



**RSPO PRINCIPLE AND CRITERIA –
1st ANNUAL SURVEILLANCE ASSESSMENT (ASA 1_1)
Public Summary Report**

<p>SOCFIN SA PT Socfin Indonesia</p>
<p>Client company Address: JL KL.Yos Sudarso No.106 Medan 20115, Sumatera Utara - Indonesia</p>
<p>Certification Unit: Mata Pao Palm Oil Mill</p> <p>Location of Certification Unit: Mata Pao Village Sub District of Teluk Mengkudu District of Serdang Bedagai 20995 Sumatera Utara Province Indonesia</p>

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	No. 1-0269-19-000-00	Membership Approval Date	06/12/2004
Parent Company Name	SOCFIN SA		
Address	JL KL.Yos Sudarso No.106 Medan 20115, Sumatera Utara-Indonesia		
Subsidiary (Certification Unit Name)	PT SOCFIN INDONESIA, Mata Pao Palm Oil Mill		
Address	Mata Pao Village, Subdistrict of Teluk Mengkudu, District of Serdang Bedagai, 20995 Province of Sumatera Utara – Indonesia		
Contact Name	Andria Zulmanitra		
Website	www.socfindo.co.id	E-mail	andria@socfindo.co.id
Telephone	(061) 6616-066	Facsimile	(061) 6616-066

2. Certification Information			
Certificate Number	RSPO 705572	Date of First Certification	25/04/2014
		Certificate Start Date	24/04/2019
		Certificate Expiry Date	24/04/2024
Scope of Certification	The CPO and PK production from one (1) Palm Oil Mill and FFB supply base comprising one (1) palm oil estate owned by PT. Socfin Indonesia (Mata Pao Estate).		
Applicable Standards	RSPO Principles & Criteria Generic 2018 with Identity Preserved Module for CPO Mill.		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
TNI-ISPO-B-1601	ISPO	TUV Nord Indonesia	04/02/2021

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

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Mata Pao Estate	Mata Pao Village, Subdistrict of Teluk Mengkudu District of Serdang Bedagai, Province of Sumatera Utara, Indonesia	3° 31' 51" N	99° 05' 31"E
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5. Description of Supply Base

Estate	Total Planted (Mature + Immature) (Ha)	HCV (Ha)	Infrastructure & Other (Ha)	Total Area (Ha)	% of Planted
Mata Pao	2,328.47	5.89	128.69	2,463.05	94.5%
Total	2,328.47	5.89	128.69	2,463.05	94.5%

6. Plantings & Cycle

Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Mata Pao	498.51	975.23	854.73	0	0	1,829.96	498.51
Total (Ha)	498.51	975.23	854.73	0	0	1,829.96	498.51

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year			Forecast (April 2019 - March 2020)
	Estimated (April 2019 - March 2020)	Actual (Feb 2019 - Jan 2020)		
		<i>Previous license period (February - April 2019)</i>	<i>Current license period (April 2019 - January 2020)</i>	
Mata Pao	37,935.99	8,411	24,715	35,789
Total	37,935.99		33,126	35,789

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *

Estate	Tonnage / year			Forecast
	Estimated	Actual		
	N/A	<i>Previous license period</i>	<i>Current license period</i>	N/A

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Mata Pao POM does not received FFB from other sources.		-	-	
Total		-		

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable				
Independent FFB Supplier	Tonnage / year			
	Estimated	Actual		Forecast
Mata Pao POM does not received FFB from other sources.	-	-	-	-
Total	-	-		-

10. Certified Tonnage				
Mill Capacity: 12 MT/hr SCC Model: IP/MB	Estimated (April 2019 - March 2020)	Actual (April 2019-Jan 2020)		Forecast (April 2020 - March 2021)
	FFB	FFB		FFB
	37,935.99	<i>Previous license period</i> (February – April 2019)	<i>Current license period</i> (April 2019 – January 2020)	35,789
		8,411	24,715	
	CPO (OER: 23.90%)	CPO (OER: 23.45%)		CPO (OER: 23.50 %)
	9,066.70	7,769		8,410.41
	PK (KER: 4.05%)	PK (KER: 4.62%)		PK (KER: 5.00%)
	1,536.41	1,531		1,789.45

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	3,146	4,597	-	-	7,743

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12. Actual Sold Volume (PK)					
	RSP0 Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	1,325	-	-	-	1,325

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSP0		
IS-CSPK0		
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.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
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 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from **7 – 11 February 2020**. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out off-site assessment was conducted on **21 April 2020**. The audit programmes are included in Section 2.3.

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 and Module D – Identity Preserve on Mill were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

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

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each

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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 (Recertification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Mata Pao POM	X	X	X	X	X
Mata Pao Estate	X	X	X	X	X

Tentative Date of Next Visit: February 8, 2021 – February 11, 2021

Total No. of Mandays: 12 Mandays on site

2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications
Andi Pratama Pasaribu (AP)	Team Leader	Indonesian citizen. Bachelor degree, majoring social economy. He has several of work experiences (more than 5 years) as the operational staff since 2008. He has been followed the Training of Lead Auditor Indonesian Sustainable Palm Oil (ISPO) which was held by ISPO Commission in 2013 and Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO) by Proforest and Daemeter in 2016. He has been attended several kinds of training, such as High Conservation Value (HCV) Training, Lead Auditor Course ISO 9001:2015, Lead Auditor Course ISO 14001:2015, Lead Auditor Course ISO 45001:2018, Lead Auditor Course ISO 22000:2018, Lead Auditor Course RSPO supply chain by BMTRADA etc. He has some experiences of Sustainability Palm Oil scheme audit in Indonesian and Malaysia in best management practices, land legality, environmental, social and worker welfare aspect and supply chain. During this audit he covering best management practices, social and worker welfare aspect. Fluent in English and Bahasa.
Mujinius Jalaraya (MJ)	Team Member	He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He have a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. During this assessment, he assessed on social, contract and supply chain aspects. Fluent in English and Bahasa.
Edy Widodo (EW)	Team Member	Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation, and also the processing industry and agricultural mechanization. He is also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, he assessed on Policy and commitment, workers’ welfare, environment and OHS aspect. Fluent in English and Bahasa.
Nanang Mualib (NM)	Team Member	Indonesian citizen. Bachelor of Forestry Science, Forest Technology Department in Bogor Agriculture Institute. He worked in Forest Company in 2000 – 2004 as a technical assistant of Sustainable Forest Management Implementation, Joint program with Forest Faculty Bogor Agriculture Institute and WWF Indonesia in 2006 – 2010. As a professional, he was

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		involved in HCV social study of Sustainable Forest Management, HCV Identification in 3 palm oil plantation in Indonesia. Currently, he works as professional Auditor. During this audit, he assessed HCV, legal and social aspect including FPIC. He also conducted stakeholder consultation. Fluent in English and Bahasa.
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Accompanying Persons:

No.	Name	Role
-	-	-

2.3 Assessment Plan

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

Date	Time	Subjects	AP	MJ	EW	NM
Fri, 07/02/2020	08.00 - 08.30	Opening meeting <ul style="list-style-type: none"> 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 to Mata Pao Estate: <ul style="list-style-type: none"> 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	Consultation with external stakeholders (government agencies in Perbaungan – Serdang Bedagai District)				√
	12.00 – 14.00	Lunch Break	√	√	√	√

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Date	Time	Subjects	AP	MJ	EW	NM
	14.00 – 17.00	Field visit to Mata Pao POM: <ul style="list-style-type: none"> • 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 – <i>if any</i>) • Supply Chain for CPO Mill (site visit) - FFB Receiving, Weighbridge, Dispatch CPO. 	✓	✓	✓	✓
		Document Review Mata Pao Estate: <ul style="list-style-type: none"> • Legal & Land Rights • Social and Transparency • Environmental, Waste Management & HCV • Occupational Health & Safety • Best Management Practices • Worker Welfare • Review of previous assessment findings. 	✓	✓	✓	✓
Sat, 08/02/2020	08.00 – 12.00	Document Review: <ul style="list-style-type: none"> • Legal & Land Rights • Social and Transparency • Environmental, Waste Management & HCV • Occupational Health & Safety • Best Management Practices • Worker Welfare • Review of previous assessment findings. Closing meeting preparation				
	12.00 – 14.00	Lunch Break	✓	✓	✓	✓
	14.00 – 17.00	Document review continuation	✓	✓	✓	✓
Sun, 09/02/2020	Day Off					

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Date	Time	Subjects	AP	MJ	EW	NM
Mon, 10/02/2020	08.00 – 12.00	Document Review: <ul style="list-style-type: none"> • Legal & Land Rights • Social and Transparency • Environmental, Waste Management & HCV • Occupational Health & Safety • Best Management Practices • Worker Welfare • Review of previous assessment findings. Closing meeting preparation	√	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√	√
	14.00 – 17.00	Document Review Continuation	√	√	√	√
Tue, 11/02/2020	10.00 – 12.00	Closing Meeting	√	√	√	√
	12.00 – 13.00	Lunch Break	√	√	√	√
	13.00 – 15.00	Traveling to Kualanamu	√	√	√	√
	15.00 – 17.00	Traveling to Jakarta	√	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Mata Pao POM – PT Socfin Indonesia Multiple Management Units / Time Bound Plan
- RSPO P&C 2018 Generic

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills 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?	No. Not all estates and mills certified within five years after obtaining RSPO membership. Audit team noted that Socfindo and PT Socfin Indonesia have been active members of RSPO since 6 December 2004. Since 15 February 2019, Socfin S.A. became a member of RSPO, grouping all Indonesian and African oil palm operations under one membership number. All mill under Socfin Indonesia (first membership since 6 December 2004) has been certified. There is no objection or any specific notes from RSPO so far.	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	No. There is no fundamental failure. The uncertified units demonstrated documents such as SIA report, stakeholder engagement, FPIC building	Conformity

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<p>assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>blocks, land compensation progress, grievance handling, annual internal audit.</p>	
<p>Un-Certified Units or Holdings</p>		
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>Socfin SA have 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.</p> <p>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.</p>	<p>Conformity</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>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-indonesia--lima-puluh-estate</p> <p>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.</p>	<p>Conformity</p>
<p>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.</p> <p>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</p>	<p>Based on audit process and based on review upon RSPO Case Tracker (February 2020), there is an ongoing land conflict No.RSPO/2019/17/SW in PT. Socfin Indonesia (subsidiary of Socfin SA) (respondent). The complainant from <i>Lembaga Swadaya Masyarakat Team Investigasi Penyelamatan Aset Negara Republik Indonesia</i> (TIPAN-RI). Date complaint submitted 26 July 2019. Date complaint accepted 19 September 2019. Status: Investigation. Summary of complaint: PT. Socfin Indonesia used a community land approximately 900 meters for many years for water pipe line from Bilah river for the use of palm oil mill and the workers houses without consent from the local community. Complaint update:</p>	<p>Conformity</p>

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	<p>19 September 2019: The initial diagnosis is endorsed by the CP and the Complaint is formally accepted.</p> <p>23 October 2019: The Secretariat has sent an email to both parties. The respondent responded and informed the Secretariat that they wish for the complaint to be resolved by way of Bilateral Engagement. The Secretariat is waiting for the response from the complainant for the Bilateral Engagement process.</p> <p>28 October 2019: Both parties of the complaints agreed for the complaint to be resolved by way of bilateral engagement. The deadline of the bilateral engagement process is on or by 20 January 2020.</p> <p>27 November 2019: Both parties of the complaints agreed for the complaint to be resolved by way of bilateral engagement. The deadline for the bilateral engagement process is on 20 January 2020.</p> <p>Update regarding to this issue after ASA-1.1 audit and during this report finalized:</p> <p>26 February 2020:</p> <ul style="list-style-type: none"> • The Complainant sent a formal letter to the Secretariat stating their wishes to withdraw the Complaint. • The Complaints Panel has directed the Secretariat to obtain confirmation from the community on the status of the withdrawal. <p>25 March 2020 Pending response from the Complainant with respect to the confirmation from the community on the status of withdrawal of Complaint.</p> <p>12 May 2020 The decision letter has been furnished and submitted to both parties and the closure of this complaint is without an appeal period as it is based on the considering the fact that the Complainant has failed to respond to the Secretariat's queries on the withdrawal of the Complaint and taking into consideration that information obtained from a community member indicates that the Complaint was lodged without their knowledge against the Respondent. Therefore, the Complaint is officially dismissed and closed.</p> <p>This information and document can be found and downloaded on: https://askrspo.force.com/Complaint/s/case/5000o00002aSOxkAAG/</p>	
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	Based on 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.	
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. Based on internal audit reports for uncertified unit, there is no legal non-compliance.	Conformity
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	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 non-conformities 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 non-conformities issued on legal compliance list and compensation. The uncertified management unit have detailed the correction and corrective action plan.	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,	Conformity

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	FPIC meeting in Safacam (Cameroon) for Chefferie de Dikola in 7 December 2010, for Chefferie de Koungue in 11 September 2011.	
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3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>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.</p>	<p>There is no scheme smallholder and/or scheme outgrowers supplying FFB to PT. Socfin Indonesia – Mata Pao POM.</p>	<p>Conformity</p>

3.4 Details of findings

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

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

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	1874036-202002-M1	Clause & Category (Major / Minor)	Indicator 7.12.4 Critical (Major)
Date Issued	11/02/2020	Due Date	09/05/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	21/04/2020
Statement of Nonconformity:	<p>During field visit found indications of the herbicide application for the treatment/upkeep of oil palm dishes located in the riverbanks of Block 55 Division III which have been designated as HCV Area. This is not in accordance with those stipulated in the "Integrated High Conservation Value Management (HCV) Management Plan" or "Prosedur Pengelolaan Areal Konservasi Sempadan Sungai (SOC/PSM/9.07, Rev.05" dated 15 January 2019), at point 6.7.6.1 states that Plant</p>		

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	<p>Care in the Conservation Area (River Border) is not justified using chemicals such as pesticide.</p>
<p>Requirement Reference:</p>	<p>(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 plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>
<p>Objective Evidence:</p>	<ul style="list-style-type: none"> • Based on document verification, shows that PT Socfin Indonesia - Mata Pao identified HCV in 2011 in collaboration with the Forestry Faculty of IPB, where 2 types of HCV were identified, namely HCV 4.1 in the form of River Border and HCV 6 in the form of a public cemetery. The company has developed an integrated "High Conservation Value Management (HCV) Plan" in 2020 whereby one of the management points of HCV 4.1 Areas is "No Chemical Application on HCV Areas". • Certification Unit has a Procedure of HCV Management and Monitoring "SOC/PSM/9.06, Rev 03 dated 01 February 2016" whereby at point 5.2.3.1; B explained that HCV management for riparian/riverbanks are refer to "Prosedur Pengelolaan Areal Konservasi Sempadan Sungai (SOC/PSM/9.07, Rev.05" dated 15 January 2019; at point 6.7.6.1 states that Plant Care in the Conservation Area (River Border) is not justified using chemicals such as pesticide. • Based on field visit to Riparian area/Riverbank at Block 55 Division III Mata Pao Estate, shown that: <ul style="list-style-type: none"> ✓ Company has marked the HCV area boundary in the form of yellow paint on the oil palm principal that can be applied by pesticides (HCV boundary). ✓ The company has installed a signboard prohibiting damaging/ cutting down plants, maintaining river water quality, not throwing garbage into the river and list of protected animals in the company area. ✓ The company has rehabilitated the river border/riparian area by planting woody plant species along the river border. ✓ It was found former chemical application (chemical application) in circle of oil palm at riparian area which had been stipulated as HCV area. This is not aligned with document of <i>Integrated Management Plan in HCV Area</i> and <i>Procedure of HCV Management (Riparian)</i> dated 15 January 2019 clause 6.7.6.1 which stated: "upkeep activity in riparian area using pesticide is prohibited". Based on that fact, it raised as Nonconformity against Major indicator 7.12.4.
<p>Corrections:</p>	<ul style="list-style-type: none"> • Perform river water quality analysis (upstream - downstream) along the HCV area, to ensure that the water quality is not contaminated by chemical spray activities that have been carried out. PT Socfin Indonesia has conducted the water quality analysis at upstream and downstream cooperate with Accredited Laboratory of "Socfindo Seed Production and Laboratory". Water analysis conducted on 24/03/2020 refer to PP No. 82 year 2001 Regarding Water

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	<p>Quality management and water pollution control. Water Analysis Report No. W20-369/LAB-SSPL/III/2020 dated 30/03/2020 shown that all parameter water quality analyzed are met with the standard specification. It was indicated that there is no pollution of chemical to the river water along riparian area at Mata Pao Estate.</p> <ul style="list-style-type: none"> • Install HCV Poles as HCV area markers using a yellow-painted pipeline 50 m apart. A total of 113 stakes were installed throughout Mata Pao Estate area along the riparian area. HCV Poles serves as a clear marker as the HCV border area of the river, so that chemical treatment activities cannot cross the HCV poles. Evidence of HCV poles placement at riparian border can be demonstrated during audit. • Socialization to the spraying team regarding the prohibition of chemical spraying in riparian areas (HCV areas). Socialization has been carried out by Field assistant on 20 February and 26 March 2020. Evidence of socialization can be demonstrated. During interview with the spraying workers confirmed that they have understand on HCV boundary markers as riparian border and prohibit for chemical spraying in riparian areas (HCV areas).
<p>Root Cause Analysis:</p>	<p>Field assistants do not have sufficient understanding regarding HCV area management, because there is no review process from management and sustainability teams regarding the implementation of riparian HCV management and monitoring.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> • PT Socfin Indonesia – Mata Pao has developed an understanding review system regarding HCV management and monitoring as per HCV procedures, this is conducted every 6 months by the Agronomy Department and the Sustainability Department. Review of understanding on HCV management and monitoring to the field assistant has been carried out on 17 April 2020. Evidence of review process can be demonstrated, sample seen: review on behalf Adahri Qurtuby Field assistant Division I Mata Pao Estate, Jhon Ferry Barus Field assistant Division II Mata Pao Estate and Iskandar Field assistant Division I Mata Pao Estate. Review result shown that all field assistant has sufficient understanding on HCV management and monitoring as per procedure of HCV Management and Monitoring "SOC/PSM/9.06, Rev 03 dated 01 February 2016" and "Prosedur Pengelolaan Areal Konservasi Sempadan Sungai (SOC/PSM/9.07, Rev.05" dated 15 January 2019. During interview with field assistant also confirmed that they have aware and understand regarding HCV management and monitoring. • PT Socfin Indonesia – Mata Pao also revised the HCV procedure particularly on treatment of blocks for replanting and management of riparian areas. Procedure are available in "Prosedur Pengelolaan Areal Konservasi Sempadan Sungai (SOC/PSM/9.07, Rev.05" dated 1 March 2020". Procedure explained the detail of riparian management and monitoring including the role and responsibility of field assistant to ensure the implementation of HCV management and monitoring. • PT Socfin Indonesia – Mata Pao has determined the program to Review the understanding of HCV management and monitoring for field assistants' each

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	<p>semester. First review for Semester I 2020 has been performed on 17 April 2020, next review will be performed at the end of year 2020.</p> <ul style="list-style-type: none"> • Field assistant of Mata Pao Estate has conduct monitoring of chemical spraying work activities, especially in HCV (riparian) areas, to ensure there is no spraying is carried out in HCV areas. Monitoring activity can be demonstrated and well documented as per "Monitoring Pekerjaan Pemeilharaan Areal HCV". Sample seen: monitoring of chemical spraying activity at Block 55 Division I Mata Pao Estate dated 1 March 2020, monitor by field assistant; based on monitoring result shown that there is no spraying activity performed in HCV areas (riparian). • HCV monitoring each month has been programmed and carried out to ensure that HCV management and monitoring are well implemented as per procedure. Monitoring record can be demonstrated as per "Monitoring Sempadan Sungai". Sample seen record of monitoring HCV riparian areas at Block I Division I Mata Pao Estate, HCV area Sei Rejo; based on monitoring result shown that the HCV area are well maintained and there is no disturbance on the HCV area. • Maintain the HCV boundary marking as a clear boundary of the HCV area along the river border and as a reference for the sprayer that in areas marked with boundaries are prohibit for chemical spraying activity. HCV boundary marking maintenance performed each month, evidence of monitoring can be demonstrated as per "Monitoring Sempadan Sungai".
<p>Assessment Conclusion:</p>	<p>Regarding the Covid 19 Pandemic, the Government of Indonesia established several regulations regarding large-scale social restrictions as follows:</p> <ul style="list-style-type: none"> • Head of the National Disaster Management Agency Decree No. 13A year 2020 regarding to extension of the status of specific emergencies of disease outbreaks due to corona virus in Indonesia. The status of emergencies extended until 29 May 2020. • Government Regulation No. 21 year 2020 regarding to Large-scale Social Restrictions. • Special Province of Jakarta Governor Decree No. 33 Year 2020 and No. 380 year 2020 regarding to Large-Scale Social Restrictions in Jakarta from 10 – 23 April 2020. • Governor of Jawa Barat Decree No. 27 year 2020 regarding to Large-Scale Social Restrictions in Jakarta from regarding to Large-Scale Social Restrictions in Jakarta from 10 – 23 April 2020. <p>Due to the regulations above, the auditor chose major verification by using remote audit method.</p> <p>Based on above correction and corrective action confirmed that PT Socfin Indonesia – Mata Pao has taken action to implementing the HCV management and monitoring as per procedure of HCV Management and Monitoring "SOC/PSM/9.06, Rev 03 dated 01 February 2016" and "Prosedur Pengelolaan Areal Konservasi Sempadan Sungai (SOC/PSM/9.07, Rev.05" dated 15 January 2019.</p> <p>Understanding review system regarding HCV management and monitoring as per HCV procedures has been developed and well implemented to ensure that all filed assistant has sufficient understanding on HCV management and monitoring based on the procedure. HCV management and monitoring activity to ensure the</p>

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	<p>protection and enhancement of HCV area has been well implemented. Record of monitoring activity can be demonstrated and during interview with Mata Pao Estate Field assistant confirmed that they have manage and monitor HCV areas according to the procedure.</p> <p>Based on reason above, the correction and corrective action taken and its implementation are satisfactory and the issue has been effectively addressed. The Major NC are closed.</p>
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Non-conformity			
NCR Ref #	1874036-202002-N1	Clause & Category (Major / Minor)	Indicator 2.2.2 (Minor)
Date Issued	11/02/2020	Due Date	Next assessment (ASA-1.2)
Closed (Yes / No)	No	Date of nonconformity Closure	-
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:	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:	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ✓ <i>“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”.</i> ✓ <i>“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”.</i> 		
Corrections:	Registering cooperative workers as members of the Health BPJS (remaining 51 people who are not yet registered).		

Root Cause Analysis:	There is no procedure that regulates 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.
Corrective Actions:	Conduct contractor evaluations once a month.
Assessment Conclusion:	Corrective actions plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence CAP will be verified during next assessment.

