

RSPO PRINCIPLE AND CRITERIA PUBLIC SUMMARY REPORT

☐ Initial Assessment
☐ Recertification Assessment (Choose an item.)
□ Extension of Scope

PT Socfin Indonesia (SOCFIN SA)

Client company Address:

Jl. KL. Yos Sudarso No. 106 Medan - 20115, North Sumatera Province, Indonesia

Certification Unit:

Mata Pao Palm Oil Mill and its supply base

Location of Certification Unit:

Mata Pao village, District of Teluk Mengkudu, Serdang Bedagai Regency, 20995 North Sumatera Province, Indonesia

Date of Final Report: 20/5/2021



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Section 1: Scope of the Certification Assessment

1. Company Details						
Parent Company	SOCFIN SA					
RSPO Membership Number	1-0269-19-000-00					
Address	JL KL. Yos Sudarso No.106 Meda	n 20115, North	Sumatera Province, Indonesia			
Palm Oil Mill / Group Manager / Estate (Certification Unit)	PT Socfin Indonesia Mata Pao Mill and its supply base					
Location / Address	Mata Pao Village, Subdistrict of Teluk Mengkudu, Serdang Bedagai Regency, 20995 North Sumatera Province, Indonesia					
Website	www.socfindo.co.id					
Management Representative	Mrs. Andria Zulmanitra E-mail <u>andria@socfindo.co.id</u>					
Telephone	+6261-6616066	Facsimile	+6261-6614390			

2. Certification Information						
Certificate Number	RSPO 705572	RSPO 705572 Date of First Certification 25/04/2014				
		Certificate Start Date	25/04/2019			
		Certificate Expiry Date	24/04/2024			
Scope of Certification	Palm oil and palm kernel produ	uction.				
Visit Objectives	 Determination of the conformity of Mata Pao Palm Oil Mill and its supply bases with RSPO Standard. Evaluation of the ability of the management system to ensure the client 					
Assessment Cycle		able statutory, regulatory and co	miractual requirements.			
Assessment Cycle	 ☐ Initial Assessment ☐ Recertification Assessment (Choose an item.) ☑ Annual Surveillance Assessment (RA 1; ASA 2) ☐ Scope Extension 					
Applicable Standards	□ RSPO P&C 2018 for the Production of Sustainable Palm Oil □ Indonesia National Interpretation 2020 for RSPO P&C 2018 for the Production of Sustainable Palm Oil □ Group Certification 2016 □ RSPO Independent Smallholders Standard 2019					
Supply Chain Module	⊠ Identity Preserved □ Mass E	Balance				



3. Other Certifications								
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date					
Nil								

4. Location(s) of Mill & Supply Bases							
Name (Mill / Supply Base)	Location	GPS Coordinates					
(I-IIII / Supply base)		Latitude	Longitude				
Mata Pao Mill	Mata Pao Village, Subdistrict of Teluk Mengkudu, Serdang Bedagai Regency, 20995 Province of Sumatera Utara - Indonesia	3° 31′ 51.47″ N	99° 05′ 31.64″ E				
Mata Pao Estate	Mata Pao Village, Subdistrict of Teluk Mengkudu, Serdang Bedagai Regency, 20995 Province of Sumatera Utara - Indonesia	3° 32′ 01.26″ N	99° 05′ 55.61″ E				

5. Description of Supply Base								
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted			
Mata Pao	2,330.96	5.89	126.20	2,463.05	94.6			
Total	2,330.96	5.89	126.20	2,463.05	94.6			

6. Plantings & Cycle								
Estato		A	ge (Years)				_	
Estate	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Mature	Immature	
Mata Pao	608.14	774.2	948.62	0	0	1,722.82	608.14	
Total (ha)	608.14	774.2	948.62	0	0	1,722.82	608.14	
Note:								

7. Certified Tonnage of FFB (Own Certified Scope)						
		Tonnag	e / year			
Estate	Estimated (<i>Apr'20 – Mar'21</i>)	Actual (<i>Feb'20 – Jan'21</i>)		Forecast (<i>Apr'21 – Mar'22</i>)		
		Previous license period	Current license period			



		(Feb′20 – Mar′20)	(Apr'20 – Jan'21)	
Mata Pao	35,789	5,385	25,349	40,287
Total	35,789	30,734		40,287
Note:		•		

8. Certified Tonnage of FFB (from other certified unit(s))							
		Tonnag	je / year				
Estate	Estimated (<i>key in period</i>)	Act (<i>key in</i>	Forecast (<i>key in period</i>)				
None	N/A	Previous license period (key in period covered) Current license period (key in period covered)		N/A			
Total	Total						
Note:							

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)					
Indonesiant FFD		Tonnaç	ge / year		
Independent FFB Supplier	Estimated (<i>key in period</i>)		Actual (<i>key in period</i>)		
		Previous license period (key in period covered)	Current license period (key in period covered)		
Total					
Note:			·		

10. Certified Tonnage						
	Estimated (<i>Apr'20 – Mar'21</i>)	Act (<i>Feb'20 -</i>	Forecast (<i>Apr'21 – Mar'22</i>)			
	FFB	FFB		FFB		
	35,789	Previous license period (Feb'20 – Mar'20)	Current license period (Apr'20 – Jan'21)			
Mill Capacity:		5,385	25,349	40,287		
12 MT/hr		30,				
	CPO (OER: 23.49 %)	CPO (OER: 22.84 %)		CPO (OER: 23.0 %)		
	2 442 44	1,282.17	5,737.83	9,266		
	8,410.41	7,020				



	PK (KER: 5.00 %)	PK (KER:	3.81 %)	PK (KER: 4.10 %)
	1,789.45	195	978	1,652
TOTAL	N/A	1,173		N/A
Note:				

11. Actual Sold Volume (CPO)								
Current Lic	Current License period							
	2020 0 1157 1		nes Certified	Conventional	Total			
	RSPO Certified	ISCC	Others	Conventional	Total			
CPO (MT)	5,674.26	-	-	-	5,674.26			
Previous License period								
CPO (MT)	1,267.35	-	-	-	1,267.35			
Total	6,941.61	-	-	-	6,941.61			

12. Actual Sold Volume (PK)						
Current Lic	cense period					
	DCDO Cortified	Other Schen	nes Certified	Conventional	Tatal	
	RSPO Certified	ISCC	Others	Conventional	Total	
PK (MT)	965.24	-	-	-	965.24	
Previous License period						
PK (MT)	166.92	-	-	-	166.92	
Total	1,132.16	-	-	-	1,132.16	

13. Independent Smallholders Certification Claims				
	Credit	Physical Volume (MT)		
IS-CSPO	-	-		
IS-CSPKO	-	-		
IS-CSPKE	-	-		



Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067) Suite 29.01 Level 29, The Gardens North Tower, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia.
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Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)

Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 84,000 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.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **6-9 February 2021**. The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

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 Principles & Criteria 2018 for the Production of Sustainable Palm Oil (**The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20th April 2020**) was used to guide the assessment 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 (and 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√y) x (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 3)	Year 5 (ASA 4)
Mata Pao POM	X	X	X	X	X
Mata Pao Estate	Х	Х	Х	Х	Х

Tentative Date of Next Visit: February 1, 2022 - February 3, 2021

Total No. of Mandays: 9



2.2 BSI Assessment Team:

Team Member	Role	Qualifications
Name	(Team Leader or Team member)	Qualifications (Short description of the team members)
Yudwi Wisnu Rahmanto	Team Leader	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During this assessment, he verify on aspects Business Management Plan, Continuous Improvement, Procedures, SEIA, Environmental and Waste Management, Peat Management, Water Management Plan, GHG and HCV.
Eko Purwanto	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 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 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, he verify on aspects Supply Chain, Mill and Good Agriculture Practices, Land Management.
Imam Fakhrurozi	Team Member	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Imam has completed a number of relevant trainings, the training includes ISO 9001:2008 and EMS 14001:2004 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course. 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 2015. During this assessment, he verify on aspects Employment Procedure, Occupational Health & Safety, Training Programme, Community Development, Employees Requirements, Human Rights and Social Procedures.



Pratama A Sedayu	۱.	Team Member	He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor Endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor Endorsed Courses. During this assessment, he assessed on the aspects of Legal Requirements, Grievance, Land Conflict, FPIC, Stakeholder Consultation and Smallholders.
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Accompanying Persons: None

2.3 Assessment Plan

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

Date	Time	Subjects	YR	IF	EP	PS
Saturday, 06/02/2021	08.00 - 08.30	 Opening meeting Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	√	√	✓	✓
	08.30 – 12.00	 Field visit Mata Pao Estate to verify: Implementation of Agronomy Aspect Implementation of Environmental, Conservation and Waste Management Aspect Implementation of Occupational Health & Safety Aspect Implementation of Legal Aspect and Land Rights 	√	✓	√	
	08.00 – 12.00	Stakeholder consultation (local community/villagers), gender committee.				√
	12.00 – 14.00	Lunch Break	√	√	√	√



Date	Time	Subjects	YR	IF	EP	PS
	14.00 – 17.00	Document Review Mata Pao Estate to verify: Legal & Land Rights Social and Transparency Environmental, Waste Management & HCV Occupational Health & Safety Best Management Practices Worker Welfare Review of previous assessment findings.	√	√	√	√
Monday, 08/02/2021	08.00 – 12.00	 Field visit Mata Pao POM to verify: BMP for Mill Processing – site visit Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, Processing Activities) Implementation of Environmental and Waste Management Aspect (POME Pond, Empty Bunch Area, Reservoir/Intake Point, Biogas Plant – if any) Supply Chain for CPO Mill (site visit) - FFB Receiving, Weighbridge, Dispatch CPO. Document review Mata Pao POM. 	\checkmark	✓	√	
		Consultation with external stakeholders (government agencies in Perbaungan – Serdang Bedagai Regency) by phone				√
	12.00 – 14.00	Lunch Break	√	√	√	√
	14.00 – 17.00	Field visit & Document review Mata Pao POM , including Supply Chain (continued)	√	√	√	√
Tuesday 09/02/2021	08.00 - 09.00	Closing Meeting Preparation	√	√	√	√
	09.00 – 12.00	Closing meeting	√	√	√	√
	12.15 -	Return flight Medan to Jakarta	√	√	√	√



Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

X	PT SOCFIN Indonesia Multiple Management Units / Time Bound Plan
	RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
	RSPO Group Certification Standard 2016
X	(Indonesia) National Interpretation (2020) for RSPO P&C 2018
	Independent Smallholder Standard 2019

3.2 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	Yes. The timebound plan for Socfin SA have listed all estate and mill under the control of the holding company.	Conformity
Have all the estates and mills certified within five years after obtaining RSPO membership?	PT Socfin Indonesia have been active members of RSPO since 6 December 2004. All units under the original PT Socfin Indonesia Group has been RSPO certified. Since 15 February 2019, PT Socfin Indonesia merge under Socfin SA (grouping all Indonesian and African oil palm operations under one membership number). Socfin SA only become RSPO Member on 15 February. Hence, 5 years period will be by 14 th Feb 2024.	Conformity
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 from last assessment.	Conformity
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?	No. There is no acquisition from last assessment. Yes. The timebound plan consistent with ACOP reporting and RSPO membership details.	Conformity
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	There is no isolated lapse in implementation of the plan. The timebound plan remains the same.	Conformity
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to	No. There is no fundamental failure. The uncertified units demonstrated documents such as SIA report, stakeholder	Conformity



proceed with implementation of the plan? If yes a Major non-compliance shall be raised	engagement, FPIC building blocks, land compensation progress, grievance handling, annual internal audit.	
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3.	Socfin SA have submitted LUCA for review of all uncertified unit to RSPO Secretariat on 13 December 2017. Later, Socfin SA submitted revision on 8 September 2018. The decision on replacement after 2005 for primary forest and/or area required to maintain or enhance HCV in accordance to RSPO P&C criterion – awaiting LUCA review from RSPO. Based on review to RSPO RaCP Tracker for Socfin SA, audit team noted: 13 management unit with potential liability; 0 LUCA submitted; 0 LUCA review ongoing; 13 LUCA review clarification; 0 LUCA review complete; 13 Concept Note required; 0 Concept Note approved; 0 Concept Note approved; 0 Concept Note submitted; 0 Concept Note endorsed. Until the end of this audit, there is no new record of Concept Note progress.	Conformity
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	PT. Socfin Indonesia made New Planting Procedure Public Notification on 16 February 2017. After 30 days, there was no comment received by RSPO secretariat. Link https://www.rspo.org/certification/new-planting-procedure/public-consultations/socfin-group-pt-socfindo-and-socfinco-sa-pt-socfin-indonesialima-puluh-estate	Conformity
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.	Based on audit process and based on review upon RSPO Case Tracker (October 2020), there is no land conflicts issue related to Socfin SA.	Conformity
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Based on audit and based on review upon RSPO Case Tracker (February 2020), there is no labor dispute. Based on internal audit reports for uncertified unit, there is no labor dispute.	Conformity
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Based on audit and based on review upon RSPO Case Tracker (February 2020), there is no legal non-compliance.	Conformity



	Based on internal audit reports for uncertified unit, there is no legal non-compliance.	
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available. Note: if the internal audit is conducted against the RSPO P&C only, it is a non-compliance.	Yes. Internal audit have been carried out on uncertified management unit. Internal report for Agripalma (Sao Tome), dated 16 December 2019. The internal audit covers RSPO P&C 2018 (Generic) and relevant RSPO P&C Certifications System June 2017. There was minor nonconformities issued on complaint and grievance procedure training; mapping of customary rights and compensation to involve government. The uncertified management unit have detailed the correction and corrective action plan. Internal report for Safacam (Cameroon), dated 18 December 2019. The internal audit covers RSPO P&C 2018 (Generic) and relevant RSPO P&C Certifications System June 2017. There was minor nonconformities issued on legal compliance list and compensation. The uncertified management unit have detailed the correction and corrective action plan. Positive assurance: Socfin SA committed to fulfill all the requirement related to RSPO certification process. Socfin SA has detailed the correction and corrective action plan and any unresolved issues has been on the right path	Conformity
Have there been any stakeholder (including NGO) consultation conducted?	Yes. Stakeholder consultation carried out in uncertified management unit. Social Impact Assessment (SIA) report recorded the stakeholder consultation process for villages near Agripalma (Sao Tome): for Emolve village in 21 March 2011, Vila Clotilde in 15 March 2011, Ribeira Piexe in 15 March 2011, Monte Mario in 8 August 2011, Praia Pesqueira in 15 March 2011, Lo Grande in 15 March 2011, Healthcare NGO (AMI) in 28 February 2011, Women group in 14 March 2011, FPIC meeting in Safacam (Cameroon) for Chefferie de Dikola in 7 December 2010, for Chefferie de Koungue in 11 September 2011.	Conformity



3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	There is no scheme smallholder and/or scheme outgrowers supplying FFB to PT. Socfin Indonesia – Mata Pao POM.	Conformity
OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.		

3.4 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During this Assessment there were Two (2) Minor nonconformities raised. The **PT Socfin Indonesia - Mata Pao POM** Certification unit submitted Corrective Action Plans for the nonconformities. 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 Critical Nonconformity(ies) has been verified for it effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2016825-202102-N1	Clause & Category (Critical / Minor)	6.7.2 (minor)
Date Issued	08/02/2021	Due Date	Next ASA
Closed (Yes / No)	No	Date of nonconformity Closure	-
Statement of Nonconformity:	Accidents and investigation report inappropriate with Incident investigation procedure SOC/PSM/4.14.		
Requirement Reference:	6.7.2 Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.		
Objective Evidence:	Based on document review of Accidents Report year 2020, there was reported 6 cases of accidents both in Mata Pao POM and Estate, consisted of:		
	• 2 cases related to transportation with category Major accidents: reported on 14th December 2020 and 20 September 2020		
	• 3 cases related to harvesting activities – with category Major accidents: reported on 20th January 2020, 24th February 2020 and 27th March 2020		
	Investigation of all those cases already conducted. However, accidents and investigation report as per "Laporan Investigasi Kecelakaan / Kejadian – doc. No:		



	Soc/Form/4.14-02 were inappropriate with Incident investigation procedure SOC/PSM/4.14 version 04. Where, the accident and investigation reports described the accident chronology, root cause and impacts of the accident, the corrective and preventive action.	
Corrections:	Revising Accident Investigation Report as below:	
	a. Two (2) traffic incident occurs on 14 Dec 202 and 20 Sep 2020.	
	b. Three (3) incident of harvesting activities on 20 Jan, 24 Feb and 27 Mar 2020.	
Root Cause Analysis:	 a) Which conducts investigations and makes the investigation report is not directly responsible personnel 	
	 Form accident investigation less informative so difficult for personnel to make an accident report 	
Corrective Actions:	 Safety officer provide an understanding of the correct technical investigations to: Assistants, technicians, foremen as personnel directly involved 	
	Revise the accident investigation report and socialize how it is prepared to related personnel	
Assessment Conclusion:	CAP of the non-conformities raised is accepted. The effectiveness of CAP implementation will verify during next audit.	

Non-conformity			
NCR Ref #	2016825-202102-N2	Clause & Category (Critical / Minor)	7.3.1 (minor)
Date Issued	08/02/2021	Due Date	Next ASA
Closed (Yes / No)	No	Date of nonconformity Closure	-
Statement of Nonconformity:	Inorganic waste management program, particularly plastic wastes was not implemented.		
Requirement Reference:	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.		
Objective Evidence:	During field visit at Landfill in Block 49 Division 3 it was sighted that plastic waste are dominated. According to Waste Management Plan "Rencana Pengelolaan Limbah 2021", program for plastic waste handling in form of eco-brick program was not yet implemented.		
Corrections:	Determining the implementation steps of plastic waste management program in Mata Pao Estate.		
Root Cause Analysis:	Waste Management Program of Mata Pao Estate, particularly on plastic waste management just approved in early this year 2021 and will be started in next month.		



Corrective Actions:	Conducts an evaluation and projection of plastic waste management program.	
Assessment Conclusion:	CAP of the non-conformities raised is accepted. The effectiveness of CAP implementation will verify during next audit.	

Opportunity for Improvements		
OFI#	Description	
OFI 1	None	

Positive Findings	
PF#	Description
PF 1	None

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-conformity	Non-conformity		
NCR Ref #	1874036-202002-N1	Clause & Category (Critical / Minor)	2.2.2 (minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	06/02/2021
Statement of Nonconformity:	PT Socfin – Mata Pao has an agreement contract with supplying labour "Koperasi Stiqomah" which contain specific clauses on employee term and condition according to legal requirements, however the third party of supplying labour cannot demonstrated the implementation regarding BPJS Kesehatan registration.		
Requirement Reference:	2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.		
Objective Evidence:	 PT Socfin Indonesia – Mata Pao has had contract agreement with supplying labour "Koperasi Stiqomah" as per "Surat Perjanjian Nomor: MP/SPK/I/Bi/01/2020" dated 2 January 2020 valid until 31 January 2020. Article 1, clause 16 stated "Pihak Kedua (Koperasi Stiqomah) wajib memberikan jaminan kesehatan dan jaminan keselamatan kerja (JKK) serta jaminan kematian (JK) dengan mendaftarkan pekerjanya ke BPJS Kesehatan dan BPJS Ketenagakerjaan". However Koperasi Stiqomah were not register all the employee under their management in to BPJS Kesehatan. Koperasi Stioqomah has an agreement with the employee as per "Perjanjian Kerja Harian Lepas No: 40/KOPKARFIN-MP/III/2019 dated 25 November 2019". Article 3, clause 1 and 2 stated: 		



	 "Pihak kedua akan diikutsertakan dalam program penyelenggara jaminan social (BPJS) berupa jaminan kecelakaan kerja (JKK), jaminan kematian (JKM), jaminan hari tua (JHT) dan jaminan kesehatan. "Dalam hal pihak kedua diikutsertakan dalam program BPJS, pihak kedua wajib membayar iuran yang menjadi tanggungjawabnya dengan cara pemotongan upah oleh pihak pertama sbb: JHT 2% dari upah yang berlaku, BPJS Kesehatan 1% dari upah yang berlaku". 	
Corrective Actions:	 Revise the Procedure of Contractor work to include how to monitor and evaluate the performance of contractors including the fulfillment of the contents of the cooperation agreement between the company and the cooperative. Monitoring the work of contractors and the compliance of contract 	
	agreement between the company and the cooperative.	
Assessment Conclusion:	During ASA-1.2,	
	Auditor team verify the implementation of consistency applying this requirement. Sample of contract sighted "Surat Perjanjian Pekerjaan Land Clearing Lahan Sawit Program 2020 Kebun Mata Pao No. PD-GM/XBi/425/2019" dated 28 October 2019. In point 9 within the contract it was clearly stated that "pihak kedua harus mematuhi peraturan dan perundangan yang berlaku" (meet applicable laws). Implementation of CAP related on this non-conformity was effectively	
	implemented during this Surveillance. Therefore, this non-conformity is Closed satisfactorily.	

Opportunity for Improvement		
OFI#	Description	
OFI 1	None	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)		Issued Date	Status & Date (Closure)
1874036-202002-N1	Minor	2.2.2	11/02/2020	Closed. 06/02/2021
2016825-202102-N1	Minor	6.7.2	08/02/2021	Open
2016825-202102-N2	Minor	7.3.1	08/02/2021	Open

3.5 Stakeholders and previous land owner / user 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 - Employees Cooperative - Gender Committee	Union/Contractors - Village Head Firdaus - Village Head Mata Pao - Village Secretary Sei Sijenggi - SPSI/Worker Union
Government Departments	- Replanting Contractor NGO
 Environmental Service of Serdang Bedagai Regency Manpower Service of Serdang Bedagai Regency 	- No local NGO founded.

Stakeholders comment

1 Feedbacks:

Dinas Lingkungan Hidup Kabupaten Serdang Bedagai - Environmental Service Serdang Bedagai Regency

Panesian Tambunan – Kepala Dinas Lingkungan

- In general there is no negative issue related to PT Socfin Indonesia Mata Pao
- Company has fulfilled permit related to Environmental permit, waste water permit, temporary hazardous waste permit;
- Company has fulfilled reporting obligation related to environmental management and monitoring Laporan UKL-UPL, hazardous waste management, waste water debit;
- So far there is no environmental pollution from PT. Socfin Indonesia Mata Pao reported;
- Dinas Lingkungan Hidup Kabupaten Serdang Bedagai is in process to review domestic waste water permit.

Managament Responses:

- PT Socfin Indonesia - Mata Pao POM will continue to coordinate with DLH and related sections



- PT Socfin Indonesia - Mata Pao POM will continue monitoring related to the importance of environmental management and monitoring reporting (UKL-UPL Report, waste management B3 and Waste water Discharge)

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

2 Feedbacks:

Dinas Tenaga Kerja dan Koperasi Kabupaten Serdang Bedagai – Manpower Service Serdang Bedagai Regency

Drs. Bernard Sijabat - Kepala Bidang PHI & Jaminan Sosial

- Company fulfilled obligation related to minimum wage regulation as instructed by Governor Provinsi Sumatera Utara. Company also fulfilled the reporting obligation in timely manner.
- Company fulfilled obligation related to registration of worker health/insurance to BPJS Ketenagakerjaan. This includes for cooperative workers.
- To his observation, PT. Socfin Indonesia Mata Pao does not employed underage worker, does not employ forced labour, does not employ migrant labour. Majority of workers are coming from surrounding communities. Based on latest review all workers are SKU (permanent worker).
- There is no dispute related to industrial relationship in PT. Socfin Indonesia Mata Pao.
- PT. Socfin Indonesia Mata Pao maintains the health and safety management system. Company maintains obligations; license, permit, operator competency related to occupational health and safety. Based on his monitoring, there was no work related accident causing fatality.
- Company has registered the bipartite organization and actively resolve industrial relation issues. Company has three registered worker union and communicates in good manner.
- To his observation, there was no report related to fatality or severe injury from work related activity.
- PT. Socfin Indonesia Mata Pao, as other plantation companies in Serdang Bedagai Regency instructed postponement upon medical check up process in 2020, as regulated by "Surat Edaran Menteri Ketenagakerjaan Republik Indonesia No.M/7/AS.02.02/V/2020 tentang Rencana Keberlangsungan Usaha dalam Menghadapi Pandemi Corona Virus Disease (COVID-19) dan Protokol Pencegahan Penularan COVID-19 di Perusahaan" dated 20 May 2020 cascaded by Governor Provinsi Sumatera Utara to provincial manpower service and subsequently cascaded to regency manpower service.
- The manpower service is in process to review revision of PT. Socfin Indonesia Mata Pao's P2K3 safety committee structure.

Management Responses:

- PT Socfin Indonesia Mata Pao POM complies with government regulations on wages, BPIS for labor and BPIS Health for worker welfare, complying with permits related to LK3.
- PT Socfin Indonesia Mata Pao POM already has a company policy that prohibits child labor, forced labor and migrant workers.
- Continue to maintain good communication with existing trade unions.
- PT Socfin Indonesia Mata Pao POM continues to carry out health checks on workers after the covid pandemic situation ends.

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

3 Feedbacks:

Jamuri - Village Head Firdaus

• In general the relationship between company and surrounding community is good.



- PT. Socfin Mata Pao provides donation and assistance for road maintenance, religious house repair, religious festivities, school repair, scholarship. Company also provide staple food and face mask during COVID-19 pandemic.
- Company employed the local community manpower.
- Company has agreement to share byproduct as cattle feed. Most of community in Firdaus village is rice farmer.

So far no complaint to company related to land conflict or environmental pollution.

Management Responses:

- PT. Socfindo Mata Pao maintains a good relationship with the surrounding villages by conducting CSR and Partnership programs.

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

4 Feedbacks:

Sayuti - Village Head Mata Pao

- In general the relationship between company and surrounding community is good.
- PT. Socfin Mata Pao provides donation and assistance for 17 August/Independence Day, scholarship, circumcision for children, assist in provides machinery for paddy field irrigation maintenance. Company also provide staple food and face mask during COVID-19 pandemic.
- Most of community in Mata Pao village is rice farmer and worker.

No complaint to company related to land conflict or environmental pollution.

Management Responses:

- PT Socfin Indonesia - Mata Pao POM maintains good relations with nearby villages by carrying out CSR and Partnership programs.

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

5 Feedbacks:

Asriadi - Village Secretary Sei Sijenggi

- In general the relationship between company and surrounding community is good.
- PT. Socfin Mata Pao provides aid during flood.
- PT. Socfin Mata Pao provides donation and assistance for road maintenance, religious house repair, religious festivities, school repair, scholarship. Company also provide staple food and face mask during COVID-19 pandemic.
- Most of community in Mata Pao village is rice farmer and worker. The road maintenance from company very useful for farmer to sell their crop.
- He receives information/socialization related to company policies: no hunting, no cutting trees, no drug abuse, no sexual harassment, respect human rights, respect reproductive rights, no child worker, etc.

No complaint to company related to land conflict or environmental pollution.

Management Responses:

- PT Socfin Indonesia Mata Pao POM maintains good relations with nearby villages by carrying out CSR and Partnership programs.
- PT Socfin Indonesia Mata Pao POM continues to disseminate information to the surrounding village community regarding company policies.

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

6 Feedbacks:



Suwardi - SPSI/Worker Union.

- The worker in PT. Socfin Indonesia Mata Pao are free to choose their affilition, currently the worker joined three worker unions: SPSI, Perbuni and FSMI. Company respect the presence of these union and communicating in good manner with all union.
- Company abide regulation pertaining minimum wage
- Registration for social insurance/BPJS Ketenagakerjaan & BPJS Kesehatan covers all employees.
- Company put attention to health and safety implementation.
- There was no employee layed off during COVID-19 pandemic in 2020.

Collective work agreement ended in 2020, and under discussion for extension process. The employee and company agreed to use the 2018-2020 collective work agreement, until new agreement finalized.

Management Responses:

- Company Policy PT Socfin Indonesia Mata Pao POM gave freedom to workers to unite and establish good communication with trade the unions.
- PT Socfin Indonesia Mata Pao POM adheres to government regulations on wages and BPIS and is committed to a Collective Labor Agreement (KKB).

