to List of Payment Rate for SKU (Karyawan & Pegawai) PT. Socfindo Mata Pao month January 2019, where it was stated that the pay rate was Rp 2,469,892/month IDR including 15 kg additional rice (if worker is not married). If worker have a family the he will be give 15 kg additional rice, 9 kg rice for wife and 7,5 kg rice for each child, maximum 3 child. Taken sample of Pay slip period January 2019:</p> <p>Salary Slip Report January 2019 Company / Business Area : PT Socfin Indonesia – Mata Pao</p> <table border="1" data-bbox="676 1131 1305 2031"> <tr> <td>Period :</td> <td>Jan-19</td> </tr> <tr> <td>NIK :</td> <td>1405615</td> </tr> <tr> <td>Nama :</td> <td>Khairil Irfan</td> </tr> <tr> <td>Business Area :</td> <td>Div. 1</td> </tr> <tr> <td>Divisi :</td> <td>Div. 1</td> </tr> <tr> <td>HK</td> <td>25</td> </tr> <tr> <td>Mangkir</td> <td>0</td> </tr> <tr> <td>Over Time/Premi</td> <td>0</td> </tr> <tr> <td colspan="2">Remuneration</td> </tr> <tr> <td>Description</td> <td>Amount</td> </tr> <tr> <td>Basic Salary</td> <td>Rp 2.574.500</td> </tr> <tr> <td>Employee Rice Allowance</td> <td>Rp 365.586</td> </tr> <tr> <td>Premi</td> <td>Rp 676.775</td> </tr> <tr> <td>Incentive</td> <td></td> </tr> <tr> <td>Total Remuneration :</td> <td>Rp 3.616.861</td> </tr> <tr> <td colspan="2">Deduction</td> </tr> <tr> <td>Description</td> <td></td> </tr> <tr> <td>Employee Rice Allowance</td> <td>Rp 365.586</td> </tr> <tr> <td>BPJS Karyawan</td> <td>Rp 107.908</td> </tr> <tr> <td>Others</td> <td>Rp</td> </tr> </table>	Period :	Jan-19	NIK :	1405615	Nama :	Khairil Irfan	Business Area :	Div. 1	Divisi :	Div. 1	HK	25	Mangkir	0	Over Time/Premi	0	Remuneration		Description	Amount	Basic Salary	Rp 2.574.500	Employee Rice Allowance	Rp 365.586	Premi	Rp 676.775	Incentive		Total Remuneration :	Rp 3.616.861	Deduction		Description		Employee Rice Allowance	Rp 365.586	BPJS Karyawan	Rp 107.908	Others	Rp	
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<p>6.5.2 Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers. - Major compliance -</p>	<p>Workers contract is available in form "<i>Perjanjian Kerja Bersama Tahun 2015-2017</i>" dated 21st April 2015, where the entire worker's rights and obligation are indicated in detail, such as not providing underage worker, company shall provide PPE during working hours, overtime, maternity leave, facilities given to employees (housing, social insurance, etc.). The agreement written in Bahasa and based on interview with worker, they do understand their working agreement.</p> <p>Based on management interviews, the chronological process of the 2018-2020 PPS BKS BKS is as follows: Chronology of the PKB Process for PPS BKS Year 201-2020 (presented by PT Socfindo General Staff), as follows:</p> <ul style="list-style-type: none"> • In August 2018 a New PKB Draft was agreed between 2018-2020 between PP-SPSI and the BKS-PPS Team representing the BKS-PPS member companies. • September 13, 2018; BKPPS submits registration to the Ministry of Manpower (this 	<p>Yes – comply</p>																										

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	<p>applies to cross-province CLAs) by letter no. 59/BKS-PPS/2018.</p> <ul style="list-style-type: none"> • October 26; based on letter no. B.319/PHIJSK/X/2018 reply to a letter from the BKS-PPS stating that they refused to register the PKV on the grounds that the Collective Labor Agreement must be registered by the directors of their respective companies where the PKB must be signed by the PUK Workers' Union in each company. • On December 5, 2018, the BKS-PPS party again wrote to the Dirjen of PHI and Jamsos regarding the refusal to register the PKB, but until now the BKS-PPS or PP SPSI has not obtained the response from the Dirjen of PHI and Jamsos. • Then according to the sound of article XXIV PKB Year 2015-2017 that PKB is still in force. <p>Besides working agreement, PT Socfin Indonesia has a policy for pay and conditions for employees in Ethics Policy No Doc SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016.</p> <p>This policy has been socialized to employees with evidences list of attendance of socialization in November-December 2017 and January 2018.</p> <p>Employee's pay rate for was according to List of Payment Rate for SKU (<i>Karyawan & Pegawai</i>) PT. Socfindo Mata Pao month November-December 2018 and January 2019, where it was stated that the pay rate was Rp 2,447,714 /month including 15 kg additional rice (if worker is not married). If worker have a family the he will be give 15 kg additional rice, 9 kg rice for wife and 7,5 kg rice for each child, maximum 3 child. The basis of the calculation of <i>premi</i> 2017 already has socialized by the company to worker union on 21 December 2017, and for <i>premi</i> 2018 on 20 December 2017. The worker union has been approved that calculation.</p> <p>Based on interview with workers and labour union, there are no records of breach by the company. Salaries have been delivered routine in each month without problem.</p>	
<p>6.5.3</p>	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p>	<p>The organization provided adequate medical, educational and welfare amenities to national standards. Public facilities were provided by the organisation with basic facilities and covered child care, kindergarten, building for prayers (Mosque and Church), sports facility (e.g. volley ball, badminton, futsal, and tennis), housing for workers</p> <p>Yes – comply</p>

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	<p>- Minor compliance –</p> <p>and medical facilities (clinics). Housing for workers and medical facilities (clinics) were provided by the organisation with basic facilities.</p> <p>The organization has provided adequate water supplies to national standards. It has been done water analysis in the employee housing facility by Sucofindo. Water analysis is conducted once per year.</p> <p>Mata Pao Estate is located in the country crossroad from Medan to Tebing Tinggi, road access is very accessible. People can go to the market or other place anytime they wanted. SD Negeri (elementary school) was available in and around Mata Pao Estate; Playgroup and Kindergarten were also available.</p>	
<p>6.5.4</p>	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p> <p>Company policy stated that workers will be given 15 kg additional rice (if worker is not married) and if worker have a family the he will be give 15 kg additional rice, 9 kg rice for wife and 7,5 kg rice for each child, maximum 3 child. Besides that, extra food given for the workers such as milk and green-bean porridge.</p> <p>The evidences has been reviewed such as payroll for January 2019 (payroll contains of salaries, <i>premi</i> and other benefits) and based on interviews with the workers.</p>	<p>Yes – comply</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p>	<p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p> <p>Freedom of association has been mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. Organizations understand that workers have the right to argued, associate and organize in a labour union.</p> <p>Organization committed to provides opportunities for workers to organize in unions and express an opinion.</p> <p>Commitment covered in the policy are:</p> <ul style="list-style-type: none"> - The organization recognizes workers' rights to express their opinions and organize freely and responsibly run in labour union organizations. - Organizational policies related to ensure workers' rights are discussed and decided by taking into consideration the union. - Ensured that the disclosure made by aspiration unions did not cause the collapse of a termination for union leaders and members. - Promoting the principle of dialogue to reach consensus in addressing the aspirations from labour union to the company. 	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on interview with labour union leader, the company has accommodated employee rights to argued, associate and organize in a labour union. Employees, including migrant and transmigrant workers and contract workers were allowed to form associations and bargain collectively with their employer.</p> <p>There were union workers represent estate and mill employee incorporated in the <i>SPSI Serikat Pekerja Perkebunan PT Socfin Indonesia Mata Pao Estate</i> and registered in Disnaker. Based on Decree from PC FSP. PP-SPSI Indonesian Agriculture & Plantation Workers Federation no. 50 / ORG / PC FSP.PP-LBR / VIII / 2015 concerning Inauguration of Composition and Personnel of the Management Unit of PUK SP Agriculture and Plantation Work Unions. Dated PP-SPSI October 16, 2017 with the Chairperson of SPSI Br. Sumarman. And it has been recorded in the District Manpower Office. Serdang Bedagai no. 560/102 / DTK / SP-B / 2008 on December 30, 2008.</p> <p>Labour laws, union agreements which described in <i>PKB (Perjanjian Kerja Bersama)</i> and direct contracts of employment detailing payments and other conditions was made available in the languages which understood by the workers and explained carefully to them by management official.</p>	
<p>6.6.2 Records of meetings with labor unions or workers representatives shall be available. - Minor compliance –</p>	<p>Minutes of meetings with main labour unions or workers representatives been documented, Records of Bipartite/Union Labour Meeting e.g.:</p> <ul style="list-style-type: none"> - On 12 February 2019 regarding the determination of wages for Group I employees Produced a Collective Agreement on the wages of Fixed Daily workers raised from Rp. 2,775,810 to 2,785,810 plus natural wages of Rp 141,000 (15 Kg of rice @ Rp. 9,400) - On August 7, 2018, a meeting on discussion of substitutes for working days for the Republic of Indonesia Independence Day. <p>Minutes of meeting were available, list of attendance was sighted. The minutes were made readily available to employees upon request.</p>	<p>Yes – comply</p>
<p>Criterion 6.7: Children are not employed or exploited.</p>		
<p>6.7.1 There shall be documented evidence that minimum age requirements are met. - Major compliance –</p>	<p>PT Socfindo has a policy for pay and conditions for employees in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. Based on evidences such as attendance list and minutes of meeting, it was stated that PT Socfindo committed to not employ underage workers</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>required by national legislation.</p> <p>Besides that, PT. Socfindo has a procedure "Penerimaan Pekerja KHT Keburi" No Doc: SOC/PSM/6.01.01, 1st revision dated December 1st 2015 which stated that every candidate must have Identity Card (KTP), Kartu Keluarga, and Surat Nikah (if married).</p> <p>Based on document review as listed in "Daftar Alokasi Tenaga Kerja Palm Oil Mill and estate Mata Pao 2019", and based on field observation there are no underage workers in Mata Pao. Taken sample of youngest worker, e.g:</p> <ul style="list-style-type: none"> - Employees on behalf of Harmoko, were born on 01/08/1992 and joined on 01/08/2017; at the age of 25 years. - Employee in the name of Rizal Prsanudi S., born on 13/05/1991 and joined on 01/08/2017; pad at the age of 26 years and 3 months. <p>Employees in the name of Mhd. Ridho P., was born on 12/09/1985 and joined on 01/02/2010; at the age of 24 years and 5 months</p>	
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p>6.8.1</p> <p>A company's policy on equal opportunity and treatment for work shall be available and documented.</p> <p>- Major compliance –</p>	<p>Equal opportunities has been documented in ethical policy, the document was publicly available (based on request). Its cover race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.</p> <p>The company believe that every worker is entitled to equal treatment and not discriminate based on ethnicity, religion, race, sexual orientation and gender. The company committed to implementing anti-discrimination policy to all employees. Policy has been communicated to all employees. Policy made was publicly available for the relevant stakeholders.</p> <p>Based on group discussion with employee and stakeholders on 20 – 21 March 2018, it was verified that the policy has been disseminated and implemented by organization.</p>	<p>Yes – comply</p>
<p>6.8.2</p> <p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated.</p> <p>- Major compliance –</p>	<p>Based on group discussion with stakeholders and employee on 20 – 21 March 2018, it could be demonstrated that there was no discrimination against employees and groups including local communities and women worker.</p> <p>The employees and groups including local communities and women workers were happy with the way the company treating them. There was no complaint against the company on issues relating to</p>	<p>Yes – comply</p>