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1743074-201902-M1	Clause & Category (Major / Minor)	RSPO Principles & Criteria INA-NI, September 2016; indicator 4.7.4 (Major)
Date Issued	20/02/2019	Due Date	19/05/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	16/05/2019
Statement of Nonconformity:	Based on document review, auditor team found that there is no evidence a secretary of P2K3 has been appointed as a OHS expert (Ahli Keselamatan Kerja) as required in PERMENAKER No 04 tahun 1987 Pasal 3 ayat 2 "Sekretaris P2K3 ialah ahli Keselamatan Kerja dari Perusahaan yang bersangkutan"		
Requirement Reference:	The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.		
Objective Evidence:	PT Socfin Indonesia – Mata Pao POM has established a OHS Committee (P2K3), however there is no evidence a secretary of P2K3 has been appointed as a OHS expert (Ahli Keselamatan Kerja) as required in PERMENAKER No 04 tahun 1987 Pasal 3 ayat 2 "Sekertaris P2K3 ialah ahli Keselamatan Kerja dari Perusahaan yang bersangkutan"		
Corrections:	PT Socfin Mata Pao Palm Oil Mill has been assigned Mr Moh Nofry (Technical I) to participation the training of OHS expert on 25 th March – 8 th April 2019, conducted by Safindo Raya (Registered by Manpower Ministry of Republic of Indonesia - as Training Provider for OHS).		
Root Cause Analysis:	The last OHS Expert has been (Ahli Keselamatan Kerja) has been promoted to other site location		

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Corrective Actions:	Sustainability staff as PIC to evaluate the competency fulfillment when the promotion process and regularly monitoring of the validation of OHS certificate.
Assessment Conclusion:	<p>ASA1_1 assessment verification:</p> <p>During this assessment (ASA-1.1), the implementation of corrective action was found effective. Certificate holder has had OHS Committee (P2K3) that support with registered OHS Expert/AK3 Umum (registration letter valid until 30 July 2022). <i>See detail in indicator 3.6.2.</i> Hence, the Major NC was remained close.</p>

Non-conformity			
NCR Ref #	1743074-201902-N1	Clause & Category (Major / Minor)	RSPO Principles & Criteria INA-NI, September 2016; indicator 4.8.2 (minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/02/2020
Statement of Nonconformity:	Based on document review of Training Record (Doc: Soc/Form/6.02-03), auditor team found records of training for each employee were found not in accordance with the evidence of the implementation of the training program.		
Requirement Reference:	Records of training for each employee shall be maintained.		
Objective Evidence:	Training records for each employee have been shown in accordance with the "Catatan Khusus Pelatihan Yang Pernah Diikuti". However, several records were found not in accordance with the evidence of the implementation of the training program. For example, under name: Mr H***** S***** (Loading Ramp), Mrs N***** (Pressing Station), Mrs S***** (Spraying Operator) & Mr S**** (Foreman of Spraying)		
Corrections:	<ul style="list-style-type: none"> Completing special training notes that have been followed in accordance with training programs that have been made in Estate. Sustainability staff provided outreach to document controllers to complete special training records that had been followed in accordance with training programs made by the estate. 		
Root Cause Analysis:	The document controllers has not does not understand to kept the record of training for each employee		
Corrective Actions:	<ul style="list-style-type: none"> Completing special training notes that have been followed in accordance with training programs that have been made in Estate. Sustainability staff provided outreach to document controllers to complete special training records that had been followed in accordance with training programs made by the estate. 		
Assessment Conclusion:	<p>During this ASA-1.1 audit, the training been recorded in document "Catatan Khusus Pelatihan yang Pernah Diikuti". All record has been well documented.</p> <p>Based on document verification, interview with head clerk conclude that the implementation of correction and corrective action are satisfactory and the issue has been effectively addressed.</p>		

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Non-conformity			
NCR Ref #	1743074-201902-N2	Clause & Category (Major / Minor)	RSPO Principles & Criterions INA-NI, September 2016; indicator 5.1.3 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/02/2020
Statement of Nonconformity:	PT Socfin Indonesia – Mata Pao POM has shown the document of environment monitoring under " <i>Laporan Semester II RKL-RPL 2018</i> ", however monitoring Integrated pest management (Hama Penyakit Tanaman) and opportunity for recruitment (penerimaan tenaga kerja) have not provided at the document according to RPL document (dated 1994)		
Requirement Reference:	Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Objective Evidence:	Based on review of environment monitoring report period July – December 2018 and document of " <i>Revisi Upaya Pengelolaan Lingkungan Hidup (UKL) dan Upaya Pemantauan Lingkungan Hidup (UPL)</i> " dated 1994.		
Corrections:	Sustainability staff provides information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities.		
Root Cause Analysis:	Personal in charge has not does not understand the detail of requirement of Matrix of RKL-RPL (Environment Plan/Program)		
Corrective Actions:	Sustainability staff provides information on environmental monitoring of plantation activities in accordance with the environmental monitoring matrix of plantation activities.		
Assessment Conclusion:	<p>During this ASA-1.1 audit, all parameter has been regularly monitored according to UKL / UPL year 1994. Sustainability staff has had the environmental monitoring report of in accordance with the environmental monitoring matrix of plantation activities.</p> <p>Based on document verification, interview with sustainability staff conclude that the implementation of correction and corrective action are satisfactory and the issue has been effectively addressed.</p>		

Opportunity for Improvement	
OFI#	Description
OFI 1	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
Previous NC's				

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1743074-201902-N1	Minor	RSPO Principles & Criterions INA-NI, September 2016; indicator 4.8.2	20 February 2019	Closed on 11 February 2020
1743074-201902-N2	Minor	RSPO Principles & Criterions INA-NI, September 2016; indicator 5.1.3	20 February 2019	Closed on 11 February 2020
Current NC's				
1874036-202002-M1	Major	RSPO P&C 2018 (Generic) indicator 7.12.4	11 February 2020	21 April 2020
1874036-202002-N1	Minor	RSPO P&C 2018 (Generic) indicator 2.2.2	11 February 2020	-

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	
<p>Internal Stakeholders</p> <ul style="list-style-type: none"> Gender committee 	<p>Union/Contractors</p> <ul style="list-style-type: none"> Labor union - Pengurus Serikat Pekerja Seluruh Indonesia (SPP-SPSI PUK Kebun Mata Pao) Village leader of Makmur Village leader of Pematang Setra Chief security PT Gunung Kawi Sukses Makmur
<p>Government Departments</p> <ul style="list-style-type: none"> Environmental Agency of Serdang Bedagai District 	<p>NGO</p> <ul style="list-style-type: none"> -

<ul style="list-style-type: none"> National Land Agency of Serdang Bedagai District Labor Agency of Serdang Bedagai District Police Department of of Serdang Bedagai District 	
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IS #	Description
1	<p>Feedbacks:</p> <p>Environmental Agency Staff of Serdang Bedagai District</p> <ul style="list-style-type: none"> There is no negative issues related environmental management of Mata Pao POM – PT Socfin Indonesia. The company has comply with all the national and local regulation regarding to plantation business such as SEI, scheduled waste permit, liquid waste disposal permit etc. They also reported their environmental management and monitoring regularly. There is no peat area in Mata Pao concession. There is no land burning case in Mata Pao concession for at least 3 years ago. There is no complaint or grievance from related stakeholder such as local communities, NGO’s or any other parties regarding to environmental negative impact of PT Socfin Indonesia – Mata Pao Estate so far. <p>Management Responses:</p> <p>Certificate holder will always fulfil the regulation regarding to environmental. All the environmental management and monitoring activity will be reported regularly.</p> <p>Audit Team Findings:</p> <p>Certificate holder has conducted environment monitoring and management. The report has been submitted on schedule. There is no environmental issue related to the Mata Pao POM - PT Socfin Indonesia so far. The information has been described in principle 7.</p>
2	<p>Feedbacks:</p> <p>National Land Agency Staff of Serdang Bedagai District</p> <ul style="list-style-type: none"> Mata Pao Estate/POM – PT Socfin Indonesia has been operated since the Dutch era until now they operated under national land title from Indonesian Government (valid until 2023). There is no negative issues, complaint, grievance and so on related to Mata Pao Estate/POM. Some part of concession has been used for highway area. The government has excluded that from the land title. <p>Management Responses:</p> <p>Certificate holder will be maximize the concession area for palm oil cultivation.</p> <p>Audit Team Findings:</p> <p>The explanation has been described in principle 2.</p>
3	<p>Feedbacks:</p> <p>Labour Agency Staff of Serdang Bedagai District</p> <ul style="list-style-type: none"> There is no negative issues related to labour issues or dispute registered so far. During 2019, PT. Socfin Indonesia - Mata Pao Estate/POM has awarded as zero accident company’s. There is no indication of force labour, the application of minimum wages that are not in accordance with regulations, health/labour insurance, collective labor agreement and any other labour dispute between the company and their labour. PT. Socfin Indonesia - Mata Pao Estate/POM has had OHS Committee that responsible for OHS implementation in estate/mill. All the workers (permanent/temporary) has been registered in health and labour insurance.

	<p>Management Responses: PT. Socfin Indonesia - Mata Pao Estate/POM committed to comply with the labour regulation and to coordinate with local labour agency in all of the company's operation.</p> <p>Audit Team Findings: Certificate holder has comply with the regulation. Explanation in detail in principle 1 and 2.</p>
<p>4</p>	<p>Feedbacks: Plantation Agency Staff of Serdang Bedagai District</p> <ul style="list-style-type: none"> • Certificate holder has has plantation business permit and registered as first grade of plantation according to the latest plantation grade assessment that conduct by Plantation Agency of Serdang Bedagai District. • Certificate holder has fulfil the regulation related to plantion business and reported their operarional activity regularly to the respective agencies include plantation agency of Serdang Bedagai District. • There is no negative issues, complaint, grievance and so on related to Mata Pao Estate/POM. <p>Management Responses: PT. Socfin Indonesia - Mata Pao Estate/POM will maintain good relationship with related agencies and any other stakeholders.</p> <p>Audit Team Findings: PT. Socfin Indonesia - Mata Pao Estate/POM has fulfil the regulation related to plantation business.</p>
<p>5</p>	<p>Feedbacks: Security Officer of PT Socfin Indonesia - Mata Pao</p> <ul style="list-style-type: none"> • All the security officer has attended basic training of security and retrained every 3 months by security department from head office Medan. The human rights issues also a part of materi that socialized to them aligned with the company's policy. • There is no firearms usage during the security activity. • There is no dispute between the security teams with local communities or any other stakeholders. <p>Management Responses: PT. Socfin Indonesia - Mata Pao will maintain good relationship with local communities and any other stakeholder in order to maintain conducive business activity.</p> <p>Audit Team Findings: There is no records of firearms or violence usage in PT. Socfin Indonesia - Mata Pao obtained during this audit.</p>
<p>6</p>	<p>Feedbacks: Head of Labor Union</p> <ul style="list-style-type: none"> • There is a valid collective labour agreement between the labor union and the company that valid until 2022. The company has fulfil their obligation as written in the agreement such as health/worker insurance, providing PPE, minimum wage, medical surveillance for specific worker etc). There is no dispute so far. • The company also provide appropriate housing facilities, medical clinic, education, potable water, creche etc. • So far, the company has fulfilled obligations related to employee rights. There is no record of industrial relations disputes 5 years back.

	<ul style="list-style-type: none"> There is three type of worker which is permanent and temporary worker under company's management and outsourcing worker under labor cooperative. Some of outsourcing worker still not register in health insurance due to uncompleted citizenship document. <p>Management Responses: PT. Socfin Indonesia - Mata Pao committed to comply with the labor regulation. The registration of health insurance for outsourcing workers will be evaluated soon.</p> <p>Audit Team Findings: The explanation in detail described in principle 6.</p>
<p>7</p>	<p>Feedbacks: Head of Gender Committee Due to medical reason, head od gender committee can not interviewed during the audit. However, based on document verification in gender committee secretariat obtain issue that socialization regarding sexual harassment policy has been held. There is no record of sexual harrasment in workplace or housing complex. The company also provide breastfeeding time during 9.30 – 10.00 AM. Pregnant and breastfeeding women dissalowed to work with chemical.</p> <p>Management Responses: PT. Socfin Indonesia - Mata Pao committed to respect women worker and it policy will kept implemented.</p> <p>Audit Team Findings: The explanation in detail described in principle 6.</p>
<p>8</p>	<p>Feedbacks: Village head of Makmur and Pematang Setra</p> <ul style="list-style-type: none"> There is a good relationship between the company and the local communities. No land dispute until the audit. The company has had annual corporate social responsibility program that helped local communities. The latest empowerment program for paddy smallholders. The company also provide work opportunity to the local people. Some worker come from local communities surrounding the company's area. <p>Management Responses: PT. Socfin Indonesia - Mata Pao has had Memorandum of Understanding (MoU) with paddy smallholder in order to empowering them related to paddy best management practices. The company also has anual CSR program.</p> <p>Audit Team Findings: The explanation in detail described in principle 4.</p>
<p>9</p>	<p>Feedbacks: Transporter CPO & PK PT Gunung Kawi Sukses Makmur (Mrs. Apo)</p> <ul style="list-style-type: none"> PT Gunung Kawi has been working with PT Socfin Indonesia for more than 30 years in the transportation of CPO and PK PT Gunung Kawi until now only serves PT Socfin Indonesia for the transportation of CPO and PK and does not cooperate with other companies.

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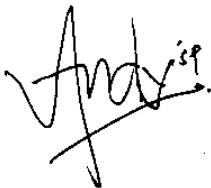

	<ul style="list-style-type: none"> The fleet owned by PT Gunung kawi to transport the CPO and PK of Mata Pao is a fleet that is dedicated to transporting the CPO and PK of Mata Pao and is not used to transport CPO and PK from other companies. A CPO tank used with a capacity of 18 tons and trucks for transporting PK with a capacity of 16-18 tons. PT Gunung Kawi with PT Socfin Indonesia - Mata Pao has a cooperation contract which is renewed once a year. The cooperation contract already covers the obligation of the transporter to comply with the provisions and policies of the old PT Socfin Indonesia - especially those relating to RSPO certification such as: how to transport and unload cargo, company code of ethics, labor-related rules, and other Supply Chain Standard (Module D – Identity Preserve for Mill) rules. PT Gunung Kawi ensures that the CPO and PK transported follow the RSPO supply chain rules such as: making sure the CPO tank and PK trucks are clean before loading CPO and PK from the factory, ensuring the driver carries a letter of introduction according to DO, ensuring CPO tanks and PK trucks are sealed when transporting and the seal number accordingly, ensuring there is no contamination with other products. PT Gunung Kawi always maintains the quality of transportation of CPO and PK according to the contract. The process of CPO and PK transport payments from PT Socfin Indonesia has been smooth and there are no problems. SOP-related socialization of the RSPO supply chain is often carried out by PT Socfin Indonesia - Mata Pao. PT Gunung Kawi is aware of and willing to be audited by a certification body if necessary, this is also stated in a cooperation contract with PT Socfin Indonesia - Mata Pao.
	<p>Management Responses: Management of Socfin Indonesia have a strong relationship with PT Gunung Kawi. There is no such problem until now.</p>
	<p>Audit Team Findings: The explanation in detail described in principle 3 and 6.</p>

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
<p><i>Notes:</i> PT Socfin Indonesia – Mata Pao POM was operated since the Dutch Era (approximately on 1919) and there was no new land expansion after that time. There is no previous land owner/user existed.</p>					

Previous land owner / user comment	
	<p>Feedbacks: <i>Notes:</i> PT Socfin Indonesia – Mata Pao POM was operated since the Dutch Era (approximately on 1927) and there was no new land expansion after that time. There is no previous land owner/user existed.</p>
	<p>Management Responses:</p>
	<p>Audit Team Findings:</p>

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	
<p>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 Principle and Criteria 2018, Supply Chain Module D – Identity Preserved Standard for CPO Mill 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.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Andi Pratama Pasaribu	Name: Andria Zulmanitra
Company Name: PT BSI Group Indonesia	Company Name: PT Socfin Indonesia
Title: Lead Auditor	Title: Sustainability Coordinator
Signature: 	Signature: <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
Date: 22 April 2020	Date: 22 April 2020

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
<p>Principle 1: Behave ethically and transparently Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>			
<p>Criteria 1.1 The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>			
<p>1.1.1</p>	<p>(C) Management documents that are specified in the RSPO P&C are made publicly available.</p>	<p>Based on document verification, certificate holder has had social communication procedure (Document No. SOC/PSM/9.01, Rev.7 dated 01 February 2019). In clause 6.1.5.1 written the list of publicly accessible document as follows:</p> <ul style="list-style-type: none"> a) Land/building title b) Occupational health and safety plan. c) Assessment plan of social and environmental impact. d) Identification and management plan of HCV area. e) Reducing and prevention pollution plan. f) Complaint handling g) Negotiation procedure h) Continuous improvement plan i) Public summary of certification j) Company's policy 	<p>Conformity</p>
<p>1.1.2</p>	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p>	<p>All publicly available document are written in Bahasa that can understood by local people near the concession area such as identification and management plan of HCV area, work accident report, company's policy, stakeholder complaints etc.</p> <p>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,</p>	<p>Conformity</p>

		contractors and village head and subdistrict head surrounding the company's area.	
1.1.3	(C) Records of requests for information and responses are maintained.	<p>Record of incoming information request or aspiration from stakeholder documented in file "<i>Catatan Permintaan Informasi & Aspirasi</i>" which is recapitulate on a monthly bases. The document consist the information request date, name of person/organization request, type of aspiration, early response by certificate holder, following response/realization and status of request.</p> <p>Based on document verification, it listed more than a hundred information request within 2019. For example, sighted apprentice proposal from Agriculture Faculty of Sumatera Utara Province on 2 July 2019. Estate manager has been accepted the proposal and replied on 8 July 2019.</p> <p>All the records of requests for information and responses are in place. Those documents kept by head clerk.</p>	Conformity
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.	<p>The social communication procedure (<i>see indicator 1.1.1</i>) also establish the procedure for dealing with aspirations/ request for information, how to monitor them and establish a personal in charge who follow up on each process. According to the procedures, certificate holder shall responded every incoming aspirations/ request for information maximum 30 days after the submission dated.</p> <p>Certificate holder has submitted their mandatory report to the respective government agencies on regular bases. For example:</p> <ul style="list-style-type: none"> • Environmental management and monitoring on six month bases. • Waste water monitoring report on three monthly bases. • Hazardous waste management report on three monthly bases. • Plantation business development report on annual bases. • OHS committee meeting report on three monthly bases. • Accident report on three monthly bases. 	Conformity

		Based on interview with respective government agencies (national land agency, labor agency and environmental agency) of Serdang Bedagai District obtained information that PT Socfin Indonesia – Mata Pao POM has been submitted their mandatory report regularly. There is no record that the certificate holder does not send the mandatory report at all.	
1.1.5	There is a current list of contact and details of stakeholders and their nominated representatives.	PT Socfin Indonesia – Mata Pao POM consistently updated their list of stakeholder on annual bases. The list of stakeholder consist the information of stakeholder name, contact and address. Based on document verification, there is two types of stakeholder which is internal and external stakeholder. Internal stakeholder consist of group manager, estate manager, general affair manager etc while external stakeholder divided into government agencies and subdistrict head, local communities leader or village head (Makmur and Pematang Setra Village), labor union, gender committee, general contractor/supplier, hospital near the concession area and NGO's.	Conformity
Criteria 1.2			
The unit of certification commits to ethical conduct in all business operations 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.	<p>Certificate holder has had ethical conduct that signed by Principal Director since March 2019. The ethical code divided into internal and external (supplier, buyer and other third parties). It ethical code available in softcopy or hardcopy in each unit (mill and estate).</p> <p>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:</p> <ul style="list-style-type: none"> • Competition issues • Confidential information and intellectual property • Conflict of interest 	Conformity

		<ul style="list-style-type: none"> • Drugs, alcohol and firearms • Use of e-mail and internet. • Use of company assets • Environment, health and safety. • Government relations • 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 <p>Certificate holder has conducted socialization to the worker and third parties as documented:</p> <ul style="list-style-type: none"> • Socialization to Division 1 employees on 27 January 2020. Attended by 24 employee. • Socialization to mill worker on 17 January 2020. Attended by 81 mill worker (security, mill operator and office worker). <p>During the audit, auditor has interviewed women worker from estate office. Based on her explanation, chief of mill has been socialized the company's policy including ethical conduct such as company's commitment regarding to nondiscrimination in workplaces, forced labor, minimum age, disallowing child labor, reproduction rights etc.</p> <p>Based on explanation above, this indicator has fulfilled.</p>	
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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 (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. Each relevant regulation written in SOC/Form/4.05-01 and implemented in place.	Conformity
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 with applicable legal requirements.	<p>Certificate holder 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.</p> <p>According to the document verification, legal staff and sustainability department has documented the list of regulation and it implementation. For example, Sumatera Utara’s Governor Decree No. 188.44/17/KPTS/2020 dated 13 January 2020 regarding to sectoral minimum wage of Serdang Bedagai year 2020 has been listed and implemented.</p> <p>Other requirement related to best management practices was, the company has implemented national act 18/2014 regarding to plantation especially article No. 26 concerned to zero burning. Based on field visit in replanting area in Division 3 sighted no fire usage during the replanting activity. The company consistant to implemented zero burning policy.</p>	Conformity
2.1.2	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and also includes listing and evidence of legal	As described in the previous indicator 2.1.1, certificate holder has appointed legal staff in collaborate with sustainability team to identify the latest legal regulation and it implementation each semester. The implementation also	Conformity

	due diligence of all contracted third parties, recruitment agencies, service providers and labour contractors.	verified for third parties, recruitment agencies, service providers and labour contractors. For example, the implementation of no child-worker usage of contractor (PT Gunung Kawi Sukses Makmur) has been verified. According to the last observation by chief mill, there was no child-worker used by PT Gunung Kawi Sukses Makmur.	
2.1.3	Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.	Certificate holder conducted boundary poles monitoring in a monthly bases. Mata Pao concession had 106 poles. Based on the last report " <i>Patroli LK3 – 2020 Patok HGU Division 1, 2 and 3</i> " dated January 2020 known that all boundary poles are in place. There is no record of broken or lost poles. During the audit, auditor has randomly visited boundary poles number BPN PT SOC 42 (Block 3, 5, 2), BPN PT SOC 46 (Block 1 and 3), BPN PT SOC 44 (Block 3) Division 1. Boundary poles BPN PT SOC XXVIII (Block 53), BPN XXVII (Block 53) Division 3. All boundary poles are available and well maintained.	Conformity
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 maintained.	List of contractor existing are in place. According to the document verification and interview with estate manager obtain information that during the audit, there is two contracted existed between top management in Medan's Headquarter with director of PT Gunung Kawi Sukses Makmur (CPO/PK transporter) and with upkeep outsource <i>Koperasi Stiqomah</i> .	Conformity
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.	Certificate holder has added clause on meeting legal requirement in each contractual agreement with other parties (supplier, buyer, transporter etc). The implementation randomly checked by units. For example, there was no child-worker used by PT Gunung Kawi Sukses Makmur.	Minor nonconformance

		<p>Certificate holder also had other contract with supplying labour (Cooperation Stiqomah) for upkeep working. Based on document verification (official contract) obtain information as follows:</p> <ul style="list-style-type: none"> • 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 <i>“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”</i>. 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: <ul style="list-style-type: none"> ✓ <i>“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”</i>. ✓ <i>“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”</i>. <p>Based on fact above, this indicator raised as minor non-conformity.</p>	
2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p>	<p>Based on the working agreement templates obtain information that certificate holder has added specific clause as requested by RSPO such as disallowing child clauses, forced and trafficked labour.</p> <p>During the audit, auditor has conducted interview with third party (CPO/PK transporter) representatives regarding on that (disallowing child, forced and</p>	Conformity

		trafficked labour). According the field visit and interview with driver, obtain information that there was no child labor, forced and trafficked labour.	
Criteria 2.3			
All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> • Information on geo-location of FFB origins • Proof of the ownership status or the right/claim to the land by the grower/smallholder • Where applicable, valid planting/operating/trading license, or is part of a cooperative which allows the buying and selling of FFB 	PT Socfin Indonesia – Mata Pao POM was not receive FFB from another FFB source/supplier. All FFB receive by POM was from own Estate (Mata Pao Estate). Mata Pao Estate has had land title granted by government in the form of HGU (Hak guna Usaha).	Conformity
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.	PT Socfin Indonesia – Mata Pao POM was not receive FFB from another FFB source/supplier. All FFB receive by POM was from own Estate (Mata Pao Estate) which has been RSPO certified.	Conformity
PROCEDURAL NOTE:			
For Implementation Procedure for 2.3.2 refer to Annex 4.			
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	<p>(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p>	<p>Socfin Indonesia has provide longterm management plan in document <i>Rencana Jangka Panjang periode 2017 – 2021</i>. This document described the five year business projection of Socfin Indonesia (for whole business unit of palm oil and rubber).</p> <p>Longterm management plant of PT Socfin Indonesia has documented in <i>Rencana Jangka Panjang periode 2017 – 2021</i>. The longterm management plan covered parameter as follows:</p> <ul style="list-style-type: none"> • Hectare statement of mature and immature area 	Conformity

		<ul style="list-style-type: none"> • Estimation of production (Tonnes) • Estimation of FFB purchase (for Mass Balance Mill) • Extraction projected (%) • Cost estimation (IDR/Kg) • Estimation of price (IDR/Tonnes) • Estimation of profit (IDR) <p>Through the document, the production and profit of Mata Pao was projected to increased eventough the production cost also higher on 2020 and 2021.</p> <p>During the audit, Mata Pao POM has had average extraction for CPO (23.00%) and KER (4.00%) in 2018. Refer to annual report 2018, Mata Pao POM achieved average extraction CPO (23.00%) and PK (4.14%) with harvester productivity 1,961 kg/harvester/day. on 2018. This achievement was met the target set.</p> <p>Based on interview with Estate Manager and sustainability team from Medan Office, PT Socfin Indonesia has started to engaged with local smallholder near the Socfin concession as requirement by RSPO P&C 2018. The evidence of engagement has been verified by auditors even the actual projection data still not officially written in longterm management plan 2017 – 2021.</p>	
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	<p>According to the longterm management plan period 2020 – 2024, Mata Pao has had annual replanting program as follows:</p> <ul style="list-style-type: none"> • 2020: 68.95 Ha • 2021: 101.32 Ha • 2022: 121.57 Ha • 2023: 251.34 Ha • 2024: 236.27 Ha 	Conformity

		During the audit, auditor has visited the replanting area of 2019 that has been successfully transplanted. There was no fire usage during the land preparation.	
3.1.3	The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	PT. Socfin Indonesia that managed whole Socfin's operation of rubber and palm oil plantation in Indonesia usually set the annual report. Those document will bring into annual management review meeting (usually on February). The result of the meeting will record as continuous improvement in operational activities next year. During the audit, annual report of 2019 still in preparation for annual management review meeting.	Conformity
Criteria 3.2			
The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.			
3.2.1	(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.	Certificate holder has had continuous improvement for 2019 that has been implemented. For example: <ul style="list-style-type: none"> Upgrading sterilizer No. 4 (2,800 kg) to in increasing mill capacity. During June – December 2019, sterilizer No. 4 has been upgraded into 3,200 kg. Reducing paraquat usage during Mei – December 2019. Based on bin card from agrochemical, there was a record of reducing during that time. 	Conformity
3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.	Based on explanation of management representatives, until audit finish the RSPO Metric Template still not finalized. Certificate holder only submit their ACOP's. In accordance with ACOP 2018, Socfin SA has been submitted the ACOP report to the RSPO secretariat. According to the report, Socfin SA has a program to train surrounding smallholder on Best Management Practices.	Conformity