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

7 Feedbacks:

Efriyadi - Koperasi Karyawan Stiqomah

- Employee cooperative established since 2007.
- Currently the cooperative registered with 384 members.
- Cooperative explains received support from company in maintain and develop business in form of: quidance, advocacy, office building.
- Cooperative maintains obligation related to financial transparency, annual general meeting with all members, and reporting obligation.

Cooperative has improved the practices for temporary worker selection and recruitment. Cooperative will only employ worker holding and/or willing to be registered with BPJS Ketenagakerjaan and BPJS Kesehatan.

Management Responses:

- PT Socfin Indonesia Mata Pao POM continues to support the progress of the Employee Cooperative.
- Encourage cooperatives to continue to implement fairness, administrative transparency and participaton of cooperative workers int the BPJS program.

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

8 Feedbacks:

Mrs. Dewi Marniawati – Gender Committee

- Gender committee was established to represent the voice of women in company.
- Gender committee provides definition of sexual harassment and/or discriminatory behaviour.
- Gender committee has monthly program to communicating policies: no child worker, no sexual harassment, protection of pregnant and breastfeeding women, etc. They promote breastfeeding corner.
- Gender committee escort the implementation of work for pregnant worker: no heavy lifting, no use of chemical. For breastfeeding female worker, breastfeeding break time are provided.

The housing facility and other amenities are sufficient. Access to affordable foods to nearest market is easily available.

Management Responses:



PT Socfin Indonesia - Mata Pao POM is committed to gender protection related to discriminatory treatment, sexual harassment of pregnant women and breastfeeding mothers. Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit. Feedbacks: 9 S. Lubis - PT. Surya Baru Prima Nusantara/replanting contractor Contractor is working for oil palm replanting, activity comprise of felling and chipping oil palm. Contractor carried out work in line with work specification. Contractor aware of PT. Socfin Indonesia's policies: no child worker, worker payment complies with minimum wage, occupational health and safety, no spillage or pollution, zero burning in replanting, no hunting and no damaging HCV area, prohibit sexual harassment and protect reproductive rights. All operator working in PT. Socfin Indoensia – Mata Pao holds valid operator license. All operator working in PT. Socfin Indoensia – Mata Pao age above 18 years. **Management Responses:**

- PT Socfin Indonesia - Mata Pao POM socializes company policies related to LK3 child labor, wages, protection of consevation areas, sexual harassment and gender protection. - PT Socfin Indonesia - Mata Pao POM monitors third party operational licensing

Audit Team Findings: No issues on stakeholders feedback. It is already verify during onsite audit.

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Not Applicable This plantation established approximately since 1919	-	-	-	-	-

Previous land owner / user comment	
	Feedbacks: Not Applicable
	Management Responses: N/A
	Audit Team Findings: N/A



3.6 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

Formal Signing-off of Assessment Conclusion and Recommendation

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 Principles and Criteria 2018 for Sustainable Palm Oil (Indonesia NI 2020) 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:	Name:
Yudwi Wisnu Rahmanto	Andria Zulmanitra
Company Name:	Company Name:
PT BSI Group Indonesia	PT Socfin Indonesia
Title:	Title:
Lead Auditor	Sutainability Manager
Signature:	Signature: (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.)
Date: 05/04/2021	Date: 05/04/2021



Appendix A: Summary of Findings

Criterio	n / Indicator	Assessment Findings	Compliance		
_	Principle 1: Behave ethically and transparently Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.				
	1.1: The unit of certification provides adequate information to relevant stakes and forms to allow for effective participation in decision making.	holders on environmental, social and legal issues relevant to RSPO Criter	ia, in appropriate		
1.1.1	(C) Management documents that are specified in the RSPO P&C are made publicly available.	Based on document verification, certificate holder has established "Prosedur Komunikasi Sosial No.SOC/PSM/9.01 Rev.6", dated 1 Apri 2020. In clause 6.2.3.3 written the list of publicly accessible documen as follows: a) Land/building title; b) Occupational health and safety plan; c) Assessment plan of social and environmental impact/AMDAL; d) Pollution mitigation and pollution reduction plan; e) Negotiation procedure; f) Continual Improvement Program; g) Public summary of certification; h) Human right policy; i) Company policies; j) Code of ethics for worker and supplier; Section 6.2.3.2 stated communication and consultation applicable fo procedure socialization, policy socialization, or other activity which may have impact to community; information request/aspiration need to communicate and consulted with community; HCV in company area CSR programme.	r y		
1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders.	All publicly available documents are written in Bahasa Indonesia.	Complied		



The procedure has been socialized to the internal or external stakeholder. For example:

- POM's Tekniker I Charles Siallagan PT. Socfin Indonesia Mata Pao communicated company policy to the mill workers on 26 October 2020. Attended by 15 mill workers (turbine operator, electrician, security, oil man). Communicated company policy to the mill workers on 15 October 2020. Attended by 20 mill workers (processing mandor, scrapper/sterilizer operator, loading ramp operator, boiler operator, clarification operator, EFB operator, water treatment plant operator).
- Mata Pao Estate Division I Assistant Asqian made communication of company policy to fertilizer applicators from Division I: Amrizal, Samsul Bahri, Budiman, Hamdani, Siripon (sprayers) on 30 September 2020.
- Iskandar Division III Assistant PT. Socfin Indonesia Mata Pao communicated company policy to Ruslan Tanah Merah Village, on 29 September 2020; to Sukardi Sei Buluh Village, on 29 September 2020; to Miswanto Tanah Merah Village, on 29 September 2020; to Darma Sutra Tanjung Buluh Village, on 29 September 2020;
- Head/Kepala Tatausaha Sumarwan PT. Socfin Indonesia Mata Pao Administration went to communicates company policy to worker union Syahrizal (PUK SPSI), on 30 October 2020; To police Budiarto (Polisi Sektor Teluk Mengukudu), on 30 October 2020; To worker union at District level Gober Hermanto (Ketua Pimpinan Cabang SPSI Serdang Bedagai) on 10 November 2020;

POM's Tekniker I Charles Siallagan PT. Socfin Indonesia – Mata Pao communicated company policy Lands Office Sabirin (Badan Pertanahan Nasional Serdang Bedagai); To Plantation Service Syahrizal (Dinas Pertanian Serdang Bedagai) - on 23 October 2020; To Environmental Service Rosdelimawati (Dinas Lingkungan Hidup) – on 21 October 2020; To District Authority Romlan Siagian (Camat Teluk Mengkudu) – on 3

		November 2020; to Manpower Service Saprian (Dinas Tenaga Kerja), on 7 November 2020;	
1.1.3	(C) Records of requests for information and responses are maintained.	Based on document verification, certificate holder has established "Prosedur Komunikasi Sosial No.SOC/PSM/9.01 Rev.6", dated 1 April 2020. In section 6.2.3.2 stated communication and consultation applicable for procedure socialization, policy socialization, or other activity which may have impact to community; information request/aspiration need to communicate and consulted with community; HCV in company area; CSR programme.	Complied
		Record of incoming information request or aspiration from stakeholder documented in file "Catatan Permintaan Informasi & Aspirasi", summarized on monthly basis. The document consists information: date of request, name of person/organization requesting, type of aspiration, early response by certificate holder, following response/realization and status of request.	
		Based on record review, the book listed 5 information requests in 2020. For example:	
		a) Village head of Firdaus submitted a request for building material for masjid construction through letter "Proposal Pembangunan Mesjid Al-Istiqomah No.010/PPPM-AI/F-SR/III/2020" dated 24 March 2020. Letter received 4 April 2020. Response provided on 6 April 2020 along with the material. Receipt of material signed by village head 6 April 2020 available – status done.	
		b) Village head of Mata Pao submitted a request for solid through letter "Surat Kepala Desa Mata Pao No. 18.48.4/470/345/2020" dated 21 September 2020. Letter received, and initial response provided on 21 September 2020. Subsequently solid provided dated 22 September 2020. Receipt of palm solid available – status done.	



1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official.	Based on document verification, certificate holder has established "Prosedur Komunikasi Sosial No.SOC/PSM/9.01 Rev.6", dated 1 April 2020. In section 6.2.3.2 stated communication and consultation applicable for procedure socialization, policy socialization, or other activity which may have impact to community; information request/aspiration need to communicate and consulted with community; HCV in company area; CSR programme.	Complied
		According to the procedures, certificate holder shall respond to all incoming aspirations/request for information maximum 1 months after the submission date.	
		Certificate holder has submitted their mandatory report to the respective government agencies on regular bases. For example:	
		 Environmental management and monitoring on six monthly basis; Waste water monitoring report on three monthly bases; Hazardous waste management report on three monthly basis; Plantation business development report on annual bases; OHS committee meeting report on three monthly basis; Accident report on three monthly basis; Social Impact Assessment review on two-yearly basis; 	
		During stakeholder consultation with respective government agencies: Dinas Lingkungan Hidup (Environmental service) Kabupaten Serdang Bedagai, Dinas Ketenagakerjaan (Manpower service) Kabupaten Serdang Bedagai, Dinas Pertanian (Agriculture/plantation service) Kabupaten Serdang Bedagai obtained information that PT. Socfin Indonesia – Mata Pao Estate/POM fulfil their obligation and has submitted their mandatory report regularly.	

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		 Report on the use of HGU through letter "Surat PT. Socfindo No.MP/X/Bi/020/2021, perihal Penggunaan HGU", dated 21 January 2021 to Dinas Pertanian. Report on the use of ground water usage period November and December 2020, through letter "Surat PT. Socfindo No.MP/X/Bi/005/2021, perihal Laporan Penggunaan Air Bawah Tanah", dated 5 January 2021 to Bupati Serdang Bedagai. 	
		Report on the fire monitoring period July to December 2020, through letter "Surat PT. Socfindo No.MP/X/Bi/023/2021, perihal Laporan Pemantauan Kebakaran Periode Juli-Desember 2020", dated 19 January 2021 to Bupati Serdang Bedagai.	
1.1.5	An up-to-date list of contacts and detailed stakeholder information is available along with designated representatives.	PT. Socfin Indonesia – Mata Pao updated the list of stakeholders on annual basis. The list of stakeholders consists of information: stakeholder name, contact and address.	Complied
		Based on document verification, "Daftar Nama Stakeholder Kebun Mata Pao", signed 20 January 2021, consist of:	
		Badan Lingkungan Hidup/Environmental Service, Badan Metrologi dan Geofisika/Metrology and Geophysic, Pemadam Kebakaran/Fire fighter, Dinas Pertanian/Plantation Service, Badan Pertanahan Nasional/Lands Office, Dinas Ketenagakerjaan, Koperasi dan Usaha Mikro/Manpower Service, Dinas Penanaman Modal & Pelayanan Perizinan Terpadu/Investment Bureau, Polisi Sektor Sei Rampah, Teluk Mengkudu, Perbaungan/Police, Koramil Teluk Mengkudu/Military, Camat Sei Rampah/District Government, Camat Teluk Mengkudu/District Government, Camat Perbaungan/District Government, Desa Firdaus, Desa Pematang Pelintahan, Desa Sei Rejo, Desa Mata Pao, Desa Pematang Setrak, Desa Mamur, Desa Tanjung Buluh, Desa Tanah Merah, Desa Sei Sijenggi, Desa Deli Muda, Desa Sei Buluh (villages), Serikat Pekerja FC-SPSI Sei Rampah, SPSI Kebun Mata Pao, Komite	

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		Gender/Gender Committee, Contractor PT. Prima Surya Baru Nusantara, PT. Gunung Kawi, Koperasi.	
Criteria	1.2: The unit of certification commits to ethical conduct in all business operations	ations and transactions.	
1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	PT. Socfin Indonesia established code of ethical conduct that signed by Principal Director since March 2019. The ethical code divided into internal and external (supplier, buyer and other third parties). The document "Socfindo – Employee and Corporate Code of Ethics (Edition 2 – March 2019) made available in softcopy and/or hardcopy in each unit (mill and estate).	Complied
		The ethical code can be downloaded in the company's official website for internal (corporate and employee) https://www.socfindo.co.id/documents/eng/Corporate-Code-of-Ethics.pdf and external https://www.socfindo.co.id/documents/eng/Suppliers-Code-of-Ethics.pdf . This document covered policy as follows:	
		Competition issues	
		Confidential information and intellectual property	
		Conflict of interest	
		Drugs, alcohol and firearms	
		Use of e-mail and internet.	
		Use of company assets	
		Environment, health and safety.	
		Government relations	

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- Human rights and the workplace
- Payments of illicit sums
- Money laundering
- · Business dealing
- Political work
- · Securities laws and insider training
- Sexual harassment, workplace harassment and violence
- Shareholder, media and community relations
- Safety in the workplace.
- Code of compliance

Certificate holder has conducted socialization to the worker and third parties as documented:

- POM's Tekniker I Charles Siallagan PT. Socfin Indonesia Mata Pao communicated company policy to the mill workers on 26 October 2020. Attended by 15 mill workers (turbine operator, electrician, security, oil man). Communicated company policy to the mill workers on 15 October 2020. Attended by 20 mill workers (processing mandor, scrapper/sterilizer operator, loading ramp operator, boiler operator, clarification operator, EFB operator, water treatment plant operator).
- Mata Pao Estate Division I Assistant Asqian made communication of company policy to fertilizer applicators from Division I: Amrizal, Samsul Bahri, Budiman, Hamdani, Siripon (sprayers) on 30 September 2020.

		<u>, </u>	1
		External stakeholder (as recorded for indicator 1.1.2)	
		• Iskandar Division III Assistant PT. Socfin Indonesia – Mata Pao communicated company policy to Ruslan – Tanah Merah Village, on 29 September 2020; to Sukardi – Sei Buluh Village, on 29 September 2020; to Miswanto – Tanah Merah Village, on 29 September 2020; to Darma Sutra – Tanjung Buluh Village, on 29 September 2020;	
		• Head/Kepala Tatausaha Sumarwan PT. Socfin Indonesia – Mata Pao Administration went to communicates company policy to worker union Syahrizal (PUK SPSI), on 30 October 2020; To police Budiarto (Polisi Sektor Teluk Mengukudu), on 30 October 2020; To worker union at District level Gober Hermanto (Ketua Pimpinan Cabang SPSI Serdang Bedagai) on 10 November 2020;	
		During the audit, auditor has interviewed female worker from estate office. Based on her explanation, mill assistant has communicated the company's policy including ethical conduct such as company's commitment regarding to non-discrimination in workplaces, forced labour, minimum age, disallowing child labour, reproduction rights etc.	
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	Certificate holder has had procedure of identification and evaluation of legal requirements (Doc No.SOC/PSM/4.05 dated 15 May 2017). Person in charge to identify and evaluate was legal staff in coordinate with unit head. Evaluation period conducted in two period which is January – June and July to December. Each relevant regulation written in SOC/Form/4.05-01 and implemented in place.	Complied
		Due diligence process for contractor was regulated under "Prosedur Manajemen Kontraktor No.SOC/PSM/4.16, rev.04" dated 1 March 2020. Section 6.2.3 stated the work agreement contract inclusive of company	

		policies. Section 6.2.5 stated contractor and plantation staff conduct meeting to reach common perception on work agreement and type of work. Section 6.2.8 stated Plantation safety officer made verification and identification of risk control from contractor. Section 6.2.9 stated Plantation safety officer monitors contractor's activity to ensure clauses in contract is fulfilled. Monitoring minimum 2 times per annum. "Sertifikat Penilaian Usaha Perkebunan Tahap Operasional PT. Socfin Indonesia – Kebun Mata Pao, Kelas I; Kategori Baik Sekali"; Period 2018;			
		Nilai 84.72" dated 2 September 2019.			
Principle 2: Operate legally and respect rights Implement legal requirements as the basic principles of operation in any jurisdiction.					
Criteria 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.					
2.1.1	(C) The unit of certification complies to relevant regulations.	Mata Pao POM and Estate as Unit of Certification has had procedure of identification and evaluation of legal requirements (No. Doc SOC/PSM/4.05 dated 15 May 2017). Person in charge to identify and evaluate was legal staff in coordinate with unit head. Evaluation period conducted in two period which is January – June and July to December.	Complied		
		Legal requirements for Mata Pao consist of:			
		Organisation legal standing			
		- Company Deed:			
		1. No. 45 dated 7 December 1930, 1 st registered as PT. SOCFIN MEDAN SA.			
		2. No. 23 dated 21 June 1968 renamed as PT. SOCFIN INDONESIA (SOCFINDO).			



- 3. No. 129 dated 28 January 1980, registered by Ministry of Justice No: C2-8232.HT.01.04.Th.85 (24 December 1985).
- 4. No. 20 (dated 9 June 1989) and No. 56 (dated 26 May 1990). Registered by Ministry of Justice No: C2-6301.HT.01.04.Th.90 (23 November 1990).
- 5. No. 14 (31 October 2000), registered by Ministry of Justice Number: C2-6560.HT.01.04.Th.2001 (1 May 2001).
- 6. No. 5 (3 May 2002) based on Shareholders Statement. Registered by Ministry of Justice and Human Rights Number: C-16575.HT.01.04.TH.2002 (30 August 2002).
- 7. Amended Company Deed (based on Extraordinary Shareholders Meeting): Deed No.41 dated 16 June 2020. Noraty: Ika Nora, SH, M.Kn. Approval Ministry of Laws and Human Righst: AHU-AH.01.03-0252102, dated 17 June 2020.
- Renewal of Company Registered Number: 02.12.1.01.00385/0533/1304/02/2017, dated 27 March 2017.
 Validity: 2 March 2022. Issued from Integrated Services and Investment Agency of Medan.
- Company Tax Registration Number (NPWP): 01.001.806.7-116.002.

Land Tenure and Land-Use Rights

1. HGU Certificate Number: 2, dated 27 February 1998. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 419.82 Ha.

		2 11011 0 110 1 1 1 1 1 1 1 1 1 1 1 1 1	
		 HGU Certificate Number: 18, dated 27 September 2012. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 392.55 Ha. 	
		3. HGU Certificate Number: 19, dated 27 September 2012. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 58.63 Ha.	
		4. HGU Certificate Number: 2, dated 27 February 1998. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 1,220.36 Ha.	
		5. HGU Certificate Number: 2, dated 27 February 1998. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 371.69 Ha.	
		Total land-use right area: 2,463.05 Ha.	
		Plantation Permit	
		Surat Pendaftaran Usaha Perkebunan Nomor: HK.350/80/Dj.Bun.5/II/2002, dated 25 Februari 2002. Plantation area permitted: 2,469.87 Ha; Mill capacity: 17 MT FFB/hr (permitted), 12 MT FFB/hr (installed).	
2.1.2	A documented system for ensuring legal compliance is in place. This system has means to track changes to the law and also includes listing and evidence on evaluation of legal compliance of all contracted third parties, such as: recruitment agencies, service provider and labour contractor.	A documented system for ensuring legal compliance, Unit of Certification implement updating law and regulations periodically. An updating law and regulations was documented within "Updating Peraturan PT. Socfindo", dated 3 January 2021. There are 25 updated national regulation that were identified in 2020. Person in charge for updating this document is Administration Head with supported by Sustainability Team and Legal Department as evaluation team.	Complied

		An internal audit conducted to ensure implementation of compliance with legal requirements. The latest internal audit was conducted in 19 January 2021.	
2.1.3	Legal or authorized boundaries are clearly demarcated and visibly maintained and there is no planting beyond these legal or authorized boundaries.	PT. Socfin Indonesia – Mata Pao concession has 105 boundary poles. Based on the last report "Patroli LK3 – 2020 Patok HGU Division 1, 2 and 3" dated 14 January 2020 – 14 January 2021 verified that all boundary poles are in place. The checklist comprise of several aspect: poles identity/boundary pole number, boundary pole physical condition, boundary pole position, boundary pole's exact coordinate. There was no record of broken or missing boundary poles. During the audit, audit team visited sampled boundary poles number - "BPN PT SOC XXIV" located in Block 53/2019, Division III, adjacent to Sei Sijenggi village (3° 33′ 7.84″ N & 99° 1′ 39.25″ E) - "BPN PT SOC XXV" located in Block 53/2019, Division III adjacent to Deli Muda Hulu village (3° 32′ 13.22″ N & 99° 1′ 40.13″ E). - "BPN PT SOC XXVII" located in Block 53/2019, Division III, adjacent to Tanjung Buluh village (3° 32′ 13.26″ N & 99° 1′ 53.55″ E) - "BPN PT SOC XXVII" located in Block 53/2019, Division III, adjacent to Sei Sijenggi village (3° 32′ 7.40″ N & 99° 1′ 54.55″ E) All boundary poles visited are clearly demarcated and visibly maintained	Complied
		and there was no planting beyond these legal boundaries.	
Criteria	2.2: All contractors providing operational services and supplying labour, and	Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.	
2.2.1	A list of contracted parties is available.	List of contracted parties made available and updated. The list comprises of: Koperasi, PT Gunung Kawi Sukses Makmur (CPO/PK transporter), PT. Surya Baru Prima Nusantara (replanting contractor – land clearing/felling and chipping).	Complied
		There is no contract or agreement for FFB supply.	

All contract, including those for FFB supply, contain specific clause on meeting relevant legal requirements and this can be demonstrated by the third party.	PT. Socfin Indonesia – Mata Pao has agreement with contractor PT. Surya Baru Prima Nusantara as in "Surat Perjanjian Pekerjaan Land Clearing Lahan Sawit Program 2020 Kebun Mata Pao No. PD-GM/XBi/425/2019" dated 28 October 2019. The work agreement includes work scope of ripping 68.73 Ha, chipping oil palm and stump.	Complied
	Inside the contract, point 9 stipulates "Pihak Kedua harus mematuhi ketentuan sebagai berikut: memenuhi upah minimum yang berlaku; tidak mempekerjakan anak di bawah umumr (minimal 18 tahun) Mengikutsertakan pekerjanya pada BPJS Kesehatan dan BPJS Ketenagakerjaan. Tidak ada perlakuan diskriminasi (suku, agama, jenis kelamin dan sebagainya) bagi pekerjanya, melindungi hak-hak reproduksi pekerjanya, pencegahan terhadap pelecehan seksual dan kekerasan, mematuhi peraturan dan perundangan yang berlaku; wajib mematuhi peraturan dan perundangan yang berlaku selama berada di lingkungan PT. SOCFINDO: menggunakan APD yang sesuai saat bekerja, operator memiliki SIO, Tidak melakukan pencemaran lingkungan" – Contractor shall obey these requirements: fulfil minimum wage; do not employ underage worker (<18 years old); register the worker under social insurance BPJS Ketenagakerjaan and BPJS Kesehatan; do not instigate discriminatory behaviour (tribe, religion, sex, etc.) against the worker; protect the worker's reproductive rights; prevent sexual harassment and violent behaviour; obey applicable laws and regulation; shall obey company regulation onsite: use appropriate PPE, operator has OHS work license, prevent pollution;	
	Implementation by contractor, monitored by PT. Socfin Indonesia – Mata Pao, recorded under form "Monitoring Pekerjaan Kontraktor PT. Surya Baru Prima Nusantara – Ripping and Chipping dated 28 January 2021:	
	meeting relevant legal requirements and this can be demonstrated by the	meeting relevant legal requirements and this can be demonstrated by the third party. Surya Baru Prima Nusantara as in "Surat Perjanjian Pekerjaan Land Clearing Lahan Sawit Program 2020 Kebun Mata Pao No. PD-GM/XBI/425/2019" dated 28 October 2019. The work agreement includes work scope of ripping 68.73 Ha, chipping oil palm and stump. Inside the contract, point 9 stipulates "Pihak Kedua harus mematuhi ketentuan sebagai berikut: memenuhi upah minimum yang berlaku; tidak mempekerjakan anak di bawah umumr (minimal 18 tahun) Mengikutsertakan pekerjanya pada BPJS Kesehatan dan BPJS Ketenagakerjaan. Tidak ada perlakuan diskriminasi (suku, agama, jenis kelamin dan sebagainya) bagi pekerjanya, melindungi hak-hak reproduksi pekerjanya, pencegahan terhadap pelecehan seksual dan kekerasan, mematuhi peraturan dan perundangan yang berlaku; wajib mematuhi peraturan dan perundangan yang berlaku selama berada di lingkungan PT. SOCFINDO: menggunakan APD yang sesuai saat bekerja, operator memiliki SIO, Tidak melakukan pencemaran lingkungan" – Contractor shall obey these requirements: fulfil minimum wage; do not employ underage worker (<18 years old); register the worker under social insurance BPJS Ketenagakerjaan and BPJS Kesehatan; do not instigate discriminatory behaviour (tribe, religion, sex, etc.) against the worker; protect the worker's reproductive rights; prevent sexual harassment and violent behaviour; obey applicable laws and regulation; shall obey company regulation onsite: use appropriate PPE, operator has OHS work license, prevent pollution; Implementation by contractor, monitored by PT. Socfin Indonesia – Mata Pao, recorded under form "Monitoring Pekerjaan Kontraktor PT. Surya Baru Prima Nusantara – Ripping and Chipping dated 28 January



- Contractor's worker holds valid operator license (Ponidi, bulldozer operator, Lisensi K3 Pesawat Angkat Angkut No.175160-OPK3-LT/PAA/XI/2020 until 2 November 2025; Riston Purba, excavator operator, Lisensi K3 Pesawat Angkat Angkut No.150102-OPK3-LT/PAA/VIII/2019 until 9 August 2024; Srianto, excavator operator, Lisensi K3 Pesawat Angkat Angkut No.150105-OPK3-LT/PAA/VIII/2019 until 9 August 2024);
- Contractor's worker registered with BPJS Ketenagakerjaan and BPJS Kesehatan (Riston Purba-BPJS Ketenagakerjaan and Kartu Indonesia Sehat, Srianto-BPJS Ketenagakerjaan and Kartu Indonesia Sehat, Ponidi-BPJS Ketenagakerjaan and Kartu Indonesia Sehat);
- Contractor's worker minimum age 18 years (Riston Purba DOB 1979 (42 years), Srianto DOB 1979 (42 years), Ponidi DOB 1982 (39 years);
- Worker payslip, received payment meets minimum wage; "Slip Gaji Ponidi, Operator Alat Berat" period December 2020: basic salary IDR 3,329,867 + food IDR 1,500,000 + Bonus/THR IDR 1,152,000 = IDR. 5,981,867; Deduction BPJS Ketenagakerjaan, BPJS Kesehatan IDR 99,896; Take home pay IDR. 5,881,971.
- Contractor maintains worker conduct when performing work (no sexual harassment, no violence behaviour, etc.)
- PT. Socfin Indonesia Mata Pao has had contract agreement with supplying labour "Koperasi Stiqomah" as per "Surat Perjanjian Nomor: MP/SPK/I/Bi/01/2020" dated 2 January 2021 valid until 31 January 2021. Article 1, clause 16 stated "Pihak Kedua (Koperasi Stiqomah) wajib memberikan jaminan kesehatan dan jaminan keselamatan kerja (JKK) serta jaminan kematian (JK) dengan mendaftarkan pekerjanya ke BPJS Kesehatan dan BPJS Ketenagakerjaan".

2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour.	PT. Socfin Indonesia – Mata Pao has agreement with contractor PT. Surya Baru Prima Nusantara as in "Surat Perjanjian Pekerjaan Land Clearing Lahan Sawit Program 2020 Kebun Mata Pao No. PD-GM/XBi/425/2019" dated 28 October 2019. The work agreement includes work scope of ripping 68.73 Ha, chipping oil palm and stump. Inside the contract, - point 11 stipulates "Pihak Kedua dilarang mempekerjakan anak di bawah umur (<18 tahun)" – Contractor is prohibited from employing underage worker (<18 years). - point 14 stipulates "Pihak Kedua mematuhi larangan praktik kerja paksa dan perdagangan manusia" - Contractor working in plantation abide to prohibition of forced labour and human trafficking practices.	Complied
Criteria 2	 2.3: All FFB supplies from outside the unit of certification are from legal sou (C) For all directly sourced FFB, Palm Oil Mill (POM) requires: Information regarding the geolocation of FFB origins; Proof of ownership status, right/claim of the land by grower/smallholder; If relevant, valid planting/operational/trading license, or is part of a cooperative which allows the buying and selling of FFB. 	Mata Pao POM as unit of certification was implementing Identity Preserved supply chain system. Therefore, all FFB certified source from its own Estate (Mata Pao Estate) which has land use right. Geolocation information and supply base of Mata Pao POM as listed in RSPO Certificate.	Complied
2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in indicator 2.3.1.	Mata Pao POM as unit of certification was implementing Identity Preserved supply chain system. Therefore, all FFB certified source from its own Estate (Mata Pao Estate) which has land use right. Geolocation information and supply base of Mata Pao POM as listed in RSPO Certificate.	Complied

Complied



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Principle 3: Optimise productivity, efficiency, positive impact and resilience

Implement plans, procedures and systems for continuous improvement.