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<p>6.8.3 Records of evidence that equal opportunity and treatment for work shall be available. – Minor compliance -</p>	<p>discrimination based on public consultation with stakeholders and employee.</p> <p>All discrimination was prohibited for all area in estate and mill. PKB also mentioned ban of discrimination for all workers in the organization. Procedure for worker recruitment and employee assessment (SDM-A-001-00) was available and mentioned there was no discrimination treatment during recruitment and promotion process. Promotion of worker will be done base on work period, annual evaluation result, and availability of position. During audit, record of annual worker performance assessment as a require promotion was not done.</p> <p>The last promotion was conducted on 26 January 2018, from Karyawan to be Pegawai. Selection based on skills, capabilities, and qualities. Requirement of prospective new worker regarding minimum 18 years old, identity card, photo, family card if has married, certificate, medical record and application letter. During audit it was observed the recruitment process has been done appropriate to related procedure. Record of interview result and evaluation result were shown and well documented.</p>	<p>Yes – comply</p>
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		
<p>6.9.1 A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance –</p>	<p>Policy for sexual harassment and violence and commitment of organization to educate sexual harassment to worker was determined in the "Ethics Policy" – SOC/DP/4.01-64". It is describes the organization has had commitment to deliver sexual harassment and violence to women of the workforce. The policy has been communicated and awareness to worker in the committee gender meeting on 09 April 2015 (refreshment on 12 January 2018) and regulary at the muster morning in the each Division.</p> <p>Organization and gender committee collaborate with doctor from Puskemas (Community Health Center) has established program regarding monthly posyandu (Center for pre and postnatal health care and information for women and child under five), and immunization of child of worker. All programs have been implemented and its record was documented.</p> <p>Based on group discussion with employees and stakeholders, Ethic policy that described prevention of sexual and all other forms of harassment and violence has been implemented and communicated to all levels of the workforce.</p> <p>Mitigation and complaint regarding gender and</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>sexual harassment regulated and defined in social complaint handling procedure SOC/PSM/9:02. Complaints of gender issues can be submitted a written notification to the gender committee or the company management, gender committee will studying the complaints and mediate between the complainant with the company; for sexual harassment mediation performed between the perpetrators with the victim.</p> <p>Programs or training was provided to the workforce in relation to these issues. Ethic policy has included education for women and awareness of the workforce. Based on interview with gender committee, a programme has been provided for particular issues faced by women, such as violence and sexual harassment in the workplace.</p> <p>Gender committee which includes representatives from all areas of work has been set up specifically to address areas of concern to women. Organisation structure of gender committee was revised on 24 September 2018, covering women worker representatives from Up-keeper, Nurse, Nursery, and Sustainability</p> <p>Ethic Policy regularly reviewed once a year. The first ethics policy was revised three times, the last revision in 1 June 2014 and no revision after 2015 review.</p>	
<p>6.9.2</p> <p>A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Policy for sexual harassment and violence and to protect women reproduction rights was determined in the "Ethics Policy" – SOC/DP/4.01-64 and PKB as well. The policy has been communicated and awareness to worker regularly at the muster morning in the each Division.</p> <p>Member of gender committee consist of representatives from all areas of work. During group discussion with head of worker union and gender committee and interview with representative worker was verified the gender committee includes representatives from all areas of work.</p>	<p>Yes – comply</p>
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p> <p>- Minor compliance –</p>	<p>Mechanism of complaint handling was described on gender committee procedure SOC/PSM/9.02. Procedures for handling complaints already established all complaints about sexual harassment and reproductive rights will be issued verbal and or written and informed to all administrator, gender committee and Mill/Estate Manager to follow up. The mechanism has communicated regularly disseminated at the muster morning in the each Division.</p> <p>Company has been identified personnel who will be</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>responsible to receive and manage complaints received from the workforce. Each respective assistants and supervisors were responsible to receive and manage complaints received from the workforce.</p> <p>Based on Logbook of complaint, there was no complaints regarding harassment or abuse in the work place, and reproductive rights are protected during the period of 2017 - 2018. It verified to workers during interview on 18-19 February 2019.</p>	
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p>	<p>Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available. - Minor compliance -</p>	<p>Standard Operating Procedures for third party FFB sourcing were available. The receiving station split FFB from internal and external sources (third party). Since June 2016, Mata Pao Estate has not received FFB from the third party.</p> <p>Yes – comply</p>
<p>6.10.2</p>	<p>Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation). - Major compliance -</p>	<p>Standard Operating Procedures for third party FFB sourcing were available. The receiving station split FFB from internal and external sources (third party). Since June 2016, Mata Pao Estate has not received FFB from the third party.</p> <p>Yes – comply</p>
<p>6.10.3</p>	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -</p>	<p>Standard Operating Procedures for third party FFB sourcing were available. The receiving station split FFB from internal and external sources (third party). Since June 2016, Mata Pao Estate has not received FFB from the third party.</p> <p>Yes – comply</p>
<p>6.10.4</p>	<p>Agreed payments shall be made in a timely manner. - Minor compliance -</p>	<p>Standard Operating Procedures for third party FFB sourcing were available. The receiving station split FFB from internal and external sources (third party). Since June 2016, Mata Pao Estate has not received FFB from the third party.</p> <p>Yes – comply</p>
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
<p>6.11.1</p>	<p>Records of contributions to local development based on the results of consultation with local communities shall be available. - Minor compliance -</p>	<p>PT Socfindo Mata Pao has established policies related companies CSR contained in Ethics policy point 1 which said "To ensure a harmonious relationship, PT Socfindo support in accordance with the capacity of regional development programs and the development potential of the surrounding community". In addition, the company also has a CSR procedure Doc No: SOC / PSM / 9:08, First Edition, 1st January 2011. At point 5.2.1 of the procedures listed about the stakeholder consultation,</p> <p>Yes - comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>"Consultation with stakeholders particularly local government and surrounding communities which aims to explore the needs of rural communities and the potential that can be developed from the aspect of human resources, religion, health, education, sports and recreation, infrastructure and economic development "Contribution to local development described in the CSR programme. CSR Program for 2018-2019 was available including its realization records. CSR program consists of internal and external activities.</p> <p>Internal activities consist of: providing scholarships to outstanding students, national independence day, fogging etc. External activities include: enhancement of village roads around the plantation, maintenance of flood control canals, providing clean water for community activities, building renovation of public facility. Several records of CSR implementation were evident.</p> <p>Corporate Social Responsibility (CSR) Plans for 2018 and 2019 Mata Pao Estate:</p> <ol style="list-style-type: none"> 7. Health Sector: Implementation of Mass Circumcision for children around the garden 8. Religious Affairs: Funding for religious holidays 9. Field of Education: Scholarship Assistance 10. Infrastructure: maintenance assistance / hardening of the village 11. Etc. <p>Realisasi CSR periode Tahun 2018, diantaranya:</p> <ol style="list-style-type: none"> 1. Bantuan dana untuk pembangunan masjid Darul Aman Dusun II Desa Pematang Gantung Kec. Teluk Mengkudu 2. Bantuan dana untuk "Gema Takbir" Idul Fitri 1439 H di Mesji Taqwa Dusun Sei Buluh, Kec. Teluk Mengkudu 3. Bantuan dana untuk turnamen sepak bola Kapolres Sergai Cup Tahun 2018 4. bantuan berupa program pengerasan jalan di sekitar Desa Kebun Mata Pao. 5. Pemberian Beasiswa kepada 75 orang pelajar yang berprestasi di SD Negeri 1079767 Plintahan, SD Negeri 102007 Mata Pao, SD Negeri 101947 Tanjung Buluh dan SMP Swasta Kita Mata Pao, SMK Swasta Kita Mata Pao. <p>DII.</p> <p>The realization of CSR for the 2018 period, including:</p> <ol style="list-style-type: none"> 1. Funds for the construction of the Darul Aman mosque in Hamlet II of Pematang Gantung Village, Kec. Noni Bay 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>2. Funding for "Gema Takbir" Eid al-Fitr 1439 H in Mesjid Taqwa Sei Buluh Village, Kec. Teluk Mengkudu</p> <p>3. Funding assistance for the 2018 Police Chief of the Regional Police Sergai Cup</p> <p>4. Assistance in the form of a road hardening program to surrounding Village of Mata Pao Estate.</p> <p>5. Providing scholarships to 75 students in SD Negeri 1079767 Plintahan, SD Negeri 102007 Mata Pao, SD Negeri 101947 Tanjung Buluh dan SMP Swasta Kita Mata Pao, SMK Swasta Kita Mata Pao.</p> <p>Based on interview with stakeholder on 18 February 2019, it is known that the presence of the company has a positive impact on people's lives, especially in terms of labour.</p>	
<p>6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity. - Minor compliance -</p>	<p>There are no smallholder in PT Socfindo Mata Pao Site so this criteria is not applicable</p>	<p>N/A</p>
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>		
<p>6.12.1 There shall be evidence that no forms of forced or trafficked labor are used. - Major compliance -</p>	<p>Company have documented their policy and procedure in Ethics Policy and Manual Procedure, however policy on forced labour or trafficked labour is not available. That means, company can't define what forced or trafficked labour means.</p> <p>There are no foreign workers in Mata Pao Site, based on evidences which have been reviewed such as "<i>Daftar Alokasi Tenaga Kerja Palm Oil Mill Mata Pao Tahun 2018</i>".</p> <p>Recruitment process was documented in procedure "<i>Penerimaan Pekerja KHT Kebun</i>" No Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015 stated in point 5 about Policy that <i>Staff</i> and <i>Pegawai</i> recruitment conduct by Head Office in Medan. For workers in site, recruitment processes conduct by Site Management with approval from company management.</p> <p>There are no restrictions for workers to leaving mill or estate area outside working hours.</p>	<p>Yes – comply</p>
<p>6.12.2 It shall be demonstrated that no contract substitution has occurred. - Minor compliance -</p>	<p>Based on observation of several employee contract and public consultation with stakeholders on 18-19 February 2019 and interview with employee could be demonstrated that there was no contract substitution occurred.</p>	<p>Yes – comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>There were no migrant workers in PT Socfin Indonesia – Mata Pao. It’s verified during audit documentation list of employee, interview with employee and stakeholders.</p> <p>Employees work based on contract labour agreement which contains agreements include: working time, dependents, payroll and consent of both parties. Workers was given a copy of their employment contracts and the contract was identical to the one signed at the time of recruitment.</p>	
<p>6.12.3</p>	<p>Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p> <p>- Major compliance -</p>	<p>Yes – comply</p>
<p>Criterion 6.13: Growers and millers respect human rights.</p>		
<p>6.13.1</p>	<p>A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Major compliance -</p>	<p>N/A</p>
<p>Principle 7: Responsible development of new plantings</p>		
<p>Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>		
<p>7.1.1</p>	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p>- Major compliance -</p>	<p>N/A</p>
<p>7.1.2</p>	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p>	<p>N/A</p>
<p>7.1.3</p>	<p>Where the development includes</p>	<p>Noted that there was no new planting since</p> <p>N/A</p>