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.	<p>Standard Operating Procedures (SOPs) and Work Instructions for Estate been documented. The procedures cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, land clearing, nursery, preparation before replanting, drainage system, maintenance of immature and mature upkeep.</p> <p>SOP for Estate:</p> <ul style="list-style-type: none"> • SOC/PSM/7.10: Standard Operating Procedure for Oil Palm Plantation. • SOC/PSM/7.10-15: Procedure of Soil Analysis • SOC/PSM/7.10-16: Procedure of Leaf Sampling • SOC/PSM/7.10-08: Procedure of Terracing • SOC/PSM/7.10-06: Procedure of Drainage Ditch • SOC-KKS/IK/05: Work Instruction of Planting of Oil Palm • SOC-KB/IK/01: Work Instruction of Fertilising • SOC-KB/IK/02: Work Instruction of Pesticide Spraying • SOC-KKS/IK/01: Work Instruction of Nursery • SOC-KKS/IK/07: Work Instruction of Harvesting • SOC-KKS/IK/12: Work Instruction of EFB Application • SOC-KKS/IK/12: Work Instruction of Weeds Controlling • SOC-KB/IK/07: Work Instruction of Road Maintenance • SOC-KB/IK/08: Work Instruction of Peat Land Management • IPM Procedure: <ul style="list-style-type: none"> ✓ SOC/PSM/7.10-13: Procedure of Caterpillar Control ✓ SOC/PSM/7.10-11: Procedure of Oryctes Rhinoceros Control ✓ SOC/PSM/7.10-21: Procedure of Rat Control ✓ SOC/PSM/7.10-21: Procedure of Ganoderma Control <p>Procedure and Work instructions in local language for supporting Mill activities have been established for all of its operations from receiving of FFB, processing CPO and palm kernel, dispatch and also supply chain</p>

		<p>requirements. The procedure also describes quality control check, sampling methods including its reporting from reception of FFB up to dispatch of CPO and palm kernel.</p> <p>SOP for Mill:</p> <ul style="list-style-type: none"> • SOC-POM/IK-01 FFB receiving in loading ramp • SOC-POM/IK-02 Operation of steriliser • SOC-POM/IK-02 Operation of housting crane • SOC-POM/IK-04 Operation of stripper • SOC-POM/IK-05 Operation of digester and screw press • SOC-POM/IK-06 Operation of continuous tank • SOC-POM/IK-07 Operation of purifier • SOC-POM/IK-08 Operation of vaccuum dryer • SOC-POM/IK-09 Operation of decanter • SOC-POM/IK-10 Operation of sludge separator • SOC-POM/IK-11 Operation of decantation pond and fat pit • SOC-POM/IK-12 Operation of silo biji • SOC-POM/IK-13 Operation of riplle mill • SOC-POM/IK-14 Operation of separating tank • SOC-POM/IK-15 Operation of silo kernel • SOC-POM/IK-16 Operation of clay bath • SOC-POM/PSM/7.08: Procedure of Receiving • SOC-POM/PSM/7.09: Procedure of Processing • SOC-POM/PSM/7.06: Procedure of Delivery of CPO and PK • SOC/PSM/4.10: Procedure of Waste Control • SOC/PSM/9.09: Procedure of Supply Chain Certification Standard Mass Balance <p>Those document are available in each unit estate and mill.</p>	
3.3.2	A mechanism to check consistent implementation of procedures is in place.	Internal audit has conducted regularly based on estate or mill visit. The visit conducted by estate department (harvesting quality, weeding/pest and disease, manuring quality) and technology department. For example:	Conformity

		<ul style="list-style-type: none"> Resume of agronomy department on 16 – 17 December 2019. During that visit, captured some issues as follows: <ol style="list-style-type: none"> Harvesting quality in division III was bad. Found some loose fruit, pruning quality. Rat infestation in Division II was high. <p>Action plan taken was:</p> <ol style="list-style-type: none"> The harvester was re-socialized regarding to harvesting quality. Conducting rat infestation to ensuring infestation rate. Based on Visit Report No. TL/G2-MP/Bi/163/2019 (dated 25 July 2019) in Mata PAO POM that conducted by internal assessor from Technology Department captured some issues as follows: <ol style="list-style-type: none"> Scrapper conveyor not operated in good condition. Mill housekeeping still not good. <p>Action plan taken was:</p> <ol style="list-style-type: none"> Scrapper conveyor repaired and modified into screw conveyor. Replacing all unused things into the right places. 	
3.3.3	Records of monitoring and any actions taken are maintained and available.	As explained in the previous indicator, all any actions taken are documented and available in each unit estate and mill.	Conformity
Criteria 3.4 A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.			
3.4.1	(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.	Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) were available for Mata Pao Mill and Estate as approval No. #RC.220/907/B/V/1994 dated 24th May 1994. The EIA (ANDAL, RKL and RPL) has been conducted and documented according to local requirements and include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures.	Conformity

		<p>For internal environmental aspect and evaluated its impact document, as required by the procedure SOC/PSM/4.04, the information of environmental aspect and impact was reviewed and updated at least once a year. Last review and update of environmental aspect and impact register was performed on 2 January 2020. Document of environmental impact assessment included:</p> <ol style="list-style-type: none"> 1. Building new roads, processing mills or other infrastructure; 2. Putting in drainage or irrigation systems; 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. <p>Environment document and its permit was shown as below:</p> <ol style="list-style-type: none"> 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 report of RKL/RPL implementation of July-December 2019, was sent to the Environment office of Serdang Bedagai Regency on 27 January 2020. <ul style="list-style-type: none"> • The information of environmental aspect and impact was provided document procedure No. SOC/PSM/4.04. Document of environmental impact assessment included: <ul style="list-style-type: none"> • Building new roads, processing mills or other infrastructure; • Putting in drainage or irrigation systems; • Replanting and/or expansion of planting areas; • Management of mill effluents; • Clearing of remaining natural vegetation; 2. There was documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report. Plans for 	
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		<p>avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts have been developed. Several negative impacts, such as:</p> <ul style="list-style-type: none"> - Fly attack from EFB application - Dust from FFB transportation - POME smell - Boiler dust <p>The plans have been documented with clear timetables and timeline reasonable. The persons responsible for implementation of the plans have been identified, the PIC is Pengurus.</p> <p>The Social Impact Assessment (Review) report is an evaluation of the management and monitoring of the previous period SIA (2019 period) which then establishes a development program for positive impacts and the handling of negative impacts. The review process also involved participatory stakeholders and the surrounding affected communities including Sei Rejo Village, Pematang Setrak Village, Pematang Pelintah Village, Makmur Village, Tanah Merah Village, Mata Pao Village and Tanjung Buluh Village. Participatory mapping of affected stakeholders and village communities was conducted on 22-23 October 2019 by distributing the Social Impact Assessment Questionnaire as many as 154 copies and the questionnaire results were shown at the time of the audit.</p> <p>The Social Impact Management and Monitoring Program resulting from the review of the 2019 period can be shown, for example:</p> <ul style="list-style-type: none"> • Impact of replanting and planting and maintenance activities • Transport of FFB; complaints of dust that interfere with the health and comfort of the community • Waste Management Operations; There are complaints around the factory the impact of odor from waste • Procurement of infrastructure • Impact of plantation operations and factories. • Impact with the existence of empty application 	
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		<p>Etc.</p> <p>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:</p> <ul style="list-style-type: none"> • Access and use rights; • Economic livelihoods and working conditions; • Subsistence activities; • Cultural and religious values; • Health and education facilities; • Other community values resulting from changes such as improved transport /communication or arrival of substantial migrant labour force. • Traditional or customary rights owned by the local community. • Welfare of workers/labour and women, children and vulnerable group • Contribution to the local development, including improvement of human resources, local and customary communities <p>The Social Impact assessment has revised on January 2020 (2 years based) and undertaken through a participatory methodology involving the affected stakeholders particularly of surrounding communities of Mata Pao Estate.</p>	
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p>	<p>Social Environment management and monitoring plan document were available in Environmental management plan (<i>RPL/Rencana Pengelolaan Lingkungan</i>) document. Document has approved by Department of Agriculture, Republic of Indonesia on March 17, 1994 for Mata Pao Mill and Estate. Revised 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:</p>	Conformity

		<ul style="list-style-type: none"> • 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 physical and chemical quality of surface water comply to PP Nomor 82 tahun 2001. Performed 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 waste water 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. <p>During field observation and document verification, it can be demonstrated that all the environmental management plan has been implemented as per</p>	
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		<p>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) 2019 and semester II (July – December 2019) and has been submitted on 27 January 2020.</p> <p>The implementation of environmental management and monitoring (RKL/RPL) of July – December 2019 was submit to Environmental Office of Serdang Bedagai Regency on 27 January 2020 for period Juny – December 2019.</p>	
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p>	<p>Evidence of submitting of report-RKL/RPL period January-December 2019, as follows:</p> <ul style="list-style-type: none"> • Report of RKL/RPL period July – December 2019 has been submitted on 27 January 2020 to Head of KNLH Pusat Pengelolaan Ekoregion Sumatera. • Report of RKL/RPL to the Environment Department of Serdang Bedagai Regency in on the 27 January 2020. <p>PT Socfin Indonesia Mata Pao Mill and Estate has identification the environmental aspect and impact assessment and reviewed regularly (updated on 7 January 2020). This plan combines monitoring every 6 months and considering operational changes.</p> <p>The monitoring implemented to monitor the effectiveness of the mitigation measure and reviewed every 6 months (last report for second semester year 2019). The plan based on EIA (RKL RPL) that covered:</p> <ul style="list-style-type: none"> • Monitoring river water quality every 3 months; • Monitoring ground water quality annually; • Monitoring of emission from immobile source every 6 months; • Monitoring of emission from mobile source annually; • Monitoring of POME every 1 months; • Monitoring of noise every 6 months; • Monitoring air ambient quality at mill and emplacement every 6 months; 	Conformity

		<p>The reporting of RKL/RPL was conducted 6 monthly issued by Head of administration/KTU that consist of the implementation of environment management and monitoring plan include analysis of waste water quality and flow rate also the air emissions measured by third party environmental laboratory.</p> <p>The effectiveness of the outcome from the implementation of environmental management and monitoring was reviewed on the report through the evaluation of compliance, evaluation of trends and evaluation of the effectiveness of management and environmental monitoring.</p> <p>The SEIA assessment has revised on January 2020 (2 years based) and undertaken through a participatory methodology involving the affected stakeholders particularly of surrounding communities of Mata Pao Estate.</p>	
<p>Criteria 3.5 A system for managing human resources is in place.</p>			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives.</p>	<p>Recruitment process was 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 employees recruitment such as :</p> <ul style="list-style-type: none"> a. Request recruitment of estate employees <ul style="list-style-type: none"> • Letter of application for recruitment from Site Management devoted to management via the General Section • Letter of approval for recruitment from management (Head Office) b. The selection process <ul style="list-style-type: none"> • The collection of application file • Selection of administration • Announcement of the selection schedule • Test questions and physical tests • Summary of the results of the selection • Announcement of selection results 	Conformity

		<ul style="list-style-type: none"> • Provision of a cover letter MCU to candidates who pass the selection • Implementation of MCU <p>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.</p>	
3.5.2	Employment procedures are implemented and records are maintained.	<p>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. Socfindo. Employees' evaluation was conducted every year (in November) to decide promotion of employees.</p> <p>Take sample:</p> <ul style="list-style-type: none"> • The acceptance of 10 employees on July 22, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1146/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work. • The acceptance of 7 employees on August 1st, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1235/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work. 	Conformity
<p>Criteria 3.6 An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
3.6.1	C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	PT Socfin Indonesia – Mata Pao POM has established the procedure of risk assessment under Risk Assessment procedure No: SOC/PSM/4.13 Rev.02.	Conformity

		<p>Risk assessment was considered the stages of OHS risk control hierarchy such as elimination, substitution, engineering, administrative and PPE (Personnel Protective Equipment) in order to OHS risk precautions.</p> <p>Data seen:</p> <ul style="list-style-type: none"> • Risk assessment has defined under document "Pengendalian Aspek Penting Lingkungan, Keselamatan dan Kesehatan Kerja", last review on 7th January 2020. • 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, • 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. • Evaluation of regulatory compliance has been conducted in the period January 2020. <p>The risk assessment has also covered the routine and non-routine activities such as replanting activities.</p> <p>Based on document Daftar Aspek Lingkungan, Keselamatan dan Kesehatan Kerja, taken sampel:</p> <ol style="list-style-type: none"> 1. Aspect No. KSMP-407-408; Harvesting in high voltage electrical area, important impact control: controlling rubber grip (non-conductor material) and special training for harvester in high voltage ligand. 2. Aspect No. POMP-447; Tank cleaning (confined space), important impact control: working according to confined space guidelines; using a gas detector before cleaning the tank. <p>The cleaning procedure of the palm oil, no. SOC-POM/PSM/7.13, rev. 01 dated 1 April 2015</p> <p>Procedure of Pedoman bekerja di ruang terbatas No. Doc. SOC/Op/4.13-02, Rev. 03: Personnel authorized Officers who have</p>	
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		<p>received training (Kep. Dirjen Pembinaan Pengawasan Ketenagakerjaan No. Kep. 113 /DJPPK/IX/2006 related "Pedoman dan pembinaan teknis petugas keselamatan dan kesehatan Kerja ruang terbatas (Confined Space)". The supervisors of K3 should provide training on regular confined spaces at least 1 year to the relevant people.</p> <p>Entry permit (Ijin Kerja Aman) to a confined space must be provided, testing the condition of the room using a measuring device (gas detector). Percent of Oxygen: 19.5% - 23.5% and flammable gas: <10% LFL.</p> <p>Ijin Kerja Aman on 23 December 2019 on behalf of: M. Ali Yusni, Rasta, Fiam Hamdani, Budi Riva and Chandra; Some are checked, including: Gas Measurement (Oxygen: 21% from required: 19.5% to 23.5%)</p> <p>Note of Briefing: K3 tanker washing tank stock tank date 23 December 2019.0</p>	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p>	<p>The company has been monitoring the health and accident aspects of the work that occurred to employees during activities, such as:</p> <ul style="list-style-type: none"> • Conducting medical checkup once a year, last done on 9 July 2019 to 391 employees by Laboratory of Clinic Kimia Farma Medan. • OHS committee has registered in Manpower Agency in North Sumatera under letter "Surat Keputusan Kepala UPT Pengawasan Ketenagakerjaan Wilayah IV Dinas Tenaga Kerja Propinsi Sumatera Utara Nomor KEP. 20-7/P2K3/WIL-IV/DTK/SU/2020 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) di Perusahaan", dated 6 January 2020. • Appointment of General Occupational Health and Safety (OHS Expert/AK3 Umum) by Minister of Manpower Republic Indonesia, No. 5/860/AS. 02.04/VII/2019, dated 30 July 2019 on behalf of: Mohd. Noverly Rahadian. • Evaluate and analyse accidents based on accident/investigation report. 	Conformity

		<p>Data verified:</p> <ul style="list-style-type: none"> • Medical check-up was performed to 391 employees was conducted on 9 July 2019 by Laboratorium Clinic Kimia Farma Medan. • Laporan investigasi kecelakaan/kejadian No. 05/KC/N.L/2019 pada tanggal 8 Oktober 2019 atas nama Paino II (Transport FFB), lokasi di Blok 42 pada jam 09.00 jenis kecelakaan: mata terkena asap loco, korban di bawa ke poliklinik, penyebab: knalpot yang tidak menggunakan saluran/penutup dengan baik, rekomendasi: briefing kepada masinis loco. • License of operator (SIO) for all operator in Mata Pao Estate and Mill, namely: <ol style="list-style-type: none"> 1. Dump Truck operator license, no. 134511-OPK3-LT/PAA/I2019 dated 18/1/2019 on behalf of Pairin, valid until 18/1/2024. 2. Wheel tractor operator license, no. 134529-OPK3-LT/PAA/I2019 dated 18/1/2019 on behalf of Sunarto, valid until 18/1/2024 3. Steam operator permit; no. 12.3397.OPK3-PUBT-BI/XI-OPK3-LT/PAA/I2019 dated 18/1/2019 on behalf of Sunarto, valid until 18/1/2024. 4. Electricians permit; no. 18226/TK3-List/I/2018 dated 29/1/2018 atas nama Suprianto, berlaku sampai dengan 29/1/2021 • Boiler permit no. 285/KU/DTK-TR/2016, checking is done by 2 years bases, last done on a date 27/12/2019. • Boiling vessel license (No. 5), doc no. 18.14/560/44/BU/2013, checking is done by 2 years bases and the last done on 10 October 2019 • Sterilizer-1 Permit no. 678/116-03/2009, checking is done by 2 years bases, last done on 3/12/2018 and nest will be on 3/12/2020 • Electricity Installation permit No. 80/IL/D/W2/1995, valid for 1 year, and next extension permit will be on 11/3/2020. • Motor diesel merek Perkin nomor izin: 560/97A/NAKER-4/2008, valid until 11/03/2020 (1 year). 	
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Criteria 3.7 All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.			
3.7.1	<p>(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 the RSPO P&C, in a form they understand, and which includes assessments of training.</p>	<p>PT Socfin Indonesia – Mata Pao POM has shown the document of training Program year 2019 and on period 2020 related to the aspects of RSPO Principles and Criteria under document No: SOC/Form/6.02-01, January 2020. The training program period 2020 determined 15 topic of training, including:</p> <ul style="list-style-type: none"> • Communication and Leadership Training on March 2020 • Training for welder (Juru Las) on April 2020 • Training for Boiler Operation, operator, and water treatment operation Training on April 2020. • Heavy equipment operator Training To obtain the operator's license-SIO (backhoe loader, wheel loader, grader and wheel tractor). • Emergency response Training on September 2020 • Training of P&C RSPO on March 2020 • IS CC training on March 2020 • Handling of pesticide training on June 2020 • Management and monitoring of hazardous waste training on July 2020 • First aider training on July 2020 • Etc. 	Conformity
3.7.2	<p>Records of training are maintained, where appropriate on an individual basis.</p>	<p>Record of training for each employee has demonstrated and well maintained under "Catatan Khusus Pelatihan Yang Pernah Diikuti".</p> <p>Data seen:</p> <p>Namely Mr. Ra***n S. (Sprayer in Division III), record of training:</p> <ul style="list-style-type: none"> • 6 May 2019; Training of Pest and disease management. • 25 June 2019; handling of pesticide training. • 28 November 2019; Training on using first aider tools. <p>Namely Mrs. Sa***r (Sprayer in Division II), record of training:</p> <ul style="list-style-type: none"> • 6 May 2019; Training of Pest and disease management. 	Conformity

		<ul style="list-style-type: none"> • 25 June 2019; handling of pesticide training. • 28 November 2019; training of Use First aid box for accidents (P3K) <p>Evaluation of effectiveness of training was conducted by estate or mill manager would be evaluation 2 months after training has performed, such as:</p> <ul style="list-style-type: none"> • Evaluation for handling of pesticide, training was performed on 25 June 2019 and the evaluation was performed on 22 August 2019, the evaluation for attended of training namely: Bangga, Rhamdhani, Riswan, Sri Rahayu etc. • Evaluation for use of first aider, training on 28 November 2019 and the evaluation on 20 January 2020, namely: Sahali, Samsunar, Pujianto, Budi Hadianto, etc. 	
3.7.3	<p>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.</p>	<p>Training SCCS was programmed once a year by Sustainability team. Latest training of RSPO SCCS has been carried out on 9 January 2020. Training was delivered by Andria Zulmanitra (Sustainability Staff) and attend by 6 personel of Mata Pao POM including Head of Clerk (Krani I Pabrik), expedition clerk, weighbridge operator/clerk and Mill assistant. Evidence of training can be demonstrated such as: attendant list and minutes of training.</p> <p>During interview with key personel 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.</p>	Conformity

Supply chain requirements for mills.

Procedural note:

The below numbering is as per the current RSPO SCCS standard and will be renumbered to become 3.8 and onwards following the revision of the RSPO SCCS in 2019. 'D' therefore refers to RSPO SCCS 'Module D – Crude Palm Oil (CPO) mills: Identity Preserved' and 'E' to RSPO SCCS 'Module E – CPO mills: Mass Balance'. Depending on the supply chain model chosen, the corresponding requirements apply as well as all general requirements (those with numbers only). The RSPO SCCS document uses the terms 'site' and 'organisation' to refer to the unit of certification.

Identity Preserved Mill D.1	A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.	PT Socfin Indonesia – Mata Pao POM is only receiving FFB from certified source, which is a company-owned estate, Mata Pao Estate. PT Socfin Indonesia – Mata Pao POM previously implementing RSPO SCCS model Mass Balance, however since there is no other FFB entering Mata Pao POM except FFB from Mata Pao Estate, currently Mata Pao POM is implementing RSPO Supply Chain Certification Standard Module D: Identity Preserved (IP) for Mill	Conformity						
Mass Balance Mill E.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. 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.	PT Socfin Indonesia – Mata Pao POM implemented Module D - CPO Mills: Identity Preserved, therefore this indicator is not applicable.	Conformity						
Explanation (Volume and product integrity)									
D.2 E.2	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. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual	The projection for certified FFB and production of certified CPO and PK in Mata Pao POM has been recorded in CB's public summary report and registered in RSPO IT Platform. According to public summary report RAV PT Socfin Indonesia – Mata Pao POM the estimated tonnage of CPO and PK products that could potentially be produced by the certified mill are as below: <table border="1" data-bbox="981 1241 1621 1362"> <thead> <tr> <th>Description</th> <th>Estimated (Feb 2019 – Jan 2020)</th> <th>Actual (Feb 2019 – Jan 2020)</th> </tr> </thead> <tbody> <tr> <td>CPO</td> <td>8,529.98 MT</td> <td>7,768.53 MT</td> </tr> </tbody> </table>	Description	Estimated (Feb 2019 – Jan 2020)	Actual (Feb 2019 – Jan 2020)	CPO	8,529.98 MT	7,768.53 MT	Conformity
Description	Estimated (Feb 2019 – Jan 2020)	Actual (Feb 2019 – Jan 2020)							
CPO	8,529.98 MT	7,768.53 MT							

	<p>tonnage produced shall then be recorded in each subsequent annual surveillance report.</p> <p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organisation (RSPO IT platform).</p>	PK	1,482.68 MT	1,311.90 MT		
5.3 Documented procedures						
<p>5.3.1 D.3 E.3</p>	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). • 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 organisation's procedures for the implementation of this standard. • The site shall have documented procedures for receiving and processing certified and non-certified FFBs. 	<p>PT Socfin Indonesia has established complete and up to date procedures to implement RSPO supply chain requirements in Mata Pao POM:</p> <ol style="list-style-type: none"> 1. "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.09 dated 14 October 2019. The procedure covers FFB receiving and its records, FFB process and its records, production records, delivery of product, daily production report, contract and DO issuance, record keeping, abnormal conditions, report of projected over production to CB, Shipping Anouncemnet in PalmTrace, PIC of RSPO SCCS, processing on the day change from MB to IP, and outsourcing process. 2. "Prosedur Internal Audit Sistem Manajement" No.SOC/PSM/8.02 Rev.07 dated 15/08/2019; described planning and preparation of internal audit that conducted once a year at minimum; audit implementation, findings; corrective action and audit report. 3. "Prosedur Penanganan Keluhan Sosial" No.SOC/PSM/9.02 Rev.05 dated 03/10/2019 described mechanism of complaint handling mechanism. 4. "Prosedur Pengiriman MKS/IKS dan Cangkang dengan Transportasi darat" No.SOC-POM/PSM/7.06 Rev.04 dated 01/01/2017, described delivery of CPO and PK from Palm Oil Mill to buyer or storage tank. <p>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);</p>				<p>Conformity</p>

		<p>"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 was Technicker I (Head of Mill) and Sustainability staff and sales was responsible to conduct the transaction at Palm Trace. For RSPO SCCS administration, Head of Mata Pao Mill assigned Mill clerk (Mr. Oloan Siringo Ringo, Mr. Rasta Sitepu) as PIC of SCCS administration based on Manager Decree letter no. MP/Div/Bi/006/2020 dated 27 January 2020. During audit, the person was able to demonstrated awareness of the organization's procedures for the implementation of the RSPO Supply Chain requirements.</p> <p>PT Socfin Indonesia – Mata Pao POM was implementing Identity Preserved for supply chain, it means that all FFB receive by mill was from certified estate which own estate (Mata Pao Estate). There is no non – certified FFB receive by mill.</p>	
<p>5.3.2 Internal Audit</p>			
<p>5.3.2</p>	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> • Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. • Effectively implements and maintains the standard requirements within its organisation. <p>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 organisation shall be able to maintain the internal audit records and reports.</p>	<p>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 requirement in RSPO Supply Chain Certification Standard 2017 and the RSPO Market Communications and Claims Documents. The internal audit and management review planned once a year at minimum.</p> <p>The site has effectively implements and maintains the standard requirement by performing internal audit. Latest internal audit RSPO SCCS conducted on 10 January 2020 by internal auditor from Sustainability department (Andria Zulmanitra) against RSPO SCCS 2017. The internal audit was carried out integrated with RSPO P & C. Audit result can be demonstrated during audit as per "Checklist Audit Internal Supply Chain Certification Standard". There were no NC raised related to RSPO SCCS.</p> <p>Management review for RSPO SCCS has been conducted on 11 January 2020 and attend by Group Manager and key personel Mata Pao POM.</p>	<p>Conformity</p>