Criteria 3.1: There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.

3.1.1 **(C)** A business or management plan (minimum of three years) is documented and where applicable, includes a jointly developed business case for Scheme Smallholders.

Unit of Certification (UoC) has documented long term management plan in 5 years basis within "Rencana Jangka Panjang".

Long term management plan of UoC Negeri Lama for period 2021-2025 as below:

Remarks	Unit	2021	2022	2023	2024	2025		
FFB Prod.	MT	40,287	44,936	46,201	46,530	47,336		
CPO Prod	CPO Prod MT 9,387 10,470 10,765 10,841 11,029							
PK Prod.	MT	1,632	1,820	1,871	1,884	1,917		
OER	%	23.30	23.30	23.30	23.30	23.30		
KER % 4.05 4.05 4.05 4.05 4.05								
Prod. Cost IDR/kg 2,392 2,488 2,587 2,691 2,798								
CPO Price	IDR/MT	7.5 mio	7.6 mio	7.7 mio	7.8 mio	7.9 mio		
PK Price IDR/MT 5 mio 5.3 mio 5.6 mio 5.9 mio 6.1 mi						6.1 mio		
Seeds mater	Seeds material for replanting are using their own seeds (produced by SOCFINDO):							

Socfin DxP L/Y and Socfin DxP Moderat Tahan Gano

Replanting Program	На	101.33	25.79	31.34	95.79	-

Related on Scheme Smallholders inclusion, Unit of Certification Mata Pao has had agreement with surrounding rice paddy field smallholders group.

"MoU Kemitraan Berkelanjutan antara PT. SOCFINDO KEBUN MATA PAO dengan KELOMPOK TANI DESA PASAR BARU, KELOMPOK TANI DESA MAKMUR", dated 1 February 2020. Scope of this MoU covering Farmer Group for assisting rice paddy field farmers as follow:

...making excellence a habit™

		 Kelompok Tani SEIA SEKATA-I (Desa Pasar Baru). Area: 59 Ha (100 farmers). Kelompok Tani SRI REZEKI (Desa Pasar Baru). Area: 57 Ha (113 farmers) Kelompok Tani SIDO RUKUN (Desa Makmur). Area: 48 Ha (113 farmers) Kelompok Tani BERDIKARI (Desa Makmur). Area: 48 Ha (49 farmers). Kelompok Tani SIDO BAHAGIA (Desa Makmur). Area: 38 Ha (71 farmers) Agriculture crops surrounding the Unit of Certification Mata Pao is rice paddy field, whereas oil palm crops are rarely planted by the communities. 	
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	Replanting program is already integrated within Long Term Management Plan "Rencana Jangka Panjang" 2021 – 2025, as displayed in indicator 3.1.1 above. Annual management review for yearly program is implemented consistently.	Complied
3.1.3	The unit of certification holds management review at planned term according to the scale and nature of the activities undertaken.	Management Review Year 2020 of Mata Pao has been conducted in 25 January 2021. Aspects were discussed during Management Review are: - Progress of previous MR status. - Audit Results in 2020 (Internal and External Audit) - Operations Performance (Mill and Estate). - Work Injuries Performance. - Environment and Safety Performance. - Compliance with Regulations Performance. - Result of Consultation, Communication and Participation.	Complied

		 Achievement of goals and targets. Corrective Action Plan status. Recommendation of Improvement. 	
	3.2: The unit of certification regularly monitors and reviews their economic monstrable continuous improvement in key operations.	, social and environmental performance and develops and implements ac	tion plans that
3.2.1	(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impact and opportunities of the unit of certification.	 Unit of Certification has had several continuous improvements, particularly on Social and Environmental aspect during 2020 as below: Reducing agrochemical use: 22,275.17 L (2019) to 18,150.2 L (2020). Reducing Fossil Fuel for Transportation and Generator machine. Transport: 60,077 L (2019) to 56,320 L (2020). Generator: 1,000 L (2019) to 896 L (2020). Access to local communities to: collecting EFB mushroom in estate blocks, fishing in estate ditches, collecting grasses for community cattle, etc. This activities aim to local communities for additional income. SOCFIN – Mata Pao engaged local rice paddy field farmers in regards to agriculture best management practices application. This agreement has been made between company and Kelompok Tani in Pasar Baru village and Makmur village. The evidence of continuous improvement above has been verified by auditor through field observation and interview with stakeholder. 	Complied
3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat by Certification Body during Annual Surveillance Assessment by using the RSPO metrics template.	Up to this surveillance assessment conducted, the RSPO metrics template still not existed or release by RSPO secretariat. However, Socfin SA has been reported their continuous improvement through the annual ACOP report. During the audit, ACOP 2020 still prepared to reported	Complied



Criteria 3.3: Operating procedures are appropriately documented, consistently implemented and monitored. 3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place. Certificate holder has had standard operational procedure which covered entire operational activity in estates and mills including SCCS. Those document available in Manual System Management and Procedures (consist SOP's and Work Instruction). SOP's in estate and mill covered operational activity such as: SOP'S of land preparation SOP'S of Integrated Pest Management on Oryectes rhinoceros SOP'S of Integrated Pest Management on rat control SOP'S of Integrated Pest Management on leaf eater caterpillar SOP'S of Soil sampling unit SOP'S of Leaf sampling unit Water management in peat Work instruction of chemical weeding Work instruction of terracing Work instruction of FFB receiving in mill			whilst in ACOP 2019 written statement that Socfin committed to empowering smallholder surrounding his concession.	
entire operational activity in estates and mills including SCCS. Those document available in Manual System Management and Procedures (consist SOP's and Work Instruction). SOP's in estate and mill covered operational activity such as: SOP'S of palm oil cultivation SOP'S of land preparation SOP'S of nurseries SOP'S of Integrated Pest Management on Oryectes rhinoceros SOP'S of Integrated Pest Management on rat control SOP'S of Sol Isampling unit SOP'S of Sol Isampling unit SOP'S of Leaf sampling unit Water management in peat Work instruction of manuring Work instruction of chemical weeding Work instruction of terracing	Criteria	3.3: Operating procedures are appropriately documented, consistently imple	emented and monitored.	
 Work instruction of sterilizer Work instruction of hoisting crane Work instruction of stripper Work instruction of digester and screw press Work instruction of continuous tank 	3.3.1		entire operational activity in estates and mills including SCCS. Those document available in Manual System Management and Procedures (consist SOP's and Work Instruction). SOP's in estate and mill covered operational activity such as: SOP'S of palm oil cultivation SOP'S of land preparation SOP'S of Integrated Pest Management on Oryectes rhinoceros SOP'S of Integrated Pest Management on rat control SOP'S of Integrated Pest Management on leaf eater caterpillar SOP'S of Soil sampling unit SOP'S of Leaf sampling unit Water management in peat Work instruction of manuring Work instruction of terracing Work instruction of FFB receiving in mill Work instruction of sterilizer Work instruction of hoisting crane Work instruction of stripper Work instruction of digester and screw press	Complied

7	Model in the other forms of the control of the cont	1
	,	
	Work instruction of decanter	
	Work instruction of nut silo	
	Work instruction of ripple mill	
	Work instruction of claybath	
	Work instruction of locomotif operation	
	Based on interview with sustainability staff and document control obtain information that each part of procedure and work instruction reviewed annually and revised on request or standard changing basis. For example, SOP'S of Integrated Pest Management on <i>Oryectes rhinoceros</i> and leaf eater caterpillar were revised on 1 January 2020.	
	All SOP's and work instruction available in each unit.	
A mechanism to check consistent implementation of procedures is in place.	A mechanism to check consistent implementation of procedures is conducted through Field Visit by management. In example:	Complied
	Resume Field visit Crops Plantation Officer on 11-12 January 2021. This visit concerning on:	
	 Evaluation on nettle caterpillars and bagworm infestation period Aug-20 to Jan-21. 	
	 Monitoring on fungi of Beauvaria bassiana application as biological control for bagworm infestation. 	
	3. Monitoring on breeding of <i>Sycanus sp.</i> as biological predator to controlling nettle caterpillars infestation.	
_		Work instruction of decanter Work instruction of nut silo Work instruction of ripple mill Work instruction of claybath Work instruction of locomotif operation Based on interview with sustainability staff and document control obtain information that each part of procedure and work instruction reviewed annually and revised on request or standard changing basis. For example, SOP'S of Integrated Pest Management on Orpectes rhinoceros and leaf eater caterpillar were revised on 1 January 2020. All SOP's and work instruction available in each unit. A mechanism to check consistent implementation of procedures is conducted through Field Visit by management. In example: Resume Field visit Crops Plantation Officer on 11-12 January 2021. This visit concerning on: 1. Evaluation on nettle caterpillars and bagworm infestation period Aug-20 to Jan-21. 2. Monitoring on fungi of Beauvaria bassiana application as biological control for bagworm infestation. 3. Monitoring on breeding of Sycanus sp. as biological predator to

3.3.3	Records of monitoring and any actions taken are maintained and available.	The records of monitoring and any actions taken are maintained and available. For example, estate has been taken action accordingly to the visit report (see details in indicator 3.3.2). The action taken was: Application of fungi <i>Beauvaria bassiana</i> in Block 35 is frequently applied within three levels: 7 days, 10 days and 14 days. The result as follow: Frequent of % bagworm % eggs infected infected 7 days 60 50 10 days 65 57 14 days 60 56 All response taken was implemented and reported to the internal auditor.	Complied
	(C) SEIA in new planting or operation including mills, is conducted independently and participatively by involving the affected stakeholders, inclusive of impact assessment from the smallholder/outgrower scheme (if any). The assessment is to be documented.		Complied



- 3. Replanting and/or expansion of planting areas;
- 4. Management of mill effluents;
- 5. Clearing of remaining natural vegetation;
- 6. Management of pests and diseases palms by controlled burning;
- 7. Result of stakeholder consultation.

Environmental document and its permit was shown as below:

- 1. 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 information of environmental aspect and impact was provided document procedure No. SOC/PSM/4.04. Document of environmental impact assessment included:
 - 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;
- 2. 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:
 - Flies infestation from EFB application
 - Dust from FFB transportation
 - POME smell
 - Boiler dust

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 (Manager).



The Social Impact Assessment (Review) report is an evaluation of the management and monitoring of the previous SIA (2019) 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 December 2020 by distributing the Social Impact Assessment Questionnaire as many as 123 copies and the questionnaire results were shown at the time of the audit.

The Social Impact Management and Monitoring Program resulting from the review of the 2020 period can be shown, for example:

- 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.
- 3. Evidence of participatory action from local communities was also sighted in related SIA documentation including photos. Some aspects were considered during assessment such as:
 - · 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, including improvement of human resources, local and customary communities Evaluation Report of Social Impact Management Program year 2020 has been reviewed on 20 January 2021. Social Impact Management program undertaken through a participatory methodology involving the affected stakeholders particularly of surrounding communities of Mata Pao Estate. 	
3.4.2	For the unit of certification, a SEIA is available and social and environmental management plan and its monitoring have been developed with participation of affected stakeholders.	Social Environment management and monitoring plan document were available in Environmental management plan (RPL/Rencana Pengelolaan Lingkungan) document. Document has approved by Department of Agriculture, Republic of Indonesia on March 17, 1994 for Mata Pao Mill and Estate.	Complied
		Amendment of UKL UPL PT Socfindo Mata Pao Mill and Estate dated 18 August 2010. In 2010, UKL UPL of PT Socfindo Mata Pao Mill and Estate has been revised due to request from regional government. In actual condition, there is no change in mill capacity or in hectarage area.	
		Environmental management based on document, e.g:	
		Implementation of measurement and monitoring of air emissions, noise, liquid waste, groundwater, B3 waste, solid waste and the health of the Masyarakat. Measurement of air emission based on	



PermenLH No. 7 year 2007; Boiler, PermenLH No. 13 year 2009; Genset, PermenLH No. 5 year 2006; Vehicle and ambient air based on PP No. 41 year 1999.

- Surface water quality and water biota management performed in order to prevent and control the physic and chemist quality of surface water comply to PP Nomor 82 tahun 2001. Perfomed by create terracing, land cover crop planting in open area and sloping area, organic fertilizer usage, natural predator usage for pest control, operating IPAL, land application, flat bed maintenance in land application area, housekeeping implementation and proper waste handling.
- Soil quality management performed by land application management according to KepMen LH No. 28 Tahun 2003, groundwater quality check, flat bed maintenance, vegetation planting around wastewater pond and maintenance of waste water pond, domestic and hazardous waste management.
- Flora fauna management performed by signboard installation regarding prohibition of plant destruction in conservation area, vegetation enrichment in conservation area, wildlife protection and maintain the conservation area.
- Community perception management performed in order to prevent and control the negative perception and potential conflict from community against employee recruitment process. Company has conducted workers recruitment transparently, each vacancy were publish to surrounding village, FFB purchasing from local plantation surrounding company, coaching and conseling to plasma member, CSR programed implementation.

		During field observation and document verification, it can be demonstrated that all the environmental management plan has been implemented as per document RKL-RPL. The evaluation of social environmental management plan effectivity has been carried out and presented in RKL-RPL report semester I (January – June) 2020 and semester II (July – December 2020).	
		Implementation Report of Environmental Management and Monitoring Plan (RKL-RPL) has been submitted to relevant agency in 6 months basis.	
		1. "Laporan RKL-RPL Semester I (Jan-Jun 2020)" submit to Environmental Agency of Serdang Bedagai Regency on 22 July 2020.	
		2. "Laporan RKL-RPL Semester II (Jul-Des 2020)" submit to Environmental Agency of Serdang Bedagai Regency on 29 January 2021.	
3.4.3	(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in participatory way.	The Social Impact Assessment (Review) report is an evaluation of the management and monitoring of the previous SIA (2019) 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 December 2020 by distributing the Social Impact Assessment Questionnaire as many as 123 copies and the questionnaire results were shown at the time of the audit.	Complied



	Implementation of SEI management and monitoring plan is properties of through submitting an implementation report of RKL-R environmental department.			
		Implementation Report of Environmental Management and Monitoring Plan (RKL-RPL) has been submitted to relevant agency in 6 months basis.		
		 "Laporan RKL-RPL Semester I (Jan-Jun 2020)" submit to Environmental Agency of Serdang Bedagai Regency on 22 July 2020. 		
		 "Laporan RKL-RPL Semester II (Jul-Des 2020)" submit to Environmental Agency of Serdang Bedagai Regency on 29 January 2021. 		
		Within this implementation report, all the result of environmental and social measurement are available.		
Criteria	3.5: A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives in accordance with the applicable regulation.	PT Socfin Indonesia – Mata Pao POM has prepared the procedure of recruitment process as documented in procedure "Penerimaan Pekerja KHT Kebun" No. Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015. There are 3 steps in employee recruitment such as: 1. Request recruitment of employee plantation a. Letter of application for recruitment from Site Management devoted to management via the General Section b. Letter of approval for recruitment from management (Head Office)	Complied	
		The selection process: a. The collection of application file b. Selection of administration c. Announcement of the selection schedule		

		d. Test questions and physical tests e. Summary of the results of the selection f. Announcement of selection results g. Provision of a cover letter MCU to candidates who pass the selection h. Implementation of medical check-up (MCU) The announcement of selected candidate through interviews with workers in mill and plantation, it confirmed that there was no discrimination on working opportunities, all workers treated equally. Records of employee's recruitment were available and have been reviewed during audit. PT Socfin Indonesia – Mata Pao POM has also prepared the procedure for promotion, retirement, and termination as per "Sistem Manajemen Socfindo Prosedur Promosi, Mutasi dan Demosi", document number: SOC/PSM/6.14, edition 01 dated 17 th October 2016.	
3.5.2	Employment procedures are implemented and records are maintained.	Recruitment process was documented in procedure "Penerimaan Pekerja KHT Kebun" No Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015. Based on that procedure can be seen that the selection, recruitment, and promotion of workers based on qualification standard for the job. Employees credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department, PT Socfin Indonesia. Employees' evaluation was conducted every November to decide promotion of employees.	Complied

		 In 2020 up to surveillance audit ASA 1_2 – there was no recruitment process both of Mata Pao Mill and Estate. Promotion process – year 2020: Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/524/2020 dated 16th December 2020 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation and recommendation (approval) Approval record based on letter No. MP/DIV/R/039/21, dated 20th January 2021 for Mr B*mb*ng RS – has promoted from IV/6 to IV/9 – valid since 1st January 2021. Retirement process – year 2020, sample seen: Letter of retirement no: MP/Div/Bi/066/2020 – namely Mr D**n P*nj**t*n (ID number: 1405263), dated 4th February 2020 and will retired on 1st May 2020. Letter of degree the reward on retirement work "Penetapan dan Pemberian Jasa Akhir Masa Kerja", letter number: UM/MP/Bi/986/2020, dated 18th April 2020, namely Mr D**n P*nj**t*n (ID number: 1405263) Record on payment the retirement namely Mr D**n P*nj**t*n (ID number: 1405263), document no: MP/PB/Bi/185/20 dated 25th April 2020 – status PAID. 	
Criteria 3	3.6: An Occupational health and safety (H&S) plan is documented, effective	ly communicated and implemented.	
3.6.1	(C) All operational activities risks assessed to identify the H&S issues. Mitigation plans and procedures are documented and implemented.	PT Socfin Indonesia – Mata Pao POM has revising the procedure of OHS risk assessment as per "Prosedur Identifikasi Aspek Lingkungan Keselamatan dan Kesehatan Kerja (LK3) SOC/PSM/4.04" Revision 10 dated 1st March 2020.	Complied

		Risk assessment was considered the stages of OHS risk control hierarchy such as elimination, substitution, engineering, administrative and PPE (Personnel Protective Equipment), in order OHS risk precautions. Environmental and occupational Health (LK3) procedures SOC/PSM/4.04, rev. 08 explains about the review and up dated aspects of the LK3 every year. Explain also related risk assessment LK3. Data seen – during surveillance audit ASA 1_2 in February 2021, such as: Risk assessment has defined under document "Daftar dan Pengendalian Aspek Lingkungan, Keselamantan dan Kesehatan Kerja", last review on 4th January 2021. Mata Pao 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, transport of FFB by loco Mata Pao 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.	
3.6.2	(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	PT Socfin Indonesia – Mata Pao POM has been monitoring the health and accident aspects of the work that occurred to employees during activities and recorded on "Daftar Aspek Lingkungan, Keselamatan dan Kesehatan Kerja", document No. SOC/Form/4-04-01.	Complied



PT Socfin Indonesia – Mata Pao POM has also managing and monitoring the aspects of occupational health and safety through the "Health and Safety Plan" which has been reviewed on 8st January 2020, such as:

- Comply with all applicable laws, regulations, and standards
- Ensure best management practices with Zero Accident and Zero Fatality objectives. There was no accident with fatality category.
- Ensure optimal socialization and training
- Do the correctives action: Performing revision of the procedure, completing the APD etc.)
- · Monitoring of statistic and
- Program evaluation.

Data verified on implementation the OHS plan year 2020, such as:

- PT Socfin Indonesia Mata Pao POM has been performed general Medical Check-up to all employees on 9th July 2019 was covered for 386 workers; and on 21st November 2019 – has conducted a special medical check-up for worker in high-risk area that attended by 113 workers. The result of MCU has communicated to related workers on 17 - 23 June 2019
- In 2020 due to pandemic covid-19 the MCU has postpone based on Memorandum from Top Management No. UM/KK/Bi/1308/2020, dated 4th July 2020 with reference by Letter from Manpower Ministry of Republic of Indonesia No M/7/AS.02.02/V/2020. Last Medical chekup conducted by Laboratorium Klinik Kimia Farma in Medan conducted medical check-up both of general MCU and of special MCU for sprayer team (cholinesterase and spirometry test) and operator in high-risk area in POM (audiometry test).
- Refreshment training of OHS was conducted 18th November 2020 location in Mata Pao POM, was attended by 14 workers



- The noise level was regularly monitoring, data verified: Report of Analysis dated 25th January 2021 for Noise Level at the Mill. The result shown in workshop is 82 dB, in engine room is 94 dB, boiler station is 85 dB. The testing using of: Krisbow 06/6-291. All operator in high-risk area has provided PPE such as ear-muff and ear plug.
- OHS Checklist on monitoring of using of PPE (mask) as per record of "Patroli LK3 Tahun 2021" for workers in Mata Pao POM – period January and February 2021 – was reported OK on using of PPE. Furthermore based on field visit both in Estate and POM on 6th February 2021, there was found that the workers in high risk area were using the PPE
- License of operator (SIO) for all operator in Mata Pao Estate and Mill, namely:
 - Mr Ari Andri Kusuma licence for welding process (3G SMAW) no. reg. JIP.024.0000126.2020, dated 2nd March 2020 – valid until 3 years
 - Mr Nedit license for OHS backhoe loader operator no. 134525-OPK3-LT/PAA/I/2019, dated 16th January 2019 – valid until 5 years.
 - Mr Domu Manurung license for OHS 1st Class Boiler Operator no. P.12.3397.OPK3-B.I/X/2018, dated 5th November 2018, valid until 5th November 2023.
 - Mr Suprianto license for OHS electrical technician, no. 9565/TK3-LIST/XII/2018, dated 21st December 2018 – valid until 3 years.
- Sterilizer no1 permit no. 560/17/BU/PMTK/07 that is checking routine done by 2 years bases, last inspection was on 10th October 2019 – carried out by Inspector from Manpower Agency in North Sumatra Province.
- Boiler Permit no. 285/KU/DTK-TR/2016, checking is done by 2 years bases, latest checking on 9th December 2019

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Criteria :	3.7: All staff, workers, Scheme Smallholders, outgrowers, and contract work	 Electricity Installation permit based on "Degree Letter of Manpower Ministry of Republic of Indonesia, No:78/IL/D/W2/1995, was signed by Regional Office of Manpower Agency in North Sumatra. Pedoman Penanganan Covid-19 OT Socfin Indonesia, document number: SOC/DP/4.13-18 dated 1st July 2020. Based on field visit there were a facilities of health protocol on covid-19, such as: providing the hand sanitizer, providing the installation hand wash, thermogun. 	
3.7.1	(C) A documented programme that provides training is in place, which is accessible to all staff, workers, scheme smallholders, and outgrowers taking into account gender- specific needs, and which covers applicable aspects of P&C Principles, in a form they understand and includes assessment of the training.	PT Socfin Indonesia – Mata Pao POM has shown the document of training Program year 2020 – 2021 related to the aspects of RSPO Principles and Criteria under document No: SOC/Form/6.02-06. Training program has shown as per "Program, Rencana & Monitoring pelatihan", updated in January 2020 consisted of: • Training of sustainability (RSPO-ISPO) requirement planned in March 2020 • Training of handling of hazardous material (pesticides), planned in May 2020 • Training for Integrated Pest Management, planned in June 2020 • Training for operator of heavy equipment, planned in July and October 2020 • Training of traceability requirement (SCCS), planned in March 2020 • Training for first aider, planned in July 2020 • Training for spraying applicator, planned in September 2020 • Training for harvester, planned in October 2020 • Fire drill/simulation, planned in December 2020 Sample of record of training implementation such as: attendance list, training material, training evaluation and documentation. Data verified: • Training on handling of pesticides conducted on 6 th June 2020,	Complied

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		 location in Division II, was attended by 13 workers. Consisted of: Spraying applicator, supervision, workers in mixing of pesticides and storage keeper. Training of integrated pest management conducted on 4th July 2020, location in Division II – was attended by 9 workers. Training of manuring application conducted on 17th July 2020 – was attended by 13 workers from Division I, 12 workers from Division II and 16 workers from Division III. Training for first aider conducted on 18th November 2020 – location in Central Clinic was attended by 14 workers. Refreshment training on awareness of RSPO requirement was conducted on 28 March 2020 – was attended by 12 workers. Training of emergency responses on land fire conducted on 21st November 2020, location in block 18 Division II – was attended by 26 participants of emergency response team. 	
3.7.2	Records of training are maintained, where appropriate on an individual basis.	PT Socfin Indonesia – Mata Pao POM has kept the record of training for each employee has demonstrated under "Catatan Khusus Pelatihan Yang Pernah Diikuti". Data verified during surveillance audit - 2021: Namely Mr P*j**nt* (Harvester foreman in Division II) Dated 17 th April 2018 – training of OHS Dated 7 th February 2019 – training of HCV Dated 28 th November 2019 – training of first aid kit use Dated 13 th July 2020 – training on handling of hazardous waste Dated 21 st November 2020 – training of emergency response on fire fight Namely Mr. Y*d* R*z*l* (operator machine room in Mata Pao POM),	Complied
		record of training: • Dated 17 th April 2018 – training of OHS	

		 Dated 7th February 2019 – training of emergency response of fire fight Dated 22 November 2019 - Socialization of PKB Dated 10 December 2019 - training of Use First aid box for accidents (P3K) Dated 8 April 2020 - training of operator Genset Dated 4-8th July 2020 – training of work instruction in POM Namely Mr Juliani (pesticides applicator), record of training: Dated 10th April 2019 - training of handling of pesticides Date 6th December 2019 - training of first aid box for accidents (P3K) Dated 7th February 2020 – training of HCV Dated 24th July 2020 – refreshment training of pesticides application Dated 21st November 2020 – training of emergency response on fire fight 	
3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	Training SCCS was programmed every year by Sustainability team. In 2020, training of RSPO SCCS has been carried out on 7 January 2020. The latest training was delivered by (Tekniker 2) and attend by 9 personnel of Mata Pao Mill including Head of Clerk (Krani I Pabrik), Transport clerk, weighbridge operator/clerk, expedition clerk and Mill assistant. Evidence of training can be demonstrated such as: attendant list and minutes of training. Available Training Program for 2021, training of SCCS is scheduled in March 2021.	Complied
		During interview with key personnel on supply chain operation at Mata Pao Mill (weighbridge operator, mill assistant and clerk) confirmed that they have understand the RSPO supply chain system and their responsibility on the implementation.	