Criterion / Indicator	Assessment Findings	Compliance	
<p>an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -</p>	<p>November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.</p>		
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
<p>7.2.1</p>	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. - Major compliance -</p>	<p>Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting. All areas have been covered in existing HGU and AMDAL.</p>	<p>N/A</p>
<p>7.2.2</p>	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations. - Minor compliance -</p>	<p>Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting. All areas have been covered in existing HGU and AMDAL.</p>	<p>N/A</p>
<p>Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>			
<p>7.3.1</p>	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2). - Major compliance –</p>	<p>Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting. All areas have been covered in existing HGU and AMDAL.</p>	<p>N/A</p>
<p>7.3.2</p>	<p>Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting. - Major compliance –</p>	<p>Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting. All areas have been covered in existing HGU and AMDAL.</p>	<p>N/A</p>
<p>7.3.3</p>	<p>Records of land preparation and clearing dates shall be available.</p>	<p>Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao</p>	<p>N/A</p>

Criterion / Indicator	Assessment Findings	Compliance
- Minor compliance –	Estate. The young oil palm existed are replanting. All areas have been covered in existing HGU and AMDAL.	
7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures. (see Criterion 5.2) - Major compliance –	N/A
7.3.5	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -	N/A
Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		
7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. - Minor compliance -	N/A
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance -	N/A
Criterion 7.5: No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.		
7.5.1	Evidence shall be available that affected local peoples understand they have the right to say ‘no’ to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during	N/A

Criterion / Indicator	Assessment Findings	Compliance	
negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples. - Major compliance -			
Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.			
7.6.1	Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A
7.6.2	A system for identifying people entitled to compensation shall be in place. - Major compliance -	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A
7.6.3	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A
7.6.5	The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A
Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.			
7.7.1	There shall be no land preparation by burning, other than in specific situations, as	Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata Pao Estate. The young oil palm existed are replanting.	N/A

Criterion / Indicator	Assessment Findings	Compliance
	<p>identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	
<p>7.7.2</p>	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>N/A</p>
<p>Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.</p>		
<p>7.8.1</p>	<p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance -</p>	<p>N/A</p>
<p>7.8.2</p>	<p>There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p> <p>- Minor compliance -</p>	<p>N/A</p>
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
<p>8.1.1</p>	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> Reduction in use of pesticides(Criterion 4.6); 	<p>PT Socfin Indonesia – Negeri Lama POM has shon the document related internal audit that was integrated of ISPO and RSPO to montoring and implementation of contional improvement program.</p> <p>Data verified:</p> <ul style="list-style-type: none"> Record of last Internal audit was conducted on 1st – 2nd October 2018. There were 8 nonconformities finding raised related to RSPO P&C requirement that was followed up with correction ad corrective action. Status closed on 3rd December 2018. Minute of meeting of management review dated 4th November 2018. Agenda: <p>Yes - comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<ul style="list-style-type: none"> • Result of internal audit • Feedback from interested parties • Status of the correction and corrective action • Follow up of the progress result of last management review • Management of change • Recommendation to continual improvement. 	

Appendix B: Approved Time Bound Plan

Name of Mill	Address	Time Bound for Certification	Status as of February 2019
Tanah Gambus	Desa Tanah Gambus, Kecamatan Lima Puluh, Kabupaten Batu Bara, Provinsi Sumatera Utara, Indonesia	2011	Certified on 4 November 2011
Bangun Bandar	Desa Martebing, Kecamatan Dolok Masihul, Kabupaten Serdang Bedagai, Provinsi Sumatera Utara, Indonesia	2011	Certified on 11 November 2011
Negeri Lama	Desa Negeri Lama, Kecamatan Bilah Hilir, Kabupaten Labuhan Batu, Provinsi Sumatera Utara, Indonesia	2014	Certified on 10 March 2014
Mata Pao	Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai, Provinsi Sumatera Utara, Indonesia	2014	Certified on 25 April 2014
Sungai Liput	Desa Sei Liput, Kecamatan Kejuruan Muda, Kabupaten Aceh Tamiang, Nangroe Aceh Darussalam, Indonesia	2014	Certified on 5 May 2014
Aek Loba	Desa Aek Loba, Kecamatan Aek Kuasan, Kabupaten Asahan, Provinsi Sumatera Utara, Indonesia	2014	Certified on 15 April 2015
Seumanyam	Desa Simpang Deli Kilang, Kecamatan Darul Makmur, Kabupaten Nagan Raya, Nangroe Aceh Darussalam, Indonesia	2014	Certified on 17 October 2015
Seunagan	Desa Purwodadi, Kecamatan Kuala Pesisir, Kabupaten Nagan Raya, Nangroe Aceh Darussalam, Indonesia	2014	Certified on 30 November 2015
	Blok 52B (30.63 Ha) Kebun Seunagan, Desa Babah II, Kecamatan Kuala Pesisir, Kabupaten Nagan Raya, Nangroe Aceh Darussalam, Indonesia	2020	Has been proposed for land title since 2014, and has been approved by Regent of Nagan Raya. Currently the area is in process of "Panita B" at BPN (National Land Agency) of Aceh Province.
Lae Butar	Desa Rimo, Kecamatan Gunung Meriah, Kabupaten Aceh Singkil, Nangroe Aceh Darussalam, Indonesia	2014	Certified on 30 November 2015