5.4 Purchasing Goods In			
<p>D.4.1/ D.4.2 E.4.1/E.4.2</p>	<p>The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBS received. The site shall inform the CB immediately if there is a projected overproduction of certified tonnage. The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>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 locomotive and its rail. From the process observed, there is no FFB contamination found. Document FFB delivery note (Trip Collection) and Weighbridge Card described identity and location of FFB source and other item required, e.g. vehicle number, product delivered, date of delivery, trip number, division, weighbridge card number, lorry number, gross weigh, tarra weigh and nett weigh, signed by driver, weighbride clerk and administration staff. Sample FFB receiving document seen:</p> <ul style="list-style-type: none"> - Trip Collection dated 8/02/2020, vehicle number BK 8723 ZF, FFB origin: Division I, Block 2, Driver name: Pairin, Bunch amount 780 bunches. - Weighbridge Ticket No. WT/AWTE1205/2020/000082, dated 08/01/2020, vehicle number BK 8723 ZF, FFB origin: Division I, Block 002, Netto 7840 kg, Driver name: Pairin. - Trip Collection dated 8/01/2020, vehicle number BK 9804 ZF, FFB origin: Division I, Block 46, Driver name: Sarika, Bunch amount 1,500 bunches. - Weighbridge Ticket No. WT/AWTE1205/2020/000092, dated 08/01/2020, vehicle number BK 9804 ZF, FFB origin: Division III, Block 46, Netto 5,100 kg, Driver name: Sarika. <p>Movement of FFB from Mata Pao Estate to Mata Pao POM are not sales transaction, it is under the control of same entity, PT Socfin Indonesia. The certification of the supply base is fall under the palm oil mill, PT Socfin Indonesia – Mata Pao POM, therefore a check of the validity of the Supply Chain Certificate is not necessary.</p>	<p>Conformity</p>
5.5 Outsourcing Activities			
<p>5.5.1</p>	<p>In cases where an operation seeking or holding certification outsources activities to independent third</p>	<p>The organization use third party contractor for transportation of certified product, CSPO and CSPK. PT Socfin Indonesia Mata Pao POM only operate</p>	<p>Conformity</p>

	<p>parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organisation (not the tank farm manager).</p>	<p>one contractor for delivery of CSPO and CSPK, which is PT Gunung Kawi Sukses Makmur. Valid contract were available, e.g.:</p> <ol style="list-style-type: none"> 1. PD-GM/X/521/2019 dated 23/12/2019 for transport of CPO, valid until 31 December 2020. 2. PD-GM/X/522/2019 dated 23/12/2019 for transport of PK, valid until 31 December 2020. <p>PT Socfin Indonesia – Mata Pao POM has ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. The requirement to comply with RSPO SCCS was explained and include in the contract agreement. In Article III (term and conditions) of the contract mentioned that: a. Understood the ethical code of conduct PT Socfindo; b. The contractor understood the supply chain type of the product transported based on "Surat Pengantar Barang"; c. Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill.</p> <p>PT Socfin Indonesia – Mata Pao POM control the CPO and PK transporter before shipping by:</p> <ul style="list-style-type: none"> - "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" <p>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.</p>	
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5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a) The site has legal ownership of all input material to be included in outsourced processes;</p> <p>b) The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>PT Socfin Indonesia – Mata Pao POM has legal ownership of the CPO and PK delivered by the independent third party. PT Socfin Indonesia Mata Pao POM only operate one contractor for delivery of CSPO and CSPK, which is PT Gunung Kawi Sukses Makmur. Valid contract were available, e.g.:</p> <ol style="list-style-type: none"> 1. PD-GM/X/521/2019 dated 23/12/2019 for transport of CPO, valid until 31 December 2020. 2. PD-GM/X/522/2019 dated 23/12/2019 for transport of PK, valid until 31 December 2020. <p>Contract agreement are covering the outsourced process of CPO & PK transporting which signed and enforceable agreement with the contractor. The contract also include the certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. This was stipulated in Article III, chapter No. 13 d which stated "Bersedia dikunjungi oleh Badan Sertifikasi pada saat audit RSPO untuk melihat kegiatan operasi dan administrasi atau hal lainnya yang berhubungan dengan pengangkutan MKS & PK milik PT Socfindo".</p> <p>PT Socfin Indonesia – Mata Pao POM 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.</p>	Conformity

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5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products. 5.5.4 The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	Currently PT Socfin Indoneisa – Mata Pao POM only use one contractor for transport of CPO and PK, which is PT Gunung Kawi Sukses Makmur. The contact detail is Mr. Sumida as the Director. The contact detail was provided in the Contract Agreement and List of Stakeholder Kebun Mata Pao 2020.	Conformity
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	The documented procedure of supply chain, "Prosedur Supply Chain Standard – Identity Preserved" (SOC/PSM/9.10) Rev.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.	Conformity
5.9 Record keeping			
5.9.1	The organisation shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	The organization has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in "Laporan Produksi Harian", "Berita Acara Pengukuran dan Perhitungan Stok CPO", "Kontrak Penjualan Lokal", Delivery Order, Weighbridge Card and Delivery Note.	Conformity
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	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 2015 are still maintained.	Conformity
5.9.3	The organisation shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The organization is able to provided estimate volume of CPO and PK in a year period as in Annual Budget, consists of Production of FFB, CPO and PK. The organization also keep an up to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) month, as in "Laporan Produksi Bulanan".	Conformity

D.5.1	The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.	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 to December 2019, certified FFB received is 33,571.600 Ton; CPO stock 68.692 MT & PK stock 48.221 MT; certified CPO produced is 7,898.221 MT; certified PK produced is 1,345.108 MT; certified CPO delivered is 7,914.830 MT; certified PK delivered is 1,345.570 MT.	Conformity
E.5.1	<ul style="list-style-type: none"> a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.) 	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 to December 2019, certified FFB received is 33,571.600 Ton; CPO stock 68.692 MT & PK stock 48.221 MT; certified CPO produced is 7,898.221 MT; certified PK produced is 1,345.108 MT; certified CPO delivered is 7,914.830 MT; certified PK delivered is 1,345.570 MT.	Conformity
5.10 Conversion Factors			
5.10.1	Where applicable, a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organisations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org).	The site has determined and set their own conversion rates be based upon past experience defined as Oil Extraction Rate (OER) and and Kernel Extraction Rate (KER). The site has set OER for budget 2020 (January – December) as 23.30% and KER as 4.05%.	Conformity
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The site has annually update OER and KER to ensure accuracy against actual performance. The recorded actual OER and KER as in average January to December 2019 OER is 23.53% and KER is 4.01%.	Conformity

<p>Processing D.6</p>	<p>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.</p>	<p>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.</p> <p>Storage tank cleaning conducted on 23 December 2019 for Storage Tank. Minutes of storage tank cleaning and safety working permit were available. Weighbridge has been calibrated based on: "Surat Keterangan Hasil Pengujian" No. 155/SKHP/M/P2P/XI/2019, with detail Brand Avery Weigh Tronix; type E1205; serial number 123051097; capacity 40,000 kg. Certificate issued by "Unit Pelaksana Teknis Metrologi Legal Dinas Perindustrian dan Perdagangan Kab. Serdang Bedagai" valid until November 2020.</p>	<p>Conformity</p>
<p>5.6 Sales and goods out</p>			
<p>5.6.1</p>	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer;</p> <ul style="list-style-type: none"> • The name and address of the seller; • The loading or shipment / delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number. 	<p>PT Socfin Indonesia – Mata Pao POM has shown records that include minimum information required for RSPO certified product. During this period of assessment, the site sold RSPO certified CPO to PT Musim Mas Belawan, whilst RSPO certified PK to PT Multimas Nabati Asahan and PT Musim Mas.</p> <p>Record seen:</p> <ul style="list-style-type: none"> • "Kontrak Penjualan Lokal" No. 40010386 dated 6 December 2019; 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. Yos Sudarso KM 7.8 Tanjung Mulia, Medan Deli, Medan Sumatera Utara; product name is Crude Palm Oil (CPO); quality is RSPO IP Certified; quantity is 1,000 Ton; time of delivery is December 2019, certificate number RSPO 705572. • Delivery Order No.300022002 dated 6 December 2019 described the name of the buyer is PT Musim Mas, address Kawasan Berikat PT 	<p>Conformity</p>

	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. 	<p>Musim Mas Belawan; the name of the Seller is PT Socfin Indonesia – Mata Pao; date of document issued is 06/12/2019; description of product is Crude Palm Oil (CPO); quality RSPO Certified IP; quantity is 175 Ton; related Contract number 40010386; Unique Identification Number is 40010386; certificate number RSPO 705572; transporter PT Gunung Kawi Sukses Makmur.</p> <ul style="list-style-type: none"> Weighbridge Ticket No. WT/AWTE1205/2020/000117 dated 10/01/2020 described the transporter is PT Gunung Kawi Sukses Makmur, vehicle number BK 8869 GK; the name of sender is PT Socfin Indonesia – Mata Pao POM; the name of the buyer is PT Musim Mas Belawan; delivery date and date of document issued is 10/01/2020; description of product is CPO; quantity is 18,330 kg; related transport document is Delivery Note No.009/MP/1/2020 and Contract No. 40010386; certificate number RSPO 705572. Delivery Note No.1110000012/009/MP/1/2020 dated 22/01/2020; from PT Socfin Indonesia – Mata Pao POM; to PT Musim Mas Belawan; vehicle No. BK 8869 GK; product is CPO; supply chain is RSPO Certified IP; quantity is 18,330 kg; seal number 0481825-0481830; related transport document: WB ticket No. WT/AWTE1205/2020/000117, DO No. 300022002; unique identification number is 40010386; certificate number RSPO 705572. “Kontrak Penjualan Lokal” No. 40010367 dated 29 November 2019; 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 Multimas Nabati Asahan; at Gedung B & G Tower Lantai 9, Jalan Putri Hijau No. 10, Kesawan, Medan Barat, Medan Sumatera Utara 20111; product name is Palm Kernel (PK); quality is RSPO IP Certified; quantity is 500 Ton; time of delivery is November - December 2019; certificate number RSPO 705572. Delivery Order No.300021970 dated 29 November 2019 described the name of the buyer is PT Multimas Nabati Asahan address Kawasan Berikat PT Multimas Nabati Asahan at Kuala Tanjung; the name of the 	
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		Product CSPO; Program IP; Volume 35 MT; Transaction Type: Shipping; Status: Announced; Based on Delivery Order No. 300021970, Contract No. 40010367.	
5.7 Registration of Transactions			
5.7.1	Supply chain actors who: <ul style="list-style-type: none"> • Are mills, traders, crushers and refineries; and • Take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	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).	Conformity
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping Announcement / Announcement is based on members' own standard operating procedures.</p> <p>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</p>	<p>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:</p> <ul style="list-style-type: none"> • Transaction ID TR-5b3c7957-b28b dated 13/01/2020; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT Musim Mas - Belawan; Product CSPO; Program IP; Volume 175 MT; Transaction Type: Shipping; Status: Confirmed on 13/01/2020; Based on Delivery Order No. 300022002, Contract No. 40010367 • Transaction ID TR-22bd1c9c-c5ed dated 12/12/2019; Seller is PT Socfin Indonesia – Mata Pao POM; Buyer is PT Multimas Nabati Asahan; Product CSPO; Program IP; Volume 35 MT; Transaction Type: Shipping; Status: Announced; Based on Delivery Order No. 300021970, Contract No. 40010367. <p>According to Procedure Supply Chain Certification Standard – Identity Preserved SOC/PSM/9.10 Rev. 9 dated 14 October 2019 stated that “6.10.6 Apabila produk yang bersertifikat RSPO dijual melalui skema lain seperti ISCC atau skema lain atau dijual sebagai produk konvensional maka dilakukan “Remove” dalam system Palmtrace sejumlah produk yang dijual tersebut minimal 1 kali selama periode licence.</p>	Conformity

	<p>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</p> <p>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</p>	<p>PT Socfin Indonesia – Mata Pao POM has implementing the procedure of remove stock for CPO and PK sold as other certified scheme or conventional. However since first certification by BSI until audit surveillance 1.1 there is no CPO and PK sold as another scheme or conventional.</p>	
5.11 Claims			
5.11.1	<p>The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>The site does not made any claims outside of the RSPO Rules on Market Communications and Claims. The company has prepared a procedure “Prosedur Komunikasi dan Klaim Minyak Sawit Bersertifikat RSPO” No.SOC/PSM/9.12” dated 01/09/2015. The procedure clearly stated that PT Socfin Indonesia did not make any claims regarding the use of RSPO trademark.</p> <p>Based on field visit and interview with relevant staff, it demonstrated good understanding on the use of RSPO corporate logo and RSPO trademark on product.</p>	Conformity
General corporate communications			
4.1	<p>A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an ‘off-product’ claim.</p>	<p>Previously PT Socfin Indonesia was a registered RSPO member with membership number 1-0017-04-000-00, since 7 February 2004. Since 2019 PT Socfin Indonesia registered as a member of Socfin SA, with RSPO membership number 1-0269-19-000-00, since 16 February 2019 as seen in website address https://www.rspo.org/members/8070/Socfin-SA.</p> <p>The reason of the change is because the commitment of Socfin’s commissioner to certify all of their oil palm plantation under the RSPO scheme. The corporate communication of Socfin Group can found in website address http://www.socfin.com.</p>	Conformity
4.2	<p>In corporate communications a member is allowed to:</p> <ol style="list-style-type: none"> Display its RSPO membership status Display the RSPO web address (www.rspo.org) 	<ol style="list-style-type: none"> Display its RSPO membership status: In the website Socfin Group did not its RSPO membership status, however Socfin Group display that the 	Conformity

	<p>c. State that the member supports the work of the RSPO</p> <p>d. State the member's history with regard to the RSPO.</p> <p>e. Use the RSPO trademark to promote its membership of the RSPO.</p> <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.</p>	<p>company has eleven (11) units RSPO certified under PT Socfindo (Socfin Indonesia), including two (2) unit RSPO SCC certified.</p> <p>b. Display the RSPO web address (www.rspo.org): The website has a link to www.rspo.org in certification tab>connections>RSPO, at address: https://www.socfin.com/fr/certifications.</p> <p>c. State that the member supports the work of the RSPO: not in direct manner, however in the website Socfin Group stated: "The Socfin Group, from its beginnings in 1909, has always been attentive to its social and environmental impact in the countries where it operates. Aware of the development challenges that are evolving, the Socfin Group is constantly working to improve its activities in order to be the leader in responsible tropical agriculture".</p> <p>d. State the member's history with regard to the RSPO: the website display link to RSPO certificate of each unit certified.</p> <p>Use the RSPO trademark to promote its membership of the RSPO: the website does not display RSPO trademark.</p>	
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	In the website, Socfin Group does not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Conformity
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	In the website, Socfin Group ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Conformity
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	In the website, Socfin Group does not use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document.	Conformity
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply	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 model IP.	Conformity

	chain about the use of certified sustainable oil palm products.		
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.	Conformity
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: 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. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	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
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 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 certificate holder sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	Conformity
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 sold its oil palm product in bulk, no product pack are used. Not applicable.	Conformity
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	PT Socfin Indonesia – Mata Pao POM communication has not stated information about the claimant's RSPO membership status.	Conformity
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	PT Socfin Indonesia – Mata Pao POM is certified RSPO P&C, selling CSPO and CSPK. PT Socfin Indonesia – Mata Pao POM and the parent company - Socfin SA did not make any communication about their supplier's RSPO membership status.	Conformity
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	The site sold its oil palm product in bulk, up to this moment, PT Socfin Indonesia – Mata Pao POM has not use RSPO trademark.	Conformity
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.	Until this audit, PT Socfin Indonesia – Mata Pao POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Conformity

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.	Until this audit, PT Socfin Indonesia – Mata Pao POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Conformity
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements 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 .	PT Socfin Indonesia – Mata Pao POM is not a retailer or food service company. Not applicable.	Not applicable
MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES			
Certified oil palm content (IP)			
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.	Not applicable
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.	Not applicable

	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.</p>	<p>Not applicable</p>
<p>Labelling and trademark (IP)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ol style="list-style-type: none"> a. RSPO trademark which includes the tag 'CERTIFIED' or b. RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.</p>	<p>Not applicable</p>
<p>Messaging (IP)</p>			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org 	<p>PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.</p>	<p>Not applicable</p>

	<ul style="list-style-type: none"> • 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. 		
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	95% or above of the oil palm content must be RSPO MB-certified.	PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.	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 non-certified volume must be covered by equivalent volume of RSPO Credits.	PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.	Not applicable
Labelling and trademark (MB)			
	Members are allowed to use the RSPO label in one of the following ways:	PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.	Not applicable

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

	<p>volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations.</p> <ul style="list-style-type: none"> • In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. <p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 		
MODULE C – PARTIAL PRODUCT CLAIMS			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. • The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. 	<p>PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.</p>	<p>Not applicable</p>

	<ul style="list-style-type: none"> The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 		
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p> <p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made</p>	<p>PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Module, therefore this specific rules are not applicable.</p>	<p>Not applicable</p>
Principle 4: Respect community and human rights and deliver benefit			
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	<p>(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 forces.</p>	<p>PT Socfin Indonesia as a part of Socfin SA has had human rights policy that signed by Principal Director since 1 June 2019.</p> <p>Socfin Indonesia recognises and is committed to respecting international human rights standards. These shall include at a minimum the human rights standards as set out and defined in:</p> <ul style="list-style-type: none"> The United Nations declaration on Human Rights Defenders 	<p>Conformity</p>

		<ul style="list-style-type: none"> • 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. <p>Socfin Indonesia expressly grants protection for any reports documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed.</p> <p>Socfin Indonesia shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary action as a consequence of the individual's legitimate exercise of their fundamental human rights in the course of their engagement with Socfindo.</p> <p>Socfin Indonesia 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.</p> <p>Based on document verification, Certificate holder has conducted socialization of those policy to the respective stakeholder. For example:</p> <ul style="list-style-type: none"> • Socialization to the internal stakeholder such as mill workers on 17 January 2020 (attended by 100 mill workers) and on 21 January 2020 (attended by 24 harvesters). 	
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		<ul style="list-style-type: none"> Socialization to the external stakeholder (government agencies staff, police officer, gender commite, labor union, contractor etc) on 20 January 2020. Attended by 21 participants. <p>Based on interview with local communities and elder from surrounding obtain information that Socfin Indonesia does not intimidating or violence to solve any problem related to their operational activity.</p>	
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 and elder from surrounding obtain information that Socfin Indonesia does not intimidating or violence (including any form of harassment or paramilitary usage) to solve any problem related to their operational activity.	Conformity
Criteria 4.2 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	PT Socfin Indonesia as a part of Socfin SA has had human rights policy that signed by Principal Director since 1 June 2019. In the policy stated that: <ul style="list-style-type: none"> Socfindo expressly grants protection for any reports 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 a consequence of the individual's legitimate exercise of their fundamental human rights in the 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. 	Conformity

		Based on interview with local communities and elder from surrounding obtain information that Socfin Indonesia does not intimidating or violence (including any form of harassment or paramilitary usage) to solve any problem related to their operational activity.	
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	<p>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:</p> <ul style="list-style-type: none"> • External complaint • Internal complaint • Sexual harassment, intimidation and violence • Complaint from human rights defender and whistle blower. <p>The procedure is completed with a flowchart for each type of complaint and a description of handling the complaint. Based on document verification, Certificate holder has conducted socialization of those policy to the respective stakeholder. For example:</p> <ul style="list-style-type: none"> • Socialization to the internal stakeholder such as mill workers on 17 January 2020 (attended by 100 mill workers) and on 21 January 2020 (attended by 24 harvesters). • Socialization to the external stakeholder (government agencies staff, police officer, gender commite, labor union, contractor etc) on 20 January 2020. Attended by 21 participants. 	Conformity
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.	<p>According to the complaint handling procedures dated on 3 October 2013, certificate holder consist the procedure to handling complaint. Those shows that it has been arranged regarding the time period for responding to complaints. For example:</p> <ul style="list-style-type: none"> • 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 	Conformity

		<p>affair shall informed 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.</p> <ul style="list-style-type: none"> • 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 bases by Gender Committee. • Resolution of human rights defenders 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. <p>Based on the results of interviews with labor union, local community leaders, government agencies in Serdang Bedagai District and any other stakeholders there is no record of dispute with PT Socfin Indonesia – Mata Pao within 2019 until this audit.</p>	
4.2.4	<p>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 well as the option of a third-party mediator.</p>	<p>According to the complaint handling procedures dated on 3 October 2013, certificate holder consist the procedure to handling complaint. On this document sighted that the external complaints resolution can be involved with from third party mediator.</p> <p>Based on the results of interviews with labor union, local community leaders, government agencies in Serdang Bedagai District and any other stakeholders there is no record of dispute with PT Socfin Indonesia – Mata Pao within 2019 until this audit.</p>	Conformity
<p>Criteria 4.3 The unit of certification contributes to local sustainable development as agreed by local communities.</p>			

4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated.	<p>Certificate holder has prepared a Corporate Social Responsibility (CSR) Plan period of 2020 which was approved by estate manager on January 2, 2020. Eight types of activities to be planned consisting of:</p> <ol style="list-style-type: none"> 1. Educational programs in the form of scholarships for outstanding students and assistance for schools near the company operation. 2. Community Empowerment Program in the form of donation for celebrate national holiday. 3. Religious activities consist of the assistance of religious holidays, donations for worship places. 4. Community empowerment for the surrounding communities through the training for for the community near the area. 5. Helping the communities in road/bridge maintenance. 6. The Health Program is in the form of health development and counseling activities for the surrounding community. 7. Sports and recreation program in the form of donation of sports equipment and facilities for the community near the area. 8. Economic development program in the form of donation of palm oil mill effluent for animal feed owned by local residents. <p>Certificate holder has provide more than one hundred million for CSR this year.</p> <p>Based on public consultations with the village head of Makmur and Pematang Setra obtain information that the company has helped the surrounding community a lot, especially material and heavy equipment assistance for maintenance of public facilities and agricultural technical counseling for the community.</p>	Conformity
<p>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.</p>			
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	PT Socfin Indonesia - Mata Pao is an oil palm plantation company that has been operating since the Dutch Era period at that time still called Olie Slagerij Maatschappij based on concession right number 215 that issued by	Conformity

	<p>Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.</p>	<p>Resident 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 November 1, 1962 which ended on September 24, 1973.</p> <p>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 April 29, 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.</p> <p>Based on interviews with village head of Makmur and Pematang Setra Village, certificate holder has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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 area.</p>	
4.4.2	<p>Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>4.4.2a Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been</p>	<p>However, certificate holder has had land acquisition procedure (Documen No. SOC/PSM/9.04 Revision 1 that signed since 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).</p>	Conformity

	<p>provided to all affected groups, including information on the steps that are taken to involve them in decision making</p>	<p>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 elucidated if no agreement is reached with the local community.</p> <p>Based on interviews with village head of Makmur and Pematang Setra Village and public consultation with government agencies in Serdang Bedagai District, certificate holder has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time. In addition, there is no record of land disputes between the company and other parties.</p>	
	<p>4.4.2b Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken</p>	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> • Certificate holder has has prosedur for land acquisition and complaints handling. • Based on document verification, field visit and public consultation obtain information that there is no new land expansion at least 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. 	