	3.8: Supply chain requirements for mills. re note: all requirements are classified as Critical Indicators. However it will n	not contribute to suspension if there is more than 5 non-compliance within a princip	ole)
3.8.1	Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.	Socfin Indonesia – Mata Pao POM is implementing Supply Chain	ed
	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 Mass Balance Module is applicable.		
3.8.2	Mass Balance Module A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Module, therefore this indicator is not applicable. Appli	ot cable
3.8.3	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification 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.	in Mata Pao POM has been recorded in CB's public summary report and registered in RSPO IT Platform. According to public summary report Recertification PT Socfin Indonesia – Mata Pao POM the estimated tonnage of CPO and PK products that	plied
	report.	Description Estimated Actual	

		СРО	(Apr 2020 – Mar 2021) 8,410 MT	(Feb 2020 – Jan 2021) 7,020.31 MT		
		PK	1,789 MT	1,172.55 MT		
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	handle RSPO o	ertified sustainable oi RSPO IT Platform	ake legal ownership palm product, it has (PalmTrace) throug	registered their	Complied
3.8.5	Documented procedures The mill 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: a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) 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 mill's procedures for the implementation of this standard. d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.	to implement F 1. "Prosedur S document N procedure of records, professedure of report, cor conditions, Announcem outsourcing 2. "Prosedur S Rev.07 date internal au implementa 3. "Prosedur F dated 03/1 mechanism. 4. "Prosedur P darat" No.S	RSPO supply chain reupply Chain Certification. SOC/PSM/9.10 recovers FFB receiving addition records, destract and DO issureport of projected ent in PalmTrace, Perocess. Internal Audit Sistemed 15/08/2019; described that conducted the tion, findings; correction, f	complete and up to dequirements in Mata Pation Standard – Identev.09 dated 14 Octorand its records, FFB plivery of product, deance, record keep over production to IC of RSPO SCCS, part Manajement" Noteribed planning and once a year at motive action and audit Sosial" No.SOC/PSI mechanism of complete Cangkang dengatev.04 dated 01/01/2 m Oil Mill to buyer or	ao POM: tity Preserved" ber 2019. The process and its aily production ing, abnormal CB, Shipping processing and SOC/PSM/8.02 preparation of inimum; audit report. M/9.02 Rev.05 plaint handling an Transportasi 017, described	Complied

		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. According to procedure, Identification of the person having overall responsibility for RSPO Supply Chain implementation is Tekniker I (Head of Mill). Sustainability staff and sales department are responsible to conduct the transaction at Palm Trace. For RSPO SCCS administration, Manager of Mata Pao assigned Mill clerk (Mr. Oloan Siringo Ringo and Mr. Rasta Sitepu) as PIC of SCCS administration based on Manager Decree letter no. MP/Div/Bi/026/2021 dated 19 January 2021. During audit, the person was able to demonstrate awareness of the organization's procedures for the implementation of the RSPO Supply Chain requirements. PT Socfin Indonesia – Mata Pao Mill was implementing Identity Preserved for supply chain, it means that all FFB receive by mill was from certified estate, which is own estate (Mata Pao Estate). There is no non-certified FFB receive by Mata Pao Mill.	
3.8.6	 Internal Audit i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill; a) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. b) Effectively implements and maintains the standard requirements within its organisation. 	As per "Prosedur Audit Internal Sistem Manajemen" No.SOC/PSM/8.02 revisi 07 dated 15/08/2019, described Sustainability Manager or Team conducted internal audit and management review to ensure all operational and documentation activities are comply to the RSPO Supply Chain requirement and the RSPO Market Communications and Claims Documents. The internal audit and management review planned once a year at minimum. The site has effectively implemented and maintains the standard requirement by performing internal audit. Latest internal audit	Complied



	ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.	conducted on 19-21 January 2021 by internal auditor from Sustainability Department (Andria Zulmanitra) against RSPO P&C Indonesia National Interpretation 2020 that include supply chain requirements. Audit result can be demonstrated during audit as per "Checklist Audit Internal Supply Chain Certification Standard". There is one NC related to RSPO Supply Chain. Root cause analysis, correction and corrective action has been established and implemented.	
		Management review has been held on 25 January 2021, attended by all key personnel involved in RSPO supply chain requirements including Group Manager and Administrator. Management review has discussed: - Follow up action from previous management review;	
		- Internal and external audit result;	
		- Process performance;	
		- Stakeholder complaints;	
		- Work accident;	
		- Performance of environment and OHS;	
		- Fulfilment of environment and OHS requirements;	
		- Quality objective and achievements;	
		- Correction and corrective action status;	
		- Change that could affect management system;	
		Recommendation for improvement.	
3.8.7	Purchasing and Goods In i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received. ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.	PT Socfin Indonesia – 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. Documents such as 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	Complied

	iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.	card number, gross weigh, tarra weigh and nett weigh, signed by driver, weighbride clerk and administration staff. 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 Palm Oil Mill, therefore a check of the validity of the Supply Chain Certificate is not necessary. Based on document verification, field observation and interview with weighbridge clerk, it was confirmed accuracy of input between FFB delivery note and Weighbridge Card. Sample verified: 1. Trip collection record; dated 06/02/2021; vehicle type: Mitsubishi; vehicle number: BK 8723 ZF; source Block 2, YOP 2010, Division: I; driver name: Sunardi; quantity: 627 bunches. Weighbridge Docket: No. WT/AWT E1205/2021/000552; dated 06/02/2021; transporter: BK 8423 ZF; product: FFB; from: Division I; nett weight: 7,220 kg. 2. Trip collection record; dated 05/02/2021; vehicle type: Mitsubishi;	
		vehicle number: BK 9598 ZF; source Block 49/YOP 2010 and Block 50/YOP 2016, Division: III; driver name: Junaidi; quantity: 122 bunches (Block 49) and 453 bunches (Block 50). Weighbridge Docket: No. WT/AWT E1205/2021/000522; dated 05/02/2021; transporter: BK 9598 ZF; product: FFB; from: Division III; nett weight: 4,110 kg.	
3.8.8	Sales and Goods Out The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil	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 RSPO certified CPO and PK to below buyer: Record seen:	Complied



palm products (for example, delivery notes, shipping documents and specification documentation):

- a) The name and address of the buyer;
- b) The name and address of the seller;
- c) The loading or shipment / delivery date;
- d) The date on which the documents were issued;
- e) RSPO certificate number;
- f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);
- g) The quantity of the products delivered;
- h) Any related transport documentation;
- i) A unique identification number.

- "Kontrak Penjualan Lokal" No. 40010883 dated 14 October 2020; 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 Tbk. (PT SMART Tbk.); at Gedung Sinar Mas Land Plaza Menara 2, Lt. 28-30 Jl. MH Thamrin No.51 RT 09 RW 04 Gondangdia Menteng Jakarta Pusat, DKI Jakarta 10350; product name is Palm Kernel (PK); quality is RSPO IP Certified; quantity is 500 MT; time of delivery is up to November 2020.
- Delivery Order No.300023154 dated 14 October 2020 described the name of the buyer is PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan KCP, address Kawasan Berikat Pabrik PT SMART Tbk di Belawan; the name of the Seller is PT Socfin Indonesia Mata Pao; date of document issued is 14/12/2020; description of product is Palm Kernel (PK); quality RSPO Certified IP; quantity is 76.05 MT; related Contract number 40010883; Unique Identification Number is 40010883; transporter PT Gunung Kawi Sukses Makmur.
- Delivery Note No.1120000008/399/MP/10/2020 dated 30/10/2020; from PT Socfin Indonesia Mata Pao; to PT SMART Belawan KCP; vehicle No. BK 9909 GK; product is PK; supply chain is RSPO Certified IP; quantity is 19,630 kg; seal number 585634-585647; related transport document: WB ticket No. WT/AWT E1205/2020/006454, Contract No. 40010883; DO No. 300023154; certificate number RSPO 705572.
- Weighbridge Card No. WT/AWT E1205/2020/006454 dated 30/10/2020 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 SMART Belawan KCP; delivery date and date of document issued is 30/10/2020; description of product is PK; quantity is 19,630 kg; related

- transport document is Delivery Note No.399/MP/10/2020 and Contract No. 40010883.
- "Kontrak Penjualan Lokal" No. 40010813 dated 4 September 2020; 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 Sumatera Utara 20241; product name is Crude Palm Oil (CPO); quality is RSPO IP Certified; quantity is 2,000 MT; time of delivery is September 2020.
- Delivery Order No.300023027 dated 4 September 2020 described the name of the buyer is PT Musim Mas Belawan; address Kawasan Berikat PT Musim Mas Belawan; the name of the Seller is PT Socfin Indonesia Mata Pao; date of document issued is 04/09/2020; description of product is Crude Palm Oil (CPO); quality RSPO Certified IP; quantity is 294 Ton; related Contract number 40010813; Unique Identification Number is 40010813; transporter is PT Gunung Kawi Sukses Makmur.
- Delivery Note No.1110000012/359/MP/9/2020 dated 14/09/2020; from PT Socfin Indonesia Mata Pao; to PT Musim Mas Belawan; vehicle No. BK 9949 GK; product is CPO; supply chain is RSPO Certified IP; quantity is 18,320 kg; seal number 585372-585377; related transport document: WB ticket WT/AWT E1205/2020/005828, DO No. 300023027; contract No. 40010813, certificate number RSPO 705572.
- Weighbridge Card No. WT/AWT E1205/2020/005828 dated 15/09/2020 described the transporter is PT Gunung Kawi Sukses Makmur, BK 9949 GK; the name of sender is PT Socfin Indonesia Mata Pao; the name of the buyer is PT Musim Mas Belawan; delivery date and date of document issued is 15/09/2020; description of product is CPO; quantity is 18,320 kg; related

		transport document is Delivery Note No.359/MP/9/2020 and Contract No.40010813. Information are presented on across a range of documents, such as contract, Delivery Order, Weighbridge Card and Delivery Note. PT Socfin Indonesia – Mata Pao has registered all of their transaction consist of Shipping Announcement in RSPO IT Platform (PalmTrace). Sample of Shipping Announcement: Transaction ID TR-1cb8da0c-5646 dated 18/12/2020; Seller is PT Socfin Indonesia – Mata Pao Mill (RSPO_PO1000001256); Buyer is PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan KCP (RSPO_PO1000006555); Product CSPK; Program IP; Volume 76.05 MT; Transaction Type: Shipping; Status: Confirmed	
		 on 24/12/2020; Based on Delivery Order No. 300023154, Contract No. 40010883. Transaction ID TR-0e7f0428-a25d dated 30/10/2020; Seller is PT Socfin Indonesia – Mata Pao (RSPO_PO1000001256); Buyer is PT. Musim Mas - Belawan (RSPO_PO1000000076); Product CSPO; Program IP; Volume 294 MT; Transaction Type: Shipping; Status: Confirmed on 14/11/2021; Based on Delivery Order No. 300023027, Contract No. 40010813. 	
3.8.9	 Outsourcing Activities i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification. ii) The mill shall ensure the following: a) The mill has legal ownership of all input material to be included in outsourced processes 	 The organization use third party contractor for transportation of certified product, CSPO and CSPK. PT Socfin Indonesia-Mata Pao Mill only operate one contractor for delivery of CSPO and CSPK, which is PT Gunung Kawi Sukses Makmur. Valid contract were available, e.g.: 1. PD-GM/X/508/2020 dated 7/12/2020 for transport of CPO, valid from 1 January 2021 until 31 December 2021. 2. PD-GM/X/522/2020 dated 7/12/2020 for transport of PK, valid from 1 January 2021 until 31 December 2021. 	Complied



- b) The mill 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 mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.
- c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.
- d) The mill 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 all information, when this is announced in advance.

PT Socfin Indonesia – Mata Pao Mill has ensured that the independent third party complies with the requirements of the RSPO Supply Chain. The requirement to comply with RSPO Supply Chain was explained and include in the contract agreement. In Article III (term and conditions) of the contract mentioned such as:

- Understood the ethical code of conduct PT Socfin Indonesia;
- The contractor understood the supply chain type of the product transported based on "Surat Pengantrat Barang";
- Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill;
- The contractor engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.

PT Socfin Indonesia – Mata Pao Mill control the CPO and PK transporter before shipping by:

- "Berita acara pemeriksaan truck CPO dan Penyegelan" (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out).
- "Surat Perintah Pemompaan" Dispatch direction letter.
- "Surat Pengantar" Delivery note from "CV Gunung Kawi" contain information of DO number, vehicle number, driver name, and company CV Gunung Kawi signed.
- "Kartu Keluar Masuk angkutan"

After shipping control by checking completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition.

The quantity of CPO monitored by Weighbridge Card and SPK (with 0.20% tolerance).

		During field audit and document verification can be demonstrated that the transporter is under control of PT Socfin Indonesia – Mata Pao Mill management. PT Socfin Indonesia – Mata Pao Mill has communicated the procedure related to RSPO SCCS to the contractor. Socialization to contractor has been conducted since 17 January 2018. RSPO Supply Chain procedure also has include in the agreement contract with contractor which is update/renewal each year.	
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	Currently PT Socfin Indonesia – 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. The contact detail was provided in the Contract Agreement and List of Stakeholder Kebun Mata Pao 2021.	Complied
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the 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.09 dated 14 October 2019, in section 6.13.5 has explicitly described that the site will inform CB if there is addition or change in contractor used.	Complied
3.8.12	 i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements. ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. 	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 Card and Delivery Note. The procedure "Prosedur Supply Chain Certification Standard – Identity Preserved" No.SOC/PSM/9.10 rev.09 dated 14/10/2019, section 6.7 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 2018 are still maintained.	Complied



	 iv) For Mass Balance Module, the mill: a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock). 	The organization is able to provide 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". 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 January 2020 to December 2020, certified FFB received is 30,683.64 Ton; certified CPO produced is 7,013.77 MT; certified PK produced is 1,171.66 MT; certified CPO delivered is 6,995.47 MT; certified PK delivered is 1,168.79 MT.	
3.8.13	Extraction Rate The oil extraction rate (OER) and the kernel extraction rate(KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.	The site has determined and set their own conversion rates be based upon experience defined as Oil Extraction Rate (OER) and and Kernel Extraction Rate (KER). The site has set OER for budget 2021 as 23.10% and KER as 4.10%.	Complied
3.8.14	Extraction rates shall be updated periodically 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 2020 OER is 22.86% and KER is 3.82%.	Complied
3.8.15	Processing For Identity Preserved Module, the mill 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 products, including during transport and storage to strive for 100% separation.	Mata Pao POM has ensured through documented system and operation that RSPO certified oil palm product is kept separated from non-certified oil palm product. There is no receiving of any non-certified FFB, therefore no non-certified FFB being entered the process, no non-certified CPO and PK being produced, no non-certified product being dispatched. Storage tank for CPO are dedicated only for certified palm oil. Silo for PK are used to store certified product only.	Complied



		There is only one storage tank in Mata Pao Mill with 700 MT of capacity. Latest storage tank cleaning conducted on 18 September 2020. Minutes of storage tank cleaning and safety working permit were available. Currently storage tank used is only storage tank No.1 due to the small stock of CPO and the smoothness of pontoon crossing for CPO delivery. Weighbridge calibration based on "Surat Keterangan Hasil Pengujian" No.175/SKHP/M/P2P/XI/2020 dated 6 November 2020 issued by UPTD Metrologi Legal Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai. Weighbridge brand Avery Weigh Tronix; type E-1205; capacity 40,000 kg. Certificate valid until November 2021.	
3.8.16	Registration of Transactions i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.	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). PT Socfin Indonesia — Mata Pao POM has registered all of their transaction consist of Shipping Announcement in RSPO IT Platform (PalmTrace). Sample of Shipping Announcement: Transaction ID TR-1cb8da0c-5646 dated 18/12/2020; Seller is PT Socfin Indonesia — Mata Pao Mill (RSPO_PO1000001256); Buyer is PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan KCP (RSPO_PO1000006555); Product CSPK; Program IP; Volume 76.05 MT; Transaction Type: Shipping; Status: Confirmed on 24/12/2020; Based on Delivery Order No. 300023154, Contract No. 40010883. Transaction ID TR-0e7f0428-a25d dated 30/10/2020; Seller is PT Socfin Indonesia — Mata Pao (RSPO_PO1000001256); Buyer is PT. Musim Mas - Belawan (RSPO_PO100000076); Product CSPO; Program IP; Volume 294 MT; Transaction Type: Shipping; Status: Confirmed on 14/11/2021; Based on Delivery Order No. 300023027, Contract No. 40010813.	Complied

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		There are no certified CPO and PK sold as another scheme or uncertified, there fore PalmTrace's Remove is not applicable.	
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	The procedure for claims is stated in SOP for RSPO Supply Chain "Prosedur Supply Chain Certification Standard Identity Preserved" No. SOC/PSM/9.10" Rev.9 dated 14 October 2019. The mill only makes claims on RSPO Certified product in compliance with RSPO Rules on Market Communications and Claims. Statement of RSPO certified and Mass Balance model are only stated in sales documents of RSPO certified product. 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.	Complied
General	corporate communications		
4.1	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.	Previously PT Socfin Indonesia was a registered RSPO member with membership number 1-0017-04-000-00, since 7 February 2004. Since 16 February 2019 PT Socfin Indonesia registered as a member of Socfin SA, with RSPO membership number 1-0269-19-000-00, 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 SA can be found in website address https://www.socfin.com .	Complied
4.2	 In corporate communications a member is allowed to: 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. 	 a. Display its RSPO membership status: In the website Socfin SA did not its RSPO membership status, however Socfin SA display the company group that have been certified, which is Okomu (Nigeria), Safacam (Cameroon) and Socfindo (Indonesia). b. Display the RSPO web address (www.rspo.org): The website has a link to www.rspo.org in certification tab>links>RSPO, at address: https://www.socfin.com/en/certifications. 	Complied

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	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.	 c. State that the member supports the work of the RSPO: not in direct manner, however in the website Socfin SA stated: "The Socfin SA, 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 SA is constantly working to improve its activities in order to be the leader in responsible tropical agriculture". d. State the member's history with regard to the RSPO: the website display link to RSPO certificate of each unit certified. Use the RSPO trademark to promote its membership of the RSPO: the website does not display RSPO trademark. 	
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 SA 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.	Complied
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 SA 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.	Complied
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 SA does not use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document.	Complied
Busines	ss 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 – Mata Pao POM stated in sales documents, e.g. "Kontrak Penjualan Lokal" and Delivery Order that the product sold is RSPO Certified CPO or RSPO Certified PK Identity Preserved (IP) Module.	Complied
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 – Mata Pao POM stated the supply chain model IP and, e.g. in "Kontrak Penjualan Lokal" and Delivery Order.	Complied

5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:	PT Socfin Indonesia – Mata Pao POM is not an end-product producer, the site is a palm oil mill with storage tank that only receive, stored and dispatch CPO and PK.	Not Applicable
	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.	Not applicable.	
	b) If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.		
5.4	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.	PT Socfin Indonesia – Mata Pao POM is not an end-product producer, the site is a palm oil mill with storage tank that only receive, stored and dispatch CPO and PK. Not applicable.	Not Applicable
	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.		
Business	siness to consumer communication		
6.1	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.	PT Socfin Indonesia – Mata Pao POM is an RSPO certificate holder with certificate number RSPO 705572 issued by BSI on 25 July 2019. The unit of certification sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	Not Applicable

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6.2	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.	PT Socfin Indonesia – Mata Pao POM is an RSPO certificate holder with certificate number RSPO 705572 issued by BSI on 25 July 2019. The unit of certification sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	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.	The site sold its oil palm product in bulk, there is no business to consumer communication implemented. Not applicable.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	The site sold its oil palm product in bulk, there is no business to consumer communication implemented. Not applicable.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	The site sold its oil palm product in bulk, there is no business to consumer communication implemented. Not applicable.	Not Applicable
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, there is no business to consumer communication implemented. Not applicable.	Not Applicable
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.	The site sold its oil palm product in bulk, there is no business to consumer communication implemented. Not applicable.	Not Applicable
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	PT Socfin Indonesia – Mata Pao POM is not a retailer or food service company. Not applicable.	Not Applicable

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	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 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	l oil palm content (IP)		
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	The IP volume that can be sold is only the volume requested in the PalmTrace. Hence the CPO volume sold under IP model is considered 100% content.	Complied
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	The site implemented RSPO Supply Chain Module Identity Preserved (IP).	Not Applicable
	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.	The IP volume that can be sold is only the volume requested in the PalmTrace. Hence the CPO volume sold under IP model is considered 100% content.	Complied
Labelling	g and trademark (IP)		
	 Members are allowed to use the RSPO label in one of the following ways: RSPO trademark which includes the tag 'CERTIFIED' or RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the 	There are no product partial claims	Not Applicable



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 onpack communications, the RSPO trademark can be printed anywhere on the pack.	
Messaging (IP)	
 Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements: 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. 	There are no product partial claims Not Applicable Applicable Not Applicable Not Applicable Applicable Not Applicable Not Applicable Not Applicable Applicable Not Applicabl

Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.

Criteria 4.1: The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.



4.1.1	(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security	PT Socfin Indonesia – Mata Pao POM as a part of Socfin SA has had human rights policy that signed by Principal Director since 1 st June 2019. PT Socfin Indonesia – Mata Pao POM has recognised and is committed	Complied
	forces.	to respecting international human rights standards. These shall include at a minimum the human rights standards as set out and defined in:	
		 The United Nations declaration on Human Rights Defenders The Universal Declaration of Human Rights The International Covenant on Civil and Political Rights (explicitly the protection of whistle-blowing as an aspect of freedom of expression under Article 19) The International Covenant on Economic, Social and Cultural Rights The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) The International Labour Organisation's (ILO) Declaration on Fundamental Principles and rights to work Any other guidelines or human rights standards as set out in the laws of the Republic of Indonesia. 	
		Socfindo expressly grants protection for any report documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed.	
		Socfindo shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary action as consequence of the individual's legitimate exercise of their fundamental human rights in course of their engagement with Socfindo.	



Socfindo shall protect individuals from all forms of retaliation, disadvantage or discrimination in the workplace linked or resulting from HRD activities. Socfindo shall preserve the individual's confidentiality and the identity of the individual may not be disclosed without the individual's explicit informed consent.

PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:

- Socialization to the internal stakeholder on 14th October 2020 was attended by 16 workers in Division II, on 17th October 2020 was attended by 13 workers in Division II, and on 23rd October 2020 was attended by 23 workers in Division II.
- Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants,
- Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 was attended by 35 participants
- Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 was attended by 17 participants.
- Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020
- Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020
- Record of socialization to Head of Pematang Sertak dated 2nd October 2020
- Record of socialization to Head of Mata Pao Village dated 2nd October 2020
- Record of socialization to Head of Makmur Village dated 2nd October 2020

		Record of socialization to Head of Pasar Baru Village dated 2 nd October 2020 Based on interview with communities from Mata Pao Village, labour union and gender committee (dated 6 nd February 2020) obtain information that Socfin Indonesia does not intimidating or violence to solve problem.	
4.1.2	The unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations.	Based on interview with local communities from Mata Pao Village (dated 6 nd February 2020) and Manpower Agency in Serdang Bedagai Regency (on 8 th February 2021) obtain information that PT Socfin Indonesia – Mata Pao POM does not intimidate or violence (including any form of harassment or paramilitary usage) to solve any problem.	Complied
Criteria	4.2: There is a mutually agreed and documented system for dealing with co	mplaints and grievances, which is implemented and accepted by all affecte	d parties.
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring	PT Socfin Indonesia – Mata Pao POM as a part of Socfin SA has had human rights policy that signed by Principal Director since 1 st June 2019.	Complied
	anonymity of complainants, HRD, community spokespersons and	The policy stated that:	
	whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	 Socfindo expressly grants protection for any report documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed. Socfindo shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary action as consequence of the individual's legitimate exercise of their fundamental human rights in course of their engagement with Socfindo. Socfindo shall protect individuals from all forms of retaliation, disadvantage or discrimination in the workplace linked or resulting 	

		from HRD activities. Socfindo shall preserve the individual's confidentiality and the identity of the individual may not be disclosed without the individual's explicit informed consent. Based on interview with local communities from Mata Pao Village (dated 6 nd February 2020) and Manpower Agency in Serdang Bedagai Regency (on 8 th February 2021) obtain information that Socfin Indonesia does not intimidating or violence (including any form of harassment or paramilitary usage) to solve any problem.	
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	PT Socfin Indonesia – Mata Pao POM has had social communication procedure which consisted of the procedure to handling complaint, the procedure provided at social communication procedure (Document No. SOC/PSM/9.01, Rev.7 dated 01 February 2019).	Complied
		The complaints divided into:	
		 External complaint Internal complaint Sexual harassment, intimidation, and violence Complaint from human rights defender and whistle blower. 	
		The procedure is completed with a flowchart for each type of complaint and a description of handling the complaint.	
		PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:	



- Socialization to the internal stakeholder on 14th October 2020 was attended by 16 workers in Division II, on 17th October 2020 – was attended by 13 workers in Division II, and on 23rd October 2020 – was attended by 23 workers in Division II.
- Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants,
- Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 – was attended by 35 participants
- Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 was attended by 17 participants.
- Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020
- Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020
- Record of socialization to Head of Pematang Sertak dated 2nd October 2020
- Record of socialization to Head of Mata Pao Village dated 2nd October 2020
- Record of socialization to Head of Makmur Village dated 2nd October 2020
- Record of socialization to Head of Pasar Baru Village dated 2nd October 2020

Based on interview with local communities from Mata Pao Village (dated 6^{nd} February 2020) and Manpower Agency in Serdang Bedagai Regency (on 8^{th} February 2021) obtain information that they have generally understood on the procedures.



4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	According to the complaint handling, PT Socfin Indonesia – Mata Pao POM has provided the procedure to handling complaint No. SOC/PSM/9.01, Rev.7 dated 01 February 2019. Those shows that it has been arranged regarding the time-period for responding to complaints. For example:	Complied
		 Incoming complaints from internal stakeholder shall responded by top management unit's maximum 1 month after the complaint accepted. Incoming complaints from external stakeholder also shall responded by top management unit's maximum 1 month after the complaint accepted. If the complaints still not met with any settlements, general affair shall inform the complainants regarding the complaint status, progress and any other things needed to reach a settlement. If the settlement of a complaint is not approved by both parties, the complaint can involve a technical or independent mediator or a legitimate third party. Head clerk monitored all the settlement process and progress. Resolution for sexual harassment complaint, intimidation and violence will held by Gender Committee. The meeting for complaints and investigation conducted maximum 1 month after the complaint submitted and the status will be updated on a monthly base by Gender Committee. Resolution of human rights defender complaints and reporting violations will be carried out by the Estate Manager and may involve the General Affair Department. The duration of handling this complaint is not specifically regulated and depends on the size of the case. 	
		Based on interview with local communities from Mata Pao Village (dated 6 nd February 2020) and Manpower Agency in Serdang Bedagai Regency (on 8 th February 2021), if there any complaint, the company has showed	



		that the resolution of complaints that had been carried out had been	
		done well, without intimidation and violence, including by using mediation by the head of local government agencies	
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as	According to the complaint handling, PT Socfin Indonesia – Mata Pao POM has provided the procedure to handling complaint No. SOC/PSM/9.01, Rev.7 dated 01 February 2019.	Complied
	well as the option of a third-party mediator.	The document sighted that the external complaints resolution can be involved with from third party mediator.	
		Based on interview with local communities from Mata Pao Village (dated 6 nd February 2020) and Manpower Agency in Serdang Bedagai Regency (on 8 th February 2021), stated that the conflict resolution regarding to land dispute has been facilitated by the third parties where the local communities appointed.	
		Based on document review, since 2020 – there was no complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	
Criteria 4	4.3: The unit of certification contributes to local sustainable development as	agreed by local communities.	
4.3.1	Contributions to community development that are based on the results of consultation with local community are demonstrated.	PT Socfin Indonesia – Mata Pao POM has prepared a Corporate Social Responsibility (CSR) Plan 2020 - 2021 which was approved by Estate Manager.	Complied
		Year 2020 – the document of realization of CSR Program has documented "Laporan Corporate Social Responsibility – Kebun Mata Pao", such as:	
		Religious activities consist of the assistance of religious holidays, donations for worship places. Total of realization since January –	



- December 2020 is IDR *6,684,315 was distributed to Teluk Mengkudu Village, Perbaungan Village and Firdaus Village
- Health Care Program is in the form of health development and counsel activities for the surrounding community. Total realization in 2020 is IDR *6,629,100 was distributed to Mata Pao POM.
- Educational programs in the form of scholarships for outstanding students and assistance for schools near the company operation.
 Realization since January – December 2020 is IDR *1,210,000 – was distributed to Teluk Mengkudu Village, Perbaungan Village and Firdaus Village
- Manpower building for local community development program. Total realization since January-December 2020 is IDR *,850,000 – was distributed to Teluk Mengkudu Village, Perbaungan Village and Firdaus Village
- Sports and recreation program in the form of donation of sports equipment and facilities for the community near the area.

Total of realization of CSR program year 2020, the organization has provided more than one hundred million.

Based on public consultations with the village representatives from Mata Pao Village and Plantation Officer in Serdang Bedagai Regency, they have stated that the company has helped many surrounding communities especially material and heavy equipment assistance for the maintenance of public facilities as well as the provision of clean water and sports facilities.

Criteria 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.



4.4.1	(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.	PT. Socfin Indonesia - Mata Pao is an oil palm plantation company that has been operating since the Dutch Colonial Era, at that time still called Olie Slagerij Maatschappij based on concession right number 215 issued by Ressident der Oostkust van Sumatra Medan on 25 September 1897 (valid for 75 years). After the independence of the Republic of Indonesia, all foreign concession rights were nationalized in accordance with Agrarian Law No. 5 of 1960. The concession right was changed into land title (HGU) according to the Decree of the Agriculture Minister No. Ka.12/1/19 dated 1 November 1962 which ended on 24 September 1973.	Complied
		In 1965 this plantation was controlled by the Indonesian government based on Presidential Decree No. 6 of 1965 and subsequently based on an Agreement between the Government of Indonesia and Plantations Noord Sumatra SA Brussels on 29 April 1968 a joint venture was formed between the Government of Indonesia and the original owner with new provisions to the new company HGU granted for 30 years as stated in article 4 letter A of the agreement.	
		Based on interviews with village head of Mata Pao village, Sei Sijenggi village, and Firdaus Village, certificate holder has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	
		Meanwhile, based on social studies and SEIA documents, there is no indication of the existence of the indigenous peoples in the PT. Socfin Indonesia - Mata Pao concession.	



4.4.2	Copies documents evidencing agreement- making processes and negotiated agreements detailing the FPIC process are available and include: 4.4.2a Evidence that a plan has been developed through consultation and discussion held in good faith with all affected groups within the community, with specific assurances that vulnerable, minority and gender groups are asked for their opinions, and that information has been provided to all affected groups, including in it information about the steps taken to involve them in decision making.	Based on document verification on land use title, environmental document, HCV assessment report and public consultation with representatives from Mata Pao village, Sei Sijenggi village, and Firdaus Village, audit team obtain information the company has been operated since the Dutch Colonial Era (approximately 1927) and there was no new land expansion thereafter. However, PT. Socfin Indonesia – Mata Pao established land acquisition procedure (Document No. SOC/PSM/9.04 Rev.1 that dated 1 January 2010). The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).	Complied
		At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
	4.4.2b Evidence that the unit of certification has respected communities to give or withhold their consent to the operations at the time that these decisions were taken;	PT. Socfin Indonesia – Mata Pao has procedure for land acquisition and complaints handling.	

		 Certificate holder has established procedure for land acquisition and complaints handling. Based on document verification, field visit, and public consultation obtain information that there is no new land expansion since November 2005. Based on document verification, public consultations and field observation there is no indications of land disputes between the 	
	4.4.2c Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood	company and other parties including the surrounding community. PT. Socfin Indonesia – Mata Pao has procedure for land acquisition and complaints handling.	
	and accepted by affected communities. Including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.	 Certificate holder has established procedure for land acquisition and complaints handling. Based on document verification, field visit, and public consultation obtain information that there is no new land expansion since November 2005. 	
		Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community.	
4.4.3	(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).	PT. Socfin Indonesia – Mata Pao has established procedure for land acquisition and complaints handling. The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).	Complied
		Inside the procedure Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media.	

		Community approval is done through a voluntary process, without coercion, and to maintain transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community. Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community.	
4.4.4	All relevant information is available in appropriate forms and languages, including assessment of impact, proposed benefit sharing, and legal arrangements.	All documents are available in Bahasa Indonesia. This is contextual with community in Mata Pao, whereby the language used is Bahasa Indonesia.	Complied
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	 As explained in previous indicator 4.4.1 shown that: Certificate holder has established procedure for land acquisition and complaints handling. Based on document verification, field visits and public consultation obtain information that there is no new land expansion at least since 2005. Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	Complied
4.4.6	There is evidence that implementation of agreement negotiated through FPIC is annually reviewed in consultation with affected parties.	As explained in previous indicator 4.4.1 shown that: • Certificate holder has established procedure for land acquisition and complaints handling.	Complied

		 Based on document verification, field visits and public consultation obtain information that there is no new land expansion at least since 2005. Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	
	4.5: No new plantings are established on local peoples' land where it can be a through a documented system that enables these and other stakeholders to		r FPIC. This is
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	Based on interviews with village head of Firdaus village, Mata Pao village and Sei Sijenggi village, and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time. In accordance with SEIA document that approved since 1994 obtained information that there were no customary land or indigenous people existed in their concession. In 2011, certificate holder has conducted HCV assessment and SIA assessment on 2012. Both assessments conclude that there was no customary land or indigenous people in their concession. Company has established Prosedur Identifikasi dan Perhitungan Kompensasi Lahan No.SOC/PSM/9.05 rev.01, dated 1 April 2015. Responsibilities:	Complied



- Principal Director is responsible for final decision in land acquisition.
- General Manager is responsible for final recommendation to Principal Director related to acquisition decision related to land acquisition and land compensation calculation.
- Related Departments (Planting Dept., General Affairs Dept., Purchasing Dept., Internal Audit Dept.) are responsible to provides data, analysis and recommendation in line with land acquisition purpose.

Activities:

- Land owner propose land to PT. SOCFINDO (legal ownership documents, land location, land maps and coordinates, offer letter from landowner).
- Principal Director/General Manager: a) Conduct viability review of the offer letter for follow up; b) If viable, can instruct Planting Dept. and General Affairs Dept. to conduct desk study. If not viable, offer letter be archived.
- Review the viability of the land based on desk study report carried out by Planting Dept. and General Affairs Dept.
- If viable, can instructed for field survey. If not viable, desk study report be archived.
- Review the viability of the land based on survey report from Planting Dept. and General Affairs Dept.
- If viable, can instructed for due diligence or business feasibility study or appraisal. If not viable, field survey report be archived.
- Planting Department: Conduct desk study for the land being offered, consist of a) Land location digital identification based on land coordinates or HGU map from BPN. b) Identification of land cover in the said location from satellite imagery/Google Earth; c) Topographic analysis and land slope from secondary data (satellite imagery); d) Climate type analysis, dry months and wet months. e) Soil type



analysis based on Peta Tanah Balai Penelitian Tanah Bogor scale 1:250,000; f) Soil suitability study.

 Conduct field survey: ground check the land location, ground check coordinate poles, Area statement or planted area statement, identifies conflicted area, identifies enclaved area, taking soil sample, observing production potential, gather secondary data, check agronomy data.

Company has established Prosedur Pembebasan Lahan No.SOC/PSM/9.04 rev.01, dated 1 January 2010.

Activities:

- Board of Director determines the area needed. Directors appoint survey team to check potential area for oil palm plantation. Survey team clarifies land status: KBK (Kawasan Budidaya Kehutanan), Kawasan Budidaya Non Kehutanan (KBNK), Tanah Masyarakat atau Tanah Ulayat (Adat).
- General Affairs Department proposed "Surat Arahan Lokasi" to local Regent, for area with status Kawasan Budidaya Non Kehutanan (KBNK).
- For land area with status Kawasan Budidaya Kehutanan (KBK), General Affairs Department prepare permit for forest area release to Ministry of Forestry. If permit cannot be obtained, Director appoint new area.

Survey team prepared for land suitability survey, once obtained "Surat Arahan Lokasi" from local Regent to check: land ownership identification, land use by local communities; land quality and suitability (soil physical and chemical); social condition (local community acceptance and potential social conflict); produce land suitability report, including land condition and social-economy condition. The report submitted to board of director.

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(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions. All the relevant information and documents are made available, and community have option of resourced access to independent third-party advice through a documented, long-term and two- way process of consultation and negotiation.

Certificate holder has has procedure for land acquisition and complaints handling. At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.

Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village including public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.

Periodically, a review of social studies is documented in the "Social Impact Assessment (Review) Report 2020". The last review was carried out involving the participation of parties including the surrounding communities affected and workers by sampling. Data is collected through the structured interview method using a list of questions in the "Social Impact Assessment Questionnaire" which consists of: questionnaires related to Livelihoods, Road Access Rights, Public Facilities and Resources etc.

Complied

4.5.3	Evidence is available that affected local peoples understand they have the right to say 'agree' or 'not agree' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	Complied
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	
		However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
4.5.4	To ensure local food and water security and as part of the FPIC process, SEIA participation and participatory land-use planning with local peoples,	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain	Complied

	the full range of food and water provisioning options are considered. There is transparency of land allocations process.	information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access 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.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	Complied
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	
		Access to information related to plantation development programs are open and transparent. Based on interview with the same stakeholders, company update information prior implementation.	

4.5.6	Evidence is available that the communities or their representatives gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	Complied
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	
		Therefore, no communities inhabit the concession for issuance of new concession or land title.	
4.5.7	After 15 November 2018, new lands will not be acquired for plantations and mills as a result of recent (after November 2005) expropriations in the national interest (eminent domain) without FPIC process, except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021.	Not Applicable
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021.	Not Applicable
	4.6: Any negotiations concerning compensation for loss of legal, customa local communities and other stakeholders to express their views through the		les indigenous
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating	Complied

		since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas. Therefore, no identification of legal right, customary right, or user right for compensation or payment made to any landowner.	
		However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
4.6.2	(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	Complied

		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas. Therefore, no calculation and distribution for compensation or payment made to any landowner. However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for smallholdings (if possible based on local law, customs and/or agreement).	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	Complied

		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas. However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no	
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented with evidence of the participation of affected parties and made available to them.	agreement is reached with the local community. Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Therefore, no negotiation or compensation or payment made to any landowner. Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	Complied

	However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
4.7: Where it can be demonstrated that local peoples have legal, customary subject to their FPIC and negotiated agreements. (C) A mutually agreed procedure for identifying people entitled to compensation is in place.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Therefore, there is no identification for compensation or payment made to any landowner.	Complied
	Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.	

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		However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.	
4.7.2	(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Therefore, there is no identification for compensation or payment made to any landowner.	Complied
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.	
		However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land	

		Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Therefore, there is no identification for compensation or payment made to any landowner.	Complied
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.	
		However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting	

		announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucited if no agreement is reached with the local community.	
Criteria	4.8: The right to use the land is demonstrated and is not legitimately contes	ted by local people who can demonstrated that they have legal customary,	or user rights.
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and also public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There was no new expansion or new land acquisition process from the local communities since that time.	Complied
		Based on interview with the same stakeholder, audit team understands no dispute, land conflict, legitimate contest, transfer of user rights, legal acquisition of land occurred in concession of PT. Socfin Indonesia – Mata Pao.	
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	
		Therefore, there is no identification for compensation or payment made to any landowner.	



4.8.2	(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.	Complied
		Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.	
		Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.	
		As explained in indicator 1.1.1, certificate holder has had social communication procedure which consist the procedure to handling complaint. The complaints divided into:	
		 External complaint Internal complaint Sexual harassment, intimidation and violence Complaint from human rights defender and whistle blower. Note: External complaint are also regarding to land dispute. 	
		Those procedure has been socialized to the respective stakeholders. Sighted minutes of meeting of communication and consultation procedures that held on 9 January 2019 to the 23 participants such as	

		labor union, contractors and village head and subdistrict head surrounding the company's area.	
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.	Complied
		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	
		Based on document review, field visits and stakeholder consultation, there is no indication of new land acquisition by PT. Socfin Indonesia-Mata Pao concession.	
		Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.	
4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).	Based on interviews with village head of Firdaus village, Mata Pao village, Sei Sijenggi village and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.	Complied

		Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.	
		Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.	
_	e 5: Support smallholder inclusion mallholders in RSPO supply chains and improve their livelihoods through fair	and transparent partnerships.	
Criteria	5.1: The unit of certification deals fairly and transparently with all smallhold	ers (Independent and Scheme) and other local businesses.	
5.1.1	Current and previous period prices for FFB are publicly available and accessible by smallholders.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.4	(C) Evidences is available that all parties, including women and independent representative organization assisting smallholders where requested, are involved in the decision making processes and understand the contracts. These include involving finance, loans/credits, and re-	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable



payments through FFB price reductions for replanting and/or, other support mechanisms where applicable.		
Contracts are fair, legal and transparent and have an agreed timeframe.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
(C) Agreed payments are made in a timely manner and receipts specifying price, weigh, deductions and amount paid are given.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
Weighing equipment is verified by an independent third party on a regular basis.	Weighbridge has been calibrated based on: "Surat Keterangan Hasil Pengujian UPTD Metrologi Legal Dinas Perdagangan dan Perindustrian Kabupaten Serdang Bedagai No.175/SKHP/M/P2P/XI/2020" dated 6 Noevmber 2020, valid until 6 November 2021. Detail information; Brand Avery; Type E1205; S/N 123051097; Capacity 40,000 kg; User PT. Socfin Indonesia, Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai.	Complied
The unit of certification supports Independent smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholder on who runs the Internal Controlling System (ICS), who holds the certificate, and who owns and sells certified materials.	Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM. This condition and status have been verified and confirmed with the representatives from surrounding village and government authority "Dinas Pertanian Kabupaten Serdang Bedagai"/Agriculture Services Serdang Bedagai Regency. However, PT. Socfin Indonesia – Mata Pao has support independent smallholder by coaching and training related to Best Management Practices to enhance their productivity of rice grower: "Memorandum of	Complied
	support mechanisms where applicable. Contracts are fair, legal and transparent and have an agreed timeframe. (C) Agreed payments are made in a timely manner and receipts specifying price, weigh, deductions and amount paid are given. Weighing equipment is verified by an independent third party on a regular basis. The unit of certification supports Independent smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholder on who runs the Internal Controlling System (ICS), who holds the certificate, and who owns and	Support mechanisms where applicable. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. Contracts are fair, legal and transparent and have an agreed timeframe. PT. Socfin Indonesia — Mata Pao POM was not receiving FFB from another FFB supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder. All FFB receive by POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable. Weighbridge has been calibrated based on: "Surat Keterangan Hasil Pengujan UPTD Metrologi Legal Dinas Perdagangan dan Perindustrian Kabupaten Serdang Bedagai No.175/SKHP/MP2P/XI/2020" dated 6 Noewmber 2020, valid until 6 November 2021. Detail information; Brand Avery; Type E1205; S/N 123051097; Capacity 40,000 kg; User PT. Socfin Indonesia — Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai. The unit of certification supports Independent smallholders with certification

		Pao dengan Kelompok Tani Desa Pasar Baru, Kelompok Tani Desa Makmur", dated 1 February 2020. There are 5 rice grower group: Kelompok Tani Seia Sekata, Desa Pasar Baru (59 Ha); Kelompok Tani Sri Rezeki, Desa Pasar Baru (57 Ha); Kelompok Tani Sido Rukun, Desa Makmur (48 Ha); Kelompok Tani Berdikari, Desa Makmur (45 Ha); Kelompok Tani Sido Bahagia, Desa Makmur (38 Ha).	
		Section 2 stated the scope of MoU for guidance of rice cultivation in 2 villages under Teluk Mengkudu District.	
		Section 3 stipulates company provides training and guidance related to BMP on rice cultivation; and provides other aid needed for rice field management. Company and the rice grower group will carry out inventory of names and rice fields. Company will carry out land survey to understand: current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition, issues faced by the rice growers, other data needed.	
		The data and information will be used for preparation guidance program. Both parties agreed to use resources available.	
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders, and all grievances raised are dealt with in a timely manner.	Company mechanism about complaint (internal and external) documented in procedure "Penanganan Keluhan Sosial" Doc. No. SOC/PSM/9.02 First Edition, Rev.3, dated 1 September 2014. The procedure stated that any stakeholder can report the complaint in writing to the officer who has been appointed (KTU, Asisten, Askep, Tekniker & Pengurus/Manager). All complaints are recorded in the Complaint Form Notes. In point 5.20 in the procedure stated that the company will respects anonymity and protects complainants where requested. Complaint Form Notes has been checked and no complaint have been received from smallholder.	Complied

Criteria	5.2: The unit of certification supports improved livelihoods of smallholders a	and their inclusion in sustainable palm oil value chains.	
5.2.1	The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess	Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM.	Complied
	their needs for support to improve their livelihoods and their interest in RSPO certification.	This condition and status have been verified and confirmed with the representatives from surrounding village and government authority "Dinas Pertanian Kabupaten Serdang Bedagai"/Agriculture Services Serdang Bedagai Regency.	
		However, PT. Socfin Indonesia – Mata Pao supported independent smallholder by coaching and training related to Best Management Practices to enhance their productivity of rice grower: "Memorandum of Understanding (MoU) Kemitraan Berkelanjutan PT. Socfindo Kebun Mata Pao dengan Kelompok Tani Desa Pasar Baru, Kelompok Tani Desa Makmur", dated 1 February 2020. There are 5 rice grower group: Kelompok Tani Seia Sekata, Desa Pasar Baru (59 Ha); Kelompok Tani Sri Rezeki, Desa Pasar Baru (57 Ha); Kelompok Tani Sido Rukun, Desa Makmur (48 Ha); Kelompok Tani Berdikari, Desa Makmur (45 Ha); Kelompok Tani Sido Bahagia, Desa Makmur (38 Ha). The MoU has been prepared with consultation with surrounding villages and government authorities as recorded under "Daftar Hadir Musyawarah Sosialisasi Penyuluhan Pertanian Kecamatan Teluk Mengkudu", dated 29 July 2019 – the meeting was attended by 33 persons representative from villages.	
5.2.2	The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific	Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM. This has been verified and confirmed with the representatives from	Complied
	elements of RSPO certification (including the RSPO Standard for Independent Smallholder).	surrounding village and government authority "Dinas Pertanian	



Kabupaten Regency.	Serdang Bedagai"/Agriculture Services Ser	rdang Bedagai
improveme	Indonesia – Mata Pao POM demonstra ent programmes "Rencana Kemitraan Kebun M program comprises of different aspects:	
Month	Activity	Location
March 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Pematang Setrak village, Pasar Baru village
April 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Sei Sijenggi village, Tanah Merah village, Sei Buluh village
May 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Makmur village, Pematang Pelintahan village
September 2020	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Pematang Setrak village, Pasar Baru village
	Guidance and training	

		October 2020	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training	Sei Sijenggi village, Tanah Merah village, Sei Buluh village	
		November 2020	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Makmur village, Pematang Pelintahan village	
			Guidance and training		
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.		there is no oil palm smallholder/grower in sun Indonesia – Mata Pao POM.	irrounding area	Complied
		surrounding	een verified and confirmed with the repres g village and government authority "Di Serdang Bedagai"/Agriculture Services Se	nas Pertanian	
			Indonesia – Mata Pao POM demonstra nt programmes "Rencana Kemitraan Kebun N		
		Implemente	ed program:		
		- Irrigation	cleaning in Tanah Merah village of 890 met mber 2020.	ers; carried out	
		- Irrigation September	cleaning in Pematan Pelintahan village; ca 2020.	rried out in 23	

5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM. This has been verified and confirmed with the representatives from surrounding village and government authority "Dinas Pertanian Kabupaten Serdang Bedagai"/Agriculture Services Serdang Bedagai Regency.	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	Evaluation from PT. Socfin Indonesia – Mata Pao with regards to "Realisasi Kegiatan Program Kemitraan Kebun Mata Pao tahun 2020", whereby the activities comprise of: inventory of rice grower names, potential for partnership program in February 2020; Drainage cleaning for irrigation channel Dusun III, Pematang Pelintahan village in September 2020; Drainage cleaning for irrigation channel Dusun I, Sei Sijenggi village in September 2020; Drainage cleaning for irrigation channel Dusun V, Tanah Merah village in September 2020; the other program was postponed/cancelled due to COVID-19 pandemic.	Complied
-	e 6: respect workers' rights and conditions orkers' rights and ensure safe and decent working conditions.		
	6.1: Any form of discrimination is prohibited.		
6.1.1	(C) A publicity available non-discrimination and equal opportunity policy is implemented in such way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	PT Socfin Indonesia – Mata Pao POM has procedure, which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation.	Complied
		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. Based on that procedure can be seen that the selection, recruitment, and promotion of workers based on qualification standard for the job.	



Employees credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department, PT. Socfindo. Employees' evaluation was conducted every November to decide promotion of employees.

PT Socfin Indonesia – Mata Pao POM has also prepared the procedure for promotion, retirement, and termination as per "Sistem Manajemen Socfindo Prosedur Promosi, Mutasi dan Demosi", document number: SOC/PSM/6.14, edition 01 dated 17th October 2016.

Promotion and upgrade are based on employee appraisal conducted annually as outlined in the Employee Assessment Form signed by the employee concerned, approved by the line manager, and checked by the General Manager. The form indicates that there is no indication of employment discrimination in terms of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.

Data verified:

- In 2020 up to surveillance audit ASA 1_2 there was no recruitment process both of Mata Pao Mill and Estate.
- Promotion process year 2020:
 - Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/524/2020 dated 16th December 2020 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation and recommendation (approval)

		 Approval record based on letter No. MP/DIV/R/039/21, dated 20th January 2021 for Mr B*mb*ng RS – has promoted from IV/6 to IV/9 – valid since 1st January 2021. Retirement process – year 2020, sample seen: Letter of retirement no: MP/Div/Bi/066/2020 – namely Mr D**n P*nj**t*n (ID number: 1405263), dated 4th February 2020 and will retired on 1st May 2020. Letter of degree the reward on retirement work "Penetapan dan Pemberian Jasa Akhir Masa Kerja", letter number: UM/MP/Bi/986/2020, dated 18th April 2020, namely Mr D**n P*nj**t*n (ID number: 1405263) Record on payment the retirement namely Mr D**n P*nj**t*n (ID number: 1405263), document no: MP/PB/Bi/185/20 dated 25th April 2020 – status PAID. 	
6.1.2	(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against. Evidence includes migrant workers non-payment of recruitment fees.	Based on interview with labour union, worker, HRD and document review, the promotion for employees since 2020 as a form of no discrimination. The promotion was based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Data seen- promotion process – year 2020: • Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/524/2020 dated 16 th December 2020 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation and recommendation (approval)	Complied
		Approval record based on letter No. MP/DIV/R/039/21, dated 20 th January 2021 for Mr B*mb*ng RS – has promoted from IV/6 to IV/9 – valid since 1 st January 2021.	

6.1.3	The unit of certification demonstrates that the recruitment selection, hiring access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	PT Socfin Indonesia – Mata Pao POM has procedure, which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation.	Complied
		Recruitment process was documented in procedure "Penerimaan Pekerja KHT Kebun" No Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015. Based on that procedure can be seen that the selection, recruitment, and promotion of workers based on qualification standard for the job.	
		Employees credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department, PT Socfin Indonesia. Employees' evaluation was conducted every November to decide promotion of employees.	
		PT Socfin Indonesia – Mata Pao POM has also prepared the procedure for promotion, retirement, and termination as per "Sistem Manajemen Socfindo Prosedur Promosi, Mutasi dan Demosi", document number: SOC/PSM/6.14, edition 01 dated 17 th October 2016.	
		Promotion and upgrade are based on employee appraisal conducted annually as outlined in the Employee Assessment Form signed by the employee concerned, approved by the line manager, and checked by the General Manager. The form indicates that there is no indication of employment discrimination in terms of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.	
		Data verified:	

		 In 2020 up to surveillance audit ASA 1_2 – there was no recruitment process both of Mata Pao Mill and Estate. Promotion process – year 2020: Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/524/2020 dated 16th December 2020 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation and recommendation (approval) Approval record based on letter No. MP/DIV/R/039/21, dated 20th January 2021 for Mr B*mb*ng RS – has promoted from IV/6 to IV/9 – valid since 1st January 2021. Retirement process – year 2020, sample seen: Letter of retirement no: MP/Div/Bi/066/2020 – namely Mr D**n P*nj**t*n (ID number: 1405263), dated 4th February 2020 and will retired on 1st May 2020. Letter of degree the reward on retirement work "Penetapan dan Pemberian Jasa Akhir Masa Kerja", letter number: UM/MP/Bi/986/2020, dated 18th April 2020, namely Mr D**n P*nj**t*n (ID number: 1405263) Record on payment the retirement namely Mr D**n P*nj**t*n (ID 	
		number: 1405263), document no: MP/PB/Bi/185/20 dated 25 th April 2020 – status PAID.	
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	Based on interview with representative of committee gender during surveillance audit (dated 6 th February 2021), they stated Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated.	Complied
		PT Socfin Indonesia – Mata Pao POM is regularly performed monitoring of pregnancy in monthly bases to all women workers on handling of pesticides and chemical material. The latest performed on 8 th January	

		2021, there were reported no workers in pregnant condition (negative detection), e.g: Mrs Julia, Mrs Sumarni, Mrs Dahlia Based on the report of pregnancy testing, who is women workers in pregnant then is not allowed to work in related to chemicals.	
6.1.5	(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	PT Socfin Indonesia – Mata Pao POM has formed a Gender Committee that approved by Mata Pao Management. The structure organization consisted of Head of Committee, Secretary and Members.	Complied
		Gender Committee as specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	
		Gender Committee has prepared documented to handle complaint from female workers, reporting and data collecting if case appeared concerning sexual harassment, document number No Doc: SOC/PSM/9.02, revision 6 th , dated 15 September 2018 - point D. Others, No. 5.26 stated: "All complaints including follow-up and the results of follow-up of complaints are recorded in the Complaint Note form	
		Based on interview with Gender Committee on 6 th February 2021, they stated that the activities include training on women's rights, counselling for women affected by violence, children care facilities and breastfeeding policy. Since 2020 – there was no complaints reported.	

6.1.6	There is evidence of equal pay for the same work scope.	PT Socfin Indonesia – Mata Pao POM proven that it guarantees that related to the wage is in accordance with the laws and regulations applicable to the scope of work that has been made.	Complied
		Based on interviews and verification documents during the surveillance audit ASA 1_2 – in February 2021, PT Socfin Indonesia – Mat Pao POM has adopted wages in accordance with regulations and legislation.	
	6.2: Pay and conditions for staff and workers and for contract workers always (DLW).	ys meet at least legal or industry minimum standards and are sufficient to p	provide decent
6.2.1	(C) Documentation of pay and working conditions in accordance with applicable labour laws are available to the workers in national languages and explained to them in language they understand.	Document of pay and working condition in accordance with applicable labour laws has demonstrated by document of Collective Labour Agreements (CLA) - "Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020, based on the result of discussed between labour Union in Plantation Sectoral (Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI - PP FSP.PP-SPSI)" with Representative of Plantation Management in Sumatera (Badan Kerjasama Perusahaan Perkebunan Sumatera - BKS PPS), dated 8 April 2018".	Complied
		PKB are describe the documentation of pay and conditions and available in Indonesian language. The PKB has been explained to all workers at Mata Pao Estate and POM. It was confirmed during interview with workers.	
		In article XXIV was stated that CLA – PKB 2018-2020 is still valid until the progress of discussion of new PKB has finished.	



(6.2.2	(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed.	Employment contract was refer to "Perjanjian Kerja Bersama (PKB) 2018 – 2020" which has been agreed according to Collective Labour Agreements (CLA) - "Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020, based on the result of discussed between labour Union in Plantation Sectoral (Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI - PP FSP.PP-SPSI)" with Representative of Plantation Management in Sumatera (Badan Kerjasama Perusahaan Perkebunan Sumatera - BKS PPS), dated 8 April 2018".	Complied
			 CLA - PKB consists of 24 articles which include, among others: Working hours, leave including maternity leave and sick leave Wages (basic wage, incentives, allowances, dependents) Tariff per unit: determination of price level wages Pain relief Absent Payment for extra food (food costs), travel expenses Overtime and overtime incentives Determination of incentives Provision of tools and work equipment by the company Allowances and bonuses for religious holidays Social security and assistance Health insurance Vacation right Notification period Pension plans and severance pay Others related to labour rights and obligations 	

6.2.3	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, and other legal labour requirements.	 PT Socfin Indonesia – Mata Pao POM has demonstrated is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, and other legal labour requirements. Working hours has been determined in CLA-PKB as 7 hour/day with working day 6 days or 40 hour/weeks. Overtime has determined according to KepMenakertrans RI No. KEP-102/MEN/VI/2004 with formula (monthly wages + rice intensive incentive monthly)/173. Overtime will adjust for workday, holiday, number of hour overtime according to regulation. Sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are stipulated in Article VIII CLA-PKB and has refer to UU No. 13 Tahun 2003. Based on document verification of Payslip, attendant registered and employee documentation, can be demonstrated that legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are complied. 	Complied
6.2.4	(C) The unit of certification provides adequate housing. Sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	PT Socfin Indonesia – Mata Pao POM has provided the housing sanitation facilities, water supplies, medical, educational and welfare amenities to national standards. Based on verification on list workers facilities updated on 30 January 2021 as per "Rekapitulasi Fasilitas Umum (Fasum) Kebun Mata Pao", there facilities were shown as bellow: Employee hall: 3 units Masjid/Mosque: 4 units	Complied

		 TPA/Childcare: 1 unit Poliklinik/Clinic: 2 units Football field: 2 units Badminton field: 1 Water reservoir: 3 units Employee house: 161 units Tennis filed: 1 unit Clean water was provided by company (from drilling well and treatment water from mill). Clean water analysis has been conducted each semester by Accredited laboratory. 	
		Latest analysis conducted on 11 th February 2020 by Socfindo Seed Production and Laboratory (KAN Accredited), available in "Water Analysis Report" No. W20-026/LAB-SSPL/II/2020 — location in Kebun Mata Pao (sample number: 4). The result has shown comply with standard threshold of clean water was based on Permenkes No. 32 Tahun 2017.	
		Based on water analysis result shown that all parameter analysed was met with the requirement standard.	
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	PT Socfin Indonesia – Mata Pao POM has a policy that workers will be given 15 kg additional rice (if worker is not married) and if worker have a family then 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.	Complied

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		The evidence has been reviewed such as payroll for January 2021 (payroll contains of salaries, premium and other benefits) and based on interviews with the workers.	
		Data seen: Pay slip month January 2021 e.g: ID number: 145609 namely Mr Y*d* R8z*z*l – rice allowance is IDR 371,865 (rice is: 39 Kg) and ID number: 1405585 namely Mr D*m* M*n*r*ng rice allowance is IDR 443,378 (rice is: 46.50 Kg).	
		Based on visit in workers housing in Division II dated 6 th February 2021, there was also near to the traditional market which provide the basic needs including affordable food.	
6.2.6	A DLW is paid to all workers in accordance with applicable regulations, including workers who work on a piece rate/quota basis, the calculation of which is based on a quota that can be achieved during regular working hours.	PT Socfin Indonesia – Mata Pao POM have calculated the Decent Living Needs using the calculation method as set out in the "RSPO Guidance for Implementing a Decent Living Wage", June 1, 2019. PT Socfin Indonesia – Mata Pao POM has also conducted an account of the DLW year 2021 period with data drawn from Estates and POM.	Complied
		In 2020 – the wages paid for employee was referred to "Penetapan Upah KHT Tahun 2020, letter number: UM/KK/Bi/689/20, dated 20 th February 2020. The letter was referred to "Keputusan Gubernur Sumatera Utara No. 188.44/724/KPTS/2019 dated 20 th November 2019 – valid since 1 st January 2020 with minimum wage for workers determined as IDR 3,22,556.72.	
		Minimum wages determination 2021 is still in progress of discussion between company alliance BKS-PPS and labour union SPSI and have	



jobs that are temporary or seasonal

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		referred to current government decision letter "Keputusan Gubernur Sumatera Utara Nomor 188.44/731/KPTS/2029 Tentang upah Minimum Sektoral Kabupaten Serdamg Bedagai Tahun 2020" which determined minimum wages for plantation sector IDR 2,869,292 /month. PT Socfin Indonesia – Mata Pao POM will follow the highest wages determination.	
		Pay Slip verification – month January 2020:	
		 ID number: 145609 namely Mr Y*d* R8z*z*l – rice allowance is IDR 371,865 (rice is: 39 Kg), basic salary is *,329,100 ID number: 1405585 namely Mr D*m* M*n*r*ng rice allowance is IDR 443,378 (rice is: 46.50 Kg), basic salary is IDR *,400,613 	
		The salary was highest than minimum wage that determined by local government.	
PROCEI	DURAL NOTE:		
	O has published guidelines on the calculation of Decent Living Wage (DLW) uct a DLW benchmark study in accordance with the Global Living Wage Coal		PO Secretariat
	leantime, until DLW benchmark for Indonesia is endorsed by the RSPO, the er 2019), including:	unit of certification carries out interim measures that was published by R	SPO (dated 11
1. Pay	ment of minimum wages in accordance with applicable regulations		
2. Ass	essment of wages paid (prevailing wages) and in-kind benefits.		
Once the	e DLW benchmark is available, this procedural note is no longer applicable.		
6.2.7	Permanent fulltime employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to	PT Socfin Indonesia – Mata Pao POM was using permanent employee for all type of jobs: harvesting, spraying workers, administration,	Complied

upkeep, pruning, operator, driver.



	6.3: The unit of certification respects the rights of all personnel to form and ation and collective bargaining are restricted under law, the employer facil.		
6.3.1	(C) A published statement recognizing freedom of association and right to collective bargaining in national languages is available and is explained to all workers in languages that they understand, and is demonstrably implemented.	PT Socfin Indonesia – Mata Pao POM has shown the document of published statement of association as mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5 th , dated 18 th January 2020. Management of PT Socfin Indonesia – Mata Pao POM has also committed to provided workers have the right to argued, associate and organize in a labour union and opportunities for workers to organize in unions and express an opinion. Commitment covered in the policy on freedom of association, was signed by Principal Director, dated 1 st June 2019, that stated: PT Socfin Indonesia recognizes workers' rights to express their opinions and organize freely and responsibly in labour union organizations. PT Socfin Indonesia 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.	Complied

		There was a labour union represent estate and mill employee incorporated in the SPSI Serikat Pekerja Perkebunan PT Socfin Indonesia Mata Pao Estate and registered in Plantations and Agriculture Workers Union / Federation of All Indonesian Trade Unions as per "Surat Keputusan, Nomor Kep.: 016/ORG/PC.FSP.PP-SB/VII/2020 tentang Pengesahan Komposisi dan Personalia Pengurus Unit Kerja Serikat Pekerja Pertanian dan Perkebunan – SPSI PT Scofin Kebun Mata Pao, dated 25 th August 2020 with Chairperson of SPSI is MR Sumardi. Based on interview with labour union leader dated 6 th February 2021 stated that Management of Mata Pao POM and Estate has accommodated employee rights to argued, associate and organize in a labour union. All workers allowed to form associations and bargain collectively with their employer.	
6.3.2	Minutes of meetings between the unit of certification with trade unions or worker representatives who are freely elected, are documented in the national languages and available upon request.	There was a labour union represent estate and mill employee incorporated in the SPSI Serikat Pekerja Perkebunan PT Socfin Indonesia Mata Pao Estate and registered in Plantations and Agriculture Workers Union / Federation of All Indonesian Trade Unions as per "Surat Keputusan, Nomor Kep.: 016/ORG/PC.FSP.PP-SB/VII/2020 tentang Pengesahan Komposisi dan Personalia Pengurus Unit Kerja Serikat Pekerja Pertanian dan Perkebunan – SPSI PT Scofin Kebun Mata Pao, dated 25 th August 2020 with Chairperson of SPSI is MR Sumardi. Labour Union Office has regularly meeting with representative of management. Minutes of meeting we available at list of attendance was sighted. The minutes were made readily available to employees upon request, e.g: Minute of Meeting dated 26 th December 2020 – was	Complied

		attended by 6 participants, agenda related to national holiday event and intensive for workers in holiday event (new year 2021). Labour Union Officer has shown the list of the member as per documenet "Daftar Anggota SPSI Kebun Mata Pao" was updated in October 2020, total of member is 430 workers.	
6.3.3	Management does not interfere with the formation or operation of registered labour organizations/unions, or other freely elected representatives for all workers, including migrant and contract workers.	PT Socfin Indonesia – Mata Pao POM has shown the commitment that management does not interfere with the formation or operation of registered labour organizations/unions, or other freely elected representatives for all workers, including migrant and contract workers as mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5 th , dated 18 th January 2020.	Complied
		Based on the interview with chairman of labour union – dated 6 th February 2021, stated that the management does not intervene in the formation/the establishment of a union manager, but the facility/office is indeed provided.	
		PT Socfin Indonesia – Mata Pao POM has also provided allowance to labour union officers to hold events related to the union organization e.g. permission to hold board meetings, electing admins.	
Criteria	6.4: Children are not employed or exploited.		
6.4.1	A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	PT Socfin Indonesia – Mata Pao POM has established a policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements as in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5 th , dated 18 th January 2020.	Complied

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PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:

- Socialization to the internal stakeholder on 14th October 2020 was attended by 16 workers in Division II, on 17th October 2020 was attended by 13 workers in Division II, and on 23rd October 2020 was attended by 23 workers in Division II.
- Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants,
- Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 was attended by 35 participants
- Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 was attended by 17 participants.
- Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020
- Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020
- Record of socialization to Head of Pematang Sertak dated 2nd October 2020
- Record of socialization to Head of Mata Pao Village dated 2nd October 2020
- Record of socialization to Head of Makmur Village dated 2nd October 2020
- Record of socialization to Head of Pasar Baru Village dated 2nd October 2020

Based on document review of list of workers "Daftar Pekerja" both in Mata Pao Estate and POM, updated in January 2021, the youngest

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		worker was born in 24 th February 1996 (24 years old and 11 months) – namely Mr S*lm*n Fr**d* S*t*m*r*ng (worker ID: 1405715)	
6.4.2	(C) Documented evidence on the fulfilment of worker's minimum age requirements in accordance with applicable regulation and verification procedures for age requirements, are available.	PT Socfin Indonesia – Mata Pao POM has shown the documented evidence on the fulfilment of worker's minimum age requirements in accordance with applicable regulation – as per recruitment process "Penerimaan Pekerja KHT Kebun" No Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015.	Complied
		The procedure stated requirement on the fulfilment of worker's minimum age.	
		Based on document review of list of workers "Daftar Pekerja" both in Mata Pao Estate and POM, updated in January 2021, the youngest worker was born in 24 th February 1996 (24 years old and 11 months) – namely Mr S*Im*n Fr**d* S*t*m*r*ng (worker ID: 1405715)	
6.4.3	(C) Young person maybe employed only for non-hazardous work with protective restrictions in place for that work.	PT Socfin Indonesia – Mata Pao POM has shown committee on young person employed only for non-hazardous work with protective restrictions, as mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5 th , dated 18 th January 2020.	Complied
		PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:	
		 Socialization to the internal stakeholder on 14th October 2020 – was attended by 16 workers in Division II, on 17th October 2020 – was attended by 13 workers in Division II, and on 23rd October 2020 – was attended by 23 workers in Division II. Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants, 	

		 Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 – was attended by 35 participants Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 – was attended by 17 participants. Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020 Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020 Record of socialization to Head of Pematang Sertak dated 2nd October 2020 Record of socialization to Head of Mata Pao Village dated 2nd October 2020 Record of socialization to Head of Makmur Village dated 2nd October 2020 Record of socialization to Head of Pasar Baru Village dated 2nd October 2020 Record of socialization to Head of Pasar Baru Village dated 2nd October 2020 Based on interview with OHS expert during surveillance audit ASA 1_2, the young employees will always be guided and supervised by the foreman in doing its work, especially for the job that has a high risk. The guidance in the form of coaching, training, and briefing each will do the job. 	
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	PT Socfin Indonesia – Mata Pao POM has demonstrated the document on communication about its 'no child labour' policy and the negative effects of child labour and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	Complied



Based on interviews with workers, officers of unions, as well as officers in the field indicates that they have understood management policy to prohibit the use of the child labour in all types of the company's operations activities.

Based on the verification document shows that the management have done socialization ban on the use of child labour policy through:

- Put up the policy in the bulletin board in every office/mill estate
- Do direct socialization to workers especially vulnerable types of workers who are utilizing "informal worker" who are children like at the harvesting (harvesting) that is prohibited include the sons of workers to help her parents work (pricing the lose fruit).
- Lists the prohibition clause on each contract with contractors power the use of child documents.

PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:

- Socialization to the internal stakeholder on 14th October 2020 was attended by 16 workers in Division II, on 17th October 2020 was attended by 13 workers in Division II, and on 23rd October 2020 was attended by 23 workers in Division II.
- Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants,
- Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 – was attended by 35 participants
- Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 was attended by 17 participants.



		 Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020 Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020 Record of socialization to Head of Pematang Sertak dated 2nd October 2020 Record of socialization to Head of Mata Pao Village dated 2nd October 2020 Record of socialization to Head of Makmur Village dated 2nd October 2020 Record of socialization to Head of Pasar Baru Village dated 2nd October 2020 Record of socialization to Head of Pasar Baru Village dated 2nd October 2020 Based on document review of list of workers "Daftar Pekerja" both in Mata Pao Estate and POM, updated in January 2021, the youngest worker was born in 24th February 1996 (24 years old and 11 months) – namely Mr S*lm*n Fr**d* S*t*m*r*ng (worker ID: 1405715) 	
Criteria 6	5.5: There is no harassment or abuse in the workplace, and reproductive rig	hts are protected.	
6.5.1	(C) A policy to prevent sexual and all other form of harassment and violence is documented, implemented and communicated to all levels of the workforce.	PT Socfin Indonesia- Mata Pao POM has established a policy to prevent sexual and all other form of harassment and violence is documented, implemented, and communicated to all levels of the workforce as per "Kebijakan Pencegahan Kekerasan dan Pelecehan" was signed by Principal Director, dated 1 st June 2019.	Complied
		PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:	
		• Socialization to the internal stakeholder on 14 th October 2020 – was attended by 16 workers in Division II, on 17 th October 2020 – was	



attended by 13 workers in Division II, and on 23rd October 2020 – was attended by 23 workers in Division II.

- Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants,
- Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 – was attended by 35 participants
- Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 – was attended by 17 participants.
- Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020
- Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020
- Record of socialization to Head of Pematang Sertak dated 2nd October 2020
- Record of socialization to Head of Mata Pao Village dated 2nd October 2020
- Record of socialization to Head of Makmur Village dated 2nd October 2020
- Record of socialization to Head of Pasar Baru Village dated 2nd October 2020

PT Socfin Indonesia – Mata Pao POM has also formed a Gender Committee approved by Mata Pao Management consist Head of Committee, Secretary and Members.

Gender Committee activities such as handle complaint from female workers, reporting and data collecting if case appeared concerning sexual harassment. Documented procedure for complaints related to

		women workers as per procedure "Penanganan Keluhan Sosial" No Doc: SOC/PSM/9.02 First Edition, 6 th Rev, dated 15 September 2019. Based on interview with Gender Committee dated 6 th February 2021, the program of Gender Committee consisted of training on women's rights, counselling for women affected by violence, children care facilities and breastfeeding policy.	
6.5.2	(C) A policy to protect the reproductive rights of all, especially of women, is documented, implemented and communicated to all levels of the workforce.	PT Socfin Indonesia – Mata Pao POM has established a policy to protect the reproductive rights of all, especially of women, is documented, implemented, and communicated to all levels of the workforce as per "Kebijakan Hak Reproduksi", was signed by Principal Director dated 1st June 2019. PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:	Complied
		 Socialization to the internal stakeholder on 14th October 2020 – was attended by 16 workers in Division II, on 17th October 2020 – was attended by 13 workers in Division II, and on 23rd October 2020 – was attended by 23 workers in Division II. Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 October 2020 – was attended by 17 participants, Refreshment for socialization to workers in Mata Pao Mill on 27 October 2020 – was attended by 35 participants Socialization to the external stakeholder (government agencies staff, police officer, gender committee, labour union, contractor etc) on 21 January 2020 – was attended by 17 participants. 	



		 Record of socialization to manpower Agency in North Sumatera II dated 7th November 2020 Record of socialization to Head of Environmental Agency Officer in Serdang Bedagai dated 21st October 2020 Record of socialization to Head of Pematang Sertak dated 2nd October 2020 Record of socialization to Head of Mata Pao Village dated 2nd October 2020 Record of socialization to Head of Makmur Village dated 2nd October 2020 Record of socialization to Head of Pasar Baru Village dated 2nd October 2020 Based on interview with Gender Committee dated 6th February 2021, the program of GC consisted of training on women's rights, counselling for women affected by violence, children care facilities and breastfeeding policy and reproductive right. 	
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified in accordance with applicable regulations in Indonesia.	 PT Socfin Indonesia – Mata Pao POM has conducted in assessment the needs of new mothers, consisted of: For breastfeeding mothers and had children under 5 years, the company has provided children care (TPA) which located in each division/Afdeling. In landfill space as well as the company provides a special space and time for 1 hour for breastfeeding mothers in need time to nursing his baby. Based on field visit in Division I (dated 6th February 2020), there was children care facilities (TPA) – creche. And based on interview with 	Complied

		Gender Committee Officer has stated that the company has provided the facilities for new mother in workplace.	
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, as long as the complaint is supported with adequate information, is documented, implemented and communicated to all levels of the workforce.	PT Socfin Indonesia – Mata Pao POM has prepared the procedure on grievance mechanism, as documented at procedure to handling complaint No. SOC/PSM/9.01, Rev.7 dated 01 February 2019.	Complied
		The procedure stated that any employee can report the complaint in writing to the officer who has been appointed (KTU-HR, Assistance Staff, Head of Mill (Tekniker I-II) and Manager-Pengurus). Grievance mechanism procedures listed in point 5 of the description of the procedure, as follows:	
		 Complaints against the company may be in the form of complaints from internal (workers) and external complaints, namely from stakeholders or citizens around the palm-oil site Worker/stakeholder complaints submit complaints in writing to the company through KTU-HR, Assistance Staff, Head of Mill (Tekniker I-II) and Manager-Pengurus Site Management/Pengurus studied the complaints made by stakeholders and provided follow-up instructions to tekniker, head assistant, field assistant, head clerk or other staff in accordance with the type of complaint. There is clear that the trouble with the complaint and the settlement does not require his resources and still under the authority of the 	
		 does not require big resources and still under the authority of the Site Management/Pengurus, can be directly followed by a Site Management. Complaints that require further clarification and communication with the complainant will be communication with the complainant in accordance with the Procedures for Social Communications. 	



- Staff/specialized personnel will be appointed to carry out this communication.
- For internal complaints, communication with labour unions also required - Staff / personnel designated to be communicated to the complainant to obtain more complete information about the complaint, the settlement is desirable and so on.
- Results of communication with the complainant submitted to the Site Management/Pengurus to discuss follow-up. If the follow-up does not require large resources and still under the authority of the Site Management/Pengurus, can be acted upon by Site management.
- To follow up on such complaints require critical decision resources and requires the approval of Head Office in Medan, then Site Management/Pengurus will submit a complaint in writing to the field including communication notes that has been done
- General Affairs will study the complaints submitted by Site Management/Pengurus and will provide guidance/direction of the solution to the Site Management/Pengurus
- Site Management/Pengurus will conduct a follow-up according to the instructions of Medan. Communication with the complainant may be required if the instructions of the field is not in accordance with the results of previous communications
- All complaints are recorded in the Complaint Form Notes In point 5.20 in the procedure stated that the company will respects anonymity and protects complainants where requested. All company policy reviewed every year by Sustainability Department, PT. Socfindo

Based on the results of interviews with labour union (dated 6nd February 2021), they confirmed that understand of grievance mechanism, which respects anonymity and protects complainants where requested – during 2020 there was no complaints reported.

		PT Socfin Indonesia – Mata Pao POM has demonstrated the document of information request from related stakeholder, all of the request of information has been responded, e.g. dated 13 July 2019 – requested come form Muhammadiyah University of Sumatera related to internship program from the students, was responded on 17 th July 2019.	
6.6.1	 6.6: No forms of forced or trafficked labour are used. (C) All work is voluntary and the following are prohibited: Retention of identity documents or passports; Payment of recruitment fees; Contract substitution without worker's consent Involuntary overtime; Lack of freedom of workers to resign Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty and it is stated in the employment agreement Debt bondage Withholding of wages 	During the surveillance audit ASA 1_2 in February 2021, there was no indication companies to do practices: Retention of identity documents or passports Payment of recruitment fees Contract substitution Involuntary overtime Lack of freedom of workers to resign Penalty for termination of employment Debt bondage Withholding of wages Based on interview with labour union (dated 6 th February 2021) confirmed that there was no use of foreign workers and no substitution of an employment agreement/contract.	Complied
6.6.2	(C) Where temporary (Specified Time Work Agreement/PKWT) or migrant workers are employed, a specific labour policy and procedures are established and evidence of implementation is available.	During the surveillance audit ASA 1_2 in February 2021, there was no workers in specified time work agreement or migrant workers. All of workers in PT Socfin Indonesia – Mata Pao POM as form of permanent employee. The confirmation was verified during audit documentation list of workers updated in January 2021, interview with employee representative	Complied

		including labour union and workers during field visit (dated 6 th February 2021)			
Criteria	Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.				
6.7.1	(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	PT Socfin Indonesia – Mata Pao POM has demonstrated the document of OHS committee as the responsible person for identification of OHS issues. Data verified: OHS committee (P2K3) has registered in Manpower Agency in North Sumatera under letter "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Koperasi Kabupaten Serdang Bedagai Nomor: 18.14/560/276/P2K3/2016 dated 23rd February 2016 concerning Ratification of supervisor for occupational safety and health (P2K3) in Mata Pao POM and Estate". During ASA 1-2 the organization has submitted the re-structure the OHS committee to Manpower Agency in Serdang Bedagai Regency, letter number: MP/X/Bi/035/2021 – was received by staff in Manpower Agency, namely Mr Guntur Marbun, dated 1st February 2021. OHS Expert namely Mr Sri Sadono has proposed to Manpower Ministry of RI for getting the certificate as per letter no: 1613/Sket-Ak3U/LMA-K3/MDN-XI/2020 dated 23th November 2020 – Mr Sri Sadono has attended and completed successfully on training as OHS Expert dated 9 – 21 November 2020 OHS committee (P2K3) has conducted the OHS meeting in monthly. Last meeting conducted on 26 December 2020 – was attended by 23 participants. Agenda: Evaluation of occupational accident, review of OHS inspection report, review of last meeting result, review of incident report, preparing on RSPO audit. Report of OHS performance conducted regularly in three months bases. Last report was submitted to Manpower Agency in North Sumatera Province for period October – December 2020, based on	Complied		



- document no: MP/X/Bi/022/2021, was reported on 29th January 2021 received by Mr Suriadi (staff in Manpower Agency).
- Evaluate and analyse accidents based on accident/investigation report and compared with the Health and Safety plan. Last Monitoring conducted on 24th January 2021
- Investigation report accident/incident, for example: Accident Report No. Soc/Form/4.14-02, dated 10th September 2020 location in Block 50 Division III under name Mr Ed Eryanto (upkeep workers), type of accident: transport accidents: fall from motor bikes on collection road in block 50. The result of accidents has been followed up and evaluation during OHS meeting on 14th October 2020.
- License of operator (SIO) for all operator in Mata Pao Estate and Mill, namely:
 - Mr Ari Andri Kusuma licence for welding process (3G SMAW) no. reg. JIP.024.0000126.2020, dated 2nd March 2020 – valid until 3 years
 - Mr Nedit license for OHS backhoe loader operator no. 134525-OPK3-LT/PAA/I/2019, dated 16th January 2019 – valid until 5 years.
 - Mr Domu Manurung license for OHS 1st Class Boiler Operator no. P.12.3397.OPK3-B.I/X/2018, dated 5th November 2018, valid until 5th November 2023.
 - Mr Suprianto license for OHS electrical technician, no. 9565/TK3-LIST/XII/2018, dated 21st December 2018 – valid until 3 years.
- Sterilizer no1 permit no. 560/17/BU/PMTK/07 that is checking routine done by 2 years bases, last inspection was on 10th October 2019 – carried out by Inspector from Manpower Agency in North Sumatra Province.
- Boiler Permit no. 285/KU/DTK-TR/2016, checking is done by 2 years bases, latest checking on 9th December 2019



		 Electricity Installation permit based on "Degree Letter of Manpower Ministry of Republic of Indonesia, No:78/IL/D/W2/1995, was signet by Regional Office of Manpower Agency in North Sumatra. Pedoman Penanganan Covid-19 OT Socfin Indonesia, document number: SOC/DP/4.13-18 dated 1st July 2020. Based on field visit there were a facilities of health protocol on covid-19, such as: providing the hand sanitizer, providing the installation hand wast, thermogan. Based on interview with interested stakeholder (manpower agency in Serdang Bedagai Regency) dated 8nd February 2021 – the company has complied with related legal requirement e.g: report of workers (wajib lapor ketenagakerjaan), report of OHS committee 	
6.7.2	Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.	PT Socfin Indonesia – Mata Pao POM has prepared the procedure for emergency and work accidence written in Bahasa Indonesia, such as: • Procedure for emergency No: SOC/PSM/4.08. The procedure described the roles and responsibilities of each emergency response team include the mechanism how to conduct medical evacuation to near hospital/local health centre, also it was available the emergency contact number of each internal emergency team and external related parties such as public fire station at Medan and nearest health facility Medan Hospital. Evacuation route and muster point are available and made known to the employee. • Incident investigation procedure were documented in procedure SOC/PSM/4.14. Accident and investigation reports described the accident chronology, cause and impacts of the accident and has also to find the root causes of the accident happened and formulize the corrective and preventive action.	Non- compliance



- Emergency Response Team has been defined and the emergency flow charts have been established for any kind of emergency such as earthquake, fire, and flood.
- Procedure for protocol of Covid-19 was prepared as per "Pedoman Penanganan Covid di PT Socfindo", document number: SOC:DP/4.13-18, valid since 1st June 2020

Data verified during surveillance audit in during Asa 1_2 - February 2021:

- Emergency Response Tim in Mata Pao POM Estate, was established in 30 January 2021. Head of emergency response team is Mr Boby Hercules (as Unit Manager/Pengurus).
- Program of emergency response in 2021, consisted of the emergency on handling of chemical spills planned in April 2021, emergency respond in fire fight planned in November 2021
- Documentation on simulation of emergency response: Dated 21st November 2020 – location in block 18 – Division II with scenario on fire fighting. Data verified: Scenario, documentation, attendance list, evaluation, and recommendation.
- OHS inspection for hydrant and fire extinguisher facilities was perfomed in monthly bases, last inspection conducted on 16th January 2021 – reported OK.
- License for first aider namely Mr Paseinko Gulo license number: 1618/PK3-P3K/IV/2015, valid until 8th October 2021 – was issued by Manpower Agency in North Sumatra Province.

Based on field visit in Mata Pao POM (dated 6rd February 2021), there was an emergency signs and boards were provided in several areas and assembly points available in each area such as workshop. All the



condition in shown good. There were 8 fire extinguishers that was conducted regularly inspection by foreman. The emergency facility has shown during audit and well maintained (ready to use).

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 Manpower Ministry Regulation – stated in: PEMENAKER No 15 year 2008.

Based on document review of Accidents Report year 2020, there was reported 6 cases of accidents both in Mata Pao POM and Estate, consisted of:

- 2 cases related to transportation with category is heavy accidents: reported on 14th December 2020 and 20 September 2020
- 3 cases related to harvesting activities with category is heavy accidents: reported on 20th January 2020, 24th February 2020 and 27th March 2020

However, accidents and investigation report as per "Laporan Investigasi Kecelakaan / Kejadian – doc. No: Soc/Form/4.14-02 were not prepared based on consistent to Incident investigation procedure SOC/PSM/4.14 version 04. The accident and investigation reports described the accident chronology, cause and impacts of the accident and has also to find the root causes of the accident happened and formulize the corrective and preventive action

Minor non-conformity 2016825-202102-N1.



	· ·		
6.7.3	(C) Workers use appropriate personal protective equipment (PPE) which is provided free of charge to all workers in the workplace, to cover all potentially hazardous operations, such as pesticides application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.	 PT Socfin Indonesia – Mata Pao POM has provided the OHS facilities for all workers involved in the operation was appropriately trained in safe working practices. Data verified during surveillance in February 2021: OHS Expert namely Mr Sri Sadono has proposed to Manpower Ministry of RI for getting the certificate as per letter no: 1613/Sket-Ak3U/LMA-K3/MDN-XI/2020 dated 23rd November 2020 – Mr Sri Sadono has attended and completed successfully on training as OHS Expert dated 9 – 21 November 2020 Sample of handover of PPE to Mr Remon Hutagalung (ID number: 5578 Sterilizer Station in Mata Pao POM) dated 3rd November 2020 has provided: ear plug, safety shoes (AP) and helmet and to Mr Rahmadsyah (ID number: 1405309 - harvester in Division II) has given the PPE consists of helmet, AP boot on 5th May 2020. OHS Checklist on monitoring of using of PPE (mask) as per record of "Patroli LK3 Tahun 2021" for workers in Mata Pao POM – period January and February 2021 – was reported OK on using of PPE. 	Complied
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		· · · · · · · · · · · · · · · · · · ·	
		· ·	
		Furthermore based on field visit both in Estate and POM on 6 th	
		February 2021, there was found that the workers in high risk area were using the PPE	
		PT Socfin Indonesia – Mata Pao POM has been performed general	
		Medical Check-up to all employees on 9 th July 2019 was covered for	
		386 workers; and on 21st November 2019 – has conducted a special	
		medical check-up for worker in high-risk area that attended by 113	
		workers. The result of MCU has communicated to related workers on	
		17 - 23 June 2019	
		• In 2020 due to pandemic covid-19 the MCU has postpone based on	
		Memorandum from Top Management No. UM/KK/Bi/1308/2020, dated 4 th July 2020 with reference by Letter from Manpower Ministry	
		of Republic of Indonesia No M/7/AS.02.02/V/2020. Last Medical	
		chekup conducted by Laboratorium Klinik Kimia Farma in Medan	

		conducted medical check-up both of general MCU and of special MCU for sprayer team (cholinesterase and spirometry test) and operator in high-risk area in POM (audiometry test). • Refreshment training of OHS was conducted 18 th November 2020 – location in Mata Pao POM, was attended by 14 workers The noise level was regularly monitoring, data verified: Report of Analysis dated 25 th January 2021 for Noise Level at the Mill. The result shown in workshop is 82 dB, in engine room is 94 dB, boiler station is 85 dB. The testing using of: Krisbow 06/6-291. All operator in high-risk	
6.7.4	All workers are provided medical care and covered by accident insurance. Costs incurred from work related incidents, leading to injury or illness, are covered in accordance with applicable regulations or by the unit of certification if applicable regulations do not provide protection.	area has provided PPE such as ear-muff and ear plug. PT Socfin Indonesia – Mata Pao POM has been performed general Medical Check-up to all employees on 9 th July 2019 was covered for 386 workers; and on 21 st November 2019 – has conducted a special medical check up for worker in high-risk area that attended by 113 workers. The result of MCU has communicated to related workers on 17 - 23 June 2019	Complied
		In 2020 due to pandemic covid-19 the MCU has postpone based on Memorandum from Top Management No. UM/KK/Bi/1308/202, dated 4 th July 2020 with reference by Letter from Manpower Ministry of Republic of Indonesia No M/7/AS.02.02/V/2020. Last Medical chekup conducted by Laboratorium Klinik Kimia Farma in Medan conducted medical checkup both of general MCU and of special MCU for sprayer team (cholinesterase and spirometry test) and operator in high-risk area in POM (audiometry test).	
		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.	
		Data verified – during surveillance in February 2021, e.g:	
		Bank slip payment of medical care (BPJS Kesehatan) period January 2021 covered all worker (number of employees is 442, the number of dependent 1,140), amount IDR **6,657,581 – transaction reference No: 20210109112829651 – status PAID	
		Bank slip payment of BPJS Ketenagakerjaan (accident insurance) period January 2021, total IDR *7,404,179 (status: PAID), covered for workers – transaction reference number210201062176	
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	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 2020.	Complied
		The Lost Time accidents and injuries were determined according to Decree of the Minister of Manpower and Transmigration No. 609 year 2012.	
		In 2020 – there was accident records for mill and estate were shown below: - Number of Accident : 6 cases - Lost Time Accident : 103 hours - Frequency Rate : 7.4 - Severity Rate : 536.42	
		All the accident has been reviewed during OHS meeting, recommendation of investigation report has been followed up. The number of LTI is lower than year 2019.	
Principle	e 7: Protect the environment, conserve biodiversity and ensu	re sustainable management of natural resources.	



Criteria	7.1: Pests, diseases, weeds and invasive introduced species are effective.	tively managed using appropriate Integrated Pest Management (IPM)	techniques.			
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control.	The company has established Integrated Pest Management plan as in "Rencana Pengelolaan Pestisida dan Hama Terpadu", described that PT Socfindo implementing plan to reduce pesticide to minimize the impact to the environment. The objective is to optimize the use of natural predator to reduce the use of pesticides and to manage ex pesticide container. Detail of plan consist of planting beneficial plant and ist monitoring; reproduction of <i>Tyto alba</i> and its monitoring; record all pesticide container and contaminated goods; deliver all hazardous waste to the licensed collector.	Complied			
		As written in indicator 3.3.1, unit of certification has had procedure of integrated pest management (including disease).				
		During the audit, auditor has observe and interview daily pest census at Block 18 / YOP 2006 Division II. Based on interview with pest monitoring officer obtain information that the pest infestation was monitoring on daily bases. Observation conducted to monitor the infestation of leaf eater caterpillar and bag worm. The record of observation written in daily pest infestation report. All of two pest monitoring officer can explain the pest monitoring procedure and reporting process.				
		Unit of certification through Socfin Research has train pest monitoring officer (4 person each division). Each block has an observational row (multiples of five, starting from the fifth row). Observations are made every month. The outermost tree in the line of observation has been red-marked to facilitate the pest control officer.				
		There are leaf eater caterpillar detected in Mata Pao Estate, e.g. bagworm. Control of pest conducted by biological and chemical method. The unit of certification has developed fungi <i>Beauvaria bassiana</i> and predator <i>Sycanus</i> and ant as biological control of leaf eater caterpillar. Available " <i>Rencana Pengendalian Ulat Secara Biologi Menggunakan</i> "				

		Jamur Beauvaria bassiana", "Stok Jamur Beauvaria bassiana Kebun Mata Pao and "Rincian Pemakaian No. Batch". Mata Pao Estate also uses High Pressure Spraying to apply Santador and Trunk Injection to applied Starthene. Oryctes rhinoceros also detected as pest in Mata Pao Estate, controlled by application of Cypertop 200 EW.	
7.1.2	Invasive species are not to be used according to applicable regulation in managed areas, unless plans to prevent and monitor their spread are implemented.	Based on verification of document "Daftar Identifikasi Invasive Species Tahun 2020", interview with estate manager and field visit obtain information that there is no invasive species in Mata Pao Estate.	Complied
7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.		
Criteria	7.2: Pesticides are used in ways that do not endanger health of workers, far	milies, communities or the environment.	
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	Based on the document verification and interview with management, obtain information that pesticide usage for chemical weeding and pest control (if needed).	Complied
		 As written in No Deforestation, Development on Peat & Environmental Policy that was signed by Principle Director of PT Socfin Indonesia on 1 June 2019, PT Socfin Indonesia has specific commitment related to pesticide usage as follows: Specific attention is given to the use of pesticides. Integrated Pest Management (IPM) plans are developed for all operations and reviewed annually, All active ingredients in use are also reviewed annually for safety and efficacy, Pesticides in WHO classes Ia and Ib, and Stockholm or Rotterdam conventions are used only when no effective alternatives are available. Their use is authorized in writing by local senior management on a case by case basis, 	



- The active ingredient "paraquat" is to be phased out of all our operations in 2019,
- All workers, permanent or not, involved with pesticides, are trained and equipped adequately and their health is monitored.

During the audit, found some pesticide list that usually used with active ingredients such as *isopropyl amine glyphosate, methyl metsulfuron, cypermetrrin, karbaril, azoxistrobin, lamda sihalotrin, asefat, diuron, haloksifop metil ester, aminopolarid potassium, mancozeb, indazaflam, dimetil amina* and *fluoroksifir*. All pesticide usage has been registered in http://pestisida.id/simpes-app/rekap-kimia-formula.php according to national regulation.

To reduce the human and environmental risk, there is some continuous action that has been implemented as follows:

- Set up the pesticide rotation. For example, chemical weeding rotation is 4 times a year where the rotation in immature and early mature more often than mature and old palm.
- Using the ultralow volume nozzle to minimize water consumption and reduce the risk for environment. During the field visit to the pesticide store sighted the micron herby system knapsack as example.
- Conducted regularly training for pesticide applicator and equipped them with appropriate PPE's.
- Delaying the pesticide if weed or pest is under control. According to the interview with estate manager obtain information that the pesticide rotation can be delayed or reduced especially in mature or old palm where weeds/pest population are under control.

Minimalize contamination for pesticide applicator and their families by ensuring them to clean themselves before back home.

7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) are provided.	 Unit of certification has demonstrated record of pesticide use including active ingredient and their LD50, area treated, amount of active ingredients per Ha and number of applications. For example (for period January to December 2020): Ally 20 WDG: active ingredient <i>Metil metsulfuron</i> 20%; LD50 is 5,000 mg/kg; volume used 260.35 kg; active ingredients used 52.07 kg; area treated 2,331 Ha; amount of active ingredients per Ha 0.022 kg/Ha; target species wide leaf weed, <i>Mucuna bracteate, Stenochlaena palustri, Dicranopteris linearis</i>, register No.RI.0103011988837 valid until 12 Nov 2023. Roundup 486 SL: active ingredient <i>Isopropil amina gliphoshate 486 g/L</i>; LD50 is 9,041 mg/kg; volume used 7,122.30 L; active ingredients used 3,461.44 kg; area treated 2,331 Ha; amount of active ingredients per Ha 1.485 kg/Ha; target species <i>Imperata cylindrica, Ageratum conyzoides, A. Houstorianum, Borreria alate, Eupatorium riparium, E. hirta, Cynodon dactylon, Ottochloa nodosa, Digitaria adscendens</i>. 	Complied
7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	The unit of certification monitors the use of pesticides. Available record of pesticide use since 2018. Based on the records, minimizing pesticide use is part of a plan, the use of Paraquat has been eliminated since 2019.	Complied
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in Indonesia best practice guidelines.	Based on document verification, interview and field observation obtained information that there is no prophylactic use of pesticides.	Complied
7.2.5	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions and paraquat, are not to be used, unless in exceptional circumstances, as	Based on document "Rencana dan Realisasi Pestisida 2018-2022", obtained information that there is still uses of WHO Class 1A pesticide, which is <i>Brodivacum</i> with amount 46.70 kg. There is justification from the Head of Agronomy, based on letter No. TN/MP/Bi/331A/2020 dated	Complied



	validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to:	30 December 2020 related Permit to use Class 1A pesticide (Ratgon 0.005% BB or Brodifacum) in Mata Pao Estate. The reason is there are heavy rat attack at Block:				
	7.2.5a Judgment of the threat and verify why this is a major threat.	Block	На	% Infestation		
		13	19.55	32.00		
		03	57.55	26.00		
	7.2.5c Which process was applied to verify why there is no other less El		the infesta	tion level is still	which is Coumatetralyl 0.0375%, high >15%. Need a quick response level of infestation.	
			Enrichment of barn-owl (Tyto alba) and its nest. Currently there are 13 barn-owl nest in field and 6 couple of barn-owl have been released.			
	7.2.5d Process to limit the negative impacts of the application.	Period of application is 11 days, which starts on 30 December 2020 and ends on 9 January 2021.				
	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	Incre If interest have Racu				
7.2.6	(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are	training r	egularly. T		OM has conducted pesticide handling provided internal training for worker	Complied
	properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they conduct.					

		 Dated 8th June 2020, location in Division III was attended by 16 workersconsisted of pesticides applicator, supervision. Data verified: training material, attendance list, photograph. Based on field visit and interview with pesticides applicator during audit (dated 6rd February 2021), in block 15 and block 17 – division I, confirmed that all pesticide applicator has attended the safe use pesticide training above. They have explained and demonstrated the safe working procedure (spraying technics, PPE usage and environmental protection). 	
7.2.7	(C) Storage of all pesticides in accordance with recognized best practices.	Based on field visit to agrochemical storage which located at Mata Pao Mill complex, Unit of Certification has stored all pesticides properly and in accordance with national recognized best practices rules. Each pesticide product equipped with MSDS and separated with others. The agrochemical storage also provided OSH requirements, such as PPE's, hand/eye wash facilities and first aid kit.	Complied
7.2.8	All pesticide containers that are disposed of and/or used for other purposes are managed according to applicable regulations and/or instructions on the packaging.	As per explanation in criteria 7.3, unit of certification has had engagement with licensed hazardous and toxic substance waste collector. All pesticide container collected in temporary hazardous and toxic substance storage before sent to the collector.	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	Based on field observation on Block 15 and 17 Division 1, spraying pesticides carried out by team. There is no aerial spraying that implemented in this Unit of Certification.	Not Applicable

7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	PT Socfin Indonesia – Mata Pao POM has been performed general Medical Check-up to all employees on 9 th July 2019 was covered for 386 workers; and on 21 st November 2019 – has conducted a special medical check-up for worker in high-risk area that attended by 113 workers. The result of MCU has communicated to related workers on 17 - 23 June 2019	Complied
		In 2020 due to pandemic covid-19 the MCU has postpone based on Memorandum from Top Management No. UM/KK/Bi/1308/202, dated 4 th July 2020 with reference by Letter from Manpower Ministry of Republic of Indonesia No M/7/AS.02.02/V/2020. Last Medical check-up was conducted by Laboratorium Klinik Kimia Farma in Medan conducted medical check-up both of general MCU and of special MCU for sprayer team (cholinesterase and spirometry test) and operator in high-risk area in POM (audiometry test).	
7.2.11	(C) No pesticide-related work is carried out by pregnant or breastfeeding women, or people with medical limitations and they are offered other equivalent work alternatives.	PT Socfin Indonesia – Mata Pao POM is regularly performed monitoring of pregnancy in monthly bases to all women workers on handling of pesticides and chemical material. The latest performed on 8 th January 2021, there were reported no workers in pregnant condition (negative detection), e.g: Mrs Julia, Mrs Sumarni, Mrs Dahlia	Complied
		Based on the report of pregnancy testing, who is women workers in pregnant then is not allowed to work in related to chemicals.	
		Based on field visit and interview (dated 6 th February 2021) with labour union and sample worker (harvester, pesticide applicator, pest monitoring officer and mill worker) obtain information that there is no	



		pesticide-related work is carried out by pregnant or breastfeeding women, or people with medical limitations and they are offered other equivalent work alternatives.	
mills on t	to Act No. 13 of 2003 concerning Manpower, Act No. 35 of 2014 concerning the development and physical, mental and social health of children, the nation 18 for pesticide spraying. For this reason, the provisions of young workers	onal interpretation mandates that the unit of certifications does not employ under 18 years in indicator 7.2.11 are irrelevant.	
Criteria	7.3: Waste is reduced, recycled, reused and disposed of in an environmenta	ally and socially responsible manner.	
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and	Certification unit has had a mechanism to waste management that is Procedure of Pengendalian Limbah No. SOC/PSM/4.11, rev.05 dated 1 October 2018. Describe that:	Non- compliance
	regulations.	The company has classified the type of garbage generated from plantation activities to: Hazardous waste (LB3), organic waste and an organic waste and waste that is economical value. The container provided in the form of TPS: Temporary collection Place, TPA: Landfill and Temporary storage hazardous waste (TPS LB3).	
		Certification unit has had License for Temporary storage toxic and hazardous waste (TPS LB3) "Izin Penyimpanan Sementara Limbah B3 kepada PT. SOCFIN INDONESIA KEBUN MATA PAO" issued by Integrated Permit Services and Investment Agency of Serdang Bedagai Regency No. 0004/34/DPMP2TSP-SB/VIII/2018 dated 10 August 2018. Valid for 5 years (until 10 August 2023).	
		During field visit at Landfill in Block 49 Division 3 it was sighted that plastic waste are dominated. According to Waste Management Plan "Rencana Pengelolaan Limbah 2021", program for plastic waste handling in form of eco-brick program was not yet implemented.	

		Minor no-conformity 2016825-202102-N2.	
7.3.2	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	SOCFIN – Mata Pao has disposal of waste management and described within its procedure "SOP Pengendalian Limbah No. SOC/PSM/4.11, rev.05 dated 1 October 2018".	Complied
		Unit of Certification has classified the type of garbage generated from plantation activities to: Hazardous waste (LB3), organic waste and an organic waste and waste that is economical value. The container provided in the form of TPS: Temporary collection Place, TPA: Landfill and Temporary storage hazardous waste (TPS LB3).	
		The color of the waste collector or TPS is regulated in accordance with the following classification:	
		- Waste B3: black	
		- organic waste that is not economic value: green	
		inorganic waste is not economic worth: bluewaste of economic value: Yellow	
7.3.3	The unit of certification does not use open fire for waste disposal.	SOCFIN – Mata Pao is located near residential area, then use open fire for waste disposal is totally disallowed. As described above, all waste generated from all activity at plantation and mill categorized as: organic waste (solid & liquid), inorganic waste, medical waste, laboratory waste, hazardous waste. The company has also installed a sign board that waste burning in housing complex is forbidden.	Complied
Criteria	a 7.4: Practices maintain soil fertility at, or where possible improve soil fertility	/ to, a level that ensures optimal and sustained yield.	
7.4.1	Good agricultural practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts is documented.	According to the latest best management practices procedure, unit of certification using chemical fertilizer and organic fertilizer such as empty fruit bunch, bunch ash and solid to increase soil fertility. Available fertilizer work instruction No.SOC-KB/IK/01 Rev.04 dated 1 Oct 2016. All	Complied

		record of fertilizer application recorded in document <i>Booklet Pemupukan.</i>	
7.4.2	Analysis of tissue samples (e.g. leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.	The unit of certification conducted regularly soil and leaf sampling to monitored soil and trees fertility. This assessment conducted by company owned Research Station, Bangun Bandar Analytical Laboratory.	Complied
		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%.	
		Leaf analysis is conducted annually at minimum 2 months after 1 st fertilizer application finished. The last Leaf sampling analysis was conducted on 15 April 2020. Leaf analysis was conducted by Socfindo Seed Production and Laboratory. Available Leaf Analysis Report (Ref Number L2020-518/LAB-SSPL/IV/2020), analysis date 15 April 2020 (19 samples). Parameter analysed were N-Kjehl, P-total, K-total, Ca-total and Mg-total. For example: Labcode L2020-518-9703; User code MP122010; analysis result are 2.53% N-Kjehl; 0.17% P-total; 0.99% K-total; 0.51% Ca-total; 0.31% Mg-total.	
7.4.3	A nutrient recycling strategy is in place, which include the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	Mata Pao Estate is only applied Empty Fruit Bunch (EFB) and solid waste from palm oil mill. Based on the agronomy's SOP, the unit of certification has stipulated the EFB dosage on planting age basis as follows:	Complied
		 Under 1 year: 10 tonnes/Ha 1 - 2 year: 20 tonnes/Ha 3 year's up: 45 tonnes/Ha 	

		area. The EFB place this application also plants. Based on rec 2020, EFB applied in YOP 2019 is 3,824.6	During the audit, auditor has observed the EFB application in mature area. The EFB placed at interrow. In addition to increase soil fertility, this application also aims to maintain soil moisture needed by new plants. Based on record of EFB application period January to December 2020, EFB applied in YOP 2020 is 729.74 ton (area applied 68.73); in YOP 2019 is 3,824.68 ton (area applied 186.50 Ha); in mature area is 2,258 ton (area applied 50,34 Ha) and total is 6,813 ton (area applied 305.57 Ha).				
7.4.4	A.4 Records of fertilizer inputs are maintained. The record of EFB application documented in 'Booklet Pemupukan' which reported by upkeep supervisor in daily basis. Based on the document obtain information that unit of certification has documented the total of fertilizer applied versus fertilizer recommendation. Available records of fertilizer input in kg period 2018 to 2020, as follows:					he document d the total of	Complied
			2018				
		Type of fertilizer	Actual	Actual	Recomm.	Actual	
		Borate	13,003	19,494	22,920	22,734	
		Dolomite	119,634	188,154	11,638	10,742	
		KCI	36,530	39,536	15,559	15,520	
		Kieserite	46,603	6,610	88,531	88,380	
		NPK 12:12:17:2	1,619,030	1,640,412	2,320,198	2,384,663	
		NPK 15:15:15	-	29,710	-	-	
		NPK 15:15:6:4	163,081	212,084	-	-	
		RP	25,404	23,685	8,729	8,563	
		TSP	-	-	-	3,809	



	Urea	67,973	97,074	26,816	26,764	
	CuSO ₄	1,109	1,525	-	144	
	ZinCop	900	2,526	4,916	3,511	
riteria 7.5: Practices minimise and control erosion and degradation of soils.	, ,					
(C) Maps that identify marginal and fragile soils, including steep sloped land are available.	The company has a det The latest version of so on 1 January 2015. The maps of soils type, there Maps of soils survey we Measuring and Monitorir is presented in table be Soil Type Aquic Eutrudepts Aquic Paleudult Typic Endoaquept Typic Paleudult Typic Quartzipsamment Slope class in Mata Pao Slope (%) 0 - 4 4 - 12	oil map wase maps incre are no free availabing in the fielow: Tot Estate: Tot	s issued by D cluded maps agile soils pr de with scale	Department of of fragile soil esent in Mata 1:25.000 s	f Agriculture ls. Based on Pao Estate. ourced from	Complie



		Based on the map of soil type and interview, there are no peat soil, marginal soil and fragile soil, including steep sloped land in Mata Pao Estate.	
7.5.2	The replanting of palm oil is not conducted extensively on steep terrain in accordance with applicable regulations.	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	Complied
		area has been developed by organisation.	
		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. There is no steep terrain in the ground.	
7.5.3	New palm oil planting is not conducted on steep terrain in accordance with applicable regulations.	The unit of certification is not carry out any new planting, including in steep areas.	Complied
Criteria operation	7.6: Soil surveys and topographic information are used for site planning s.	in the establishment of new plantings, and the results are incorporated i	nto plans and
7.6.1	(C) Evidence of long-term land suitability for oil palm cultivation, soil maps or soil surveys that identify marginal and fragile soils, including steep terrain are available, in planning and operations.	PT Socfin Indonesia - Mata Pao Estate (consist Mata Pao, Teluk Buluh and Plintahan Division) has a concession area 2,463.05 Ha of which 2,330.96 Ha planted. This area has conducted semi detailed soil survey and assessment. The study was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on June 2004.	Complied
		Map Soil Map Slope Brief Description Extent Ha %	



	A	Ngr/2 Fds/1 Buh/1 Gbs/1 Ksn/1 Byu/1	Level (0 – 4)	Deep, well to imperfectly drained soils with sandy clay to sandy clay loam subsoils. Terrain level to undulating. Low to moderate fertility status	1,562.07	66.9	
	Tul/1	Tualang	Level (4 – 12)	Deep, imperfectly to excessive drained soils with sandy loam to sandy subsoils.	772.39	33.1	
			•	pove obtained in			
Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan.	as peat	or slope ar	reas in Mat	ta Pao's concess			
Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.					Complica		
	carried out according to the best-practice soil management plan. Soil surveys and topographic information guide the planning of drainage	Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan. Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. PT Socfi and Plint 2,330.96 and asset	Based on the soil de no peat area in Mata Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan. Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. Fds/1 Buh/1 Gbs/1 Ksn/1 Byu/1 Tul/1 Tualang As explained in previous as peat or slope at treatment for margin provious as peat or slope at treatment for margin provious and Pintahan Divisious 2,330.96 Ha planted, and assessment. The	Based on the soil description at no peat area in Mata Pao's conce Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan. Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. Fds/1 Buh/1 Gbs/1 Ksn/1 Byu/1 Tul/1 Tualang Level (4 – 12) As explained in previous indicate as peat or slope areas in Mat treatment for marginal soil exist PT Socfin Indonesia - Mata Pao and Plintahan Division) has a capation of the planting of drainage and assessment. The study was a capation of the soil description at no peat area in Mata Pao's concept of the planting of drainage and assessment. The study was a capation of the soil description at no peat area in Mata Pao's concept of the planting of drainage and irrigation systems, roads and other infrastructure.	Based on the soil description above obtained in no peat area in Mata Pao's concessions. Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan. Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. Feds/1 4) Imperfectly drained soils with sandy loam to sandy clay and to sandy subsoils. Total Tul/1 Tualang Level (4 - Deep, imperfectly to excessive drained soils with sandy loam to sandy subsoils. Total T	Fids/1 Buh/1 Gbs/1 With sandy clay to sandy clay to sandy clay to sandy clay to moderate fertility status. Total subsoils. Terrain level to undulating. Low to moderate fertility status. Total subsoils. To	Fig. 1 Bull/1 Gbs/1 km/1 Gbs/1 km/1 sandy clay to sandy

7.7.1	(C) No new planting on peatlands, regardless of depth, after 15 November 2018, in existing plantation areas, as well as in new development areas.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
7.7.2	Peat areas within the managed area are inventoried, documented and reported to the RSPO Secretariat (effective from November 15, 2018).	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
	DURAL NOTE: Maps and other documentation for peatlands are provided, audit guide (See Procedural Notes for Indicator 7.7.5 below).	prepared and shared according to the RSPO Working Group (Peatland Wo	orking Group /
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
7.7.4	(C) Availability of implementation evidence of the water and land cover management program.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
7.7.5	(C) Drainability assessments are conducted for plantations planted on peat following the RSPO Drainability Assessment Procedure, or other method recognized by RSPO, (at least five years or in accordance with the provisions of the RSPO Drainability Assessment Procedure) before replanting. The results of the assessment are used to determine the period of replanting to be carried out, as well as to gradually replace	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable

	oil palm cultivation for at least 40 years or two cycles, (whichever is longer), before reaching the natural gravitational drainage limit for peat. If oil palm is gradually replaced, it is replaced by other commodity crops that are better suited for higher groundwater levels (paludiculture) or rehabilitated with natural vegetation.					
currently and will in unit of cer units that The unit of	PROCEDURAL NOTE: For 7.7.5: Detailed information on the RSPO Drainability Assessment Guide along with related concepts and detailed actions is contained in the Guideline currently being adjusted / tested by the RSPO Working Group on Peatlands (Peatland Working Group / PLWG). The final version must obtain PLWG approval in January 2019 and will include additional Guide on the steps to be followed after deciding not to replant and the consequences for other stakeholders, farmers, local communities, and the unit of certification concerned. It is recommended that the trial methodology period is proposed to be extended for 12 months for all relevant management units (ie management units that have plantations on peat) to utilize the methodology and provide input to PLWG so that existing procedures can be further refined as needed before January 2020. The unit of certification has the option to delay replanting until the issuance of the revised Guidelines for the guidelines. Additional guidance for alternative commodity crop and rehabilitation of natural vegetation will be regulated by the PLWG.					
7.7.6	(C) All existing plantations on peat are managed according to applicable laws and/or "RSPO Guidelines for Best Management Practices (BMP) for Oil Palm Cultivation that are already on Peatlands", version 3 (June 2019) along with related audit guidelines (May 2019).	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable			
7.7.7	(C) All peat areas not planted and reserved in managed areas (regardless of depth) are protected as 'peatland conservation areas'; unit of certification are prohibited from constructing drainage channels, building roads and new electricity lines on peatlands; unless if it is for a non-corporate land clearance. Peatlands are managed in accordance with 'RSPO Best Management Practices for the Management and Rehabilitation of Natural Vegetation related to Oil Palm Cultivation that already exists in Peatlands' (the latest version) along with relevant audit guidelines.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable			
Criteria :	7.8: Practices maintain the quality and availability of surface and groundwat	er.				
7.8.1	A water management plan is available and is implemented to support efficient use of water sources and continuous availability and avoid	SOCFIN – Mata Pao has implementing water management plan under documented "Rencana Pengelolaan Air". The documented Procedure Water Management at Mill and Estate (SOC/PSM/4.22 Rev.01 dated 1	Complied			

	negative impacts on other users in the catchment. The plan referred to contains the following matters: 7.8.1a The unit of certification does not limit access to clean water or does not pollute the water used by the community.	July 2015) defined the method of 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 water uses.	
		Groundwater utilization permit for SOCFIN – Mata Pao has been issued based on "Keputusan Gubernur Sumatera Utara Nomor 546.2/346/DIS PM PPTSP/6/X.3b/III/2018 Tentang Izin Pengambilan Air Tanah", dated 6 March 2018 and valid for three (3) years.	
		Groundwater intake was located in Mata Pao Village, Teluk Mengkudu District, Serdang Bedagai Regency. The groundwater intake coordinate point at 03°31'49.44" N and 99°05'31.30" E. Maximum capacity of groundwater suction is 5 litres/sec. This surface water is used for oil palm processing and domestic housing.	
	7.8.1b Workers have adequate access to clean water.	SOCFIN – Mata Pao is located near residential area, which adequate clean water for workers is easily obtained. For drinking water, most of employees bought refill water.	
7.8.2	(C) Water courses and wetlands are protected, including the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the "RSPO Manual on BMPs for the management and rehabilitation of riparian reserves" (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).	 SOCFIN – Mata Pao as unit of certification has identified water courses and wetland in the plantation area through HCV assessment in 2011. There were five location identified areas categorized as watercourses in Mata Pao Estate, among others: Sei Buluh/Ular creeks in Block BL.49, BL.51, 52, 54 and BL 55. Protection of water courses with the following ways: Establishment of conservation areas in riparian area to protect river water from pollutants, such as chemicals (fertilizers and pesticides). Upkeep work in conservation areas remain to be implemented but prohibited from using pesticides. Type of beneficial plants that need to be planted is Cassia cobanensis. 	Complied

		- On the river with a width of 15 meters, planted crops such as rubber wood or other wood plants. On the river with a width of less than 15 meters, planted with Land Cover Crop. SOCFIN – Mata Pao has procedures associated riparian buffer zone, procedures of River 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 procedure (SOC/PSM/9.06) Rev.03 dated 1 February 2016. In point 4, explained the definition of the area along the riverbanks are left right rivers, including the artificial river/channel/ primary irrigation channel, which has important benefits to maintain the sustainability of the river functions. Then, in point 5.2.3 stated that the river border management aims to protect the river from pollution by fertilizers and pesticides applied in the palm oil and also to prevent erosion. Riverbanks are managed in a way that serves as a buffer zone. At point 5.2.3 stated that the determination of the width of riparian buffer zone is determined based on the results of a study conducted by HCV assessor, i.e. to the width of the river at <5-meter-wide, river border is 8 meters. Riparian areas in Mata Pao Esatte have been determined as the area of HCV and have been mapped into the "Map of High Conservation Mata Pao" scale 1:50,000. Based on observations at riparian of Sei Buluh/Ular at Block 51/54 Division III, the riparian area has been restored with woody plants such as <i>Terminalia catappa, Parkia speciosa, Hibiscus sp., Samanea/Albizia saman, etc.</i>	
7.8.3	Mill effluent is managed according to applicable regulations. The quality of mill effluent discharged, especially BOD (Biochemical Oxygen Demand) is monitored in accordance with applicable regulations.	Monitoring records of Mill effluent, particularly BOD (Biochemical Oxygen Demand) has demonstrated under Certificate of "Laboratory Analysis Report – Laporan Analisa" that was conducted by SUCOFINDO an Accredited Laboratory in monthly bases. Wastewater Laboratory Analysis of Mata Pao POM during 2020 as below:	Complied



Month (2020)	Certificate No.	BOD (mg/L)	COD (mg/L)
		National Threshold	National Threshold
		100 mg/L	350 mg/L
January	00377/CLACAN	81.6	179.34
February	01252/CLACAN	78.2	152.76
March	02158/CLACAN	87.2	179.36
April	02740/CLACAN	70.2	142.23
May	03698/CLACAN	81.2	169.39
June	04607/CLACAN	79.4	154.26
July	05813/CLACAN	42.8	90.67
August	06775/CLACAN	60.2	115.43
September	07600/CLACAN	76.4	149.32
October	08784/CLACAN	80.6	158.74
November	09892/CLACAN	62.6	151.32
December	10932/CLACAN	79.2	149.55

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.

Location of testing in outlet of mill wastewater (POME) that was processed through a series of wastewater treatment ponds: one

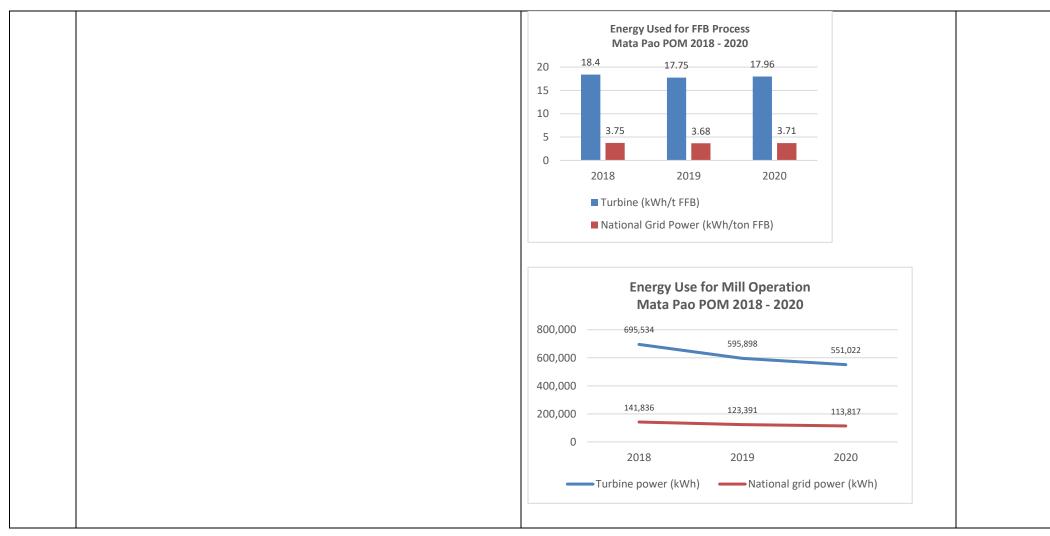
		anaerobic pond, one facultative pond and one aerobic pond. Process parameter monitoring and maintenance of the ponds were sighted. Effluent wastewater discharge permit under "Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Perizinan Terpadu Satu Pintu No. 0001/36/DPMP2TSP-SB/I/2018 tentang Izin Pembuangan Air Limbah PT Socfin Indonesia Kebun Mata Pao" this permit valid for 5 years (until 4 Jan 2023).					
7.8.4	Mill water use per tonne of FFB is monitored and recorded.	SOCFIN – Mata Pao has defined the procedure on the monitoring of waster use per ton of FFB processing under POM Water Manager Procedure No: SOCPSM/4.22 rev.02, dated 1st January 2016.					
		The record of mill water usage per ton of FFB has demonstrated within document Mill Production Monthly Report 2020 SOCFIN – Mata Pao POM, where the ratio of water usage for FFB processing period Jan-Dec 2020, as follow:					
			Months (2020)	FFB Processing (ton)	Water Use (m³/t FFB)		
			January	3,258	0.75		
			February	3,419	0.82		
			March	3,569	0.80		
			April	3,716	0.77		
			May	2,576	0.73		
			June	3,301	0.82		



Criteria	7.9: Efficiency of fossil fuel use and the use of renewable energy is optimise Plans to increase the efficiency of fossil fuel use and to optimize renewable	Budget of water usage/ton Fl d Mata Pao POM has docun			5 1111	Complied
		December Total	2,677 39,232	0.73 0.79		
		November	2,534	0.81	-	
		October	2,814	0.74		
		September	3,487	0.79	-	
		July August	3,877 4,004	0.83	-	



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	7.10: Plans to reduce pollution and emissions, including greenhouse gases se GHG emissions.	(GHG), are developed, implemented and monitored and new developments	s are designed
7.10.1	(C) GHG emissions for the unit of certification are identified and assessed. Plans to reduce or minimize GHG emissions are implemented, monitored through the PalmGHG calculator, and reported publicly.	SOCFIN – Mata Pao POM has been identified the significant pollutant and GHG emissions uder form "Evaluasi Program Gas Rumah kaca dan Efisiensi Energi" period January – December 2020, such as: - Efficiency energy from the use of "Traymaster Turbine". - The turn of the power source in nursery from generator into PLN - The turn of the power source for the process of fire up from generator into PLN - The use of compound fertilizer as a substitute for a single fertilizer optimization SOCFIN – Mata Pao POM has also minimized pollutant and GHG through, such as - Implementing IPM to reduce pesticides usage, - Using fibers and shell for boiler, SOCFIN – Mata Pao POM already fulfil GHG emission calculation using Palm GHG V 4.0.0 as RSPO requirement. The reporting was conducted annually to the RSPO on January to December 2020. The data that submitted to PalmGHG Calculator has been verified and synchronized by auditor onsite.	Complied
7.10.2	(C) Since 2014, an estimate of carbon stocks in the proposed development area has been carried out along with potential sources of emissions that can occur directly as a result of the development and plans to minimize these emissions are prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.	Not Applicable

7.10.3	(C) Other significant pollutant identification results are available and plans to reduce or minimize them are implemented and monitored.	SOCFIN – MATA PAO has identify associated with pollution in the form of "Daftar dan Pengendalian Aspek Lingkungan, Keselamatan dan Kesehatan Kerja", last review on 7 January 2021.	Complied
Criteria	7.11: Fire is not used for preparing land and is prevented in the managed a	rea.	
7.11.1	(C) Land for new planting or replanting is not prepared by burning.	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).	Complied
		Based on field visit at replanting area (land preparation) in Block 31 Div.2, it was verified that no fire been used for land preparation.	
7.11.2	The unit of certification establishes fire prevention and control measures for lands that are directly managed by the unit of certification.	Unit of Certification always conducts a monitoring of land fires conducted by the emergency Response Team (including Security) which has been established under the responsibility of the field assistant directly. (There are 3 divisions in Mata Pao Estate and 1 Mill), while for the handling in Mill by Tekniker 1 (Mill Head Assistant).	Complied
		According to "Buku Shift Centeng Divisi 3" as a monitoring book for land fire control, there are three shift a day to monitor. Shift I (7am-3pm), Shift II (3pm-11pm) and Shift III (11pm-7am). Based on monitoring data record on January - December 2020, land fire and any form of burning was not present.	
		Emergency response equipment has been provided by the company as per regulation requirements. The monitoring method is carried out according to land fire Handling guidelines SOC/DP/4.08-01.	
		Based on interview with local community and relevant stakeholder, it was verified that no land fire cases in SOCFIN – Mata Pao Estate within last 3 years.	



7.11.3	The unit of certification engages stakeholders in adjacent locations for fire prevention and control measures.	The Land Fire Monitoring schedule is performed monthly by the emergency Response Team, until December 2020 there is no fire hazard. The company also made a report on land fire monitoring every 3 months and submitted to the Agriculture Department of Serdang Bedagai Regency.	Complied
		Based on interview with local community and relevant stakeholder, it was verified that no land fire cases in SOCFIN – Mata Pao Estate within last 3 years.	

Criteria 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.

PROCEDURAL NOTE for 7.12:

The RSPO Principles and Criteria 2018 include new requirements to ensure the effective contribution of the RSPO in stopping deforestation. This will be achieved by incorporating the High Carbon Stock Approach (HCSA) Approach Guide into the revised standard.

The RSPO ToC also encourages RSPO to commit to balancing between sustainable livelihoods and reducing poverty with the need to conserve, protect and improve the quality of ecosystems.

High Forest Cover Countries (HFCC) are in dire need of economic opportunities that can help people choose their own path in carrying out development, while at the same time providing social and economic benefits and safeguards.

Procedures will be developed that are adapted to support the development of sustainable palm oil by indigenous peoples and local communities who have legal or customary rights. The procedure will apply in certain HFCC countries and in the High Forest Cover Landscape (HFCL) within it.

The development of this procedure will be guided by the No Deforestation Joint Steering Group (NDJSG) between the RSPO and HCSA members. In HFCC countries, RSPO will work with governments, communities and other stakeholders to develop this procedure through participatory processes at national and regional levels. The duration of this activity is specified in the Terms of Reference for NDJSG and is publicly available.

	N 1 2040 1 1 1 1110V 1100 C 1	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.	Complied
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	Historical analysis of Land Use Change Analysis (LUCA) is carried out before any new land clearing, in accordance with the RSPO LUCA Guidance document (see indicator 7.12.2).	Therefore, submitting LUCA for this unit of certification was not mandatory.	
7.12.2	(C) HCV and HCS forests, and other conservation areas are identified as follows: 7.12.2a) For existing plantations, with an HCV assessments conducted by RSPO- approved assessors and have no new land clearing after 15 November 2018, the existing HCV assessments remains valid.	Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme. The team consist of six members as following:	Complied
		1. Ir Heru B Pulonggono, Msc	
		2. Ir. Djoko Arie Sulistianto	
		3. Ahmad Faisal Siregar, S.Hut	
		4. Sutopo, S.Hut	
		5. Sayidina Ali, Amd	
		6. Udi Kusdinar, S.Hut Based on HCV Identification and Analysis Report, issued by Faculty of Forestry, IPB University, 2011, identified HCV were:	
		 HCV 4.1: Riparian areas. Total 5.08 Ha. For example, riparian area in Block 49, Block 51, 52, 54, 55 and riparian of Sei Rejo river. Some of the HCV area is still included in the planted area and has been removed from the replanting program. HCV 6: public cemetery, total 0.81 Ha. For example: public cemetery on Block 9, Block 50, Block 13 etc. 	

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Total HCV Areas: **5.89 Ha**

The HCV assessment resulting six (6) protected wildlife species (based on PP No. 7/1999) such as:

- 1. Pijantung kecil Little spiderhunter (Arachnothera longirostra);
- 2. Burung madu kelapa Brown-throated sunbird (*Anthreptes malacensis*);
- 3. Kipasan belang (*Rhipidura javanica*);
- 4. Cekakak belukar White-throated kingfisher (Halcyon smyrnensis);
- 5. Cekakak Sungai (Halcyon chloris)

HCV assesments results has been compared to Endemic Bird Area (EBA) and Important Bird Area (IBA) data.

The HCV Assessment also identified one (1) wildlife species which are listed as Appendix II (based on Appendix CITES) such as Biawak (*Varanus salvator*).

The protected areas are present in Mata Pao Estate and it is a riparian area such as Sungai Sei Rejo, Sungai Blok BL 49, BL 51, BL 52, BL 54, dan BL55.

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.



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.

Methodology of assessment using HCV toolkit 2008, implementation of the assessment consists of: Secondary data collection, field survey, mapping and landscape, Assessment of fauna aspect with a rapid assessment (direct observation, interviews with the parties), assessment of flora aspects (direct survey and interview), assessment of socioeconomic and cultural aspects (interviews and direct observation at selected sites), analysis and mapping.

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

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:

Local Name	Scientific name	Status
Bird		
Pijantung kecil	Arachnothera longistora	PP No. 7 / 1999

		Burung madu kelapa	Anthreptes malacensis	PP No. 7 / 1999		
		Kipasan belang	Rhipidura javanica	PP No. 7 / 1999		
		Cekakak belukar	Halcyon symmensis	PP No. 7 / 1999		
		Cekakak sungai	Halcyon cloris	PP No. 7 / 1999		
		Reptile			-	
		Biawak	Varanus salvator	App II CITES	-	
]	
		species and or otl	her HCVs present	or affected by the	r endangered (RTE) e plantation and mill d Monitoring Plan.	
		Unit of certification which in form of			aged area is 2.49 Ha	
	7.12.2 b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the latest HCSA Toolkit and HCV-HCSA Assessment Manual that is applicable at the time of the assessment. This includes stakeholder consultation and take into account wider landscape- level consideration.		927. There are n	o expansion/new	919, where the Mill development area	
7.12.3	(C) In High Forest Cover Landscapes (HFCLs) within HFCCs, a specific procedure will apply for legacy cases and development by indigenous peoples and local communities with legal or customary rights, taking into	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.		Not Applicable		

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consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.

Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.

Based on HCV assessment report 2011 and field visit showed that an analysis of a large landscape area had been carried out and stated that ${\sf SOCFIN}$ – Mata Pao's concession were directly bordered by natural ecosystems which were high forest cover landscapes is not exist.

Assessment for HFCLs in this Unit of Certification is not mandatory.

PROCEDURAL NOTE for 7.12.3:

Indicator 7.12.3. is not relevant to Indonesia, until further decisions by the RSPO.

7.12.4

(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An Integrated management plans to protect and/or enhance HCV and HCS forests, peatland and other conservation areas are developed, implemented and adapted if necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan was developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).

SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.

Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.

SOCFIN – MATA PAO located close to downtown, therefore no conservation areas in nearby. Also, soil type of this plantation is fully mineral soil.

Complied

		SOCFIN – MATA PAO already implement HCV management plan in form of enrichment planting of trees and woody plant within riparian. Based on field visit in natural watercourse that cross the Block 54 and Block 55, it was clearly visible that enrichment planting already implemented. Various tree species that was planted are: "Ketapang (<i>Terminalia catappa</i>), Trembesi (<i>Albizia saman</i>), Petai (<i>Parkia speciosa</i>), Mahony (<i>Swietenia mahogany</i>), Bira-bira (<i>Fagraea sp.</i>) etc. Marking in palm oil trees to prohibition of pesticide applications in the river buffer zone, also clearly visible. Based on "Program, Realisasi dan Review Konservasi HCV Kebun Mata Pao Tahun 2020" update until 30 January 2021. Total tree species planted are 470 trees, consist of 12 species.	
7.12.5	Where rights of local communities have been identified in HCV areas and HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.	Not Applicable
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018. Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.	Complied

		Refer to HCV Assessment Report and monthly monitoring of wildlife, there are no RTE's species was identified and founded within the certified area.	
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.	Complied
		Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme. Refer to HCV Assessment Report and monthly monitoring of wildlife, there are no RTE's species was identified and founded within the certified area.	
7.12.8	(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV- HCSA assessment since 15 November 2018, the Remediation and Compensation Procedures (RaCP)	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.	Not Applicable
	applies.	Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.	
		Therefore, RaCP also not applicable for this indicator.	





Appendix B: Approved Time Bound Plan

Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
Agripalma	Agripalma POM	Southern part of Sao Tomé	Agripalma Estate	Quarter 4 of 2021	There are no unresolved land or labour disputes. There are no legal non-compliance. Waiting LUCA for Agripalma to comply with RaCP. LUCA for Agripalma submitted to RSPO on 13 December 2017 (revision 8 September 2018).
Brabanta	Brabanta POM	Kasai Province and Mai-Ndombe Province, Republic Democratic of Congo	Brabanta Plantation	Quarter 4 of 2021	There was 3 land disputes (since acquisition), and all are resolved. Waiting LUCA for Brabanta to comply with RaCP. LUCA for Brabanta submitted to RSPO on 13 December 2017 (revision 8 September 2018).
La Societe des Caoutchoucs de Grand Bereby (SoGB)	SoGB POM	South-west of Ivory Coast	SoGB Plantation	Quarter 4 of 2021	There are no unresolved land or labour disputes. There are no legal non-compliance. Waiting LUCA for SoGB to comply with RaCP. LUCA for SoGB submitted to RSPO on 13 December 2017 (revision 8 September 2018).
Okomu Oil Palm PLC	Okomu POM	Nigeria	Main Estate;	Certified	Certified
rainirec			Extension 1;	Quarter 4 of 2021	Ongoing court case regarding land.
			Extension 2;	Quarter 4 of 2021	There are no unresolved land or labour disputes. There are no legal non-compliance.
Plantations Socfinaf Ghana (PSG)	PSG POM	Western Region of Ghana	Subri Site; Manso Site	Quarter 4 of 2021	There are no unresolved land or labour disputes. There are no legal non-compliance. Waiting LUCA for PSG to comply with RaCP. LUCA for PSG submitted to RSPO on 13 December 2017 (revision 8 September 2018).
PT. Socfin Indonesia	PT. Socfin Indonesia – Aek Loba		Kebun Aek Loba	Certified	Certified
	PT. Socfin Indonesia – Bangun Bandar		Kebun Bangun Bandar	Certified	Certified
	PT. Socfin Indonesia – Lae Butar		Kebun Lae Butar	Certified	Certified
	PT. Socfin Indonesia – Mata Pao		Kebun Mata Pao	Certified	Certified
	PT. Socfin Indonesia – Negeri Lama		Kebun Negeri Lama	Certified	Certified
	PT. Socfin Indonesia – Seumanyam		Kebun Seumanyam	Certified	Certified



	PT. Socfin Indonesia - Seunagan		Kebun Seunagan	Certified	Certified
	PT. Socfin Indonesia – Sungai Liput		Kebun Sungai Liput	Certified	Certified
	PT. Socfin Indonesia – Tanah Gambus		Kebun Tanah Gambus	Certified	Certified
Safacam	Safacam POM	Cameroon	Safacam Plantation	Quarter 4 of 2021	Waiting LUCA for Safacam to comply with RaCP. LUCA for Safacam submitted to RSPO on 13 December 2017 (revision 8 September 2018).
Socapalm	Dibombari POM	Cameroon	Dibombari Plantation	Quarter 4 of 2021	There are no unresolved land or labour disputes. There are no legal non-compliance. Waiting LUCA for Socapalm to comply with RaCP. LUCA for Socapalm submitted to RSPO on 13
	Edea POM		Edea Plantation		
	Eseka POM		Eseka Plantation		December 2017 (revision 8 September 2018).
	Kienke POM		Kienke Plantation		
	Mbongo POM		Mbongo Plantation		
	Mbambou POM		Mbambou Plantation		
Socfin Agricultural Company (SL) LTF	SAC POM	Sierra Leone	SAC Plantation	Quarter 4 of 2021	There is 1 open land dispute undergoing resolution process. The government appointed a Technical Committee to examine the issue and make proposal to mediation team. SAC is waiting for report. Waiting LUCA for SAC to comply with RaCP. LUCA for PSG submitted to RSPO on 13 December 2017.



Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2020** for **Mata Pao POM** and supply base was calculated using the PalmGHG Calculator version 4. 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 2020 for Mata Pao POM and supply base are as following:

Emission per product	tCO₂e/tProduct
СРО	1.06
PK	1.06

Extraction	%
OER	22.86
KER	3.82

Production	t/yr
FFB Process	30684
CPO Produced	7013
PKO Produced	1171

Land Use	На
OP Planted Area	2330.96
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	2.59
Total	2333.55

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO₂e	tCO ₂ e / FFB	tCO₂e	tCO ₂ e / FFB	tCO₂e	tCO ₂ e / FFB	tCO₂e	tCO₂ e / FFB
Emission								
Land Conversion	22921.33	0.75	0.00	0.00	0.00	0.00	22921.33	0.75
CO ₂ Emission from fertilizer	2413.28	0.08	0.00	0.00	0.00	0.00	2413.28	0.08
NO ₂ Emission from Fertiliser	1850.27	0.06	0.00	0.00	0.00	0.00	1850.27	0.06
Fuel Consumption	149.39	0.00	0.00	0.00	0.00	0.00	149.39	0.00
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-21821.81	-0.71	0.00	0.00	0.00	0.00	-21821.81	-0.71
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Total 5512.45 0.18 0.00 0.00 0.00 5512.45 0.18
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^{*}Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission	·	
POME	3769.56	0.12
Fuel Consumption	3.12	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	-612.26	-0.02
Sales of EFB	0.00	0.00
Total	3160.40	0.10

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

^{*}This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:		
Divert to Compost (%)	0	
Divert to anaerobic diversion (%)	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: Supply Chain Declaration

A. N	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	Feb 2020	2,220	-	2,220	
2	Mar 2020	3,165	-	3,165	
3	Apr 2020	4,223	-	4,223	
4	Mei 2020	3,166	-	3,166	
5	Jun 2020	4,140	-	4,140	
6	Jul 2020	2,850	-	2,850	
7	Agust 2020	2,301	-	2,301	
8	Sept 2020	1,904	-	1,904	
9	Okt 2020	1,806	-	1,806	
10	Nov 2020	1,692	-	1,692	
11	Des 2020	1,559	-	1,559	
12	Jan 2021	1,708	-	1,708	
	TOTAL	30,734		30,734	
Note	<u> </u>			I	

B. M	B. Monthly Records of Certified CPO & PK since the last audit					
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)			
1	Feb 2020	529	84			
2	Mar 2020	753	115			
3	Apr 2020	971	152			
4	Mei 2020	718	117			
5	Jun 2020	944	159			
6	Jul 2020	672	118			
7	Agust 2020	509	91			
8	Sept 2020	432	87			
9	Okt 2020	417	79			
10	Nov 2020	373	60			
11	Des 2020	350	55			
12	Jan 2021	352	56			



	TOTAL	7,020	1,173
Note:			

C. Reco	No. Buyers Name Palmtrace Trading Certified CPO Sold Certified PK S					
110.	Dayers Name	License Number	(mt)	(mt)		
1	Musim Mas		500.55	56.16		
2	Musim Mas		666.8	55.76		
3	MNA		100	0		
4	Smart		0	55		
5	Musim Mas		859.31	0		
6	MNA		110.31	0		
7	Smart		0	168.78		
8	Musim Mas		370.11	0		
9	MNA		333.26	0		
10	Smart		0	117.26		
11	Musim Mas		597.68	72.35		
12	MNA		349.43	0		
13	Smart		0	96.96		
14	Musim Mas		698.93	110.23		
15	Musim Mas		515.88	73.42		
16	Smart		0	19.03		
17	Musim Mas		425.06	38.47		
18	Smart		0	58.1		
19	Musim Mas		390.27	19.51		
20	Smart		0	58.46		
21	Musim Mas		409.08	19.22		
22	Smart		0	38.13		
23	Musim Mas		316.36	0		
24	Smart		0	18.61		
25	АЈР		0	19.49		
26	Musim Mas		298.58	0		
27	Smart		0	16.39		
28	MNA		0	20.83		



	TOTAL	6,941.61	1,132.16
Note	:		

D. Records of CPO & PK Sold under other schemes since the last audit (if any)							
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)			
	None						
Note:	Note:						

E. Records of CPO & PK Sold as conventional since the last audit (if any)						
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)			
	None					
Note:	Note:					

F. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)						
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)			
	None					
Note:	Note:					

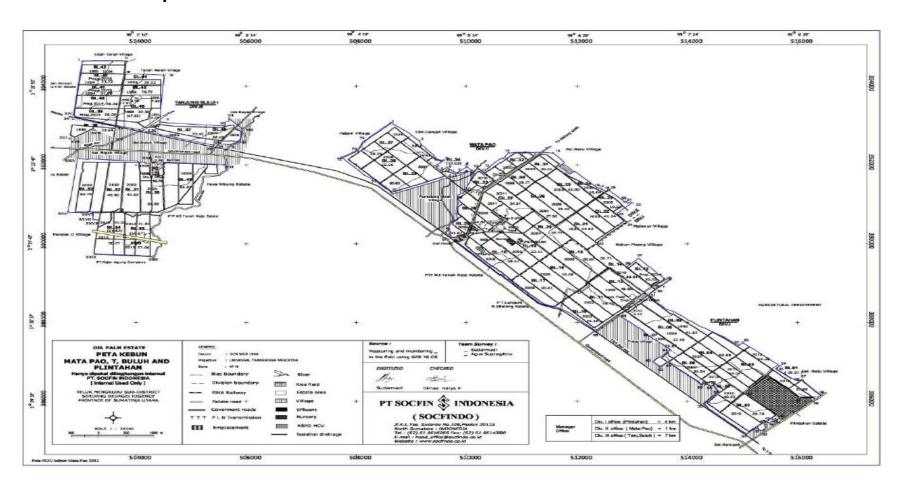


Appendix E: Location Map of Certification Unit and Supply bases





Appendix F: Estate Field Map



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Appendix G: List of Smallholder Sampled

Not Applicable



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