Appendix C: GHG Reporting Executive Summary – year 2018

The GHG emissions that were produced in PT Socfin Indonesia for Mata Pao POM and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in PT Socfin Indonesia for Mata Pao POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct	Extraction	%
CPO	0.74	OER	23.6
PK	0.74	KER	4.31

Production	t/yr	Land Use	Ha
FFB Process	37,807	OP Planted Area	2,331.18
CPO Produced	8921	OP Planted on peat	0
PK Produced	1629	Conservation (forested)	0
		Conservation (non-forested)	2.06
		Total	2,331.18

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	21,833.27	0.58	0	0	0	0	21,833.27	0.58
CO ₂ Emission from fertilizer	197.59	0.01	0	0	0	0	197.59	0.01
N ₂ O Emmission	441.75	0.01	0	0	0	0	441.75	0.01
Fuel Consumption	157.93	0	0	0	0	0	157.93	0
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-21,823.89	-0.58	0	0	0	0	-21,823.89	-0.58
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	806	0.02	0	0	0	0	806	0.02

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	6,872.76	0.18
Fuel Consumption	16.67	0
Grid Electricity Utilisation	114.77	0
Credit		

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Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	7,003.7	0.19

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	1,205.98
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic digestion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix D: General Chain of Custody Requirements for the Supply Chain

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	PT Socfin Indonesia – Mata Pao POM is part of the RSPO supply chain, as the organization takes legal ownership and physically handles RSPO Certified Sustainable oil palm products – therefore this requirement is applicable. The site receive RSPO certified FFB, processed into CPO and PK and sales the market.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	PT Socfin Indonesia – Mata Pao POM is not a trader or distributors, therefore this indicator is not applicable.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Previously PT Socfin Indonesia was a registered RSPO member with membership number 1-0017-04-000-00, since 7 February 2004. Currently PT Socfin Indonesia registered as a member of Socfin SA, with RSPO membership number 1-0269-19-000-00, since 16 February 2019 as seen in website address https://www.rspo.org/members/8070/Socfin-SA . The reason of the change is because the commitment of Socfin’s commissioner to certify all of their oil palm plantation under the RSPO scheme. PT Socfin Indonesia – Mata Pao POM has been registered in RSPO IT Paltform (PalmTrace) with registered ID number RSPO_PO1000001256.	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	PT Socfin Indonesia – Mata Pao POM does not include any processing aid into organization’s scope of certification.	Yes

5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	<p>Previously the site use RSPO Supply Chain model Mass Balance (MB) for preparation if there any outside FFB entering the palm oil mill. However during last assessment period, there is no non-certified FFB entering Mata Pao POM, therefore for the next certification period, PT Socfin Indonesai – Mata Pao POM uses Identity Preserved for the RSPO Supply Chain model.</p> <p>The site is a palm oil mill that uses RSPO supply chain model Identity Preserved (IP), therefore they can only process FFB from certified sources. The site aware that they can claim their product (CPO and PK) as Identity Preserved.</p>	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	PT Socfin Indonesia – Mata Pao POM only uses RSPO supply chain system model Identity Preserved (IP).	Yes
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>PT Socfin Indonesia has established complete and up to date procedures to implement RSPO supply chain requirements in Mata Pao POM:</p> <ol style="list-style-type: none"> 1. "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.07 dated 4 September 2018. The procedure covers FFB receiving and its records, FFB process and its records, production records, delivery of product, daily production report, contract and DO issuance, record keeping, abnormal conditions, report of projected over production to CB, Shipping Anouncemnet in PalmTrace, PIC of RSPO SCCS, processing on the day change from MB to IP, and outsourcing process. 2. "Prosedur Internal Audit Sistem Manajement" No.SOC/PSM/8.02 Rev.06 dated 15/05/2017; described planning and preparation of internal audit that conducted once a year at minimum; audit implementation, findings; 	Yes

		<p>corrective action and audit report.</p> <p>3. "Prosedur Penanganan Keluhan Sosial" No.SOC/PSM/9.02 Rev.06 dated 15/09/2018 described mechanism of complaint handling mechanism.</p> <p>4. "Prosedur Pengiriman MKS/IKS dan Cangkang dengan Transportasi darat" No.SOC-POM/PSM/7.06 Rev.04 dated 01/01/2017, described delivery of CPO and PK from Palm Oil Mill to buyer or storage tank.</p>	
	<ul style="list-style-type: none"> Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Mata Pao POM has maintained complete and up to date records and reports that demonstrated compliance with the RSPO Supply Chain model Identity Preserved, among others: "Buku Collection Trip" (FFB Delivery Note); Weighbridge ticket; "Laporan Jumlah Janjang per Blok" (total bunches); "Laporan pemeriksaan Bahan Baku Per Blok" (supply base verification); Daily Production Report; Monthly production report; CPO/PK Delivery Note.</p>	Yes
	<ul style="list-style-type: none"> Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	<p>Identification of the person having overall responsibility for RSPO Supply Chain implementation is Mr. Oloan Siringo-ringo based on Manager Decree letter no. MP/Div/Bi/06/2016 dated 4 January 2016. During audit, the person was able to demonstrate awareness of the organization's procedures for the implementation of the RSPO Supply Chain requirements.</p>	Yes
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>As per "Prosedur Audit Internal Sistem Manajemen" No.SOC/PSM/8.02 revisi 06 dated 15/05/2017, described Sustainability Manager or Team conducted internal audit and management review to ensure all operational and documentation activities are comply to the requirement in RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. The internal audit and management review planned once a year at minimum.</p>	Yes

	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>The site has effectively implements and maintains the standard requirement by performing internal audit. Latest RSPO SCC Internal audit in Mata Pao POM carried out on 22 February 2018 by Mr. Hasan Bisri, against RSPO SCC Standard 2017. Audit results were evidence, including audit check list and attendance register.</p>	<p>Yes</p>
<p>5.4. Purchasing and goods in</p>			
<p>5.4.1</p>	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>Mata Pao POM only received FFB from certified source, which is Mata Pao Estate. Transportation from field to palm oil mill are using company owned dump trucks. From the process observed, there is no FFB contamination found. Document FFB delivery note and Weighbridge Card described identity and location of FFB source and other item required, e.g. dump trucks identification, driver name, product delivered, date of delivery, trip number, division, weighbridge card number, gross weigh, tarra weigh and nett weigh, signed by driver, weighbride clerk and administration staff. Sample seen for FFB transport:</p> <ul style="list-style-type: none"> - Trip collection record; dated 27/12/2018; vehicle type: Mitsubishi; vehicle number: BK 8435 ZF; Division: II; time: 13.25; driver name: Haikal; quantity: 532 bunches. - Weighbridge Docket: No. WT/AWT E1205/2018/008309; dated 27/12/2018; time 13.25; transporter: BK 8435 ZF; product: FFB; from: Division II; nett weight: 6,350 kg. <p>Movement of FFB from Mata Pao Estate to Mata Pao POM are not sales transaction, it is under the control of same entity, PT Socfin Indonesia. The certification of the supply base is fall under the palm oil mill, PT Socfin Indonesia – Mata Pao POM, therefore a check of the validity of the Supply Chain Certificate is not necessary.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil 	<p>Information of FFB supplied are presented in the delivery note and weighbridge card.</p>	<p>Yes</p>

	palm products (for example, delivery notes, shipping documents and specification documentation).		
	<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	Movement of FFB from Mata Pao Estate to Mata Pao POM are not sales transaction, it is under the control of same entity, PT Socfin Indonesia. The certification of the supply base is fall under the palm oil mill, PT Socfin Indonesia – Mata Pao POM, therefore a check of the validity of the Supply Chain Certificate is not necessary.	Yes
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rsपो.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Movement of FFB from Mata Pao Estate to Mata Pao POM are not sales transaction, it is under the control of same entity, PT Socfin Indonesia. The certification of the supply base is fall under the palm oil mill, PT Socfin Indonesia – Mata Pao POM, therefore a check of the validity of the Supply Chain Certificate is not necessary.	Yes
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Mata Pao POM only receive and process FFB from Mata Pao Estate, Mata Pao POM has never receive any FFB from traders or distributors, therefor this clause is not applicable.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Mechanism for handling non-conforming oil palm product and/or documents has been described in "Prosedur Supply Chain Certification Standard – Identity Preserved" (SOC/PSM/9.10) Rev.07 dated 4 September 2018, Section 5.1.6. The mechanism is by report to Assisstant or Factory Manager, then Factory Manager who decide whether it accepted or returned. Up to this moment, there is no non-conformity regarding document or material entering the Mill.	Yes
5.5. Outsourcing activities			
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or	The organization use third party contractor for transportation of certified product, CSPO and CSPK. PT Socfin Indonesia Mata Pao POM only operate one contractor for delivery of CSPO and	Yes