	<p>4.4.2c Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood 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.</p>	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> • Certificate holder has has prosedur for land acquisition and complaints handling. • Based on document verification, field visit and public consultation obtain information that there is no new land expansion at least 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. 	
<p>4.4.3</p>	<p>(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).</p>	<p>As explained in previous indicator 4.4.1 shown that the company has had the land acquisition procedure 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).</p> <p>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 elucidated if no agreement is reached with the local community.</p> <p>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.</p>	<p>Conformity</p>

4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> • Certificate holder has has prosedur for land acquisition and complaints handling. • Based on document verification, field visit and public consultation obtain information that there is no new land expansion at least 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. 	Conformity
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.	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> • Certificate holder has has prosedur for land acquisition and complaints handling. • Based on document verification, field visit 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. 	Conformity
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> • Certificate holder has has prosedur for land acquisition and complaints handling. • Based on document verification, field visit and public consultation obtain information that there is no new land expansion at least 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. 	Conformity
Criteria 4.5			

<p>No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
<p>4.5.1</p>	<p>(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>In accordance with SEIA document that approved since 1994 obtained information that there were no customary land or indigenous people existed in their concession.</p> <p>In 2011, certificate holder has conducted HCV assessment and SIA assessment on 2012. Both assessment conclude that there were no customary land or indigenous people in their concession areas.</p>	<p>Conformity</p>
<p>4.5.2</p>	<p>(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, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p>	<p>Certificate holder has has prosedur 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 elucidated if no agreement is reached with the local community.</p> <p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in</p>	<p>Conformity</p>

		<p>Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Periodically, every two years a review of social studies is documented in the "Social Impact Assessment (Review) Report". The last review was carried out in 2019 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. The number of stakeholders involved in 2019 was 25 people consisting of internal and external stakeholders (surrounding concession areas).</p>	
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during 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.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p>	Conformity
4.5.4	<p>To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new</p>	Conformity

		<p>expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	
4.5.5	<p>Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p>	Conformity

		<p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	
4.5.6	<p>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.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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</p>	Conformity

		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.	
4.5.7	New lands will not be acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations in the national interest without consent (eminent domain), except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	Conformity
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.	Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata	Conformity

		<p>Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	
<p>Criteria 4.6 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
4.6.1	<p>(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p>	Conformity

		<p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	
4.6.2	<p>(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.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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</p>	Conformity

		<p>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 elicited if no agreement is reached with the local community.</p>	
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for small holdings.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	Conformity

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 publicly available to them.	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch Era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	Conformity
<p>Criteria 4.7 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place.	Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new	Conformity

		<p>expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	
4.7.2	<p>(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.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p>	Conformity

		<p>However, certificate holder has has prosedur 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 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 elicited if no agreement is reached with the local community.</p>	
4.7.3	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>However, certificate holder has has prosedur 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 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</p>	<p>Conformity</p>

		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.	
Criteria 4.8			
The right to use the land is demonstrated and is not legitimately contested 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 Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is 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.	Conformity
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 Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is 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. Berdasarkan verifikasi dokumen, konsultasi publik maupun kunjungan lapangan menunjukkan tidak ada indikasi sengketa tanah antara perusahaan dengan pihak lain termasuk masyarakat sekitar.	Conformity

		<p>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:</p> <ul style="list-style-type: none"> • External complaint • Internal complaint • Sexual harassment, intimidation and violence • Complaint from human rights defender and whistle blower. <p><i>Note: External complaint are also regarding to land dispute.</i></p> <p>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.</p>	
4.8.3	<p>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 right, there claims will be settled using the relevant requirements (Indicator 4.4.2, 4.4.3 and 4.4.4)</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>Berdasarkan verifikasi dokumen, konsultasi publik maupun kunjungan lapangan menunjukkan tidak ada indikasi sengketa tanah antara perusahaan dengan pihak lain termasuk masyarakat sekitar.</p> <p>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:</p>	Conformity

		<ul style="list-style-type: none"> • External complaint • Internal complaint • Sexual harassment, intimidation and violence • Complaint from human rights defender and whistle blower. <p><i>Note: External complaint are also regarding to land dispute.</i></p> <p>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.</p>	
4.8.4	<p>For any conflict or dispute over the land, the extent of the disputed area is mapped out in participatory way with involvement of affected parties (including neighbouring communities where applicable)</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>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.</p> <p>Berdasarkan verifikasi dokumen, konsultasi publik maupun kunjungan lapangan menunjukkan tidak ada indikasi sengketa tanah antara perusahaan dengan pihak lain termasuk masyarakat sekitar.</p> <p>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:</p> <ul style="list-style-type: none"> • External complaint • Internal complaint • Sexual harassment, intimidation and violence 	Conformity

		<ul style="list-style-type: none"> Complaint from human rights defender and whistle blower. <i>Note: External complaint are also regarding to land dispute.</i> <p>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.</p>	
Principle 5: Support smallholder inclusion Include smallholders 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 smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	PT Socfin Indonesia – Mata Pao POM was not receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Mata Pao Estate) which has been RSPO certified. Therefore FFB pricing for FFB supplier or smallholder were not applicable.	Conformity
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 receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Mata Pao Estate) which has been RSPO certified. Therefore FFB pricing for FFB supplier or smallholder were not applicable.	Conformity
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 receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Mata Pao Estate) which has been RSPO certified. Therefore FFB pricing for FFB supplier or smallholder were not applicable.	Conformity
5.1.4	(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance,	PT Socfin Indonesia – Mata Pao POM was not receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Mata Pao Estate) which has been RSPO certified. Therefore FFB pricing for FFB supplier or smallholder were not applicable.	Conformity

	loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.		
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	Contract between PT Socfin Indonesia - Mata Pao POM and subcontractor were fair, legal and transparent and have an agreed timeframe. Sample verified: "Surat Perjanjian Pekerjaan Land Clearing Program 2019 Kebun Mata Pao No: PD-GM/X/Bi/411/18; dated 15/10/2018 for land clearing (replanting) contract with area 225.85 ha at block 015/I, 023/II, 022/II, 051/III, and 053/III; contractor name CV Surya Baru. The contract are agreed by both parties and signed without enforcement. Term and condition including price and time frame has been stated and agreed.	Conformity
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	Payment record shown that agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. Sample verified: <ul style="list-style-type: none"> - "Berita Acara Hasil Pengukuran Pekerjaan Lan Clearing Program Tahun 2019 Kebun Mata Pao dated 31 January 2019" - Invoice number 02/SB/SI/I/2019 dated 31/01/2019 - Service Order No./Date : 4200025154/10.04.2019, deadline 10/4/2019 - Formulir Permohonan Pengiriman Uang No. 1400000653 dated 25/04/2019 - Rekening Koran (Account Statement) from 01/04/2019 – 30/04/2019. According to record of contract, minutes of inspection of work results, invoice and payment bank transfer above can be demonstrated that all payment are made in a timely manner and receipts specifying the works scope.	Conformity
5.1.7	Weighing equipment is verified by an independent third party on a regular basis (this can be government).	Weighbridge Mata Pao Mill has been calibrated based on: "Surat Keterangan Hasil Pengujian Nomor: 155/SKHP/M/P2P/XI/2019, with detail Brand Avery Weigh Tronix; type E 1205; serial number 123051097; capacity 40,000 kg. Certificate issued by "Unit Pelaksana Teknis Metrologi Legal Dinas Perindustrian dan Perdagangan Kab. Serdang Bedagai" valid until 25 October 2019.	Conformity

5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.	<p>There is no FFB supply base from independent smallholder near to plantation of PT Socfin Indonesia – Mata Pao POM. Most of smallholder at surrounding are non palm oil farmers but rice field farmers.</p> <p>PT Socfin Indonesia – Mata Pao POM has support independent smallholder by coaching and counselling and training related to Best Management Practices to enhance their productivity.</p> <p>PT Socfin Mata Pao has an “MoU (Memorandum of Understanding) Kemitraan Berkelanjutan” with Kelompok Tani Makmur Desa Sei Buluh, Kelompok Tani Desa Sei Sijinggi, Kelompok Tani Desa Tanah Merah, dated 1 November 2019 valid until 1 November 2022. MoU scoping was in the form of coaching, training and development of rice field farmer to enhance the productivity in several village at Perbaungan District.</p> <p>Training has been carried out on 4 December 2019 to Kelompok Tani Maju Jaya atten by 41 participants. Minutes of training are available as per “Risalah Briefing”. Training subject is related to best management practices of Agronomy of palm oil plantation such as: certified seeds application/usage, drainage management, integrated and effective pest and disease management, weeds control, infrastructure management.</p>	Conformity
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 ” No Doc: SOC/PSM/9.02 First Edition, 3 rd Rev, dated 1 st September 2014. In 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 such complaints have been received yet from smallholder.	Conformity
<p>Criteria 5.2 The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p>			

<p>5.2.1</p>	<p>The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.</p>	<p>Based on interview with village representatives near the concession area obtain information that the local communities cultivating paddy (not palm oil). According to that fact, PT Socfin Indonesia – Mata Pao Estate has consult with some local elders. Through some consultation, PT Socfin Indonesia – Mata Pao Estate agreed to support local smallholder in best management practices of cultivating paddy. The engagement written in Memorandum of Understanding (MoU) that signed by both parties on 1 November 2019.</p> <p>Other MoU sighted between PT Socfindo with Paddy Smallholder from Pasar Baru and Makmur Village that signed on 1 February 2020.</p> <p>Note: Tani Makmur Cooperation (Sei Buluh Village), Mekar Jaya Cooperation (Sei Sijenggi Village) and Suka Maju Cooperation (Tanah Merah Village)</p> <p>On 29 July 2019, certificate holder in collaboration with agriculture agency from Serdang Bedagai District has conducted best management practices in cultivating paddy to the smallholder from Makmur Village.</p>	<p>Conformity</p>
<p>5.2.2</p>	<p>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 elements of RSPO certification (including the RSPO Standard for Independent Smallholder).</p>	<p>Based on interview with village representatives near the concession area obtain information that the local communities cultivating paddy (not palm oil). According to that fact, PT Socfin Indonesia – Mata Pao Estate has consult with some local elders. Through some consultation, PT Socfin Indonesia – Mata Pao Estate agreed to support local smallholder in best management practices of cultivating paddy. The engagement written in Memorandum of Understanding (MoU) that signed by both parties on 1 November 2019.</p> <p>Other MoU sighted between PT Socfindo with Paddy Smallholder from Pasar Baru and Makmur Village that signed on 1 February 2020.</p>	<p>Conformity</p>

		<p>Note: Tani Makmur Cooperation (Sei Buluh Village), Mekar Jaya Cooperation (Sei Sijengi Village) and Suka Maju Cooperation (Tanah Merah Village)</p> <p>On 29 July 2019, certificate holder in collaboration with agriculture agency from Serdang Bedagai District has conducted best management practices in cultivating paddy to the smallholder from Makmur Village.</p>	
<p>PROCEDURAL NOTE: The RSPO is currently developing a separate standard for Independent Smallholders.</p>			
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	As explained in previous indicator (5.2.1 and 5.2.2), there is no palm oil smallholder around the company's area. Almost all the smallholder cultivating paddy.	Conformity
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	Although there is no surrounding community to cultivate oil palm, certificate holder continues to collaborate with local farmers to improve the knowledge of best management practices in rice cultivation. one of them is training in handling pesticides. For example, on 29 July 2019, certificate holder in collaboration with agriculture agency from Serdang Bedagai District has conducted best management practices in cultivating paddy to the smallholder from Makmur Village.	Conformity
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	Progress of smallholder support programme reported in Annual Sustainability Reports of Socfin Indonesia which can be accessed and downloaded in Socfin Indonesia official website https://www.socfindo.co.id/sustainability#a2 . Until the audit is completed, the 2019 sustainability report has not been officially published.	Conformity
<p>Principle 6: respect workers' rights and conditions Protect workers' rights and ensure safe and decent working conditions.</p>			
<p>Criteria 6.1</p>			

Any form of discrimination is prohibited.			
6.1.1	<p>(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p>	<p>The company has procedure, which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation. 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. Socfindo. Employees' evaluation was conducted every November to decide promotion of employees.</p> <p>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.</p> <p>Taken sample:</p> <ul style="list-style-type: none"> • The acceptance of 10 employees on July 22, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1146/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work. • The acceptance of 7 employees on August 1st, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1235/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work. 	Conformity
6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant</p>	<p>In 2019 the company has been promotion/Hiring for employees as a form of no discrimination, such as:</p>	Conformity

	workers have not been discriminated against. Evidence includes migrant workers' non-payment of recruitment fees.	<p>The acceptance of 10 employees on July 22, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1146/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work.</p> <p>The acceptance of 7 employees on August 1st, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1235/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work.</p>	
6.1.3	The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	<p>In 2019 the company has been promotion/Hiring for employees as a form of no discrimination, such as:</p> <ol style="list-style-type: none"> 1. The acceptance of 10 employees on July 22, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1146/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work. 2. The acceptance of 7 employees on August 1st, 2019, based on the letter of the Pengurus Plantation to General Manager and Head of General Division No. UM/MP/Bi/1235/2019. Health screening/medical checkup has conducted on July 8th, 2019 and stated as fit to work. 	Conformity
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.	<p>The company is regularly perform monitoring of pregnancy in monthly bases, the latest performed on 3 February 2020, there were reported no workers in pregnant condition (negative detection) as many 7 female workers, e.g: Mrs. Hariani, Mrs. Nilawati, Mrs. Romi Hayani, Mrs. Rusmawati, Mrs. Sri Hartati, Mrs. Antika and Mrs. Sri Rahayu.</p> <p>From the results of this pregnancy check, will make the basis for the type of work that is done, and if there is a female worker who is pregnant then is not allowed to work in relation to chemicals. .</p>	Conformity
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.	Company has formed A Gender Committee since year 2012 and has been approved by Mata Pao management consist Head of Committee, Secretary and Members.	Conformity

		<p>Gender Committee activities such as handle complaint from female workers, reporting and data collecting if case appeared concerning sexual harassment.</p> <p>Protocol about complaint (internal and external) documented in procedure "Penanganan Keluhan Sosial" No Doc: SOC/PSM/9.02 First Edition, 6th Rev, dated 15 September 2018.</p> <p>Based on interview with Gender Committee on 30 January 2018, their activities include training on women's rights, counselling for women affected by violence, child care facilities and breastfeeding policy. Based on an interview with the head of the gender committee, Mrs. Dewi Mariawati then carried out document verification, that in November 2019 there had been cases of sexual harassment, and based on SOP Doc: SOC/PSM/9.02 First Edition, 6th Rev, dated 15th September 2018. The company can show the submission of complaints in writing (point D. Others, No. 5.26 "All complaints including follow-up and the results of follow-up of complaints are recorded in the Complaint Note form).</p>	
6.1.6	There is evidence of equal pay for the same work scope.	The company proves 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. Based on interviews and verification documents, the company has adopted wages in accordance with regulations and legislation. (See: 6.2)	Conformity
<p>Criteria 6.2 Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages and explained to them in language they understand.	Collective labor agreements and documentation of pay and conditions are available to the workers as per "Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020 Yang disepakati oleh Badan Kerjasama Perusahaan Perkebunan Sumatera (BKS PPS) dengan Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI (PP FSP.PP-SPSI)" dated 8 April 2019".	Conformity

		The 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 Mata Pao POM. It was confirmed during interview with workers.	
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, including work done by family members.	<p>Employment contract was refer to "Perjanjian Kerja Bersama (PKB) 2018 – 2020" which has been agreed according to Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020 Yang disepakati oleh Badan Kerjasama Perusahaan Perkebunan Sumatera (BKS PPS) dengan Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI (PP FSP.PP-SPSI)" dated 8 April 2019. Collective labor agreement was comprise of 24 Article which is covering among others:</p> <ul style="list-style-type: none"> • Working hour, leave including metrnity leave and sick leave • Wages (basic wages, incentive, benefit, dependent benefit) • Piece rate: determination of pice rate wages • Sick assistance • Absence • Payment of extra fooding (food cost), traveling cost • Overtime and incentive overtime • Incentive determination • Working tools and equipment provision by company • Tunjangan Hari Raya Keagamaan dan Bonus • Social assurance and assistance • Health assurance • Holiday entitlement • Period of notice • Pension plan and severance pay • Others related to labor rights and obligations 	Conformity
6.2.3	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday	Working hours has been determined in 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	Conformity

	<p>entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p>	<p>wages + catu beras incentive monthly)/173. Overtime will adjust for workday, holiday, number of hour overtime according to regulation.</p> <p>Sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are stipulated in Article VIII PKB and has refer to UU No. 13 Tahun 2003.</p> <p>Based on document verification (attendant register/absence and payslip) it was confirmed that regular working hours, deductions, overtime has well implemented according to relevant regulation. Holiday entitlement, maternity leave, reasons for dismissal, period of notice and other relevant labor requirement are stipulated in "Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020" which is agreed by employee/workers and PT Socfin Indonesia – Mata Pao POM.</p>	
<p>6.2.4</p>	<p>(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. National laws, or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. 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.</p>	<p>PT Socfin Indonesia – Mata Pao POM has provide the housing sanitation facilities, water supplies, medical, educational and welfare amenities to national standards.</p> <p>Housing for workers has been provide by company, based on "Rekapitulasi Fasilitas Umum (Fasum) Kebun Mata Pao" facility provide by company for employee are as bellow:</p> <ul style="list-style-type: none"> • Employee hall: 3 unit (at Division I – III housing) • Masjid/Mosque: 4 unit (at Division I – III, Mill housing) • Gereja/Church : 1 unit (at Division II housing) • TPA/Childcare: 2 unit (at division II & III) • Poliklinik/Clinic : 2 unit (central at division II & division III) • Football field: 2 unit (at division II & III) • Badminton field: 1 unit (at division I) • Volley field : 1 unit (at division II) • Tennis Field : 1 unit (at division II) <p>Clean water was provided by company (from drilling well division I – III and POM housing). Clean water analysis has been conducted each semester by Accredited laboratory. Latest analysis conducted on 14 March 2019 by</p>	<p>Conformity</p>

		<p>Socfindo Seed Production and Laboratory (KAN Accredited) and by Sucofindo on 14 August 2019. Result of analysis are available in:</p> <ul style="list-style-type: none"> • "Water Analysis Report" No. W19-014/LAB-SSPL/III/2019 dated 23/03/2019 by SSPL. • "Laporan Analisis" No. 08570/CLACAM dated 19 September 2019 by Sucofindo <p>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.</p>	
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	<p>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 the he will be give 15 kg additional rice, 9 kg rice for wife and 7,5 kg rice for each child, maximum 3 child. Besides that, extra food given for the workers such as milk and greenbean porridge. The evidences has been reviewed such as payroll for January 2020 (payroll contains of salaries, premi and other benefits) and based on interviews with the workers.</p> <p>Workers housing provide by company also near to the traditional market which provide the basic needs including affordable food. The market and</p>	Conformity
6.2.6	A DLW is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.	<p>In general, PT AWL 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. The company has conducted an account of the DLW for the 2020 period with data drawn from Estates and POM.</p> <p>Minimum wages payment regulation Serdang Bedagai Regency was based on "Keputusan Gubernur Sumatera Utara Nomor 188.44/1456/KPTS/2018 Tentang Penetapan Upah Minimum Kabupaten Serdang Bedagai Tahun 2019". Minimum wages for Serdang Bedagai Regency determined as IDR 2,644,265.</p>	Conformity

		For all plantation company at Sumatera Utara minimum wages was refer to the regulation and Agreement with PD FSP PP-SPSI Sumatera Utara. Minimum wages 2019 according to Agreement "Kesepakatan Bersama Mengenai Upah Perkeja Karyawan Harian Tetap (KHT) Perkebunan pada lingkungan perusahaan PT Socfin Indonesia di Wilayah Provinsi Sumatera Utara Tahun 2019". Minimum wages determined as Wages determined as IDR 2,757,072/Month plus fix incentive 15 kg rice for workers. PT Socfin Indonesia – Mata Pao POM was follow the higher minimum wages determination based on Agreement with PD FSP PP-SPSI Sumatera Utara.	
<p>PROCEDURAL NOTE: The RSPO Labour Task Force will prepare guidance on the DLW implementation, including details on how to calculate a DLW, expected for 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist.</p>			
6.2.7	Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.	PT Socfin Indonesia - Mata Pao POM was using permanent employee for all type of jobs: harvesting, spraying workers, administration, upkeep, pruning, operator, driver, etc. It was confirmed during interview with workers and document verification of list of employee. There is no temporary workers use by PT Socfin Indonesia – Mata Pao POM.	Conformity
<p>Criteria 6.3 The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.3.1	(C) A published statement recognising 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.	Freedom of association has been mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. Organizations understand that workers have the right to argued, associate and organize in a labour union. The policy stated company guarantee freedom of association or be part of worker union as well as collective bargaining. This policy has been socializes dated 24 January 2020 for level Foreman, assistant and administration officer and 14 workers on Division III. On 23 January 2020 to 18 sprayers	Conformity

		<p>on Division III, on 2 December 2019 to 4 contractors. Dated 07 January 2020 for 25 people on Housing Division I. Dated 21 January 2020 for 24 harvester and on 27 January 2020 to 32 residents of housing in Division I.</p> <p>Organization committed to provides opportunities for workers to organize in unions and express an opinion. Commitment covered in the policy are:</p> <ul style="list-style-type: none"> • The organization recognizes workers' rights to express their opinions and organize freely and responsibly run in labour union organizations. • Organizational policies related to ensure workers' rights are discussed and decided by taking into consideration the union. • Ensured that the disclosure made by aspiration unions did not cause the collapse of a termination for union leaders and members. • Promoting the principle of dialogue to reach consensus in addressing the aspirations from labour union to the company. <p>Based on interview with labour union leader, the company has accommodated employee rights to argued, associate and organize in a labour union. Employees, including migrant and transmigrant workers and contract workers were allowed to form associations and bargain collectively with their employer.</p> <p>There were union workers represent estate and mill employee incorporated in the SPSI Serikat Pekerja Perkebunan PT Socfin Indonesia Mata Pao Estate and registered in Disnaker Serdang Bedagai Regency. Based on Decree from PC FSP. PP-SPSI Indonesian Agriculture & Plantation Workers Federation no. 174/ORG/PC FSP.PP-SB/X/2017 Regarding the "Penguahan Pengurus Unit Kerja Serikat Pekerja Pertanian dan Perkebunan PUK SP. PP-SPSI" dated 16 October 2017 with Chairperson of SPSI Mr. Sumarman. The Union Labor has been registered at the Manpower Office with proof of registration no. 001/PUK.SPFI-F.SPFI/PT.SF/V/2013 dated May 27, 2013.</p>	
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		Labour laws, union agreements which described in PKB (Perjanjian Kerja Bersama) and direct contracts of employment detailing payments and other conditions was made available in the languages which understood by the workers and explained carefully to them by management official.	
6.3.2	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages and made available upon request.	<p>Minutes of meetings with main labour unions or workers representatives been documented, Bipartite Meeting e.g.:</p> <ul style="list-style-type: none"> • Dated 12 May 2019; meeting related to Determination of wages Group I. • Dated 30 November 2019, related to The discipline of harvest workers in accordance with the procedures, the realization of fines against the raw fruit and discipline in the use of PPE. • Etc. <p>Minutes of meeting were available, list of attendance was sighted. The minutes were made readily available to employees upon request.</p>	Conformity
6.3.3	Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.	<p>PT Socfindo – Mata Pao has policy of Freedom of association mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. The policy stated company guarantee freedom of association or be part of worker union as well as collective bargaining. This policy has been socializes dated 24 January 2020 for level Foreman, assistant and administration officer and 14 workers on Division III. On 23 January 2020 to 18 sprayers on Division III, on 2 December 2019 to 4 contractors. Dated 07 January 2020 for 25 people on Housing Division I. Dated 21 January 2020 for 24 harvester and on 27 January 2020 to 32 residents of housing in Division I.</p> <p>Based on the interview with chairman of labour union, namely: Mr. Sumarman, that the management does not intervene in the formation/the establishment of a union manager, but the facility/office is indeed provided. Management also provides allowance to the workers Union officers to hold</p>	Conformity

		events related to the unions organization e.g. permission to hold board meetings, electing admins etc.	
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.	<p>PT Socfindo has a policy for pay and conditions for employees in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. This policy has been socialized as follows:</p> <p>This policy has been socializes:</p> <ul style="list-style-type: none"> • Dated 24 January 2020 for level Foreman, assistant and administration officer and 14 workers on Division III. • Dated 23 January 2020 to 18 sprayers on Division III, • Dated 2 December 2019 to 4 contractors. • Dated 07 January 2020 for 25 people on Housing Division I. • Dated 21 January 2020 for 24 harvester and • Dated 27 January 2020 to 32 residents of housing in Division I. <p>Based on evidences such as attendance list and minutes of meeting, it was stated that PT Socfindo committed to not employ underage workers required by national legislation.</p> <p>Besides that, PT. Socfindo has a procedure "<i>Penerimaan Pekerja KHT Kebur'</i>" No Doc: SOC/PSM/6.01.01, 1st revision dated December 1st 2015 which stated that every candidate must have Identity Card (<i>KTP</i>), <i>Kartu Keluarga</i>, and <i>Surat Nikah</i> (if married).</p> <p>Based on document review as listed in "<i>Daftar Alokasi Tenaga Kerja Palm Oil Mill and estate Mata Pao 2019'</i>", and based on field observation there are no underage workers in Mata Pao. Taking a sample of the youngest workers, is the following:</p> <ul style="list-style-type: none"> • Employees on behalf Syahputra; born on 31/12/1995, joined work on 01/08/2015 at the age of 19 years and 7 months. The youngest worker was born in 1995. 	Conformity

		<ul style="list-style-type: none"> • Employees on behalf Supriadi V.; born on 06/04/1995, joined work on 01/08/2015 at the age of 20 years and 4 months. • Employees on behalf Hendra Saputra; born on 08/03/1995, joined work on 01/02/2014 at the age of 18 years and 10 months. • The youngest worker was born in 1995. <p>The company PT Socfindo has established policies related to child protection and does not employ children under 18 years of age. This is explained in article III; Conditions of carriage, namely:</p> <ul style="list-style-type: none"> • Understanding the Code of ethics • Meet the minimum wage applicable • Cover medical insurance to its employees • Not employing under 18 years old. • No discrimination (ethnic, religious, gender, etc.) • Protecting the reproductive rights of its workers • Prevention of sexual harassment and violence. <p>Employment agreements with all contractors have been established to comply with company policies. The employment contract was understood and signed by the contractor on 23 December 2019, taken sample:</p> <ul style="list-style-type: none"> • Letter of Working Agreement of Land Clearing Program 2020 Mat Pao Estate, No. PD-GM/X/Bi/425/19, dated 28 October 2019 on behalf of PT Surya Baru Prima Nusantara valid until 31 December 2020. • Letter of Agreement of CPO Transportation-Surat Perjanjian Pengangkutan Minyak Kelapa Sawit (MKS) No. PD-GM/X/521/2019 dated 23/23/2019 on behalf of PT Gunung Kawi Sukses Makmur valid until 31 December 2020. 	
6.4.2	(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company	Based on document review as listed in " <i>Daftar Alokasi Tenaga Kerja Palm Oil Mill and estate Mata Pao 2019</i> ", and based on field observation there are no underage workers in Mata Pao. Taking a sample of the youngest workers, is the following:	Conformity