	<p>holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>CSPK, which is PT Gunung Kawi Sukses Makmur. Valid contract were available, e.g.:</p> <ol style="list-style-type: none"> 1. PD-GM/X/505/2018 dated 24/12/2018 for transport of CPO, valid until 31 December 2019. 2. PD-GM/X/506/2018 dated 24/12/2018 fro transport of PK, valid until 31 December 2019. <p>PT Socfin Indonesia ensure that the third party complies with the RSPO Supply Chain Certification Standard requirements through contract/agreement signed by both side. Chapter III (term and conditions) of the contract mentioned that:</p> <ol style="list-style-type: none"> a. The contractor understood the supply chain type of the product transported based on "Surat Pengantrat Barang". b. Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill. c. Ready to be visited by CB during RSPO audit to see operational and administration activities or others in relation with transport of CSPO and CSPK. 	
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> a. The site has legal ownership of all input material to be included in outsourced processes; 	<p>PT Socfin Indonesia – Mata Pao POM has legal ownership of the CPO and PK delivered by the independent third party.</p>	Yes
	<ol style="list-style-type: none"> b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. 	<p>PT Socfin Indonesia – Mata Pao POM have "Surat Perjanjian Pengangkutan" (contract) signed by both party, PT Socfin Indonesia and the contractor as follows:</p> <ol style="list-style-type: none"> 1. CPO: PD-GM/X/505/2018 dated 24/12/2018 for transport of CPO, valid until 31 December 2019. 2. PK: PD-GM/X/506/2018 dated 24/12/2018 fro 	Yes

		<p>transport of PK, valid until 31 December 2019.</p> <p>PT Socfin Indonesia ensure that the third party complies with the RSPO Supply Chain Certification Standard requirements through contract/agreement signed by both side. Chapter III (term and conditions) of the contract mentioned that:</p> <ul style="list-style-type: none"> a. The contractor understood the supply chain type of the product transported based on "Surat Pengantrat Barang". b. Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill. c. Ready to be visited by CB during RSPO audit to see operational and administration activities or others in relation with transport of CSPO and CSPK. 	
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>PT Socfin Indonesia has procedure of supply chain under "Prosedur Supply Chain Standard – Identity Preserved" (SOC/PSM/9.10) Rev.10 dated 4 September 2018 which explicetely described the requirement of outsourcing process, which is transport of CPO and PK from Palm Oil Mill to buyers. The requirement stated that:</p> <ul style="list-style-type: none"> a. Ensure that trucks are in clean and empty prior to CPO or PK loading, refer to procedure "Pengiriman Produksi dengan Transportasi Darat (SOC-POM/PSM/7.06). b. Ensure that trucks are only loaded by CPO or PK from PT Socfin Indonesia Palm Oil Mill. c. Ensure that trucks are not loaded by other CPO or PK from others during transport by sealing truck tank after loading, refer to procedure "Pengiriman Produksi dengan Transportasi Darat (SOC-POM/PSM/7.06). <p>The procedure has been communicated to related contractors through the signment of contract on 24 December 2018. In</p>	<p>Yes</p>

		Chapter III (term and conditions) of the contract mentioned that: <ul style="list-style-type: none"> a. The contractor understood the supply chain type of the product transported based on "Surat Pengantrat Barang". b. Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill. c. Ready to be visited by CB during RSPO audit to see operational and administration activities or others in relation with transport of CSPO and CSPK. 	
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	In Chapter III (term and conditions) of the contract mentioned that: <ul style="list-style-type: none"> a. The contractor understood the supply chain type of the product transported based on "Surat Pengantrat Barang". b. Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill. c. Ready to be visited by CB during RSPO audit to see operational and administration activities or others in relation with transport of CSPO and CSPK. 	Yes
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Currently PT Socfin Indoneisa – Mata Pao POM only use one contractor for transport of CPO and PK, which is PT Gunung Kawi Sukses Makmur. The contact detail is Mr. Sumida as the Director.	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	The documented procedure of supply chain, "Prosedur Supply Chain Standard – Identity Preserved" (SOC/PSM/9.10) Rev.10 dated 4 September 2018, in section 5.13.6 has explicitly described that the site will inform CB if there is addition or change in contractor used.	Yes
5.6. Sales and goods out			

<p>5.6.1</p>	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>PT Socfin Indonesia – Mata Pao POM has shown records that include minimum information required for RSPO certified product. During this period of assessment, the site sold certified CPO to PT Musim Mas - Belawan under ISCC scheme, whilst certified PK sold under RSPO to PT Musim Mas and PT Smart Belawan.</p> <p>Record seen:</p> <ul style="list-style-type: none"> • “Kontrak Penjualan Lokal” No. 40009600 dated 29 October 2018; described the seller name is PT Socfin Indonesia; at Jl. K.L. Yos Sudarso No.105 Medan Barat, Sumatera Utara; the buyer name is PT Sinar Mas Agro Resources and Technology (PT SMART Tbk); at Sinar Mas Land Plaza Menara 2 Lt.28-30, Jl MH Thamrin No.51, Gondangdia-Menteng, Jakarta Pusat – DKI Jakarta 10350; product name is Palm Kernel (PK); quality is RSPO MB Certified; quantity is 250 Ton; time of delivery is up to 15 November 2018; certificate No. FMS40083. • Delivery Order No.300020456 dated 29 October 2018 described the name of the buyer is PT SMART - Belawan, address Kawasan Berikat Pabrik PT SMART at Belawan; the name of the Seller is PT Socfin Indonesia – Mata Pao; date of document issued is 29/10/2018; description of product is Palm Kernel (PK); quality RSPO Certified MB; quantity is 34,230 kg; related Contract number 40009600; Unique Identification Number is 40009600; certificate No. FMS40083; transporter PT Gunung Kawi Sukses Makmur. • Weighbridge Docket No. WT/AWT E1205/2018/007609 dated 08/11/2018 described the transporter is PT 	<p>Yes</p>
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		<p>Gunung Kawi Sukses Makmur, BK 9909 GK; the name of sender is PT Socfin Indonesia – Mata Pao; the name of the buyer is PT SMART - Belawan; delivery date and date of document issued is 08/11/2018; description of product is PK; quantity is 18,160 kg; related transport document is Contract No.40009600 and DO No. 300020456.</p> <ul style="list-style-type: none"> • Delivery Note No.1120000008/532/MP/11/2018 dated 08/11/2018; from PT Socfin Indonesia – Mata Pao; to PT PT SMART - Belawan; vehicle No. BK 9909 GK; product is PK; quantity is 18,160 kg; RSPO Certified Product; Certificate number FMS40083/RSPO MB; seal number 0347577 - 0347590; related transport document: WB docket No. WD/AWT E1205/2018/007609; DO No. 300020456; contract No. 40009600; unique identification number is 40009600. • “Kontrak Penjualan Lokal” No. 40009495 dated 19 September 2018; described the seller name is PT Socfin Indonesia; at Jl. K.L. Yos Sudarso No.105 Medan Barat, Sumatera Utara; the buyer name is PT Musim Mas; at Jl. K.L. Yos Sudarso KM 7,8 Tanjung Mulia, Medan Deli, Medan 20241; product name is Palm Kernel (PK); quality is RSPO MB Certified; quantity is 300 Ton; time of delivery is September – Oktober 2018. • Delivery Order No.300020340 dated 3 October 2018 described the name of the buyer is PT Musim Mas, address Kawasan Berikat KIM I; the name of the Seller is PT Socfin Indonesia – Mata Pao; date of document issued is 03/10/2018; description of product is Palm Kernel (PK); quality RSPO Certified MB; quantity is 50 Ton; related Contract number 40009495; Unique 	
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		<p>Identification Number is 40009495; transporter PT Gunung Kawi Sukses Makmur.</p> <ul style="list-style-type: none"> • Weighbridge Docket No. WT/AWT E1205/2018/007448 dated 29/10/2018 described the transporter is PT Gunung Kawi Sukses Makmur, BK 9909 GK; the name of sender is PT Socfin Indonesia – Mata Pao; the name of the buyer is PT Musim Mas; delivery date and date of document issued is 29/10/2018; description of product is PK; quantity is 17,280 kg; related transport document is Contract No.40009495, DO No. 300020340 and Delivery Note No. 523/MP/10/2018. • Delivery Note No.1120000008/523/MP/10/2018 dated 29/10/2018; from PT Socfin Indonesia – Mata Pao; to PT Musim Mas - Belawan; vehicle No. BK 9909 GK; product is PK; quantity is 17,280 kg; RSPO Certified Product; Certificate number FMS40083/RSPO MB; seal number 0347507 - 0347520; related transport document: WB docket No. WD/AWT E1205/2018/007448; DO No. 300020340; contract No. 40009495; unique identification number is 40009600. 	
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Information is presented on across a range of documents, such as contract, Delivery Order, Weighbridge Card and Delivery Note.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>PT Socfin Indonesia – Mata Pao POM has registered all of their transaction consist of Shipping Announcement in RSPO IT Platform (PalmTrace).</p> <p>Sample of Shipping Announcement:</p> <ul style="list-style-type: none"> • Transaction ID TR-cf4a7969-e89b dated 17/01/2019; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT 	<p>Yes</p>

		<p>SMART Tbk – Belawan KCP; Product CSPK; Program Mass Balance; Volume 60 MT; Transaction Type: Shipping; Status: Confirmed on 17/01/2019; Based on Delivery Order No. 300020559, Contract No. 40009641.</p> <ul style="list-style-type: none"> • Transaction ID TR-eb442b44-928c dated 03/12/2018; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT SMART Tbk – Belawan KCP; Product CSPK; Program Mass Balance; Volume 34.23 MT; Transaction Type: Shipping; Status: Confirmed on 04/12/2018; Based on Delivery Order No. 300020456, Contract No. 40009600. • Transaction ID TR-9c5eccee-8eaa dated 09/11/2018; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT SMART Tbk – Belawan KCP; Product CSPK; Program Mass Balance; Volume 50 MT; Transaction Type: Shipping; Status: Confirmed on 21/11/2018; Based on Delivery Order No. 300020265, Contract No. 40009492. • Transaction ID TR-87e30fc7-7ae4 dated 13/11/2018; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT Musim Mas – KIM 1; Product CSPK; Program Mass Balance; Volume 50 MT; Transaction Type: Shipping; Status: Confirmed on 08/02/2019; Based on Delivery Order No. 300020340, Contract No. 40009495. 	
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> • are mills, traders, crushers and refineries and; • take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>The site is a Palm Oil Mill which take legal ownership and physically handle RSPO certified sustainable oil palm product, has registered their transaction in RSPO IT Platform (PalmTrace).</p>	Yes
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the	Sample of Shipping Announcement:	Yes

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<p>following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	<ul style="list-style-type: none"> Transaction ID TR-cf4a7969-e89b dated 17/01/2019; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT SMART Tbk – Belawan KCP; Product CSPK; Program Mass Balance; Volume 60 MT; Transaction Type: Shipping; Status: Confirmed on 17/01/2019; Based on Delivery Order No. 300020559, Contract No. 40009641. Transaction ID TR-eb442b44-928c dated 03/12/2018; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT SMART Tbk – Belawan KCP; Product CSPK; Program Mass Balance; Volume 34.23 MT; Transaction Type: Shipping; Status: Confirmed on 04/12/2018; Based on Delivery Order No. 300020456, Contract No. 40009600. Transaction ID TR-9c5eccee-8eaa dated 09/11/2018; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT SMART Tbk – Belawan KCP; Product CSPK; Program Mass Balance; Volume 50 MT; Transaction Type: Shipping; Status: Confirmed on 21/11/2018; Based on Delivery Order No. 300020265, Contract No. 40009492. Transaction ID TR-87e30fc7-7ae4 dated 13/11/2018; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT Musim Mas – KIM 1; Product CSPK; Program Mass Balance; Volume 50 MT; Transaction Type: Shipping; Status: Confirmed on 08/02/2019; Based on Delivery Order No. 300020340, Contract No. 40009495. 	
<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	<p>The site is a Palm Oil Mill that never sold any oil palm product to supply chain actors beyond the refinery.</p>	<p>Yes</p>
<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be 	<p>PT Socfin Indonesia – Mata Pao POM sold certified CPO under ISCC Scheme, the site has done remove certified CPO in</p>	<p>Yes</p>

	removed.	PalmTrace 6,714.29 MT. This volume is consistent with certified CPO sold under ISCC.	
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	The site is a Palm Oil Mill that never bought any oil palm product from other supply chain actor.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	PT Socfin Indonesia – Mata Pao POM has prepared a training program to staff, who are involved in RSPO Supply Chain Certification Standard implementation. As per training program, “Daftar Rencana Pelatihan Tahun 2019” the RSPO supply chain refreshment training is planed in May 2019. The training program is subjected to on-going review. Competency and training records of all staff involved in RSPO Supply Chain were able to be demonstrated.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Latest training on RSPO Supply Chain performed on 3 December 2018 attended by all personel responsible to RSPO Supply Chain requirements, e.g. weighbridge clerk, expedition clerk, laboratory staff, Tekniker II and Tekniker I. Sample training record seen: Record of training, e.i minute of dissemination of RSPO SCCS version 2017 dated 3 December 2018 covering: General requirement and Supply chain model requirement.	Yes
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	The organization has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in “Laporan Produksi Harian”, “Berita Acara Pengukuran dan Perhitungan Stok CPO”, “Kontrak Penjualan Lokal”, Delivery Order, Weighbridge Docket and Delivery Note.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two	The procedure “Prosedur Supply Chain Certification Standard –	Yes

	(2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Identity Preserved” No.SOC/PSM/9.10 rev.07 dated 04/09/2018, section 5.7 requires that all related records and reports, e.g. FFB receiving, Laporan Produksi Harian, Contract, Delivery Order, Weighbridge Card and Delivery Note must be keep for a period of minimum five (5) years. Record verification confirms record as early as 2015 are still maintained.	
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The organization is able to provided estimate volume of CPO and PK in a year period as in Annual Budget, consists of Production of FFB, CPO and PK. The organization also keep an up to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) month, as in “Laporan Produksi Bulanan”.	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	The site has determined and set their own conversion rates be based upon past experience defined as Oil Extraction Rate (OER) and and Kernel Extraction Rate (KER). The site has set OER for budget 2019 as 23.90% and KER as 4.05%.	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The site has annually update OER and KER to ensure accuracy against actual performance. The recorded actual OER and KER as in average January to December 2018 OER is 23.65% and KER is 4.30%.	Yes
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO	The site does not made any claims outside of the RSPO Rules	Yes

	<p>certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>on Market Communications and Claims. The company has prepared a procedure "Prosedur Komunikasi dan Klaim Minyak Sawit Bersertifikat RSPO" No.SOC/PSM/9.12" dated 01/09/2015. The procedure clearly stated that PT Socfin Indonesia did not make any claims regarding the use of RSPO trademark.</p> <p>Based on field visit and interview with relevant staff, it demonstrated good understanding on the use of RSPO corporate logo and RSPO trademark on product.</p>	
<p>General corporate communications</p>			
<p>4.1</p>	<p>A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.</p>	<p>Previously PT Socfin Indonesia was a registered RSPO member with membership number 1-0017-04-000-00, since 7 February 2004. Currently PT Socfin Indonesia registered as a member of Socfin SA, with RSPO membership number 1-0269-19-000-00, since 16 February 2019 as seen in website address https://www.rspo.org/members/8070/Socfin-SA. The reason of the change is because the commitment of Socfin's commissioner to certify all of their oil palm plantation under the RSPO scheme. The corporate communication of Socfin Group can found in website address http://www.socfin.com.</p>	<p>Yes</p>
<p>4.2</p>	<p>In corporate communications a member is allowed to:</p> <ol style="list-style-type: none"> Display its RSPO membership status Display the RSPO web address (www.rspo.org) State that the member supports the work of the RSPO State the member's history with regard to the RSPO. Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.</p>	<ol style="list-style-type: none"> Display its RSPO membership status: In the website Socfin Group did not its RSPO membership status, however Socfin Group display that the company has eleven (11) units RSPO certified under PT Socfindo (Socfin Indonesia), including two (2) unit RSPO SCC certified. Display the RSPO web address (www.rspo.org): The website has a link to www.rspo.org in certification tab>connections>RSPO, at address: https://www.socfin.com/fr/certifications. State that the member supports the work of the RSPO: not in direct manner, however in the website Socfin Group 	<p>Yes</p>

		<p>stated: "The Socfin Group, from its beginnings in 1909, has always been attentive to its social and environmental impact in the countries where it operates. Aware of the development challenges that are evolving, the Socfin Group is constantly working to improve its activities in order to be the leader in responsible tropical agriculture".</p> <p>d. State the member's history with regard to the RSPO: the website display link to RSPO certificate of each unit certified.</p> <p>e. Use the RSPO trademark to promote its membership of the RSPO: the website does not display RSPO trademark.</p>	
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	In the website, Socfin Group does not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Yes
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	In the website, Socfin Group ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Yes
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	In the website, Socfin Group does not use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document.	Yes
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	PT Socfin Indonesia stated in sales documents, e.g. "Kontrak Penjualan Lokal" and Delivery Order that the product sold is RSPO Certified CPO or RSPO Certified PK model IP.	Yes
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	It was verified that when selling certified oil palm product, PT Socfin Indonesia stated the supply chain model IP and, e.g. in "Kontrak Penjualan Lokal" and Delivery Order.	Yes
5.3	Where a distributor or wholesaler takes title to products containing	PT Socfin Indonesia – Mata Pao POM is not a distributor or	N/A

	<p>certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	<p>wholesaler, the site is a palm oil mill that receive certified FFB, processed into certified CPO and PK then sales into the market.</p> <p>Not applicable.</p>	
5.4	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	<p>PT Socfin Indonesia – Mata Pao POM is not an end-product producer, the site is a palm oil mill that receive certified FFB, processed into certified CPO and PK then sales into the market.</p> <p>Not applicable.</p>	N/A
Business to consumer communication			
6.1	<p>Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as ‘product-specific’ claims. Product-specific claims are voluntary.</p>	<p>PT Socfin Indonesia – Mata Pao POM an RSPO P&C Certificate holder with previous certificate number FMS40083, by SAI Global valid until 24 April 2019. The certificate holder delivered oil palm product in bulk, no product label attached. No ‘product-specific’ claims are used.</p> <p>Not applicable.</p>	N/A
6.2	<p>Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.</p>	<p>PT Socfin Indonesia – Mata Pao POM an RSPO P&C Certificate holder with previous certificate number FMS40083, by SAI Global valid until 24 April 2019. The certificate holder delivered oil palm product in bulk, no RSPO trademark attached.</p>	N/A