	<p>policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p>	<ul style="list-style-type: none"> • Employees on behalf Mawan Sumantri; born on 19/04/1991, joined work on 01/09/2019 at the age of 28 years and 4 months. The youngest worker was born in 1995. • Employees on behalf Sabara Buan; born on 25/07/1992, joined work on 01/09/2019 at the age of 27 years and 1 months. The youngest worker was born in 1992. The youngest worker was born in 1995. 	
<p>6.4.3</p>	<p>(C) Young persons may be employed only for non-hazardous work, with protective restrictions in place for that work.</p>	<p>PT Socfindo has a policy for pay and conditions for employees in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. This policy has been socialized as follows:</p> <ul style="list-style-type: none"> • Dated 24 January 2020 for level Foreman, assistant and administration officer and 14 workers on Division III. • Dated 23 January 2020 to 18 sprayers on Division III, • Dated 2 December 2019 to 4 contractors. • Dated 07 January 2020 for 25 people on Housing Division I. • Dated 21 January 2020 for 24 harvester and • Dated 27 January 2020 to 32 residents of housing in Division I. <p>Based on evidences such as attendance list and minutes of meeting, it was stated that PT Socfindo committed to not employ underage workers required by national legislation. Besides that, PT. Socfindo has a procedure "Penerimaan Pekerja KHT Kebun" No Doc: SOC/PSM/6.01.01, 1st revision dated December 1st 2015 which stated that every candidate must have Identitiy Card (KTP), Kartu Keluarga, and Surat Nikah (if married).</p> <p>Young employees will always be guided and supervised by the foreman in doing its work, especially for the job that has a high resioko. The guidance in the form of coaching, training and briefing each will do the job.</p> <p>Based on document review as listed in "Daftar Alokasi Tenaga Kerja Palm Oil Mill and estate Mata Pao 2019", and based on field observation there are no underage workers in Mata Pao. Taking a sample of the youngest workers, is the following:</p>	<p>Conformity</p>

		<ul style="list-style-type: none"> • Employees on behalf Mawan Sumantri; born on 19/04/1991, joined work on 01/09/2019 at the age of 28 years and 4 months. The youngest worker was born in 1995. • Employees on behalf Sabara Buan; born on 25/07/1992, joined work on 01/09/2019 at the age of 27 years and 1 months. The youngest worker was born in 1992. • The youngest worker was born in 1992. 	
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.	<p>Based on interviews with contractors, officers of unions, the farmers group as well as officers in the field indicates that they have understood management policy to prohibit the use of the child labor in all types of the company's operations activities.</p> <p>Based on the verification document shows that the management have done socialization ban on the use of child labor policy through:</p> <ol style="list-style-type: none"> 1. Put up the policy in the bulletin board in every office/mill estate 2. 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 (picing the lose fruit). 3. Lists the prohibition clause on each contract with contractors power the use of child documents. 	Conformity
<p>Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	<p>A company policy on sexual harassment was documented in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18 January 2016. This policy has been socialized based on evidences such as attendance list and minutes of meeting, and the date of socialization as follows:</p> <ul style="list-style-type: none"> • Dated 24 January 2020 for level Foreman, assistant and administration officer and 14 workers on Division III. • On 23 January 2020 to 18 sprayers on Division III, • On 2 December 2019 to 4 contractors. Dated 07 January 2020 for 25 people on Housing Division I. 	Conformity

		<ul style="list-style-type: none"> Dated 21 January 2020 for 24 harvester and on 27 January 2020 to 32 residents of housing in Division I. <p>All company policy reviewed every year by Sustainability Department, PT. Socfindo.</p> <p>Company has formed A Gender Committee since year 2012 and has been approved by Mata Pao management consist Head of Committee, Secretary and Members.</p> <p>Gender Committee activities such as handle complaint from female workers, reporting and data collecting if case appeared concerning sexual harassment.</p> <p>Protocol about complaint (internal and external) documented in procedure "Penanganan Keluhan Sosial" No Doc: SOC/PSM/9.02 First Edition, 6th Rev, dated 15 September 2018.</p> <p>Based on interview with Gender Committee on 30 January 2018, their activities include training on women's rights, counselling for women affected by violence, child care facilities and breastfeeding policy.</p> <p>Based on an interview with the head of the gender committee, Br. Suriana then carried out document verification, that in November 2018 there had been cases of sexual harassment, and based on SOP Doc: SOC / PSM / 9.02 First Edition, 6th Rev, dated 15th September 2018. The company can show the submission of complaints in writing (point D. Others, No. 5.26 "All complaints including follow-up and the results of follow-up of complaints are recorded in the Complaint Note form).</p>	
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p>	<p>A company policy on sexual harassment was documented in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18 January 2016. This policy has been socialized based on evidences such as attendance list and minutes of meeting, and the date of socialization as follows: This policy has been socializes:</p>	Conformity

		<ul style="list-style-type: none"> • Dated 24 January 2020 for level Foreman, assistant and administration officer and 14 workers on Division III. • On 23 January 2020 to 18 sprayers on Division III, • On 2 December 2019 to 4 contractors. Dated 07 January 2020 for 25 people on Housing Division I. • Dated 21 January 2020 for 24 harvester and on 27 January 2020 to 32 residents of housing in Division I. <p>All company policy reviewed every year by Sustainability Department.</p>	
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.	<p>For breastfeeding mothers and had children under 5 years, the company has provided child care (TPA) which is 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.</p> <p>The company has identified the needs of young mothers through direct consultation, records related to it recorded in the related female workers and recorded related to pregnancy, breastfeeding mothers and menstrual periods. Verification Data: Records of consultation related to pregnancy, lactation and menstruation of some employees, i.e: Sdri. Hariani, Mrs. Rusmawati, Sri Hartati, Sri Antika, etc.</p>	Conformity
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	<p>Organization has defined the system to deal with complaints and grievances for all affected parties which documented in Prosedur Penanganan Keluhan Sosial (Procedure of Social Complaint Handling - SOC/PSM/9.02) Rev.02 dated 1st June 2014.</p> <p>Person who responsible to receive complaints and grievances has assigned by organization that was Pengurus Kebun (PK). It's also described in Job description of Pengurus Kebun and appointment letter from the head of General Department.</p> <p>The existence of the system has been communicated and made known to all parties. It has been disseminated to all parties together with public</p>	Conformity

		<p>consultation of social assessment and socialization of procedures for complaints handling on 7 March 2017. Dissemination of social communication procedure also has been performed in 7 March 2017 to stakeholder.</p> <p>Socialization and procedures training have been performed to all levels of employees, office workers was conducted in January 2017, estate workers conducted in February 2017.</p> <p>The system was effective to ensure that complaints or grievances are addressed or resolved in an effective, timely and appropriate manner. Evidence that the procedures have been implemented is the logbook of complaint. Records are routinely monitored monthly. Since January to December 2017 there were no complaints submitted by the public community and employees.</p> <p>Mechanism and procedure was provided a way for workers to report a grievance against a supervisor to someone other than the supervisor.</p> <p>The system was enable resolution of disputes in an effective and appropriate manner by way of classifying complaints into internal and external, appointed the person who responsible for handling complaints, including level of officials who make decisions for complaint resolution. Non-retaliation or non-reprisal policy that protects complainants or whistleblowers was described in ethical policy PT Socfin Indonesia. Privacy of parties who submitted the compliant and aspiration were protected if necessary.</p> <p>Where a resolution is not found mutually by means of deliberations between two parties, the problem can be resolved through third-party mediation / authorities, be resolved through the applicable law or brought the RSPO Complaints System.</p>	
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		Workers delivered their complaint or grievance through KTU, Assistant, Tekniker or Site Manager. The Site Manager review and give follow guidance to KTU, Assistant or Tekniker. Complaint or grievance that does not need a huge resources and still under authority of Site Manager will be followed up by Site/Unit. Complaints or grievances that need clarification will be further communicated with the complainant. If resolution needs huge resources, Site Manager will delivered complaints to Head Office Medan and General Department (Bahagian Umum) of HO Medan will review the complaints and give guidance to the Mata Pao Site. Then the site implemented resolution from Head Office in Medan.	
Criteria 6.6: No forms of forced or trafficked labour are used.			
6.6.1	(C) All work is voluntary and following are prohibited: <ul style="list-style-type: none"> • 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 the interview with workers as well as the officers of the unions stated that there was no indication companies to do practices: <ul style="list-style-type: none"> • 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 	Conformity
6.6.2	(C) Where temporary or migrant workers are employed, a specific labour policy and procedures are established and implemented.	Based on employment document verification period indicates that there is no daily labor status off in PGT Socfindo – Mata Pao. There were no migrant workers in PT Socfin Indonesia – Mata Pao. It’s verified during audit documentation list of employee, interview with employee and stakeholders.	Conformity
Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.			

<p>6.7.1</p>	<p>(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.</p>	<p>Data verified:</p> <ul style="list-style-type: none"> • OHS committee has registered in Manpower Agency in North Sumatera under letter "Surat Keputusan Kepala UPT Pengawasan Ketenagakerjaan Wilayah IV Dinas TenagaKerja Propinsi Sumatera Utara Nomor KEP. 20-7/P2K3/WIL-IV/DTK/SU/2020 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) di Perusahaan", dated 16 January 2020. • OHS expert officer (Ahli K3) namely Mr. Mohd. Novry Rahadian license No: Reg. 720005/PK3/AJ/12/2019/P0 issued by Ministry of Manpower Republic of Indonesia No. 5/1965/AS.02.04/VII/2019 and certificate no. 5/860/AS.02.04/VII/2019, dated 30 July 2019. • OHS committee meeting was conducted in monthly. The last meeting on 13 January 2020 and attended by 15 participants. Agenda: Evaluation of occupational accident and completeness of APD must be used by employees and Use of harvesting equipment in areas under high voltage electric power. • PPE, 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 Serdang Bedagai Regency for period October – December 2019, reported on 6 January 2020. • Air ambient measurement outdoor on 17 June 2019 by PT Sucofindo, location on Mata Pao Estate (front of Mata Pao Mill, housing of employee and out side of Mata Pao Mill). Measurement base on regulation PPRI No.41/1999 and KepmenLH no. 48/1996. • Measurement of Emission Air on 29 August 2019 by PT Sucofindo, sample identification on Boiler Mata Pao. Measurement is based on regulation PermenLH no. 07/2007. The result of particulate concentration was corrected 6% Oxygen rate on condition normally air (25 °C and 760 mmHg) and dry basis except opacity. • Implementation of activities were sighted such as monitoring of OHS 	<p>Conformity</p>
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		<p>program, implementation of management review (13 January 2020), internal audit activities (12 November 2019), several monitoring and measurement activities along year 2017 consisting physical and chemical factor at work area (noise, vibration, dust, air quality, etc.), health surveillance, water quality, etc.</p>	
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in the appropriate language of the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p>	<p>PT Socfin Indonesia – Mata Pao POM has prepared the procedure for emergency and work accident written in Bahasa Indonesia, such as:</p> <ul style="list-style-type: none"> • 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 Sei Rampah and nearest health facility Sei Rampah 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 also to find the root causes of the accident happened and formulize the corrective and preventive action. • Emergency Response Team has been defined and the emergency flow charts have been established for any kind of emergency situation such as earthquake, fire, flood. <p>Data seen:</p> <ul style="list-style-type: none"> • List of emergency response team Mata Pao POM and Estate update on 1 June 2019 responsible by M. Novry Rhd. • List of important contact number per January 2020, there are 42 contact number. • List of potential emergency response, i.e: fire, hazardous spilling, leak of LPG tube, earthquake , etc. 	Conformity

		<ul style="list-style-type: none"> • List of tools of emergency response, including: Sand, extinguishers, etc. • Simulation of emergency response conducted on 27 January 2020 related fire fighting on gas tanki. The evacuation routes and emergency flowcharts have been socialized during simulation. • Simulation of fire fighter on 19 November 2019 at Mata Pao Mill and Division I and II. Training related how to turn fire fighting by using the traditional tool and light fire extinguisher tool. • Emergency signs and boards were provided in several areas and esambly points available in each area such as workshop, warehouse, office. • License for first aider namely Mr Mula Marojan license number: 122-7/PTK/SU/XI/2018 valid until 21th November 2021. • The First aid kits carried by foreman were available at worksites such as at harvesting area. The first aid kits were checked in accordance with local regulation that is Permenaker 15/2008. • During audit the first aid kit at fertilization and harvesting activity at Block on Mata Pao Estate on spraying and harvesting activities was comply with the regulation. 	
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide 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.</p>	<p>All workers involved in the operation was appropriately trained in safe working practices. The trainings were conducted by Safety Officer who has been qualified as Safety Officer by the government. Data verified: The applicator of gramoxone/paraquat has been using the PPE (Mask). Data seen:</p> <ul style="list-style-type: none"> • OHS Checklist on monitoring of using of PPE (mask) for pesticides applicator – location in division I, month: January 2020. • Letter of handover PPE to 5 employees harvest in division I, consists of helmet, shoes and glass eyes • Berdasarkan kunjungan lapnagan pada kegiatan panen di divison I dan operator genset dan 	Conformity

		<ul style="list-style-type: none"> • Medical check-up both of general MCU and special MCU was conducted by Laboratory Klinik Kimia Farma in Medan. Last general MCU was conducted on 9 July 2019 for all workers (annually) and the special medical check-up for sprayer team (cholinesterase and spiromethri test) and operator in high risk area in POM (audiometri test) was conducted on 9 July 2019. • The result of MCU has communicated to related workers e.g: on 9 July 2019. Record of attendance list available as evident. • Training of Socialization of RSPO – ISPO dated 7th February 2018 was attended by 27 workers. • Briefing LK3 in Mill, dated 10 December 2019 was attended by 28 workers. • The noise level was regularly monitoring, data verified: Report of Analysis (NoL SOC-LAB/Form01-13-01, datd 9th January 2019 for Noise Level at the Mill • Based on Report of Analysis (NoL SOC-LAB/Form01-13-01, dated 9th January 2019 for Noise Level at the Mill shown the result of noised level in Boiler Station is 85.6 dB and in Sterilization unit is 79.5 dB • Based on record of Training Program year 2019 the training related OHS for operator/technician in Boiler Station (planned in February 2019) and Training for operator in engine room (planned in November 2019). 	
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with national law or by the unit of certification where national law does not offer protection.</p>	<p>Medical surveillance conducted to all pesticide operator, such as for trunk injection and fogging operator. Company was demonstrated that all workers has been performed annually MCU period 2019. Medical check up has performed to all employees on 9 July 2019. From the number of employees per January 2020 as many as 391 people, who conducted MCU as many as 386 employees, this is because, there are several employees who do not follow the MCU, including:</p> <ul style="list-style-type: none"> - Employees died 1 employee, - New employees as 7 people 	Conformity

		<ul style="list-style-type: none"> - Pension 12 people - Resign as much 3 people <p>Base on field visit at the time of audit, that the applicator of gramoxone/paraquat has been using the PPE (Mask, gloves, google, safety shoes/rubber shoes).</p> <p>Data seen: OHS Checklist on monitoring of using of PPE (mask) for pesticides applicator – location in division I, month: January 2019. Result shown OK. 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), i.e: Data verified:</p> <ul style="list-style-type: none"> - Bank slip payment of Jamsostek period December 2019 to 418 workers on 23 December 2019, Ref No. 201912231511222378 was verified. - Bank slip payment of BPJS Kesehatan period January 2020 to 415 workers on 09 January 2020, VA No. 8988890002180132 was verified. 	
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	<p>PT Socfin Indonesia – Mata Pao POM and Estate has shown the report of Lost Time Accidents metrics were using to record the accidents and injuries during year 2019.</p> <p>The Lost Time accidents and injuries were determined according to Decree of the Minister of Manpower and Transmigration No. 609 year 2012.</p> <p>In 2019 accident records for mill and estate were shown below:</p> <ul style="list-style-type: none"> - Number of Accident : 27 cases - Lost Time Accident : 592 hours - Frequency Rate : 1.66 - Severity Rate : 738,37 	Conformity
<p>Principle 7: Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.</p>			

Criteria 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.			
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control.	<p>As written in indicator 3.3.1, certificate holder has had procedure of integrated pest management (including disease).</p> <p>During the audit, auditor has observe and interview daily pest census. Based on interview with pest monitoring officer obtain information that the pest infestation was monitoring on daily bases.</p> <p>Certificate holder 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.</p> <p>The company has conducted pest and disease census in daily bases. Item to check was leaf eating caterpillar, rat infestation, ganoderma etc. The record of monitoring reported to pest and disease officer and field assistant as decided to control or not.</p> <p>During the field observation in Block 18 Afdeling 2 obtain information that the observation conducted to monitoring the infestation of leaf eater caterpillar, bag worm, <i>Ganoderma</i>, rat, termite, disease so on. 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.</p>	Conformity
7.1.2	Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.	Based on document verification, interview with estate manager and field visit obtain information that there is no species introduction in Mata Pao Estate.	Conformity

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. [For NI to define process]	Based on document verification, interview with estate manager and field visit obtain information that there is no fire usage for pest control in Mata Pao Estate.	Conformity
Criteria 7.2: Pesticides are used in ways that do not endanger health of workers, families, 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). As written in No Deforestation, Development on Peat & Environmental Policy that was signed by Principle Director of Socfin Indonesia on 1 June 2019, Socfin Indonesia has specific commitment related to pesticide usage as follows: <ul style="list-style-type: none"> • <i>Specific attention is given to the use of pesticides. Integrated Pest Management (IPM) plans are developed for all operations and reviewed annually,</i> • <i>All active ingredients in use are also reviewed annually for safety and efficacy,</i> • <i>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,</i> • <i>The active ingredient "paraquat" is to be phased out of all our operations in 2019,</i> • <i>All workers, permanent or not, involved with pesticides, are trained and equipped adequately and their health is monitored.</i> During the audit, found some pesticide list that usually used with active ingredients such as isopropyl amine glyphosate, methyl metsulfuron, diuron, 2.4D dimetil amina, Triklopir butoksi etil ester, cypermetrin, azoxistrobin, lamda sihalotrin, asefat, haloksifop metil ester, aminopolarid potassium, indazaflam and fluoroksifir. All pesticide usage has been	Conformity

		<p>registered in http://pestisida.id/simpes_app/rekap_kimia_formula.php according to national regulation.</p> <p>To reduce the human and environmental risk, there is some continuous action that has been implemented as follows:</p> <ul style="list-style-type: none"> • 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 herbi 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.	Certificate holder has showed the record of LD50 calculation in each unit based on amount of pesticide used. For example, Mata Pao Estate has calculate the LD50 of each pesticide in a monthly bases. For example, toxicity of pesticide for metyl metsulfuron was 0,014948369 ppm.	Conformity
7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	Based on goods in and goods out data in pesticide store, obtained information that the certificate holder used some kind of pesticide (different active ingredients). Certificate holder is no longer using <i>paraquat diklorida</i> since within 2019.	Conformity
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best	Based on document verification, interview and field observation obtained information that there is no prophylactic use of pesticides.	Conformity

7.2.5	<p>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 used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <p>7.2.5a Judgment of the threat and verify why this is a major threat</p> <p>7.2.5b Why there is no other alternative which can be used</p> <p>7.2.5c Which process was applied to verify why there is no other less hazardous alternative</p> <p>7.2.5d What is the process to limit the negative impacts of the application</p> <p>7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p>	<p>Based on goods in and goods out data in pesticide store, obtained information that the certificate holder used some kind of pesticide (different active ingredients). Certificate holder is no longer using <i>paraquat diklorida</i> since within 2019.</p> <p>There is no use of other pesticide class 1A and 1B within 2019.</p> <p>There is no use of other pesticide class 1A and 1B within 2019.</p> <p>There is no use of other pesticide class 1A and 1B within 2019.</p> <p>There is no use of other pesticide class 1A and 1B within 2019.</p>	Conformity
7.2.6	<p>(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 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 carry out.</p>	<p>Certificate holder has conducted pesticide handling training regularly. There was a record of safe use pesticide training, facilitate by pesticide supplier (PT Bayer Indonesia) on 28 November 2019. Attended by staff, field supervisor and applicator (total 59 person) including pesticide applicator from division 2 who interviewed during field visit on 8 February 2020.</p> <p>They also conduct IPM training on 23 December 2019, attended by field assistant, field supervisor, P&D officer and pesticide applicator.</p>	Conformity
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p>	<p>Based on field visit to agrochemical storage, certificate holder has stored all pesticides properly. Each pesticide product equipped with MSDS. The storage also provided PPE's, hand/eye wash facilities and first aid kit.</p>	Conformity


7.2.8	All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	According to explanation in criteria 7.3, certificate holder has had engagement with official hazardous waste collector. All pesticide container collected in temporary hazardous storage before sent to them.	Conformity
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 document verification and interview with estate manager obtain information that there is no aerial spraying of pesticides.	Conformity
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	Sighted record of medical surveillance period (last period on 9 July 2019) that conducted by Kimia Farma (Indonesian accredited laboratorium clinic) attended by 121 pesticide applicator. There was no abnormal record of pesticide applicator. Especially applicator that interviewed during field visit (Samsunar, Herdianto, Syaripudin, Raja Junjungan Lubis).	Conformity
7.2.11	(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.	Based on field visit and interview with labor union and random worker (harvester, pesticide applicator, pest monitoring officer and mill worker) obtain information that there is no under age worker. Beside that, any pregnant or breastfeeding women always transferred into manual activity.	Conformity
Criteria 7.3:			
Waste is reduced, recycled, reused and disposed of in an environmentally 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.	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: 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).	Conformity

		<p>The color of the waste collector or TPS is regulated in accordance with the following classification:</p> <ul style="list-style-type: none"> - Waste B3: black - organic waste that is not economic value: green - inorganic waste is not economic worth: blue - waste of economic value: Yellow <p>License of hazardous wastes temporary storage (TPS B3) as issued from Kantor Lingkungan Hidup Serdang Bedagai Regent No.503.660/222/BLH/WAS/2016 dated 21 July 2016 valid until 21 July 2021, defined that the time limit was 180 days because produce (less than) < 50 kg per days. The license include: lubrication oil, battery, oil filter, pesticides/chemical containers, rugs and medical wastes.</p> <p>Unit certification has had permit of "Izin Pembuangan Air Limbah (IPAL) PT Socfin Indonesia Kebun Mata Pao", No. 0001/36/DPMP2STP-SB/I/2018, dated 4 January 2018 and valid until 4 January 2023. Also PT Socfindo_Mata Pao has had license of Izin Pembuangan Limbah Cair (IPLC) No. No.503.660/215/BLH/WAS/2016, dated 21 July 2016 valid until 21 July 2021</p> <p>Records of chemical containers quantity disposed were evident. Liquid waste from agrochemical was reused for the next spraying application. While the ex-fertilizer sacks was also rinsed and reuse for fertiliser distribute at estate operations.</p> <p>PIC in temporary storage has trained on environmental requirement. Data seen: Record of training on handling of hazardous waste dated 6th December 2018, location Mata Pao Estate was attended by 5 workers. Unit certification has submit the hazardous waste report for period January – March 2019 to Dinas Lingkungan Hidup District of Serdang Bedagai.</p>	
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<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p>	<p>PT Socfin Indonesia – Mata Pao POM has prepared a procedure to handle hazardous waste titled “Prosedur Penanganan Limbah B3” explains methods to collecting the waste, recording in balance and disposal through licensed third party transporter.</p> <p>PT Socfin Indonesia – Mata Pao POM has a waste management plan, identifying type and source of waste and the disposal plan. Pesticide waste have been identified and documented under the “Evaluasi Aspek-Dampak Lingkungan” (Environmental Aspect impacts).</p> <p>License of hazardous wastes temporary storage (TPS B3) as issued from Kantor Lingkungan Hidup Serdang Bedagai Regent No.503.660/222/BLH/WAS/2016 dated 21 July 2016 valid until 21 July 2021, defined that the time limit was 180 days because produce (less than) < 50 kg per days. The license include: lubrication oil, battery, oil filter, pesticides/chemical containers, rugs and medical wastes.</p> <p>In the handling of hazardous waste (LB3), the unit of certification in cooperation with the other Parties stipulated in the Cooperation Agreement 3 Party, namely:</p> <ul style="list-style-type: none"> • Perjanjian Jasa Pengolahan Limbah Bahan Berbahaya dan Beracun (B3) - Hazardous and toxic Materials Waste Treatment Agreement (B3) between PT Socfin Indonesia, PT Amindy Barokah Sumut and PT Wastec International, letter no. 326/WI-SPKLB3/VIII/2019 dated 1 August 2019 valid until 31 July 2020. • Cooperation in terms of management includes: transportation, management, disposal and waste works. • Perjanjian Kerjasama Evakuasi dan Pengelolaan Limbah B3 Khusus Aki Bekas – Agreement of Evacuation and management of Hazardous Waste usage Accu/Battery between PT Socfin Indonesia, PT Amindy Barokah Sumut and PT Non Ferindo Utama, letter no. 328/SI-NFU-ABS/SPKLB3/VII/2019 dated 2 July 2019 valid until 2 July 2020. Scope of waste including: Mata Pao Plantation, Seunagan Plantataion, 	<p>Conformity</p>
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7.3.3	The unit of certification does not use open fire for waste disposal.	PT Socfindo-Mata Pao are not use open fire for waste disposal. As described above, all waste generated from all activity at plantation and mill categorized as : organic waste (solid & liquid), anorganic waste, medical waste, laboratory waste, hazardous waste. The company has also installed a sign board to not perform garbage/waste burning in housing. All waste are disposed according to the procedure as described in indicator 7.3.2 without any open fire.	Conformity
Criteria 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 agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	According to the latest best management practices procedure, certificate holder using chemical fertilizer and organic fertilizer such as empty fruit bunch, bunch ash and solid to increasing soil fertility. All record of fertilizer application recorded in document <i>Booklet Pemupukan</i> .	Conformity
7.4.2	Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	Certificate holder conducted regularly soil (every 5 year) and leaf sampling (annually) to monitored soil and trees fertility. This assessment conducted by Socfin Research Station. <ul style="list-style-type: none"> • Sighted Soil Analysis Report (Ref Number S15-020/LAB-SSPL/III/2015), analysis date May 2014 (20 sample). Parameter that analyze was pH, N-Kjehdahl, C Organic, P, CEC, K, Ca, Mg, Na. • Sighted Leaf Analysis Report (Ref Number L19-034/LAB-SSPL/V/2019), analysis date 18 May 2019 (28 sample). Parameter that analyze was N-Kjehdahl, P-total, K-total, Ca-total and Mg-total. 	Conformity
7.4.3	A nutrient recycling strategy is in place, which includes 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 bunch ash. Based on the agronomy's SOP, certificate holder has stipulated the EFB dosage on planting age basis as follows: <ul style="list-style-type: none"> • Under 1 year: 10 tonnes/Ha • 1 – 2 year: 20 tonnes/Ha • 3 year's up: 45 tonnes/Ha 	Conformity

		<p>During the audit, auditor has observed the EFB application in replanting area (palm age under 1 year). The EFB placed and covered in the circle (approximately with diameter 1 meter). In addition to increasing soil fertility, this application also aims to maintain soil moisture needed by new plants.</p>  <p>Example of EFB and bunch ash application on immature plant.</p>	
7.4.4	Records of fertiliser inputs are maintained.	<p>The record of EFB application documented in '<i>Booklet Pemupukan</i>' who reported by upkeep supervisor in daily basis. Based on the document obtain information that certificate holder has documented the total of fertilizer applied versus fertilizer recommendation. For example: Block 012 (45.69 Ha) planting year 1997 has been fertilized with NPK 15-15-6-4 with dosage 4.25 Ha/tree (in three manuring rotation).</p>	Conformity
<p>Criteria 7.5: Practices minimise and control erosion and degradation of soils.</p>			
7.5.1	(C) Maps identifying marginal and fragile soils, including steep terrain, are available.	PT. Socfin Indonesia - Mata Pao Estate (consist Mata Pao, Teluk Buluh and Plintahan Division) has a concession area 2,334.46 Ha of which 2,295.03	Conformity

		<p>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.</p> <table border="1" data-bbox="974 459 1626 1141"> <thead> <tr> <th rowspan="2">Map Symbol</th> <th rowspan="2">Soil Map Unit</th> <th rowspan="2">Slope Class (%)</th> <th rowspan="2">Brief Description</th> <th colspan="2">Extent</th> </tr> <tr> <th>Ha</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Ngr/2 Fds/1 Buh/1 Gbs/1 Ksn/1 Byu/1</td> <td>Level (0 – 4)</td> <td>Deep, well to imperfectly drained soils with sandy clay to sandy clay loam subsoils. Terrain level to undulating. Low to moderate fertility status.</td> <td>1,562.07</td> <td>66.9</td> </tr> <tr> <td>Tul/1</td> <td>Tualan g</td> <td>Level (4 – 12)</td> <td>Deep, imperfectly to excessive drained soils with sandy loam to sandy subsoils.</td> <td>772.39</td> <td>33.1</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td>2,334.46</td> <td>100.</td> </tr> </tbody> </table> <p>Based on that assessment report, there is no soil type similar to peat.</p>	Map Symbol	Soil Map Unit	Slope Class (%)	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	Tualan g	Level (4 – 12)	Deep, imperfectly to excessive drained soils with sandy loam to sandy subsoils.	772.39	33.1	Total				2,334.46	100.	
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7.5.2	There is no extensive replanting of oil palm on steep terrain.	Based on the soil survey and assessment who carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on June 2004, obtain information that slope class of Mata Pao Estate was 0 – 4 and 4 - 12%. There is no steep terrain in the ground.	Conformity																										

7.5.3	There is no new planting of oil palm on steep terrain.	There is no new planting in steep areas.	Conformity																										
<p>Criteria 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>																													
7.6.1	<p>(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.</p>	<p>PT. Socfin Indonesia - Mata Pao Estate (consist Mata Pao, Teluk Buluh and Plintahan Division) has a concession area 2,334.46 Ha of which 2,295.03 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.</p> <table border="1" data-bbox="974 703 1626 1382"> <thead> <tr> <th rowspan="2">Map Symbol</th> <th rowspan="2">Soil Map Unit</th> <th rowspan="2">Slope Class (%)</th> <th rowspan="2">Brief Description</th> <th colspan="2">Extent</th> </tr> <tr> <th>Ha</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Ngr/2 Fds/1 Buh/1 Gbs/1 Ksn/1 Byu/1</td> <td>Level (0 – 4)</td> <td>Deep, well to imperfectly drained soils with sandy clay to sandy clay loam subsoils. Terrain level to undulating. Low to moderate fertility status.</td> <td>1,562.07</td> <td>66.9</td> </tr> <tr> <td>Tul/1</td> <td>Tualang</td> <td>Level (4 – 12)</td> <td>Deep, imperfectly to excessive drained soils with sandy loam to sandy subsoils.</td> <td>772.39</td> <td>33.1</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td>2,334.46</td> <td>100.</td> </tr> </tbody> </table>	Map Symbol	Soil Map Unit	Slope Class (%)	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	Total				2,334.46	100.	Conformity
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		Based on the soil description above obtained information that there is no peat area in Mata Pao's concessions.	
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	As explained in previous indicator (7.6.1), there is no marginal soil such as peat or slope areas in Mata Pao's concession. Thus, no special treatment for marginal soil existed.	Conformity
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	PT. Socfin Indonesia - Mata Pao Estate (consist Mata Pao, Teluk Buluh and Plintahan Division) has a concession area 2,334.46 Ha of which 2,295.03 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.	Conformity
Criteria 7.7			
No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas	Conformity
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.	There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas	Conformity
PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).			
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	As explained in indicator 7.6.1, there is no peat area identified in Mata Pao's concessions.	Conformity
7.7.4	(C) A documented water and ground cover management programme is in place.	As explained in indicator 7.6.1, there is no peat area identified in Mata Pao's concessions.	Conformity
7.7.5	(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to	As explained in indicator 7.6.1, there is no peat area identified in Mata Pao's concessions.	Conformity

	<p>replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p>		
<p>PROCEDURAL NOTE: Full details of the RSPO Drainability Assessment Guidelines and related concepts and detailed actions are in the manual currently being fine-tuned/tested by PLWG. A final version should be approved by PLWG in January 2019 and will include additional guidance on the steps to be followed after the decision not to replant as well as implications for other stakeholders, smallholders, local communities and the unit of certification. It is recommended that a further twelve-month methodology trial period is proposed for all related management units (i.e. those with plantations on peat) to utilise the methodology and provide feedback to the PLWG to enable further refinement of procedure as appropriate before January 2020. Units of certification have the option to defer replanting till after the availability of the revised guidelines. Additional guidance on alternative crops and rehabilitation of natural vegetation will be provided by PLWG.</p> <p>PROCEDURAL NOTE: PLWG and the Smallholder Interim Group (SHIG) will collaboratively develop guidance for Independent Smallholders [cross links to SHIG and GHG issues].</p>			
7.7.6	<p>(C) All existing plantings on peat are managed according to the RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.</p>	<p>As explained in indicator 7.6.1, there is no peat area identified in Mata Pao's concessions.</p>	<p>Conformity</p>
7.7.7	<p>(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance.</p>	<p>As explained in indicator 7.6.1, there is no peat area identified in Mata Pao's concessions.</p>	<p>Conformity</p>
<p>Criteria 7.8 Practices maintain the quality and availability of surface and groundwater.</p>			

<p>7.8.1</p>	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following: 7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p>	<p>The company has implemented 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 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.</p> <p>The water was utilize for mill operations (include boilers, processes and domestics usage) through the water treatment plant (using physicals and chemicals method) as well as for estate operations (include housing, pesticidesmixings and office operations).</p> <p>The use of clean water done by PT Socfindo-Mata Pao is using ground water (water well Division I-III and Mata Pao Mill) and has been conducted reporting of SOC REF. W19-014/LAB-SSPL/III/2019 dated March 14, 2019 based on Permenkes No. 32 year 2017.</p>	<p>Conformity</p>
	<p>7.8.1b Workers have adequate access to clean water.</p>	<p>Company provide the clean water for workers at housing area with ground water (drill well) at Mata Pao and clean water from Mill for Mill workers Housing. Regular water analysis was performed to monitor the water quality. The clean water has been examination by accredited laboratory. The sample has been analysed in The Laboratory of PT. Socfin Indonesia (SOCFINDO) Seed Production and Laboratory on 14 March 2019, the result was complied with clean water standards based on Permenkes No. 32 Tahun 2017 regarding "Standar Baku Mutu Kesehatan Lingkungan dan Persyaratan Kesehatan Air untuk Keperluan Higiene Sanitasi, Kolam Renang Solus Per Aqua dan Pemandian Umum". The monitoring on period 2019 and it results in accordance with the regulation for all parameters.</p> <p>During interview with sampled workers (harvester, spraying workers, mill workers and office workers) confirmed that they got clean water freely which provide by Estate and Mill.</p>	

7.8.2	<p>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).</p>	<p>The company has identified water courses and wetland in the plantation area. Based on HCV assessment in 2011, there were identified areas or ecosystem water courses in Mata Pao Estate, among others: Ular River in Block BL.49, BL.51, 52, 54 and BL 55. The water courses was protected by the company with the following ways:</p> <ul style="list-style-type: none"> - 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. - 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. <p>Company 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 river banks 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. River banks 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</p>	Conformity

		<p>have been mapped into the "Map of High Conservation Mata Pao" scale 1 : 50,000. Based on observations at riparian of Sungai Ular at Block 52, and 54 Division III, the riparian area has been well maintained, with the marking in palm oil tree and prohibition of pesticide applications in the river buffer zone. Old oil palm tree are keep standing, not cut during replanting.</p>																																													
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p>	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) has demonstrated under Certificate of "Analysis Report – Laporan Analisa" that was conducted by Accreditation Laboratory namely PT Sucofindo every months. The standard is used base on PermenLH No. 5 Tahun 2014 and standard method, 23rd edition 2017, APHA-AWWA-WEF.</p> <table border="1" data-bbox="976 719 1621 1372"> <thead> <tr> <th>Month (2019)</th> <th>Certificate No.</th> <th>BOD (mg/L)</th> <th>COD (mg/L)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>00490/CLACA M</td> <td>90.2</td> <td>182.11</td> </tr> <tr> <td>February</td> <td>01820/CLACA M</td> <td>84.6</td> <td>170.81</td> </tr> <tr> <td>March</td> <td>02534/CLACA M</td> <td>86.2</td> <td>172.91</td> </tr> <tr> <td>April</td> <td>03252/CLACA M</td> <td>78.6</td> <td>154.76</td> </tr> <tr> <td>May</td> <td>03970/CLACA M</td> <td>82.4</td> <td>162.91</td> </tr> <tr> <td>June</td> <td>04518/CLACA M</td> <td>99.2</td> <td>220.41</td> </tr> <tr> <td>July</td> <td>05964/CLACA M</td> <td>86.2</td> <td>173.89</td> </tr> <tr> <td>August</td> <td>06647/CLACA M</td> <td>86.6</td> <td>173.89</td> </tr> <tr> <td>September</td> <td>07592/CLACA M</td> <td>92.6</td> <td>185.04</td> </tr> <tr> <td>October</td> <td>08790/CLACA M</td> <td>74.2</td> <td>152.20</td> </tr> </tbody> </table>	Month (2019)	Certificate No.	BOD (mg/L)	COD (mg/L)	January	00490/CLACA M	90.2	182.11	February	01820/CLACA M	84.6	170.81	March	02534/CLACA M	86.2	172.91	April	03252/CLACA M	78.6	154.76	May	03970/CLACA M	82.4	162.91	June	04518/CLACA M	99.2	220.41	July	05964/CLACA M	86.2	173.89	August	06647/CLACA M	86.6	173.89	September	07592/CLACA M	92.6	185.04	October	08790/CLACA M	74.2	152.20	Conformity
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7.8.4	Mill water use per tonne of FFB is monitored and recorded.	<p>PT Socfin Indonesia has defined the procedure on the monitoring of mill waster use per ton of FFB processing under POM Water Management Procedure No: SOCPSP/4.22 rev.02, dated 1st January 2016.</p> <p>The record of mill water usager per ton of FFB has shown under document of "Debet Air, Pemakaian Air untuk Pabrik bulan Januari – Desember 2019" as following:</p> <table border="1" data-bbox="974 1225 1621 1378"> <thead> <tr> <th>Months (2019)</th> <th>FFB Processing (ton)</th> <th>Water Usage (M3)</th> <th>Water Use per Ton of FFB</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>2.034,690</td> <td>1.620</td> <td>0,796</td> </tr> <tr> <td>February</td> <td>2.341,370</td> <td>1.911</td> <td>0,816</td> </tr> </tbody> </table>	Months (2019)	FFB Processing (ton)	Water Usage (M3)	Water Use per Ton of FFB	January	2.034,690	1.620	0,796	February	2.341,370	1.911	0,816	Conformity
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<p>Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised</p>																																															
7.9.1	A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy is in place, monitored and reported	<p>Mata Pao mill and estate has been develop the programme/plan on how to conduct efficiency for utilization of fossil fuel by develop the standard to manage the consumption each of vehicles and electricity generator (genset) within litre per hours both for organization owned and contractors; the monitoring conducted by monthly and reported to technical department.</p> <p>Also it was developed the plan/programme regarding optimization of renewable energy known as fibre and shell as boiler fuels at mills, the target was sets on 80% as minimum energy availability, monitoring also conducted monthly by calculate the calories resulted from fibre and shell and utilize as boiler fuels whether during the construction or upgrading of all operations.</p> <p>PT Socfin Indonesia – Mata Pao POM has demonstrated the program to improving efficiency of the use of fossil fuels and to optimize renewable energy. There has not been discussing regarding biogas installation yet.</p> <p>Data verification:</p>	Conformity																																												

		<p>1. Fossil fuels efficiency programed 2018 and 2019, as following:</p> <ul style="list-style-type: none"> - Boiler modification by operated water treatment and turbine to reduce the 148annah148r148on of electrical generator (genset) - Nozzle calibration and preventive maintenance for genset and vehicles - Turbine powers generate to supply electricity to composting activities in order to reduce genset utilization <p>2. Renewable energy (fibre and shell) optimization programme year 2019 under Rekap Hasil dan Pemakaian Cangkang POM Kebun Mata Pao Tahun 2019, as below:</p> <table border="1" data-bbox="1016 687 1612 866"> <thead> <tr> <th>Renewable Energy (Fiber and shell)</th> <th>2017</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>Per tonnage CPO (Kcal/Ton FFB)</td> <td>1,886</td> <td>1,870</td> <td>1,888.7</td> </tr> <tr> <td>% utilization</td> <td>85%</td> <td>85%</td> <td>85%</td> </tr> </tbody> </table> <table border="1" data-bbox="1016 898 1612 1058"> <thead> <tr> <th>Fossil fuels</th> <th>2017</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>Vehicles (litre)</td> <td>59,926</td> <td>60,453</td> <td>37,115</td> </tr> <tr> <td>Generator (litre)</td> <td>93,000</td> <td>4,403</td> <td>1,000</td> </tr> <tr> <td>FFB (Ton)</td> <td>38,099.42</td> <td>37,739.73</td> <td>33,572</td> </tr> <tr> <td>Per tonnage FFB</td> <td>4,01</td> <td>1,72</td> <td>1,14</td> </tr> </tbody> </table> <p>The target was sets on 80% as minimum energy availability and actual energy can be use as 85% (shell: 3,890: kcal/kg and fiber: 2,310 kcal/kg). Monitoring also conducted monthly by calculate the calories resulted from fibre and shell and utilize as boiler fuels whether during the construction or upgrading of all operations.</p> <p>Based on the recapitulation of Genset Perkins PL 500 year 2017-2019 after using shell and fiber in line of non fossil fuel is as follows:</p> <table border="1" data-bbox="1016 1350 1525 1377"> <thead> <tr> <th>Year</th> <th>Fuel Usage (Ltr)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Renewable Energy (Fiber and shell)	2017	2018	2019	Per tonnage CPO (Kcal/Ton FFB)	1,886	1,870	1,888.7	% utilization	85%	85%	85%	Fossil fuels	2017	2018	2019	Vehicles (litre)	59,926	60,453	37,115	Generator (litre)	93,000	4,403	1,000	FFB (Ton)	38,099.42	37,739.73	33,572	Per tonnage FFB	4,01	1,72	1,14	Year	Fuel Usage (Ltr)			
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<p>Based on the table above, that relative there is a decline in fuel usage after using alternative shell and fiber as a substitute for non fossil fuel. There is a reduction in the use of fossil fuels from the average decline per year of more than 50% per year.</p>										
<p>Criteria 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to 149annah149r GHG emissions.</p>										
7.10.1	<p>© GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimize them are implemented, monitored through the Palm GHG calculator and publicly reported.</p>	<p>PT Socfin Indones–a - Mata Pao POM has been identified the significant pollutant and GHG emissions uder form "Evaluasi Program Pengurangan Gas Rumah Kaca dan Efisiensi Energi" period January – December 2019, such as:</p> <ul style="list-style-type: none"> • Energy efficiency and Greenhouse Gas mitigation through: <ul style="list-style-type: none"> • Use of POME for composting (% POME for composting) • Efficiency energy from the use of "Traymaster Turbine". • The turn of the power source in nursery from generator into State Electricity Company (PLN). • The turn of the power source for the process of fire up from generator into State Electricity Company (PLN). • The use of compound fertilizer as a substitute for a single fertilizer optimization <p>PT Socfin Indones–a - Mata Pao POM has also minimized pollutant and GHG through, such as implementing IPM to reduce pesticides usage and using fibers and sell for boiler.</p> <p>PT Socfin Indonesia Mata Pao Mill already has conduct GHG emission calculation using Palm GHG V 4.0 as RSPO requirement. The reporting was</p>		Conformity						

		<p>conducted annually to the RSPO on 31 January 2019 (January – December 2019). Mill report year 2019, total of FFB production is 44,356 tonnes, CPO 10,207 tonnes, PK 1,933 ton.</p>	
7.10.2	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimize them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p>	<p>PT Socfindo – Mata Pao as Certification unit has develop the palm oil plantation since 2005, the young oil palm existed are replanting. There is no new planting, therefore, the requirement of this indicator is not applicable.</p>	Conformity
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimize them implemented and monitored.</p>	<p>The company has identify associated with pollution in the form of “Daftar dan Pengendalian Aspek Lingkungan, Keselamatan dan Kesehatan Kerja dan”, last review oⁿ 7th January 20. Unit certification is also performed emission measurement, including:</p> <ul style="list-style-type: none"> • Air ambient measurement outdoor on 17 June 2019 by PT Sucofindo, location on Mata Pao Estate (front of Mata Pao Mill, housing of employee and out side of Mata Pao Mill). Measurement base on regulation PPRI No.41/1999 and KepmenLH no. 48/1996. • Measurement of Emission Air on 29 August 2019 by PT Sucofindo, sample identification on Boiler Mata Pao. Measurement is based on regulation PermenLH no. 07/2007. The result of particulate concentration was corrected 6% Oxygen rate on condition normally air (25 °C and 760 mmHg) and dry basis except opacity. 	Conformity
<p>Criteria 7.11: Fire is not used for preparing land and is prevented in the managed area.</p>			
7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning.</p>	<p>Zero burning policy was described in Ethical Policy (SOC/Dp/4.01-64). It described that land preparation of replanting is conducted by cutting and chipping (zero burning). Based on field visit, it was verified that no fire been used for land clearing for replanting in PT Socfindo Mata pao Estate.</p>	Conformity

		Noted that there was no new planting since November 2005 in PT Socfin Indonesia – Mata pao Estate. The young oil palm existed are replanting.	
7.11.2	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification.	<p>The company always conducts a monitoring of land fires conducted by the emergency Response Team 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 Tehniker 1.</p> <p>Some emergency response equipment has been prepared by the company including: Hydrant (in Mill) as many as 8 units, APAR as much as 37 units, Rumah PMK as many as 2 units and emergency response equipment (consisting of goni sack, broom, shovel, sand etc.). The monitoring method is carried out according to land fire Handling guidelines SOC/DP/4.08-01.</p> <p>The schedule of mortality monitoring is carried out every month by the emergency response Team, until December 2019 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, the last report for the period of July – December 2019 was reported on January 27, 2020.</p>	Conformity
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	<p>The Land Fire Monitoring schedule is performed monthly by the emergency Response Team, until December 2019 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, the last report for the period of July – December 2019 was reported on January 27, 2020.</p> <p>Based on field visit, it was verified that no fire been used for land clearing for replanting in PT Socfindo Mata Pao Estate.</p>	Conformity
<p>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.</p>			

<p>PROCEDURAL NOTE for 7.12:</p> <p>The 2018 RSPO P&C include new requirements to ensure the effective contribution of RSPO to halting deforestation. This will be achieved by incorporating the High Carbon Stock Approach (HCSA) Toolkit in the revised standard.</p> <p>The RSPO ToC also commits RSPO to balancing sustainable livelihoods and poverty reduction with the need to conserve, protect and enhance ecosystems. High Forest Cover Countries (HFCCs) urgently require economic opportunities that enable communities to choose their own development path, while providing socio-economic benefits and safeguards.</p> <p>Adapted procedures will be developed to support the sustainable development of palm oil by indigenous peoples and local communities with legal or customary rights. These will apply in specific HFCCs, and within those, in High Forest Cover Landscapes (HFCLs).</p> <p>The development of these procedures will be guided by a No Deforestation Joint Steering Group (NDJSG) of RSPO and HCSA members. In HFCCs, RSPO will work through national and local participatory processes with governments, communities and other stakeholders to develop these procedures. A timeframe for these activities is stipulated in the Terms of Reference for the NDJSG and publicly available.</p>			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Certificate holder did not conducted Land Use Change Analysis (LUCA). However, they has been submitted their LUCA to the RSPO Secretariat.</p>	Conformity
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>7.12.2a For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p>	<p>The company has conducted HCV Assessment back in July - August 2011 by Team Faculty of Forestry, IPB University, using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approv152annah152rsor (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:</p> <ol style="list-style-type: none"> 1. Ir Heru B Pulonggono, Msc 2. Ir. Djoko Arie Sulistianto 3. Ahmad Faisal Siregar, S.Hut 4. Sutopo, S.Hut 	Conformity

		<p>5. Sayidina Ali, Amd 6. Udi Kusdinar, S.Hut</p> <p>Based on HCV Identification and Analysis Report, issued by Faculty of Forestry, IPB University, 2011, identified HCV were:</p> <ul style="list-style-type: none"> • HCV 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. <p>Total HCV Areas: 5.89 Ha</p> <p>The HCV assessment resulting six (6) protected wildlife species (based on PP No. 7/1999) such as:</p> <ol style="list-style-type: none"> 1. Pijantung kecil - Little spiderhunter (<i>Arachnothera longirostra</i>); 2. Burung madu kelapa - Brown-throated sunbird (<i>Anthreptes malacensis</i>); 3. Kipasan belang (<i>Rhipidura javanica</i>); 4. Cekakak belukar - White-throated kingfisher (<i>Halcyon smyrnensis</i>); 5. Cekakak Sungai (<i>Halcyon chloris</i>) <p>HCV assesments results has been compared to Endemic Bird Area (EBA) and Important Bird Area (IBA) data.</p> <p>The HCV Assessment also identified one (1) wildlife species which are listed as Appendix II (based on Appendiix CITES) such as Biawak (<i>Varanus salvator</i>).</p> <p>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.</p>	
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		<p>The HCV Identification and Analysis report was peer reviewed by Susetiyarningsih S. on 25 October to 3 November 2012. Public consultation for HCVs area was carried out on 22 December 2011 that attended by related parties. Its consultation located in Balai Umum Pasar Baru by HCV Assessor.</p> <p>Based on final report of HCV identification and analysis in Mata Pao Estate it was demonstrated that the HCV assessment includes both the planted area itself and relevant wider landscape-level considerations, e.g. the location of wildlife sightings.</p> <p>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 socio-economic and cultural aspects (interviews and direct observation at selected sites), analysis and mapping.</p> <p>The HCVs Map was available in HCV Area Map of Mata Pao Estate. The map scale is 1: 50.000 and sources were 1) Mata Pao Working Map, 2) Administration Map, 3) Road and River Map, 4) SRTM 90m, and 5) GIS Analysis</p> <p>There was no fauna within critically endangered (CR), nevertheless there were 5 birds protected status by PP 7 No. 1999 and 1 reptile App II by CITES, As follows:</p> <table border="1" data-bbox="974 1233 1585 1383"> <thead> <tr> <th>Local Name</th> <th>Scientific name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><i>Bird</i></td> <td></td> <td></td> </tr> <tr> <td>Pijantung kecil</td> <td><i>Arachnothera longistora</i></td> <td>PP No. 7 / 1999</td> </tr> </tbody> </table>	Local Name	Scientific name	Status	<i>Bird</i>			Pijantung kecil	<i>Arachnothera longistora</i>	PP No. 7 / 1999	
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	<p>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 HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p>	<table border="1" data-bbox="974 360 1585 662"> <tr> <td>Burung madu kelapa</td> <td><i>Anthreptes malacensis</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Kipasan belang</td> <td><i>Rhipidura javanica</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Cekakak belukar</td> <td><i>Halcyon symmensis</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Cekakak sungai</td> <td><i>Halcyon cloris</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Reptile</td> <td></td> <td></td> </tr> <tr> <td>Biawak</td> <td><i>Varanus salvator</i></td> <td>App II CITES</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>The company has conducted HCV Assessment back in July-August 2011 by Team Faculty of Forestry, IPB University, using HCV Toolkit Indonesia 2008 (see indicator 7.12.2).</p>	Burung madu kelapa	<i>Anthreptes malacensis</i>	PP No. 7 / 1999	Kipasan belang	<i>Rhipidura javanica</i>	PP No. 7 / 1999	Cekakak belukar	<i>Halcyon symmensis</i>	PP No. 7 / 1999	Cekakak sungai	<i>Halcyon cloris</i>	PP No. 7 / 1999	Reptile			Biawak	<i>Varanus salvator</i>	App II CITES				
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<p>PROCEDURAL NOTE for 7.12.2: For details of transitional measures, refer to Annex 5: RSPO transition from HCV assessments to HCV-HCSA assessments.</p>																								
7.12.3	<p>(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 consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.</p>	<p>Based on field visits and verification of the 2011 HCV Identification document, an analysis of the vast landscape area has been carried out and states that all of the PT Socfin Indonesia – Mata Pao HGU areas have no direct border with the natural ecosystem which is a high forest cover landscape. The entire area of PT Socfin Indonesia – Mata Pao HGU is bordered by community agricultural land, other private plantations and community settlements.</p>	Conformity																					

<p>PROCEDURAL NOTE for 7.12.3: There should be demonstrable benefits to the local community; clear recognition of legal and customary lands based on participatory land use planning; development should be proportional to the needs of the local community; with a balance between conservation and development. This procedure will also cover planting on previous or abandoned agricultural land / plantations. All other P&C requirements apply, including FPIC and HCV requirements.</p>			
<p>7.12.4</p>	<p>(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 plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>As an effort to manage and monitor HCV areas, the company has arranged:</p> <ol style="list-style-type: none"> 1. The company has established procedure for HCV Management and Monitoring (SOC/PSM/9.06, Rev 3) dated 1 February 2016. The revision on 1 February 2016 was add point 5.4 regarding Evaluation of HCV Monitoring. Other than that, the company has established procedure for River Riparian Conservation Areas Management (SOC/PSM/9.07, Rev 5) dated 15 January 2019. 2. The company has set the management plant and monitoring of HCV area period 2020 that has been signed by top management on 1 February 2020. The program covering: <ul style="list-style-type: none"> • Management of HCV 4.1 in the form of river border areas by enrichment of vegetation types in the river border area with woody plants, maintaining river water quality in accordance with regulations by not applying chemical applications in riparian area and monitoring soil erosion. • Management of HCV 6 in the form of public cemeteries through the activities of making HCV 6 boundaries, cleaning of grave areas, socializing to stakeholders about the importance of preserving the cemeteries from encroachment and livestock disturbance and making agreement on cemeteries management. 	<p>Critical (Major) nonconformance</p>

		<p>3. HCV values and the presence of RTEs were periodically monitored by organization Monitoring the type of protected animals which include in category RTE (Rare, Threat and Endangered) and protected species was monitored monthly by HCV officer who has been appointed by Pengurus based on SK No.MP/Div/Bi/460/2018 dated on 1 September 2018 (Total 3 Officers). From the wildlife monitoring record tahun 2019, species that frequently monitored was cekakak belukar (<i>Halcyon smyrnensis</i>), biawak (<i>Varanus salvator</i>) and Cobra (Ophiophag157annah).</p> <p>4. Appropriate measures regarding rare, threatened or endangered (RTE) species and or other HCVs present or affected by the plantation and mill operations are included in the HCV Management and Monitoring Plan. Monitoring activities was well performed as seen in HCV monitoring record, as follows:</p> <p>Date of monitoring: 16 January 2020 Officer name: Ade Ardiansyah</p> <table border="1" data-bbox="974 874 1619 1343"> <thead> <tr> <th>Species</th> <th>Existence</th> <th>Amount</th> <th>Block</th> </tr> </thead> <tbody> <tr> <td>Pijantung kec-l - Little spiderhunter (<i>Arachnothera longirostra</i>)</td> <td>X</td> <td>0</td> <td>0</td> </tr> <tr> <td>Burung madu kela-a - Brown-throated sunbird (<i>Anthreptes malacensis</i>)</td> <td>X</td> <td>0</td> <td>0</td> </tr> <tr> <td>Kipasan belang (<i>Rhipidura javanica</i>)</td> <td>X</td> <td>0</td> <td>0</td> </tr> <tr> <td>Cekakak beluk-r - White-throated kingfisher (<i>Halcyon smyrnensis</i>)</td> <td>√</td> <td>5</td> <td>54 dan 55</td> </tr> <tr> <td>Cekakak sungai (Halcyon cloris)</td> <td>X</td> <td>0</td> <td>0</td> </tr> <tr> <td>Biawak (<i>Varanus salvator</i>)</td> <td>√</td> <td>2</td> <td>55</td> </tr> </tbody> </table>	Species	Existence	Amount	Block	Pijantung kec-l - Little spiderhunter (<i>Arachnothera longirostra</i>)	X	0	0	Burung madu kela-a - Brown-throated sunbird (<i>Anthreptes malacensis</i>)	X	0	0	Kipasan belang (<i>Rhipidura javanica</i>)	X	0	0	Cekakak beluk-r - White-throated kingfisher (<i>Halcyon smyrnensis</i>)	√	5	54 dan 55	Cekakak sungai (Halcyon cloris)	X	0	0	Biawak (<i>Varanus salvator</i>)	√	2	55	
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		Ular Kobra (Ophiophagus hannah)	√	2	51																																		
Date of monitoring: 14 November 2019 Officer name: Ade Ardiansyah																																							
<table border="1"> <thead> <tr> <th data-bbox="972 545 1240 577">Species</th> <th data-bbox="1240 545 1375 577">Existence</th> <th data-bbox="1375 545 1487 577">Amount</th> <th data-bbox="1487 545 1621 577">Block</th> </tr> </thead> <tbody> <tr> <td data-bbox="972 577 1240 689">Pijantung kecil - Little spiderhunter (<i>Arachnothera longirostra</i>)</td> <td data-bbox="1240 577 1375 689">X</td> <td data-bbox="1375 577 1487 689">0</td> <td data-bbox="1487 577 1621 689">0</td> </tr> <tr> <td data-bbox="972 689 1240 769">Burung madu kela-a - Brown-throated sunbird (<i>Anthreptes malacensis</i>)</td> <td data-bbox="1240 689 1375 769">X</td> <td data-bbox="1375 689 1487 769">0</td> <td data-bbox="1487 689 1621 769">0</td> </tr> <tr> <td data-bbox="972 769 1240 817">Kipas belang (<i>Rhipidura javanica</i>)</td> <td data-bbox="1240 769 1375 817">X</td> <td data-bbox="1375 769 1487 817">0</td> <td data-bbox="1487 769 1621 817">0</td> </tr> <tr> <td data-bbox="972 817 1240 896">Cekakak beluk-r - White-throated kingfisher (<i>Halcyon smyrnensis</i>)</td> <td data-bbox="1240 817 1375 896">√</td> <td data-bbox="1375 817 1487 896">4</td> <td data-bbox="1487 817 1621 896">39 dan 40</td> </tr> <tr> <td data-bbox="972 896 1240 944">Cekakak sungai (Halcyon cloris)</td> <td data-bbox="1240 896 1375 944">X</td> <td data-bbox="1375 896 1487 944">0</td> <td data-bbox="1487 896 1621 944">0</td> </tr> <tr> <td data-bbox="972 944 1240 1008">Biawak (Varanus salvator)</td> <td data-bbox="1240 944 1375 1008">√</td> <td data-bbox="1375 944 1487 1008">3</td> <td data-bbox="1487 944 1621 1008">49 dan 50</td> </tr> <tr> <td data-bbox="972 1008 1240 1088">Ular Kobra (Ophiophagus hannah)</td> <td data-bbox="1240 1008 1375 1088">√</td> <td data-bbox="1375 1008 1487 1088">2</td> <td data-bbox="1487 1008 1621 1088">53 dan 38</td> </tr> </tbody> </table>								Species	Existence	Amount	Block	Pijantung kecil - Little spiderhunter (<i>Arachnothera longirostra</i>)	X	0	0	Burung madu kela-a - Brown-throated sunbird (<i>Anthreptes malacensis</i>)	X	0	0	Kipas belang (<i>Rhipidura javanica</i>)	X	0	0	Cekakak beluk-r - White-throated kingfisher (<i>Halcyon smyrnensis</i>)	√	4	39 dan 40	Cekakak sungai (Halcyon cloris)	X	0	0	Biawak (Varanus salvator)	√	3	49 dan 50	Ular Kobra (Ophiophagus hannah)	√	2	53 dan 38
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<p>The Certification Unit has HCV Management and Monitoring procedures (Document No.: SOC / PSM / 9.06, Rev 03 dated February 1, 2016 wherein (Point 5.2.3.1; B) has explained the management of HCV river border is referring to the Management Procedures of Border Conservation Areas. River (Document No.: SOC / PSM / 9.07, Rev.05, dated January 15, 2019) Based on verification of the Procedure for Management of River Border Conservation Areas (Document No.: SOC / PSM / 9.07, Rev.05, dated January 15, 2019) indicates that point 6.7.6.1 states that Plant Care in</p>																																							

		<p>Conservation Areas (River Border) is not justified using chemicals such as pesticides.</p> <p>Based on field visit in Riparian Area lock 55 Division III sighted:</p> <ul style="list-style-type: none"> • The company has marked the HCV area boundary in the form of yellow marking in palm trees as zero chemical areas. • The company has installed a signboard prohibiting damaging / cutting plants, maintaining river water quality, not throwing garbage into the river or a list of protected species in the comp'ny's area. • The company has rehabilitated the riparian area by planting woody plant species (rubber plant) alongside the riparian. • There are indications of the application of herbicides for the treatment of oil palm dishes that are within river boundaries that have been designated HCV Areas. • It was found former chemical application (chemical application) in circle of oil palm at riparian area which had been stipulated as HCV area. This is not aligned with document of <i>Integrated Management Plan in HCV Area</i> and <i>Procedure of HCV Management (Riparian)</i> dated 15 January 2019 clause 6.7.6.1 which stated: "upkeep activity in riparian area using pesticide is prohibited". Baed on that fact, it raised as Nonconformity against Major indicator 7.12.4. <p>Based on field visits in Block 9 Division I, the company has managed the HCV area (cemetery) covering an area of 0.09 Ha. Signboard are available and well maintained.</p> <p>The company has developed an agreement with stakeholders to manage HCV 6 (cemeteries) on 1 May 2018 between unit management with the surrounding community related to cemeteries in Block 50 division III, Block 49 and 13 Division I.</p>	
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7.12.5	Where rights of local communities have been identified in HCV areas, 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.	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Based on document verification and field visits, there is no indication of the peat area inside the company’s concession. There is also no natural vegetation covering those areas. However HCV 4.1 has been identified as a riparian areas or HCV 6 is a public cemetery area. The land cover of the river border area is partly still in the form of oil palm plantations and some others have been rehabilitated with woody plants such as the river border Block 55 Division III, part of which has been rehabilitated by planting woody plant species.</p> <p>Based on field visits in Block 51 (Replanting area), it shows that the Certification Unit is cutting down the principal of the palm that is in the river border. However, the company has given technical considerations to the activities carried out because of the risk of <i>Ganoderma</i> attack on the that areas.</p> <p>Based on document verification and field visits, PT Socfin Indones–a - Mata Pao has no indication of a new expansion after November 2005. They have also carried out an HCV assessment in Ju–y - August 2011 conducted by a team from the IPB forestry faculty using the HCV Toolkit 2008 (see indicator 7.12.2).</p>	Conformity
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.	Based on HCV assessment report that conducted on 2011 or the results of flora and fauna monitoring during the 2019 period showed that no flora or fauna species were identified that were included in the Critical Endangered (CR) classification or higher based on the IUCN Redlist or Appendix I based	Conformity

	<p>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.</p>	<p>on CITES. However, there are species of animals protected by the Indonesian government based on existing regulations in Indonesia (Minister of Environment and Forestry Regulation No. P.92 / MenLHK / Setjen / Kum.1 / 8/2018) or Appendix II of CITES such as <i>Pijantung kec-l</i> - Little spiderhunter (<i>Arachnothera longirostra</i>), Burung madu kela-a - Brown-throated sunbird (<i>Anthreptes malacensis</i>), Kipasan belang (<i>Rhipidura javanica</i>), Cekakak beluk-r - White-throated kingfisher (<i>Halcyon smyrnensis</i>), Cangak merah (<i>Ardea purpurea</i>) and Cekakak sungai (<i>Halcyon chloris</i>).</p> <p>Certificate holder has appointed special officer in each division to and monitored HCV area's. those officer has been trained regularly. The last training has been held on 20 January 2020.</p> <p>Certificate holder has had NDPE Policy that signed by Principal Director of Socfin Indonesia on 1 June 2019 where there are points including HCV Areas and existing HCS identified, clearly delineated, actively protected and monitored.</p> <p>The company has posted a signboard related to sanctions for violating the Law on the Conservation of Biological Resources and their Ecosystems (Law No. 5 of 1990) in HCV areas or other locations that are easily accessible to the public.</p>	
7.12.7	<p>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 feed back into the management plan.</p>	<p>The company has set the management plant and monitoring of HCV area period 2020 that has been signed by top management on 1 February 2020 as explained in indicator 7.12.4.</p> <p>The company has conducted HCV Assessment in July-August 2011 by Team Faculty of Forestry, IPB University, using HCV Toolkit Indonesia 2008.</p>	Conformity

		<p>Based on document verification and field visits, there is no indication of the peat area inside the company's concession. There is also no natural vegetation covering those areas. However HCV 4.1 has been identified as a riparian areas or HCV 6 is a public cemetery area. The land cover of the river border area is partly still in the form of oil palm plantations and some others have been rehabilitated with woody plants such as the river border Block 55 Division III, part of which has been rehabilitated by planting woody plant species.</p> <p>Based on field visits in Block 51 (Replanting area), it shows that the Certification Unit is cutting down the principal of the palm that is in the river border. However, the company has given technical considerations to the activities carried out because of the risk of <i>Ganoderma</i> attack on the that areas.</p> <p>Based on document verification and field visits, PT Socfin Indones-a - Mata Pao has no indication of a new expansion after November 2005. They have also carried out an HCV assessment in Ju-y - August 2011 conducted by a team from the IPB forestry faculty using the HCV Toolkit 2008 (see indicator 7.12.2).</p>	
7.12.8	<p>(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 Procedure (RaCP) applies.</p>	<p>Based on interviews with village head of Makmur and Pematang Setra Village and also public consultation with local government agencies in Serdang Bedagai District obtain information that PT Socfin Indonesia – Mata Pao has been operating since the Dutch era around 1927. There is no new expansion or new land acquisition process from the local communities since that time. Therefore remediation and compensation procedures do not apply.</p> <p>The company sent disclosure to the RSPO secretariat related to the Land Use Change Analysis (LUCA) on August 5, 2014 stating that PT Socfin</p>	Conformity

		Indonesia -Mata Pao had no obligation to prepare a history of land clearing (LUCA) report after November 2005 (0 Ha).	
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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
			Extension 1;	Quarter 4 of 2020	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.

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					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. Socfindo – Aek Loba		Kebun Aek Loba	Certified	Certified
	PT. Socfindo – Bangun Bandar		Kebun Bangun Bandar	Certified	Certified
	PT. Socfindo – Lae Butar		Kebun Lae Butar	Certified	Certified
	PT. Socfindo – Mata Pao		Kebun Mata Pao	Certified	Certified
	PT. Socfindo – Negeri Lama		Kebun Negeri Lama	Certified	Certified
	PT. Socfindo – Seumanyam		Kebun Seumanyam	Certified	Certified
	PT. Socfindo – Seunagan		Kebun Seunagan	Certified	Certified
	PT. Socfindo – Sungai Liput		Kebun Sungai Liput	Certified	Certified
	PT. Socfindo – Tanah Gambus		Kebun Tanah Gambus	Certified	Certified
Safacam	Safacam POM	Cameroon	Safacam Plantation	Quarter 4 of 2020	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 December 2017 (revision 8 September 2018).
	Edea POM		Edea Plantation		
	Eseka POM		Eseka Plantation		
	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

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					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.
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**) Socfindo and PT Socfin Indonesia have been active members of RSPO since 6 December 2004. Since 15 February 2019, Socfin S.A. became a member of RSPO, grouping all Indonesian (Socfin Indonesia) and African oil palm operations under one membership number.*

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **January – December 2019** for **Mata Pao Mill** and supply base was calculated using the PalmGHG Calculator version 4.0.2. 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 **January – December 2019** for **Mata Pao Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.98
PKO	-
PK	0.98

Extraction	%
OER	23.01
KER	4.36

Production	t/yr
FFB Process	44,356
CPO Produced	10,207
PKO Produced	-
PK	1,933

Land Use	Ha
OP Planted Area	2,140
OP Planted on peat	134.26
Conservation (forested)	-
Conservation (non-forested)	-
Total	2,274.26

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	15,212.97	0.34	-	-	-	-	-	-
CO ₂ Emission from fertilizer	148.84	0.00	-	-	-	-	-	-
NO ₂ Emission	1,156.8	0.54	-	-	-	-	-	-
Fuel Consumption	336.23	0.01	-	-	-	-	-	-
Peat Oxidation	7330.59	0.17	-	-	-	-	-	-
Sink								

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Crop Sequestration	-14,450.59	-0.33	-	-	-	-	-	-
Conservation Sequestration	-	-	-	-	-	-	-	-
Total	9,734.84	0.22	-	-	-	-	-	-

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	396.05	0.01
Fuel Consumption	23.6	0.00
Grid Electricity Utilization	184.01	0.00
Credit		
Export of Grid Electricity	-	0.00
Sales of PKS	-88.00	0.00
Sales of EFB	-	0.00
Total	515.66	0.01

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
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 (%)	-
Divert to anaerobic diversion (%)	100

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

Appendix D: Supply Chain Declaration

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 2019	2,337	0	2,337
2	Mar 2019	2,848	0	2,848
3	Apr 2019	3,226	0	3,226
4	Mei 2019	3,655	0	3,655
5	Jun 2019	3,063	0	3,063
6	Jul 2019	4,564	0	4,564
7	Agust 2019	3,577	0	3,577
8	Sept 2019	2,800	0	2,800
9	Okt 2019	2,167	0	2,167
10	Nov 2019	1,722	0	1,722
11	Des 2019	1,511	0	1,511
12	Jan 2020	1,657	0	1,657
	Total	33,126	0	33,126

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Feb 2019	543	103
2	Mar 2019	668	134
3	Apr 2019	746	146
4	Mei 2019	842	167
5	Jun 2019	706	144
6	Jul 2019	1,104	147
7	Agust 2019	873	146
8	Sept 2019	651	143
9	Okt 2019	511	114
10	Nov 2019	428	114
11	Des 2019	351	89
12	Jan 2020	346	84

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	Total	7,769	1,531
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C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)					
No.	Month- Year	Buyers Name	Palmtrace Trading License Number	CPO Sold (mt)	PK Sold (mt)
1	Feb 2019	Buyer A	-	-	36
	Feb 2019	Buyer B	-	-	74
2	Mar 2019	Buyer B	-	-	97
3	Apr 2019	Buyer B	-	-	135
4	Mei 2019	Buyer B	-	-	118
5	Jun 2019	Buyer B	-	-	120
6	Jul 2019	Buyer A	-	-	76
	Jul 2019	Buyer B	-	-	102
7	Agust 2019	Buyer A	-	928	126
	Agust 2019	Buyer B	-	-	24
8	Sept 2019	Buyer A	-	701	75
	Sept 2019	Buyer B	-	-	39
9	Okt 2019	Buyer A	-	555	33
	Okt 2019	Buyer B	-	-	76
10	Nov 2019	Buyer A	-	390	50
	Nov 2019	Buyer B	-	-	19
11	Des 2019	Buyer A	-	374	-
	Des 2019	Buyer B	-	-	18
	Des 2019	Buyer D	-	-	35
12	Jan-20	Buyer A	-	198	74
Total				3,146	1,325

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)					
No.	Month- Year	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
1	Feb 2019	Buyer A	ISCC	632	-
2	Mar 2019	Buyer A	ISCC	595	-

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3	Apr 2019	Buyer A	ISCC	612	-
4	Mei 2019	Buyer A	ISCC	1,052	-
5	Jun 2019	Buyer A	ISCC	574	-
	Jun 2019	Mas Lestari Perkasa	ISCC	128	-
6	Jul 2019	Buyer A	ISCC	928	-
	Jul 2019	Mas Lestari Perkasa	ISCC	22	-
7	Agust 2019	Buyer A	ISCC	54	-
Total				4,597	-

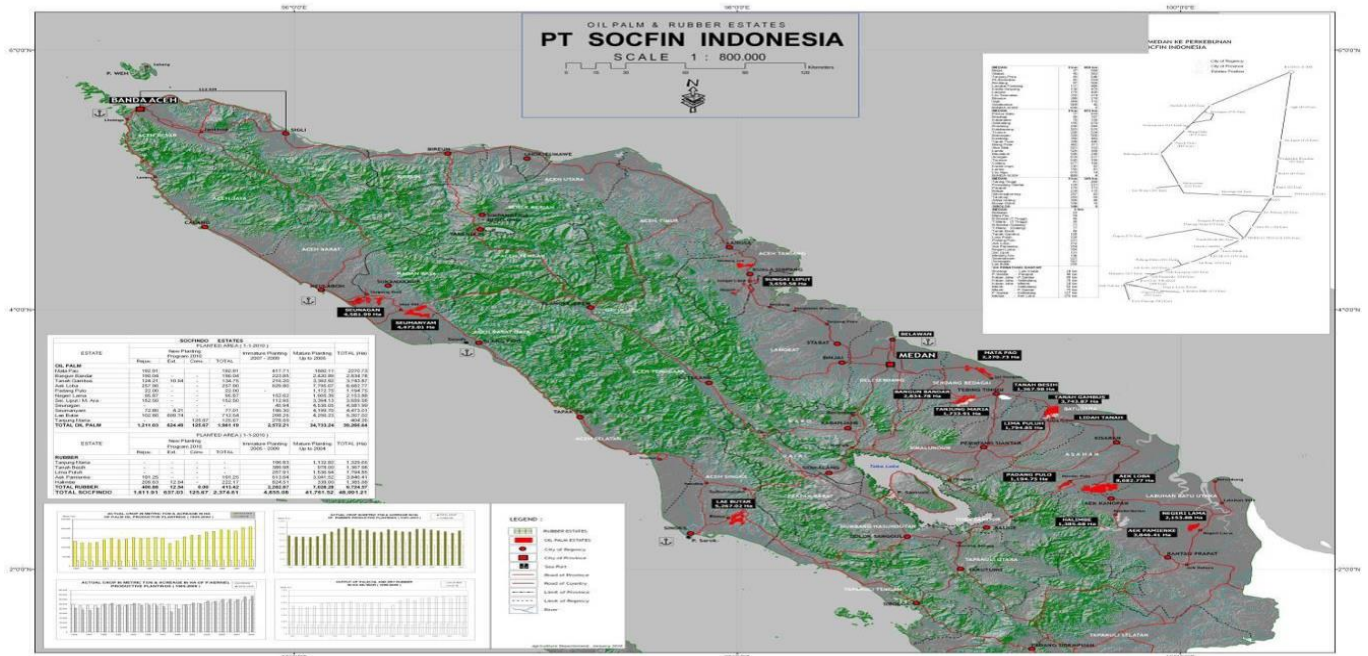
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)

No.	Month- Year	Buyers Name	CPO Sold (mt)	PK Sold (mt)
<i>Not applicable:</i> There is no records of CPO & PK sold as conventional.				

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

No.	Month- Year	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO or PK Sold (mt)
<i>Not applicable:</i> There is no records of CPO & PK sold under RSPO credits.				

Appendix E: Location Map of Mata Pao Palm Oil Mill Certification Unit and Supply bases



Appendix G: List of Smallholder Sampled

There is no smallholder engaged in Mata Pao

Appendix H: List of Abbreviations

ACOP	Annual Communication of Progress
a.i	Active Ingredient
BMP	Best Management Practices
BOD	Biochemical Oxygen Demand
BPJS	<i>Badan Penyelenggara Jaminan Sosial</i> (Indonesian Social Insurance Agencies)
BSI	British Standard International
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
CSR	Corporate Social Responsibility
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
HGU	<i>Hak Guna Usaha</i> (Land Use Right)
HIRAC	Hazard Identification Risk Assessment Control
HRD	Human Resources Department
IDR	Indonesian Rupiah
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
JSA	Job Safety Analysis
KER	Kernel Extraction Rate
KTU	<i>Kepala Tata Usaha</i> (Head Clerk)
LD50	Lethal Dose for 50 sample
LK3	<i>Lingkungan Keselamatan dan Kesehatan Kerja</i> (OHS environment)
LUCA	Land Use Change Analysis
MB	Mass Balance
MCU	Medical Check Up
MM	Musim Mas
MNA	Multimas Nabati Asahan
MoU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
NC	Non Conformity
NGO	Non Government Organization
OER	Oil Extraction Rate

OHS	Occupational Health and Safety
P2K3	<i>Panitia Pembina Kesehatan dan Keselamatan Kerja</i> (OHS Committee)
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RaCP	Remediation and Compensation Process
RKL/RPL	<i>Rencana Kelola Lingkungan/Rencana Pantau Lingkungan</i> (Environmental Management Plan/ Environmental Monitoring Plan)
RSPO	Roundtable on Sustainable Palm Oil
Socfin SA	La Société Financière des Caoutchoucs
SPSI	<i>Serikat Pekerja Seluruh Indonesia</i> (All Indonesian Worker Union)
TIPAN RI	<i>Team Investigasi Penyelamatan Aset Negara Republik Indonesia</i> (Local NGO's)
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
WHO	World Health Organization