		Not applicable.	
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	PT Socfin Indonesia – Mata Pao POM sold its oil palm product in bulk, no product pack are used. Not applicable.	N/A
6.4	Business to consumer communication shall not include information about the claimant’s RSPO membership status.	PT Socfin Indonesia – Mata Pao POM communication has not stated information about the claimant’s RSPO membership status.	Yes
6.5	Members shall not communicate to consumers information about their suppliers’ RSPO membership status.	PT Socfin Indonesia – Mata Pao POM is certified RSPO P&C, selling CSPO and CSPK. PT Socfin Indonesia – Mata Pao POM and the parent compant - Socfin Group did not make any communication about their supplier’s RSPO membership status.	Yes
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	The site sold its oil palm product in bulk, up to this moment, PT Socfin Indonesia – Mata Pao POM has not use RSPO trademark.	Yes
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Up to this moment, PT Socfin Indonesia – Mata Pao POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Yes
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements	PT Socfin Indonesia – Mata Pao POM is not a retailer or food service company. Not applicable.	N/A

	of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org .		
MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES			
Certified oil palm content (IP)			
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A
Labelling and trademark (IP)			
	Members are allowed to use the RSPO label in one of the following ways: a. RSPO trademark which includes the tag 'CERTIFIED' or b. RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A
Messaging (IP)			

	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.</p>	<p>N/A</p>
<p>MODULE B – MASS BALANCE SPECIFIC RULES</p>			
<p>Minimum Mass Balance content (MB)</p>			
	<p>95% or above of the oil palm content must be RSPO MB-certified.</p>	<p>PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.</p>	<p>N/A</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.</p>	<p>N/A</p>
<p>Labelling and trademark (MB)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. 	<p>PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.</p>	<p>N/A</p>

	<ul style="list-style-type: none"> • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. • In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. 	<p>PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.</p>	<p>N/A</p>
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p>	<p>PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are</p>	<p>N/A</p>

	Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.	not applicable.	
MODULE C – PARTIAL PRODUCT CLAIMS			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. • The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. • The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A
	Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this specific rules are not applicable.	N/A

	95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made		
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	PT Socfin Indonesia has established procedure for collecting and resolving stakeholder complaints under "Prosedur Penanganan Keluhan Sosial" No.SOC/PSM/9.02 Rev.06 dated 15/09/2018. Up to this moment, noted that there was no complaint from buyer or other stakeholder.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	The procedure "Prosedur Tinjauan Manajemen" No.SOC/PSM/5.01 Rev.05 dated 15/05/2017, described that internal audit and management review planned once a year at minimum, or considering the critical area. PT Socfin Indonesia has defined plan for management Review for year 2018 under "Program Tinjauan Manajemen" (SOC/Form/5.01-01) dated 3 January 2018. Site Mata Pao planned to be held in November 2018. Minutes of Management Review meeting and attendance list shows that latest management review held on 6 November 2018, attended by 12 participants including Group Manager, Pengurus, Tekniker and Sustainability Team.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. 	Minutes of management review meeting dated 6 November 2018 described that the input of management review has include: <ul style="list-style-type: none"> • Result of internal audit; internal audit has been done on 22 February 2018 covering RSPO Supply Chain Certification Standard, result shows that there is no non-conformity found against RSPO SCCS version 14 June 2017. 	Yes

	<ul style="list-style-type: none"> • Changes that could affect the management system. • Recommendations for improvement. 	<ul style="list-style-type: none"> • Customer feedback; during period 2018, there was no complaint or any feedback from customers regarding RSPO Supply Chain. • Status of preventive and corrective action; conclusion from internal audit shows that in general RSPO requirements have been implemented although there was several areas that has not been consistent, therefore Pengurus and Tekniker I have to be active in controlling system implementation in related site; accident investigation has been administratively implemented, however the result is not maximum, therefore accident investigation have to be conducted well so that the root cause can be identified. • Follow-up actions from management reviews; disseminate and directed cooperation to register their worker in BPJS Ketenagakerjaan dan Kesehatan (health and social insurance); disseminated and directed cooperation to conduct medical check up to their anemer worker at 6 month interval at minimum; conducted checking of PPE specification delivered by vendor. • Changes that could affect the management system; there is no significant change that could effect management system. • Recommendations for improvement; Teknik Department conducted conformity review of all procedures and work instructions against implementation; All Estate Staff have to increase frequency of OHS dissemination to all workers so that safety working environment established; All Estate Staff must developed good relation with stakeholder surrounding community. 	
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its 	<p>Minutes of management review meeting dated 6 November 2018 described that the output of management review has include:</p>	Yes

	<p>processes.</p> <ul style="list-style-type: none"> Resource needs. 	<ul style="list-style-type: none"> Improvement of the effectiveness of the management system and its processes; Teknik Department conducted conformity review of all procedures and work instructions against implementation; All Estate Staff have to increase frequency of OHS dissemination to all workers so that safety working environment established; All Estate Staff must developed good relation with stakeholder surrounding community. Resource needs; there is no resources addition needed in implementation of RSPO Supply Chain requirements in Mata Pao Palm Oil Mill. 	
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Appendix E : CPO Mill Supply Chain Assessment Report (Module *D* - CPO Mills: *Identity Preserved*)

D.1 Definition			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
D.1.1	A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.	PT Socfin Indonesia – Mata Pao POM is only receiving FFB from certified source, which is a company-owned estate, Mata Pao Estate. PT Socfin Indonesia – Mata Pao POM previously implementing RSPO SCCS model Mass Balance, however since there is no other FFB entering Mata Pao POM except FFB from Mata Pao Estate, currently Mata Pao POM is implementing RSPO Supply Chain Certification Standard Module D: CPO Mill Identity Preserved (IP).	Yes
D.2 Explanation			
D.2.1	The estimated tonnage of CPO and PK products that could potentially	The projection for certified FFB and production of certified CPO	Yes

	be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	and PK in Mata Pao POM has been recorded in CB's public summary report and registered in RSPO IT Platform.	
D.2.2	The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	PT Socfin Indonesia – Mata Pao POM has met registration and reporting requirement as it registered in RSPO IT Platform (PalmTrace) with ID number RSPO_PO1000001256. The site has done Shipping Announcement in PalmTrace for certified product sold as RSPO; and done Remove for certified product sold under other scheme.	Yes
D.3 Documented procedures			
D.3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a. Complete and up to date procedures covering the implementation of all the elements in these requirements;	PT Socfin Indonesia has established complete and up to date procedures to implement RSPO supply chain requirements in Mata Pao POM: 1. "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.07 dated 4 September 2018. The procedure covers FFB receiving and its records, FFB process and its records, production records, delivery of product, daily production report, contract and DO issuance, record keeping, abnormal conditions, report of projected over production to CB, Shipping Anouncemnet in PalmTrace, PIC of RSPO SCCS, processing on the day change from MB to IP, and outsourcing process.	Yes

		<p>2. "Prosedur Internal Audit Sistem Manajement" No.SOC/PSM/8.02 Rev.06 dated 15/05/2017; described planning and preparation of internal audit that conducted once a year at minimum; audit implementation, findings; corrective action and audit report.</p> <p>3. "Prosedur Penanganan Keluhan Sosial" No.SOC/PSM/9.02 Rev.06 dated 15/09/2018 described mecahnism of complaint handling mechanism.</p> <p>4. "Prosedur Pengiriman MKS/IKS dan Cangkang dengan Transportasi darat" No.SOC-POM/PSM/7.06 Rev.04 dated 01/01/2017, described delivery of CPO and PK from Palm Oil Mill to buyer or storage tank.</p>	
	<p>b. The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>Identification of the person having overall responsibility for RSPO Supply Chain implementation is Mr. Oloan Siringo-ringo based on Manager Decree letter no. MP/Div/Bi/06/2016 dated 4 January 2016. During audit, the person was able to demonstrated awareness of the organization's procedures for the implementation of the RSPO Supply Chain requirements.</p>	<p>Yes</p>
D.3.2	<p>The site shall have documented procedures for receiving and processing certified FFBS.</p>	<p>PT Socfin Indonesia – Mata Pao POM demonstrates Standard Operating Procedures – "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.07 dated 4 September 2018. The procedures cover receiving and processing of certified FFB from certified supply bases, which is from Mata Pao Estate.</p> <p>Mata Pao POM use supply chain model Identity Preserved, therefore the mill not received and processed non-certified FFB.</p> <p>Sample seen: - Trip collection record; dated 27/12/2018; vehicle type:</p>	<p>Yes</p>

		<p>Mitsubishi; vehicle number: BK 8435 ZF; Division: II; time: 13.25; driver name: Haikal; quantity: 532 bunches.</p> <ul style="list-style-type: none"> - Weighbridge Docket: No. WT/AWT E1205/2018/008309; dated 27/12/2018; time 13.25; transporter: BK 8435 ZF; product: FFB; from: Division II; nett weight: 6,350 kg. - Production Statement 2018 and "Laporan Produksi-MIS"; mention that FFB received in September 2018 is 3,078.23 ton; October 2018 is 2,636.87 ton; November 2018 is 2,048.71 ton; December 2018 is 1,722.93 ton. 	
D.4 Purchasing and goods in			
D.4.1	The site shall verify and document the tonnage and sources of certified FFBs received.	Mata Pao POM only received FFB from company owned estate, Mata Pao Estate, there is no other FFB supplier that supplied FFB to Mata Pao POM. The site has verify and documented the tonnage of certified FFB received. Based on the record verified, for the period of April 2018 to March 2019, certified FFB received is 34,962.44 Ton.	Yes
D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	"Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.07 dated 4 September 2018, has covered mechanism to report to CB if there is a projected overproduction. Up to this moment there is no overproduction occur in for this unit.	Yes
D.5 Record keeping			
D.5.1	The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. <i>IP Mill must report on real time basis.</i>	Mata Pao POM has recorded and balanced all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis, there is no negative stock. For the period of April 2018 to March 2019, certified FFB received is 34,962.44 Ton; certified CPO produced is 8,269.43 MT; certified PK produced is 1,504.51 MT; certified CPO delivered is 6,714.29	Yes

		MT; certified PK delivered is 1,293.73 MT.	
D.6 Processing			
D.6.1	The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm product including during transport and storage to strive for 100% separation.	<p>Mata Pao POM has demonstrated clear record and operation that they only received and processed FFB from certified product. Mata Pao POM has only one Storage Tank with capacity 700 MT. The last Storage tank cleaning conducted on 24 April 2018. Minutes of storage tank cleaning and safety working permit were available.</p> <p>Weighbridge are used for weighing incoming FFB and outgoing CPO and PK. Weighbridge has been calibrated based on "Surat Keterangan Hasil Pengujian" No. 40/SKHP/M/P2P/XI/2018, with detail Brand Avery Weigh Tonix; type E1205; serial number 123051097; capacity 40,000 kg. Certificate issued by "Unit Pelaksana Teknis Metrologi Legal – Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai, valid until November 2019.</p>	Yes

RSPO Public Summary Report

Revision 7 (Aug /2018)

Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	February 2018	2955	-	2955
2	March 2018	3620	-	3620
3	April 2018	3492	-	3492
4	May 2018	3890	-	3890
5	June 2018	3509	-	3509
6	July 2018	4228	-	4228
7	August 2018	3622	-	3622
8	September 2018	3123	-	3123
9	October 2018	2623	-	2623
10	November 2018	2085	-	2085
11	December 2018	1749	-	1749
12	January 2019	2035	-	2035
Total		36,931	-	3,6931

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	February 2018	698	124
2	March 2018	848	152
3	April 2018	823	149
4	May 2018	912	160
5	June 2018	834	136
6	July 2018	1006	178
7	August 2018	886	173
8	September 2018	736	158
9	October 2018	608	115
10	November 2018	495	89
11	December 2018	411	72
12	January 2019	476	87
Total		8,733	1,593

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
28-04-2018	PT SMART Tbk - Belawan KCP	TR-3365e31b-04ca	-	75
08-05-2018	PT SMART Tbk - Belawan KCP	TR-3ce95488-8a65	-	45
08-05-2018	PT SMART Tbk - Belawan KCP	TR-2b0f4a7f-c9ba	-	43
07-06-2018	PT SMART Tbk - Belawan KCP	TR-6cc636a9-5568	-	30
16-07-2018	PT. Musim Mas - KIM 1	TR-6e66db99-cb5c	-	50
18-07-2018	PT SMART Tbk - Belawan KCP	TR-8aece896-12e6	-	100
18-07-2018	PT SMART Tbk - Belawan KCP	TR-5897bdbb-dd17	-	55
18-07-2018	PT SMART Tbk - Belawan KCP	TR-8e9c038f-1041	-	130
06-08-2018	PT SMART Tbk - Belawan KCP	TR-def4c6b9-6b1d	-	23

25-08-2018	PT. Musim Mas - KIM 1	TR-d8605021-cb40	-	80
07-09-2018	PT SMART Tbk - Belawan KCP	TR-30f4b97b-1705	-	63
07-09-2018	PT SMART Tbk - Belawan KCP	TR-61e0bd48-cb92	-	85
07-09-2018	PT. Musim Mas - KIM 1	TR-145539f2-4460	-	50
24-09-2018	PT SMART Tbk - Belawan KCP	TR-e258993e-4974	-	17
11-10-2018	PT SMART Tbk - Belawan KCP	TR-7f798d85-7d1c	-	105
24-10-2018	PT. Musim Mas - KIM 1	TR-421c024f-992c	-	60
09-11-2018	PT SMART Tbk - Belawan KCP	TR-9c5eccee-8eaa	-	50
13-11-2018	PT. Musim Mas - KIM 1	TR-87e30fc7-7ae4	-	50
03-12-2018	PT SMART Tbk - Belawan KCP	TR-eb442b44-928c	-	34.23
17-01-2019	PT SMART Tbk - Belawan KCP	TR-cf4a7969-e89b	-	60
17-01-2019	PT SMART Tbk - Belawan KCP	TR-c8a29a30-047a	-	67
17-01-2019	PT SMART Tbk - Belawan KCP	TR-a6c97a5a-5683	-	21.5
Total			-	1,293.73

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)

No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
1	Classified	ISCC	6,714.29	-

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)

No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
	Nil		

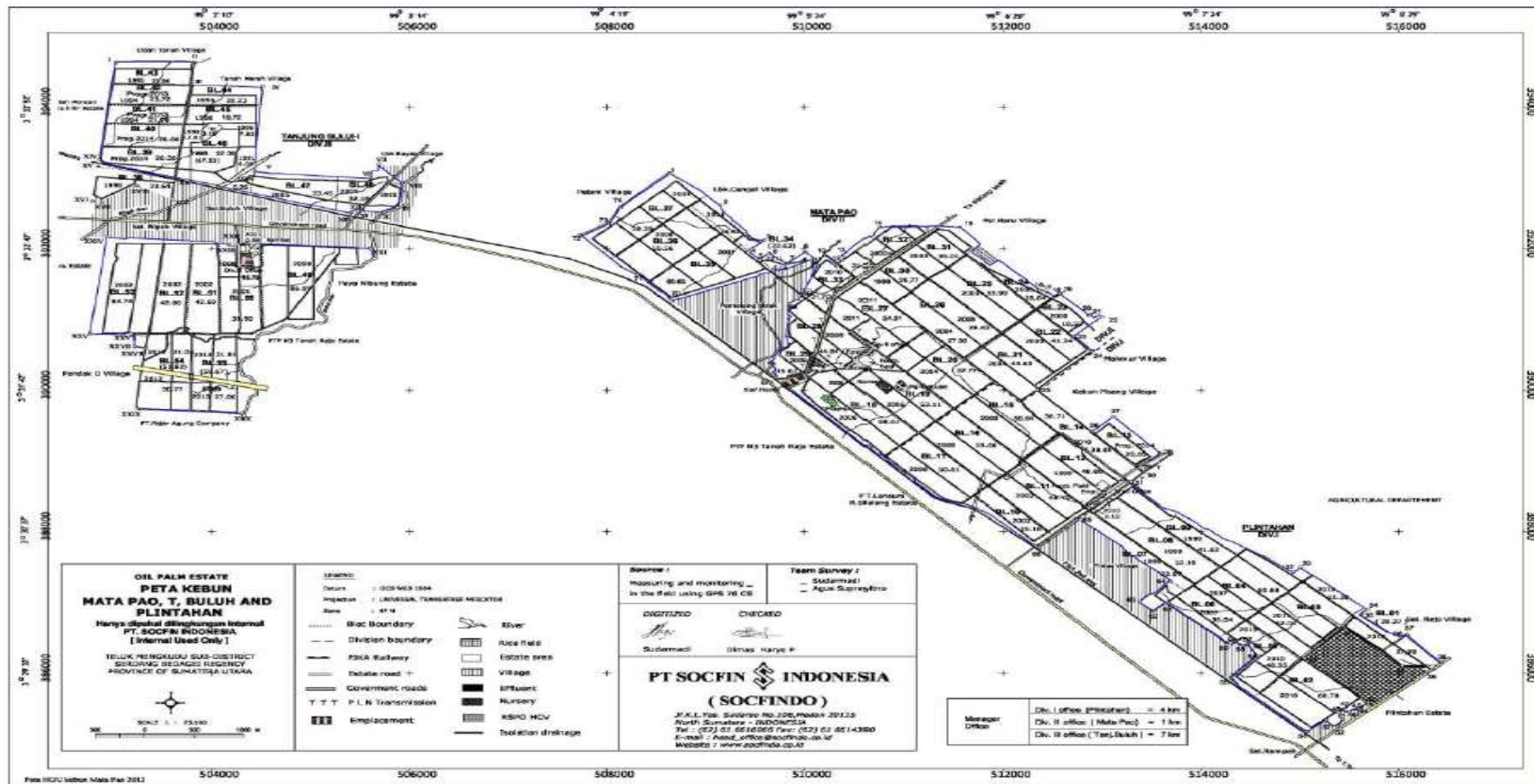
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)

No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
	Nil		

Appendix F: Location Map of Certification Unit and Supply bases



Appendix G: Estate Field Map



Appendix H: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure