

**Roundtable on Sustainable Palm Oil Certification
R S P O**

[✓] Surveillance

Name of Management Organisation : Adolina Palm Oil Mill Subsidiary of PT Perkebunan Nusantara IV.
 Plantation Name : PT Perkebunan Nusantara IV – Adolina Estate
 Location : Village of Batang Terap, Sub District of Perbaungan, District of Serdang Bedagai, Province of Sumatera Utara, Indonesia
 Certificate Code : **MUTU-RSPO/110**
 Date of Certificate Issue : 02 April 2018 Date of License Issue : 02 July 2019
 Date of Certificate Expiry : 01 April 2023 Date of License Expiry : 01 April 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1	26 to 29 March 2019	M.Rinaldi (Lead Auditor), Brigitta Prita, Dwi Haryati	Ardiansyah	Octo HPN Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1	01 July 2019

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Figure 1. Location Map of Perkebunan Nusantara IV – Business unit of Adolina.

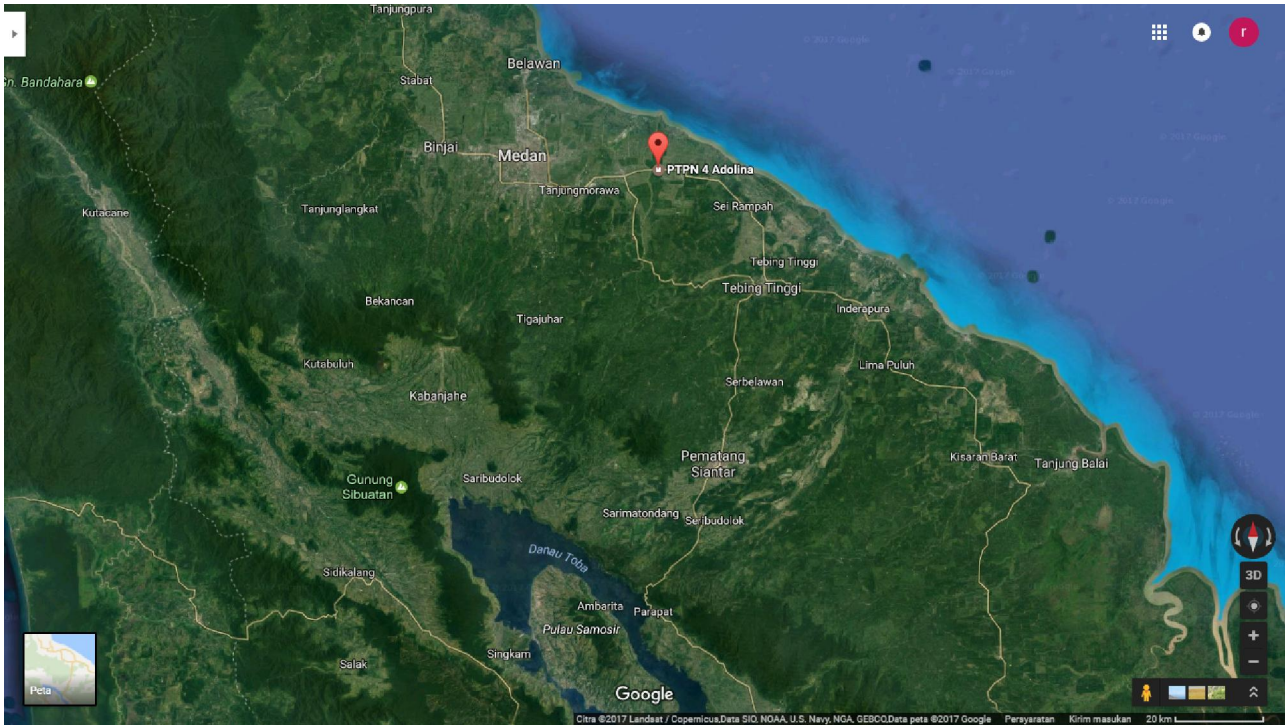


Figure 2. Operational Map of PT Perkebunan Nusantara IV – Business unit of Adolina

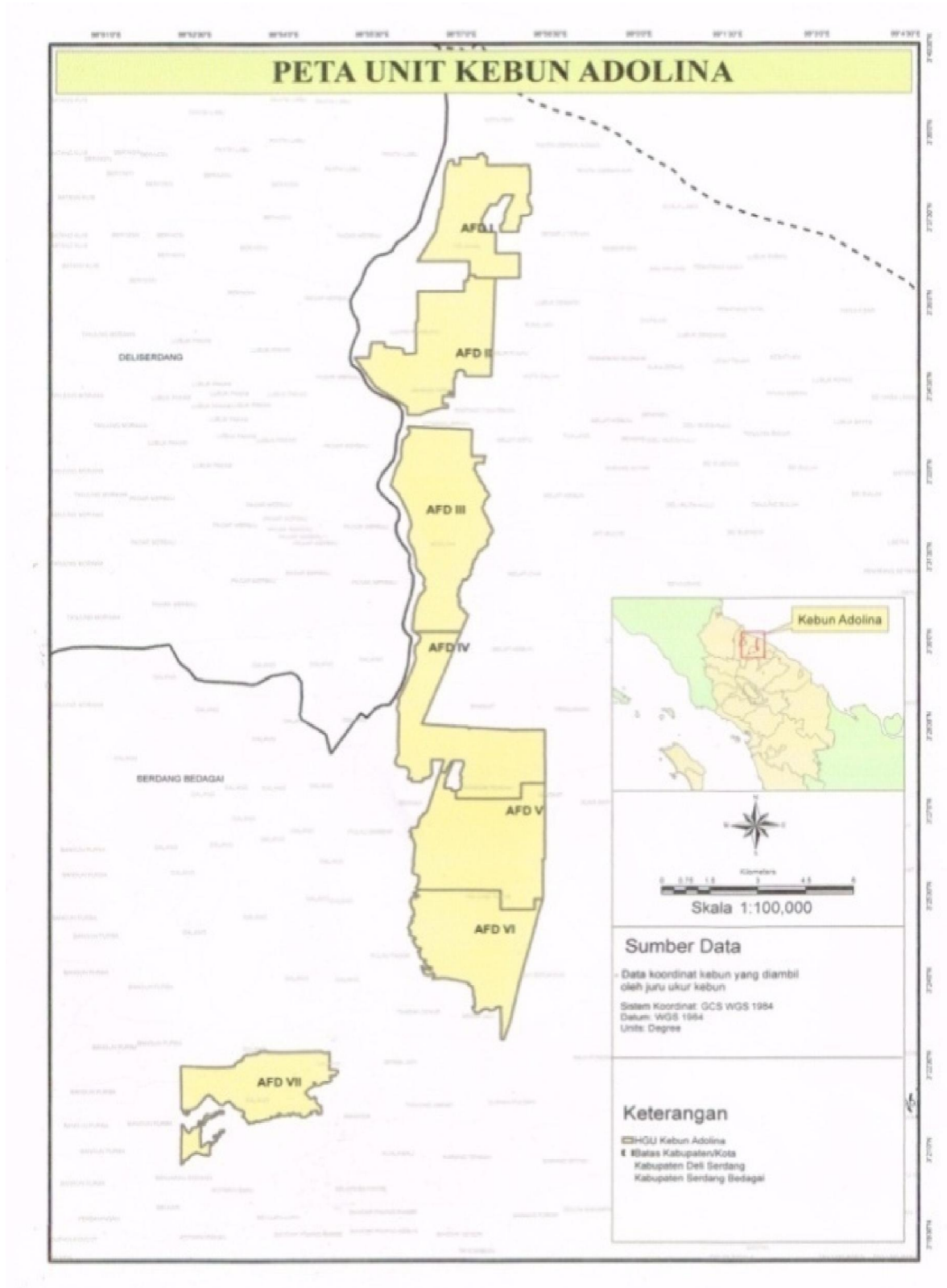
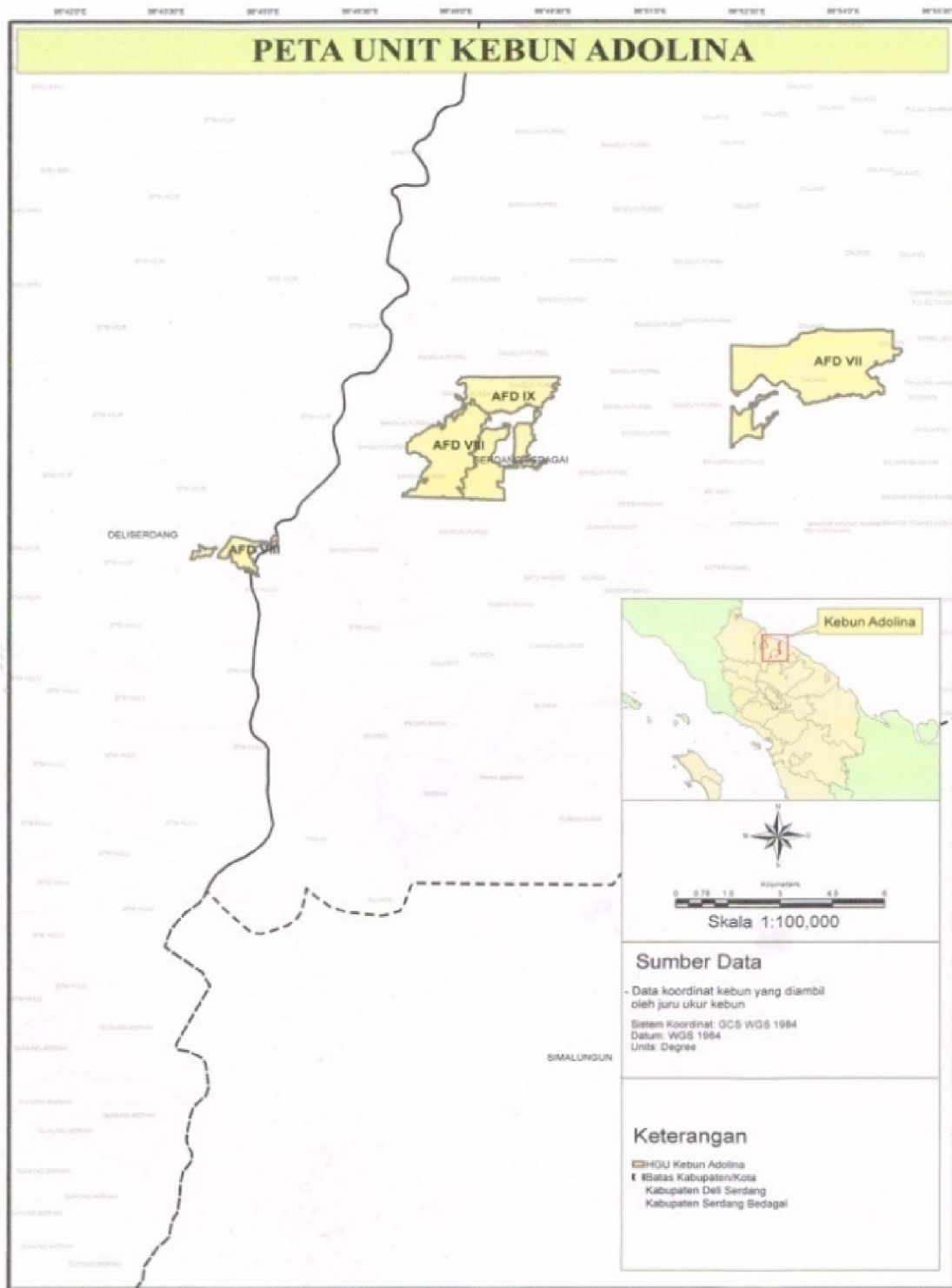


Figure 3. Operational Map of PT Perkebunan Nusantara IV – Business unit of Adolina



Abbreviations Used

AMDAL	:	Analisis Dampak Lingkungan (Environmental Impact Assessment)
ASA	:	Annual Surveillance Assessment
BOD	:	Biological Oxygen Demand
BPJS	:	Badan Penyelenggara Jaminan Sosial (Social Assurance Body)
BPN	:	Badan Pertanahan nasional (National Land Agency)
CLA	:	Cooperative Labour Agreement
CSR	:	Corporate Social Responsibility
CITES	:	Critical Threatened Endangered species
CPO	:	Crude Palm Oil
DOS	:	Dolok Sinumbah
DB (dB)	:	Decibel
EFB	:	Empty Fruit Bunch
FFA	:	Free Fatty Acid
EWS	:	Early Warning System
FFB	:	Fresh fruit Bunch
GHG	:	Green House Gas
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Title)
HIRAC	:	Hazard identification Risk Assessment and Control
HR	:	Human Resources
ISO	:	International Standards Organization
IUP	:	<i>Izin Usaha Perkebunan</i> (Plantation Business Permit)
KER	:	Kernel Extraction Rate
LA	:	Land Application
LB3	:	<i>Limbah Bahan Berbahaya dan Beracun</i> (Hazardous Waste)
MSDS	:	Material Safety Data Sheet
NGO	:	Non Government Organisation
OHS	:	Occupational Health and Safety
OER	:	Oil Extraction Rate
PK	:	Palm Kernel
PKB / CLA	:	<i>Perjanjian Kerja Bersama</i> (Collective Labour Agreement)
PPE	:	Personnel Protective Equipment
PTPN IV	:	PT Perkebunan Nusantara IV
P & C	:	Principle and Criteria
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPKS	:	<i>Pusat Penelitian Kelapa Sawit</i> (Oil palm research center)
RKL-RPL	:	<i>Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan</i> (Environmental Management Plan – Environmental Monitoring Plan)
RKAP	:	Rencana Kerja Anggaran Perusahaan
RSPO	:	Roundtable on Sustainable Palm Oil
RTE	:	Rare, Threatening, Endangered
SE	:	Surat Edaran (Circular Letter)
SI	:	Satuan Inspeksi (Inspection)
SIO	:	Surat Izin Operator (Operator License)
SMK3	:	Sistem Manajemen Keselamatan dan Kesehatan Kerja (Occupational Health and Safety Management System)
SPI	:	Satuan Pengawas internal (Internal Control Unit)
SPO	:	Sustainable Palm Oil

ST-1	:	Stage-01 (Pre Assessment)
ST-2	:	Stage-02 (Initial Assessment)
SOP	:	Standard Operational Procedure
SPK	:	Surat Perintah Kerja (Work Order Letter)
TBM	:	Tanaman Belum Menghasilkan (Immature Plant)
UKL- UPL	:	Environmental Management Efforts / Environmental Monitoring Efforts
UPDKS	:	<i>Ulat Pemakan Daun Kelapa Sawit</i> (Oil Palm Tree Leaf Caterpillar)
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • Indonesian Nasional Interpretasi Prinsip dan Kriteria RSPO 2013 Untuk Indonesia Juli 2016, approved RSPO Governors 30 September 2016. • RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill) • RSPO Certification System for Principles and Criteria, 14 June 2017 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Perkebunan Nusantara IV (PERSERO)	
1.2.2	Contact person	Khayamuddin Panjaitan	
1.2.3	Organisation address and site address	RSPO Registered Company: Jalan Letjen Suprpto No. 2, Post Code 20151, Medan, Sumatera Utara, Indonesia.	
1.2.4	Telephone	(62-61) 415 4666	
1.2.5	Fax	(62-61) 457 3117	
1.2.6	E-mail	perencanaan@ptpn4.co.id	
1.2.7	Web page address	www.ptpn4.co.id	
1.2.8	Management Representative who completed the application for certification	Khayamuddin Panjaitan	
1.2.9	Registered as RSPO member	1-0082-09-000-00 - 29 June 2009	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base Adolina Mill and AdolinaEstate	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Adolina Mill	Village of Batang Terap, Sub District of Perbaungan, District of Serdang Bedagai, Province of Sumatera Utara, Indonesia	N 03° 34' 03" E 98° 56' 50"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Adolina Estate	Village of Batang Terap, Sub District of Perbaungan, District of Serdang Bedagai, Province of Sumatera Utara, Indonesia	N 03° 34' 03" E 98° 56' 50"

1.5	Description of Area Statement		
1.5.1	Tenure		
	• State		8,945 Ha
	• Community		Ha
	* There was a change in the scope of the certificate 8,945 Ha, because the area of 16.08 hectares was excluded from the HGU for the needs of the state highway.		
1.5.2	Area Statement		
	• Total area		8,945 Ha
	• Mature area		6,365 Ha
	• Immature area		1,006 Ha
	• Replanting		415 Ha
	• Seedling area		299 Ha
	• Emplishment		112.14 Ha
	• Infrastructure (roads, canal, market, transmission line)		566.46 Ha
	• Nursery		8 Ha
	• Swamp & Hilly area		76.40 Ha
	• Reserve area		96 Ha
	• WWTP		1 Ha
	• HCV (include in planted area)		177.08 Ha
1.6	Planting Year and Cycles		
1.6.1	Age profile of planting year		
	Planting Year	Hectarage (Ha)	
		Adolina Estate	Total
	1993	15.00	15.00
	1997	902.00	902.00
	1998	402.00	402.00
	1999	490.00	490.00
	2000	235.00	235.00
	2001	72.00	72.00
	2003	784.00	784.00
	2004	139.00	139.00
	2005	237.00	237.00
	2006	500.00	500.00
	2007	963.00	963.00
	2008	898.00	898.00
	2010	619.00	619.00
	2011	11.00	11.00
	2013	98.00	98.00
	Mature Area	6,365.00	6,365.00
	2016	340.00	340.00
	2017	666.00	666.00

	Immature Area	1,006.00				1,006.00	
	TOTAL	7,371				7,371	
1.6.2	New Planting area after January 2010	-				Ha	
1.6.3	Planting Cycle	2 nd Cycle					
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Adolina Mill	30	125,526.02	28,283.59	21.53	6,109.73	4.66
	<i>*Production data source from 12 months before assessment (March 2018 – February 2019)</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Adolina Estate	8,945	7,371	119,121.68	18.71	119,121.68	100
	TOTAL	8,945	7,371	119,121.68	18.71	119,121.68	100
	<i>*Production data source from 12 months before assessment (March 2018 – February 2019)</i>						
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Sawit Langkat (RSPO Certified)	Subsidiary of PTPN V	-	5,548.88	1,905.05		
	PTPN II (Non-certified)	Independent Outgrowers	-	-	1,699.86		
	Third parties supplier	Independent Outgrowers	-	-	2,799.43		
	TOTAL					6,404.34	
	<i>*Source Production Data on 12 months before assessment (March 2018 – February 2019)</i>						
1.7.4	Product categories	FFB, CPO, PK					
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim Last Year Period (tonnes/year)			Actual certified product last year period (tonnes/year)		
	• FFB Production	137,411			121,026.73		
	• CPO Production	32,979			28,883.92		
	• Palm Kernel (PK) Production	6,871			6,249.95		
1.8.2	Product selling	Period of actual selling product for last year (MT)					
	Tonnage of selling product						
	• CSPO sold as RSPO certified product	1,000					
	• CSPK sold as RSPO certified product	4,011.1					
	• CSPO sold under other scheme	0					
	• CSPK sold under other scheme	0					
	• CSPO sold as conventional	20,324.42					

	• CSPK sold as conventional	560.54																																																		
1.8.3	Estimate of Certified FFB Claim																																																			
	<table border="1"> <thead> <tr> <th>Name of Estate(s)</th> <th>Total Area (Ha)</th> <th>Planted Area (Ha)</th> <th>FFB (tonnes/year)</th> <th>Yield (tonnes/ha/year)</th> </tr> </thead> <tbody> <tr> <td>Adolina Estate</td> <td>8,945</td> <td>7,371</td> <td>125,077</td> <td>19.65</td> </tr> <tr> <td>TOTAL</td> <td>8,945</td> <td>7,371</td> <td>125,077</td> <td>19.65</td> </tr> </tbody> </table>	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Adolina Estate	8,945	7,371	125,077	19.65	TOTAL	8,945	7,371	125,077	19.65																																				
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	<i>*Projected CSPO and CSPK production for 12 months of certificate</i>																																																			
1.9	Other Certifications																																																			
	ISO 9001:2008	-																																																		
	ISO 14001: 2004	-																																																		
	OHSAS 18001:2007	-																																																		
	ISCC	-																																																		
	Others																																																			
1.10	Time Bound Plan																																																			
1.10.1	Time Bound Plan for Other Management Units																																																			
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Management Unit		Estate (Supply Base)	Time Bound					Location	Status																																											
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		Marihat	2018	Simalungun, Sumatera Utara	Certified																																															

			Bah Birung Ulu	2021	Simalungun, Sumatera Utara	Stage-1 Audit	
			Marjandi	2021	Simalungun, Sumatera Utara	Stage-2 Audit	
			Marjandi HGU on progress	2021	Simalungun, Sumatera Utara	-	
	Dolok Sinumbah	2018	Dolok Sinumbah	2018	Simalungun, Sumatera Utara	Certified April 2018	
				Dolok Sinumbah HGU on progress	2021	Simalungun, Sumatera Utara	-
				Balimbangan	2018	Simalungun, Sumatera Utara	Certified April 2018
	Mayang	2019	Mayang	2019	Simalungun, Sumatera Utara	Stage 2 audit	
				Bukit Lima	2019	Simalungun, Sumatera Utara	-
	Gunung Bayu	2019	Gunung Bayu	2019	Simalungun, Sumatera Utara	-	
				Tanah Itam Ulu	2019	Simalungun, Sumatera Utara	-
	Tinjowan	2018	Tinjowan	2018	Simalungun, Sumatera Utara	Certified March 2019	
				Aek Nauli	2018	Simalungun, Sumatera Utara	Certified March 2019
				Padang Matinggi	2018	Simalungun, Sumatera Utara	Certified March 2019
	Air Batu	2021	Air Batu	2021	Asahan, Sumatera Utara	Stage-1 Audit	
	Berangir	2018	Berangir	2018	Labuhan Batu Utara, Sumatera Utara	Certified July 2018	
	Sawit Langkat	2018	Sawit Langkat	2018	Langkat, Sumatera Utara	Certified June 2018	
	Pasir Mandoge	2021	Pasir Mandoge	2021	Asahan, Sumatera Utara	Stage-1 Audit	
				Tonduhan	2021	Simalungun, Sumatera Utara	Stage-1 Audit
				Sei Kopas	2021	Asahan, Sumatera Utara	Stage-1 Audit
	Timur	2021	Timur	2021	Mandailing Sumatera Utara	Natal, -	
				Balap	2021	Mandailing Sumatera Utara	Natal, -
	Ajamu	2021	Ajamu	2021	Labuhan Batu Utara, Sumatera Utara	Stage-2 Audit	
				Meranti Paham	2021	Labuhan Batu Utara, Sumatera Utara	Stage-2 Audit
				Panai Jaya	2021	Labuhan Batu Utara, Sumatera Utara	-

	Sosa	2021	Sosa	2021	Padang Lawas, Sumatera Utara	-
	PT Agro Sinergi Nusantara	2021	PT Agro Sinergi Nusantara	2021	Aceh Barat, Aceh	-
	PT Sinergi Perkebunan Nusantara	2021	PT Sinergi Perkebunan Nusantara	2021	Morowali Utara, Sulawesi	-
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	PTPN IV- Adolina POM does not have scheme smallholders. The other supplier of Adolina POM are include to other scope in accordance with the time bound plan.					

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1	<p>1. M. Rinaldi (Lead Auditor). Indonesian citizen, Diploma of Oil Palm Plantation. He has experience 4 years working as Assistant Agronomy since 2009. He has attended training RSPO Lead Auditor, training of Auditor ISPO, training of Lead Auditor ISO 9001-2008, training of ISO 14000, SA 8000, SCCS training, training of HCV identification, training of OHS system management, training of potential and conflict resolution. Experienced in auditing in relevant scheme (ISPO) since 2014 with the aspects of land legality, environmental, social, occupational health and safety, Best Management Practices, Conservation and worker welfare. During the assessment he assigned to verify legality, land dispute, social aspect, transparency and worker welfare.</p> <p>2. Brigitta Prita (Auditor). Citizen of Indonesia. Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism. She had attended Training ISPO by Commission ISPO on June 2013, Training ISO 9001:2008 Quality Management System on January 2014, In House Training 17021 and 17065 management system and Product Quality, Training High Conservation Value by IPB on September 2015, In House Training HCV on August 2016, SA 8000, SCCS training, In House Training Social Impact Assesment, Training Roundtable Sustainable Palm Oil, In House Training ISO 14000:2004 Environmental Management System. She has been audit experience ISPO & RSPO since April 2013 in the environmental, conservation, waste management and worker welfare aspects. During this audit, she verify Environment, Conservation, Hazardous Waste and GHG.</p> <p>3. Dwi Haryati (Auditor). Indonesian citizens. Bachelor of Agriculture Department of Agriculture – Program study : Agronomy. She has experienced on Palm Oil Plantation as Sustainability staff. Training have been followed include: Training Auditor ISPO, Quality Management ISO 9001-2008, ISO 14001 Environmental Management, ISO 17021 & 17065, HCV, General Health Safety Expert, Health Safety Management System, Workshop GHG by the ISPO Commission, IHT Palm Oil Mill Processing, Awareness RSPO, IHT Best Practice in Peat Management, Mapping Potential and Conflict Resolution in Production Forest. RSPO audit experience since March 2015 and ISPO since May 2014. During this audit, she assigned to Best Management Practices and OHS.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1	<p>Number of auditors : 3 auditor Number of days for ASA-1 at site : 4 days Number of working days for ASA-1 at site : 12 Working days.</p>
2.2.2	Assessment Process
ASA-1	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Perkebunan Nusantara IV – Adolina to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016 and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on June 2017 (Module E for CPO Mill).</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-1 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-2).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-1 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.</p> <p>The assessment program please find Appendix 2.</p>

2.2.3	Locations of Assessment
ASA-1	<p>Adolina Mill</p> <ul style="list-style-type: none"> • Weigh Bridge Station. Observations related to the acceptance and separation of FFB entering the factory (1 person). • Shipping clerk. Observations and interview related to product production and shipping documentation (1 person). • Security Post. Observations related to the acceptance and separation of FFB entering the factory (2 person). • Chemical Store. Observation and interview with officer related management of chemical. • Lubricants Store. Observation and interview with officer related management of lubricants. • WTP. Observation and interview with operator related management of water especially water for processing. • Hazardous waste Store. Observation and interview with officer related management of hazardous waste. • Workshop. Observation related activities in workshop. • Hydrant near engine room. Observation and testing of fire extinguishers. • Fuel Tank. Observation related management of fuel. • Grading station. Observation and interview with Foreman and FFB Grader towards technical work of FFB grading, administration, OHS and manpower aspects. • Loading Ramp and Sterilizer Station. Observation and interview with Foreman and Operatorstowards technical work, OHS, emergency handling, special medical check up and manpower aspects. • Nut and Kernel Station. Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, special medical check up and manpower aspects. • Press Station. Observation and interview with Foreman and Operator towards technical work, OHS, emergency handling, special medical check up and manpower aspects. • Hosting Crane Station. Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, special medical check up and manpower aspects. • Engine Room Station. Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, electricity installation and maintenance, special medical check up, as well as manpower aspects. • Boiler Station. Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, special medical check up and manpower aspects. • WWTP. Observation related to waste water management. • Water Intake. Observation related to water managaement • Empty Buch Area. Observation related to solid management <p>Adolina Estate</p> <ul style="list-style-type: none"> • Block 8B/C. Observation related to HCV area of Riparian of Pegajahan River. • Block 07B. Observation related to boundary mark No. BPN 138. • Block 07J. Observation related to boundary mark No. BPN 142. • Block 07L. Observation related to boundary mark No. BPN 164. • 16D. Observation related to harvester • Chemical Store. Observation and interview with officer related management of chemical. • Workshop. Observation related activities in workshop. • PPE storage and Rinse House afdeling 9. Observation and interview regarding to implementation of OHS aspect, environment aspect and waste management aspect. • Rinse House afdeling 9. Observation and interview regarding to implementation of OHS aspect, environment aspect and waste management aspect. • Harvesting, Block 07AB afdeling 9. Observation and interviews with foremen and harvest workers related to work procedures, health insurance and labor protection, safe working practices and use of PPE. • Road Maintenance, Block BE 07, Afdeling 9. Observation related road maintenance, labor aspect, safe working practice and use of PPE. • Pest and Disease Census/Global Telling, Block BE, Afdeling 9. Interviews on census mechanism, medical examination, PPE, and labor aspect. • Land Application. Observation related POME management

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1	<p>Summary of stakeholder consultation process Consultation of stakeholders for PT Adolina was held by:</p> <ul style="list-style-type: none"> - Public consultation meeting with government of District of Serdang Bedagai, conducted on 27 March 2019 - Public consultation meeting with local stakeholder onducted on 27 March 2019 - Public consultation meeting with internal stakeholder on 27 March 2019 - Public consultation meeting with local contractor on 27 March 2019 - Announcement at Mutucertification website on 11 March 2019
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit ASA-2 will be determined one year after this ASA-1 (March 2019).

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Adolina POM – PT Perkebunan Nusantara IV operation consisting of one (1) mill and one (1) oil palm estate.

During the assessment, there were one (1) Nonconformity were assigned against Major Compliance Indicator; six (6) nonconformities were assigned against Minor Compliance Indicators upgraded to Major and one (1) nonconformance against supply chain requirement for CPO mill and three (3) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidences. Those corrective action(s) taken that consist of eight (8) Major non-conformities had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Adolina POM – PT Perkebunan Nusantara IV complied with the requirements of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016 and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on June 2017 (Module E for CPO Mill)

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
	<p>Unit management has the SOP No.60 Information Request and Responses effective date on August 1, 2012. The business unit appointed Assistant of Human Resources and General of the operational unit to respond any requests for information from stakeholders.</p> <p>Based on external communication data for the period 2018-2019. 15 letters for example:</p> <ul style="list-style-type: none"> Letter number 811.3 / 422/109/2018 regarding the application for State Junior High School 2 Pegajahan, Subdistrict Perbaungan regarding requests for CSR funding for the construction of school fences. Letter dated August 19, 2018. Letter number 18.31 / 005/224/2019 dated January 11, 2019 from the Regional Secretary of Sergai Regency regarding the participation of the 15th Anniversary of Serdang Bedagai Regency. <p>Legality.</p> <ul style="list-style-type: none"> The CH can show proof of reporting of the Plantation Business Development Report of Semester II of 2018 sent on December 27, 2018. Report on the HGU Utilization of 2018 has been sent to the National Land Agency of Serdang Berdagai Regency on March 27, 2019. 	
	Status: Comply	
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	

1.2.1.

Unit management has a document that can be accessed by the public, which are listed in the SPO Policy on January, 2nd 2015. It has classified the types of information that can be accessed by stakeholders. The documents are company's general information such as vision and mission, productivity, CSR, etc which can promote the image of the company. While the documents which are confidential such as management reports, work order letter and other confidential letters are not publicly accessible. Based on interviews with the estate office staff, other data related to the environment, FFB price information, etc. can also be accessed by relevant stakeholders when there are requests for information to the Management Unit.

Status: Comply

1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

1.3.1.

Unit management has policy containing a commitment to integrity and ethical behavior code are contained in the Code of Conduct (COC) written in 2013. Chapter V describes the Prohibition For Business People. This chapter contains the code of conduct with respect to conflict of interest, Corruption, Collusion and Nepotism and bribery, political activities, drugs and gambling, and misconduct which are prohibited for the business people. Every person is prohibited to conduct corruption, collusion, nepotism and bribery (Gratuities).

There is not enough evidence that the policy has been communicated to the stakeholder. **Nonconformance No.2017.02 with Minor category.**

Verification, March 28th, 2019.

Unit management shows the socialization of the code of ethics policy on November 13th, 2018 attended by Head of Administration; Ahead of Afdeling; Processing assistant; assistant every department; administration of plant; administration of Process; Warehouse workers; HR; Administration; Laboratory; mill; Technique with a total of 74 workers.

Based on document review revealed that there were 12 local contractors in coperaate with PTPN IV Adolina Business Unit, but from the document review and interviews with CV Setia Kawan it was known that the company had not been able to show evidence of socialization of the code of ethics to local contractor workers. Its become **Minor status Raised to Major indicators 1.3.1.**

Minor raised to Major 1.3.1

Status: Non-conformance No.2017.02 with Minor Category raised to Major.

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

2.1.1

During audit, the business unit has showed compliance for the regulations, for example:

Legality aspect

- The CH has had a land use title as proof of tenure. This is in conformance with Government Regulation No. 40/1996.
- The CH has Plantation Business Permit as proof of land utilization. This is in conformance with the Regulation of the Minister of Agriculture No. 98 of 2013.

OHS & Workers Welfare.

Certificate from the Indonesian Ministry of Manpower.

No.	Name	Training date	Speaker
1.	Sorta Siahan	30 August – 1 September 2018	PT Emcotama
2.	Ernawati	30 August – 1 September 2018	PT Emcotama

Minister of Manpower regulation Number 1 year 1988 Boilers Operator.

No.	Name	Licensed number	Training dated	Issued dated	Valid years	Status
1.	Raslin P. Ompusunggu	No.reg 15.7895-OPK3-PUBT-B.I/II/2015	10-18 December 2014	16 February 2015	16 February 2020	Class I of Operator Boiler
2.	Lati Aro Zebua	No.15.7879.OPK3-PUBT-B.I/II/2015	10-18 December 2014	16 February 2015	16 February 2020	Class I of Operator Boiler
3.	Dalian	Ser.338/OPK3/B.IV/2013 Reg.P.13.4063.OPK3-PUBT-B.I/VIII/2018	8-16 April 2013	Extended	20 August 2023	Class I of Operator Boiler

Minister of Manpower regulation Number 4 year 1985 related steam turbine operator.

No.	Name	Licensed number	Training dated	Issued dated	Valid years	Status
1.	Asmun	No.reg 14.135-OP.TUK3-PTP/VII/2014	5-8 May 2014	4 July 2014	4 July 2019	OHS steam turbine operator

Electric Experts related Minister of Manpower regulation Number 12 year 2015 .

No.	Name	Licensed number	Training dated	Issued dated	Valid years	Status
1.	Arbain Syafri	No.Ser 1369/TK3-LIST/VI/2016. No. Reg 12698/TK3-LIST/VI/2016-P0	16-21 May 2016	20 June 2016	20 June 2019	OHS Electric Experts
2.	Riswan Ginting	No.Ser 1385/TK3-LIST/VI/2016. No. Reg 12714/TK3-LIST/VI/2016-P0	16-21 May 2016	20 June 2016	20 June 2019	OHS Electric Experts
3.	Safrian	No.Ser 1385/TK3-LIST/VI/2016. No. Reg 12702/TK3-LIST/VI/2016-P0	16-21 May 2016	20 June 2016	20 June 2019	OHS Electric Experts

Minister of Manpower regulation number 09 year 2010 related operator of heavy equipments.

No.	Name	Licensed number	Training dated	Issued dated	Valid years	Status
1.	Supriatno	Reg 48924-OPK3-LT/PAA/III/2015	25-29 February 2015	20 March 2015	20 March 2020	Wheel Loader

2.	Jhonson Sianipar	Reg 43147-OPK3-OC/PAA/VII/2015	25-28 May 2015	3 July 2015	3 July 2020	Overhead Crane Class III
3.	Awaluddin H	Reg 48923-OPK3-LT/PAA/III/2015	25-29 February 2015	20 March 2015	20 March 2020	Tractor Operator

Best Management Practice.

I. Limited Pesticides for using Paraquat.

No.	Name	Certificate number	Training date	Issued date	Valid years
1.	Hadiyati Ningsih	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
2.	Tuimin	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
3.	Sukadi	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
4.	Julia Suhaini	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
5.	Heldariama Rajagukguk	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
6.	Sion Barus	521.4/428.51/UPTPTPH/X/2018	2-5 Oktober 2018	17 October 2018.	5 years
7.	Nurul Ihsan	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
8.	Agustina Panggabean	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
9.	Junaidi Parangin-angin	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
10.	Supardi	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
11.	Sri Tuti	521.4/428.51/UPTPTPH/X/2018	2-5 Oktober 2018	17 October 2018.	5 years

Ensure re-issuance of OHS operator license (OFI).

Environmental aspect

- It has environmental document (Social Environment Impact Assessment) in line with government regulation (*Peraturan Pemerintah No. 27 / 2012*).
- It has hazardous waste storage (*TPS LB3*) licence approved by local government in line with government regulation (*Peraturan Pemerintah No. 101 / 2014*).
- It has land application (LA) licence approved by local government in line with government regulation (*Peraturan Pemerintah No. 82/ 2001*).

2.1.2

The company has a mechanism to identify and evaluate the compliance with the law described in the SOP no 04.01/KOL/KOL/034 . PIC who is responsible for identifying the regulation and for evaluating the regulations is Legal Corporate staff and Investor relations.

The company has list of regulation consist of national regulation, regional regulation and local regulation. Based on list of regulation updated on 22 February 2019 there are 323 regulation. All files of regulation was saved in softcopy and hard copy, for example:

- Regulation of the Minister of Manpower no. 6 of 2016 concerning religious holiday allowance for company workers / labors.
- 2nd Semester RKL-RPL Report 2018
- Reports of quarter 3 Liquid Waste in 2018

2.1.3; 2.1.4

The company has a mechanism to identify and evaluate the compliance with the law described in the SOP no 04.01/KOL/KOL/034 . PIC who is responsible for identifying the regulation and for evaluating the regulations is Legal Corporate staff and Investor relations. Evaluation is done periodically at least one time per year. The latest audit for the legal compliance conducted on 2 Februari 2019, audit result shows that the company has been implementing the regulation which relevant to its operational activities. Based on the interviews with relevant agencies (Plantation Agency, Labor Agency and Environmental Body) known that the management unit has fulfilled the regulations related to the plantation, employment and the environment.

Non-conformity No. 2017.04 2 with Minor Category (Indicator 2.1.3)

The business unit not be able to show the results of the evaluation in 2nd semester of 2016. It is not in accordance with monitoring and evaluation of legal compliance prosedur No. Document: PML/MR/08, revision 02, effective date February 01/2012, which explained that the evaluation carried out every 6 months.

Evaluation on 28 March 2019

The company shown *Pedoman Dasar dan Instruksi Kerja* (Number 04.01/KOL/KOL/P/034, dated 01 August 2018). In the document, it is explained that those responsible for updating regulations are Corporate legal and Investor relations. In the document also explained that regulatory monitoring is carried out at least once a year.

The company shows regulatory updates in the Report on Evaluation of Compliance with Laws and Regulations, regulations and other Requirements related to the RSPO/ISPO Requirements that were held on February 22, 2019 consisting of:

1. Three (3) regulations related to presidential instructions
2. Twenty (20) regulations related to the Minister's decision
3. Eight (8) regulations related to presidential decisions
4. Three (3) decisions of environment agency, one decision by labr Inspector and one decision of the Constitutional Court
5. Five (5) regional regulations
6. One hundred thirty-three (133) ministerial regulations or as well as one
7. Fifty nine (59) government regulations
8. Seven (7) other statutory regulations
9. Ten (10) presidential regulations
10. Five (5) *Standar Nasional Indonesia*
11. Seventy three (73) laws

Based on the explanation above, this nonconformity is stated to be fulfilled.

Non-conformity No. 2017.04 2 with Minor Category (Indicator 2.1.4)

Based on verification of regulation in first semester of 2016 known there are regulations that has changed but the business unit has not conducted updates to these regulations, such as regulation related to managemen of LB3 and plantation business permit.

Evaluation on 28 March 2019

Based on a document review of the list of regulations updated on February 2019, it is known that the company has included regulations related to the management of hazardous waste and regulations regarding Plantation Business Licenses in the list of company regulations.

The company shown *Pedoman Dasar dan Instruksi Kerja* (Number 04.01/KOL/KOL/P/034, dated 01 August 2018). In the document, it is explained that those responsible for updating regulations are Corporate legal and Investor relations. In the document also explained that regulatory monitoring is carried out at least once a year.

Based on the explanation above, this nonconformity is stated to be fulfilled

Status: Comply

2.2

The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.

2.2.1

The CH has showed documents of land tenure ownership/control listed in the document with total area of 8,945 Ha, among others:

- To land tenure document indicated by the Decree of the Head of National Land Agency (BPN) with total area , among others:
 - Head of National Land Agency Decree - No. 85/HGU/BPN/94 dated December 13, 1994 with an area of 7,057.2 Ha with a validity period till December 31, 2024. There was a change in the scope of the certificate on July 14, 2011 to 7,041.12 Ha, because the area of 16.08 hectares was excluded from the HGU for the needs of the state highway.
 - Head of National Land Agency decree No. 164/HGU/BPN RI/2009 dated December 7, 2009 with an area of 850.99 Ha with a validity period till December 27, 2034.
 - Head of National Land Agency decree No. 163/HGU/BPN RI/2009 dated December 7, 2009 with an area of 957.19 Ha with a validity period December 27, 2034.
 - The Head of National Land Agency Regional Office of North Sumatra Province Decree No. 01-540.1-22-2006 dated June 19, 2006 covering an area of 95.7 Ha validity period till September 12, 2041.
- The land concession document written in Plantation Business Permit (IUP) with Governor of Sumatera Utara Decree No. 522.2/56/BPPTSU/2/1.3/V/2015 dated August 8, 2012 about Plantation Business Permit for PT. Perkebunan Nusantara IV- Adolina Business Unit by granting the area of concession with covering an area of 8,961.08 Ha in accordance with National Land Agency Decree with a Mill capacity of 30 tons/hour.

The history of land ownership is listed in the Law of the Republic of Indonesia Number 86 of 1958 dated December 27, 1958 concerning the Nationalization of Dutch-Owned Companies where PTPN IV -Adolina Estate are included in the regulation.

The CH shows the Area Statement document period March 2019 with the total area of 8,945 hectares. Based on this, it is known that the operational areas in accordance with the Land Use Title area.

2.2.2

There is no change on Standard Operating Procedures of Land use title boundaries pole Maintenance with No.SPO 12.0 (Revision 2) dated January 2, 2015 which describes the person in charge of the boundary poles, the action to be taken if the pole is damaged/lost and the monitoring period were performed every 6 months.

CH has not been able to show the map of the location of boundary poles and poles number issued by the relevant agencies. **Non-conformance no. 2017.06 with Minor category.**

Verification on 28 March 2019

The CH can show a map of the location of the HGU poles for each division and monitoring of the HGU poles for the

semester 2 of 2018 which explains the position (block and coordinate poles) and pole conditions, for example in Division 4 there are 54 poles and 5 missing. Based on the field visit to division 4 on BPN 138 pole, BPN 142 pole and BPN 164 pole, it was found that the pole was in good condition and the placement was in accordance with the list of coordinates.

However, the CH has not been able to show that the list of coordinate points for monitoring BPN poles is in accordance with the permit / HGU issued by the relevant agency. Based on this explanation, this non-conformity has not been fulfilled and the **Minor non-conformity is upgraded to Major.**

2.2.3, 2.2.4, 2.2.5

Based on interviews with the Village Head and Representatives of Melati II Village and Ujung Rambung Village, it was found that there were no land disputes between the community and the CH. The CH area is the area of the company owned by the Dutch colonial era.

The last land conflict occurred in 2007 and was completed in 2012 by deliberation involving various parties.

2.2.6

There is Circular Letter No. ADO / SE / Intrn / 01A / 2019 dated January 2, 2019 from the Adolina Unit Manager who explained that paramilitary personnel are only used to secure occupational areas, but must be neutral and act as facilitators for land dispute resolution. Based on the result of interview with leader of Melati-II Village & Ujung Rambung Village and field observation there are not any indication of use of confrontation and intimidation by company to resolve a land dispute.

Minor 2.2.2	Status: Non conformance NC.2019.01 with minor category raised to Major.	
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**2.3
Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.**

2.3.1, 2.3.2, 2.3.3, 2.3.4

There is no change on SPO of conflict area management No.4 (revise 2) January 2, 2015 has explain that problem solving of conflict area is conducted by negotiation which involves leader of dispute area and determine the compensation done by negotiation until they reach agreement. Calculations carried out with reasonable prices in accordance with the taxable value and state of the areas. In SOP does not distinguish how to calculate compensation based on gender, transmigration, local community or ethnic group.

Based on interviews with Melati-II and Ujung Rambung Village Representatives, it was found that the Estate came from the Dutch Colonial and not from customary land or community land. The village representative also explained that there was no land conflict between the community and the company.

Based on a review of company profile documents, the company has been established since 1926 under a different name under the government of the Netherlands and continues changes of form and name of the company. The history of land ownership is listed in the Law of the Republic of Indonesia Number 86 of 1958 dated December 27, 1958 concerning the Nationalization of Dutch-Owned Companies where PTPN IV-Adolina Estate are included in the regulation.

	Status: Comply	
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PRINCIPLE #3 Commitment to long-term economic and financial viability

**3.1
There is an implemented management plan that aims to achieve long term economic and financial viability.**

3.1.1; 3.1.2

The company has shown a long-term plan for the period of 2020-2024 for PTPN IV Adolina which includes management plan data such as the statement area , FFB production forecast, CPO production forecast, trend oil extraction, cost production, price forecast, financial indicator and others). The company has shown a document reviewing for years of 2018 for Adolina budget that reviews the evaluation of achievement compared to the predetermined budget. The discussion includes a review of plant maintenance activities, harvesting, production etc.

The company has recordings related to the replanting program years of 2019-2024 (6-year projection) with total planned planting is 2,459 hectares

Non-Conformance No. 2017.07 with Minor Category (Indicator 3.1.2)

The Company has not been able to show a replanting program document for projection for at least the next five years and its annual evaluation.

Evaluation on 28 March 2019

The company shows the following replanting plans:

Replanting Plan	2019	2020	2021	2022	2023	2024
Area (Ha)	415	511	406	402	490	235

The company shows recordings of replanting in 2016 - 2017 as follows:

- 2016: 340 hectares
- 2017: 666 Ha

Based on the explanation above, this nonconformity is stated to be fulfilled.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1; 4.1.2; 4.1.3

The company already has SOP procedures regarding Mill and Plantations contained in Standard Operating Procedures (SPO) in the Fields of Oil Palm Plant, Plant / Tea Factory, PPIS and Organic Compost Plant issued by PT. Perkebunan Nusantara IV in July 2007. The SOP was written in Indonesian and stored as well as in the Estate and POM. A copy of the SOP is available at each Estate and Mill and is available in Indonesian. Based on the results of the interview, if there is a revision in the company's SOP, then the company (leadership employee) will make the revised SOP in the latest document and can be shown by the auditor. Management explained, that the revision of documents (SOP / IK Quality) was carried out in accordance with the Circular of the Board of Directors of PT. Nusantara Plantation IV.

Based on field visits and interviews with spray workers in Block BE 07 Division 9, it is known that workers understand the procedures related to spraying activities such as not spraying near water bodies and not spraying against the wind.

The company has personnel assigned to internal supervision to monitor the consistency of the application of procedures in the field, including the Internal Supervisory Unit which is conducted annually. The company has also routinely carried out inspections of plantation and mill operations.

The audit has been conducted periodically and regularly covering all procedures owned by the company, including internal audits on 28 February – 06 March 2019. The company shows the follow-up of the audit results which includes the results of financial audits and operational audits

The company shows a document "list of summaries of examination results and recommendations" for the period August 2018 - January 2019 than conducted on 28 February 2019 - 06 March 2019 . The document is made by the Internal Audit namely SPI (*Satuan Pengawas Internal*) PTPN IV. The company representative explained that the results of the SPI audit were being followed up by each of the related operational units.

Non-conformity No. 2017.08 with Minor Category (indicator 4.1.2)

The business unit has not been able to show the SOP of inspection or monitoring in the form of Internal Audit conducted at least once a year by the Internal Audit Unit (SPI).

Evaluation on 28 March 2019

The company shows the Principal Work Guidelines for the Managing Director of the SPI section with document number 04.02.01 June 2013 in section 7 of the Work Instruction that it has been explained that the SPI audit is conducted with a

rotation of at least once a year.

Based on the explanation above, this nonconformity is stated to be fulfilled.

4.1.4

CH has regulations (No. 04.01/PER/13.1/IV/2014, april 30, 2014) about procurement guidance of fresh fruit bunch (FFB). The rule explains for example FFB acceptance procedure, FFB quality, formulation price and procedure of payment. During 2018 until surveillance-1 audit activities were conducted it is known that the company did not receive FFB from farmers / suppliers. All FFBs processed by the mill come from their own esteta.

Status: Comply

4.2

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

4.2.1; 4.2.2

The company has shown a procedure for managing soil fertility, among others (SPO 05.4) on Analysis of Leaves and Soil Samples, for soil analysis carried out 3-5 years or once a year if needed while leaf analysis is carried out once a year and for young plants if needed can be taken leaf samples twice a year by weighing changes in nutrients in the leaves of young plants change very quickly. In addition, the Company (Bah Jambi Estate, Marjandi Estate and Marihat Estate) has SOP for Palm Oil Mill Effluent documents - RSPO and ISPO documents No. SPO 17, dated January 2, 2015 which explained the procedure for using PK waste.

Adolina Estate has shown of the fertilization realization program where fertilization is carried out in accordance with fertilizer recommendations. The company has shown Data on the Use of Fertilizers Per Ton of FFB in 2018 and until february 2019 for Adolina Estate.

Based on field observations at Marjandi Estate Block BE 07 Afdeling 09, it is known that workers understand related fertilization procedures such as not fertilizing close to water bodies and fertilizing according to the recommended dosage.

4.2.3

Procedure of leaf and soil sampling analysis are presented in document No. SOP 04.4/KS/TAN/P/010 about Fertilizer nmanagement dated June 2010, revised October 01 2018. Procedure mentioned that leaf analysis was conducted annually while soil analysis was conducted every 1 to 5 year.

The company explained that fertilization was carried out based on the results of soil and leaf analysis where soil analysis was carried out once in 1-5 years while leaf analysis was carried out every year. The company shows a fertilizer recommendation document in 2019 which is compiled based on the results of soil analysis year of 2017 and the results of leaves analysis years of 2018. Fertilization recommendations are prepared by the laboratory of Medan PPKS on August 3, 2018 - December 04 2018.

Non-Conformance No. 2017.09 with Minor Category

The business unit has a document of Basic Guidance on Fertilization Management (No. Doc. A10 dated 01 January 2013) in which there is Work Instruction (IK) on soil analysis and leaf analysis. However, in the document has not set about the frequency / periodic for visual observation.

Evaluation 28 March 2019

Analysis procedures for leaf and soil samples are explained in the document number SOP 04.4 / KS / TAN / P / 010 concerning Fertilization Management published in June 2010, revised I dated October 1, 2018. In the procedure it has been explained that analysis of leaf samples is done once a year and soil analysis is carried out every 1 - 5 years.

Based on the explanation above, this nonconformitu is stated to be fulfilled.

4.2.4

CH has shown the recapitulation document on Solid Waste Results at the Adolina Mill in 2018. Based on these documents it is known that the company has applied EFB as a way to recycle nutrients.

The company has shown a recapitulation document on Solid Waste Results at the Adolina Mill in 2018. Based on the document, it is known that the company has applied EFB as one of the ways to recycle nutrients, including EFB application in division I - IV in 2018, Adolina Estate 21,797,210 kg of total EFB application according to the recommendation given (250 kg/tree).

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

CH has High Conservation Value (HCV) Identification Result documents Adolina Estate PT. Perkebunan Nusantara IV In District Serdang Bedagai and Deli Serdang Year 2011 which was conducted in collaboration with Research Institute of North Sumatera University, Medan. In the document obtained information Adolina Estate has a type of land that is dominated type or ordo *Iceptisol*, *Entisol*, and *Ultisol* as well fragile soil type (fragile) not to be found in Adolina Estate PT. Perkebunan Nusantara IV. The map has a scale of 1:100,000.

4.3.2

Management strategies for planting on sloping areas with terraced contours such as listed in the document replanting (replanting) No.A.02 published in June 2013. Contour terrace made with size 400 cm wide. In addition the company also applies individual terrace method with provisions for the area with a slope of 2-6° to 6-12°. The document also describes areas with a slope angle of 40° is not planted oil palm.

4.3.3

CH has shows the basic guidance document and work instructions on road and bridge maintenance (No. Dok A.09) June 2013. Maintenance of roads regulated by the company is about the maintenance of main road and collection road along with the way of road maintenance. Based on RKAP documents in 2019 known that there is a budget for road maintenance, for example: road graveling and drainage maintenance. Based on the results of field visits to Block 07 AB, Division 08, it was found the road conditions are good and maintained.

4.3.4; 4.3.5

Based on the HCV / HCV Assessment document - Identification Result of High Conservation Value Adolina Estate PT. Perkebunan Nusantara IV District Serdang Bedagai and Deli Serdang in collaboration with Research Institue of the University of North Sumatera, Medan year 2011 known types of soil in Adolina Estate PT. Perkebunan Nusantara IV that is dominated type or ordo *Iceptisol*, *Entisol*, and *Ultisol*. In the Dudal-Soepraptoehardjo classification the soil type can be categorized as Podsollic and Red Podsollic, Alluvial, and Litosol. **No peat soil type found in area of Adolina Estate PT. Perkebunan Nusantara IV.** Management representatives also stated on Adolina Estate there is no peatland and dominant area of clay.

4.3.6

Based on the document HCV / HCV Assessment - Results of Identification of High Conservation Value Area of Adolina Estate PT. Perkebunan Nusantara IV stated that there is **no fragile land**. However, Adolina's Business Unit already has a method of handling marginal land (sandy soil, acid sulfate-containing soil and low organic matter content), for example by application of EFB.

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

4.4.1

The business unit has implemented water managemen in line with the program, such as:

- ❖ It was protected the riverbank (was not chemical application on riverbank area)
- ❖ It was conducted ground water quality in every six month and then giving the results to relevant government. Based on the results known that all the parameter in line with the threshold.
- ❖ It was conducted effluent especially BOD quality in every three month and then giving the results to relevant

government. Based on the results known that all the parameter in line with the threshold.

- ❖ It was conducted surface water quality in every six month and then giving the results to relevant government. Based on the results known that there is one parameter (BOD) it is not in line with the threshold. Business unit can not to demonstrate the evaluation of BOD it is not in line with the threshold. Based on the explanation, raised the **non conformance No. 2017.10 with minor raised to major category**

Non-Conformance No. 2017.10 with Minor Category

The company can not to show the testing of surface water quality and groundwater 2nd semester of 2016. It was not in accordance with the water management plan described in the document RKL/RPL, the test is carried out every 6 months (first semester).

Evaluation on 28 March 2019

The business unit has implemented water managemen in line with the program, such as:

- ❖ It was conducted ground water quality in every six month and then giving the results to relevant government. Based on the results known that all the parameter in line with the threshold.
- ❖ It was conducted surface water quality in every six month and then giving the results to relevant government. Based on the results known that there is one parameter (BOD) it is not in line with the threshold. Business unit can not to demonstrate the evaluation of BOD it is not in line with the threshold. Based on the explanation, raised the **non conformance No. 2017.10 with minor raised to major category**

4.4.2

Protection of water courses including securing and maintaining riparian procedure are available in the place. Based on field observation to riparian (Kanal Block 2010B Afdeling II, Block 2003F Afdeling II, Block 97AC Afdeling II and interview with field supervision known that the riparian has been protected in line with the procedures, such as was not chemical application on riverbank area, socialization of riparian protection, installation of chemical application markers, and was not tree logging on riparian area.

4.4.3

The business unit has conducted effluent analysis especially BOD quality in every three month and then giving the results to relevant government. Based on the results known that all the parameter in line with the threshold. Example in November 2018 → pH: 6.89; BOD: 240 mg/l; COD 556 mg/l and Desember 2018 → pH: 6.02; BOD: 402 mg/l; COD 500 mg/l. Interview with environment agency in Sedang Bedagai District known that the business unit routine quality testing and no identified pollution issue related palm oil mill effluent.

4.4.4

Monitoring of mill water use per ton of FFB are available in the place. The average water use for palm oil mills is 1.49 m³ / tFFB. The use of water is still in accordance with budget and permit (1.50 m³ / tFFB). Based on field visit to water intake (*Sungai Ular*), known that the use of water for palm oil mills has been monitoring and record by relevant operator. Water intake meter working well down during the audit.

Minor 4.4.1	Status: Non-Conformance No. 2017.10 with minor raised to major category
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4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

4.5.1; 4.5.2

CH has IPM plan is contained in the SPO procedure of Plant Pests and Disease Control (No.dokumen.Unit Usaha.A08 June 2013). Potential pests identified are caterpillars, rat, and oryctes. Integrated Pest Management combines biological, physical, and mechanical control methods.

For nettle caterpillars and bag worm carried out global telling (observation of pests on 1 tree samples in 1 Ha). If found the population of pests (3-5 larvae) followed by effective telling (observation of 5 samples of trees per Ha). Results of observations showing larvae > 5 per palm leaf (threshold limit) were chemically controlled (stem injection with insecticide for bag worm), foging at night for nettle caterpillar, and biologically by planting host plants of natural enemies UPDKS (are

like *Turnera subulata*, *Antigonon leptosus*, and *Casia tora*).

IPM for rat begins with global telling (observing all trees). If the average attack rate of 5% per-block is continued with effective telling. If the percentage of trees is attacked > 5%, then the control is done. Pest control for rat by chemical method (rodenticide feeding) and biologically (using predator *Tyto alba*/gupon installation).

CH has shows an integrated Pest training document for 5 participants held by PPKS on 15 -1 7 April 2015. In addition, CH shows the *IHT* document of integrated control implementation in Adolina Estate held on 14 May 2017 which was attended by 49 participants. Based on the results of interviews with global telling labor in block BB division 09, it is known that they can explain the procedure of implementing global telling.

Status: Comply

4.6

Pesticides are used in ways that do not endanger health or the environment

4.6.1; 4.6.2

CH has SOP on Hazardous Material Handling with ADO-PRO document number 4.3.12 revision 3 dated August 1, 2016. In the SOP describes the identification of hazardous materials, the installation of warning signs, the supply of MSDS, and how to handle it. The business unit already has a Material Safety Data Sheet that describes hazard identification, first aid mode, PPE used up to chemical composition. Company can show MSDS of all hazardous material owned eg Pesticide Gempur 480SL, Petrokum 0,005 RMB, and Marshal 48%.

In addition, the business unit has a policy document of the use of herbicide made from paraquat active, namely a circular letter from the Head of Agronomy Division of PT. Perkebunan Nusantara IV No.04.03, dated August 4, 2006 to Estate Group manager I, II, III, IV and V, regarding Supervision and Socialization of Paraquat Herbicide Terms of Use. The Company has a policy concerning the use of prohibited pesticide active ingredients contained in document No.04.04/SE/18/X/2016 which contains instructions from the director to all PTPN IV Estate that the use of pesticides with active ingredients Brodifakum and other pesticides according to the WHO classification is prohibited to be used.

The company's action to avoid the development of resistance is to integrate physical, chemical and biological handling methods such as the use of different types of pesticides, regulation of spray rotation (3 rotations) and spraying according to selective weeding. Beside that, the company has shown the Pesticide List Document which includes identification of the type of material used, registration number, control target, WHO list and LD50. Pest control is carried out based on the results of the routine census (EWS).

Pesticides used by companies to control weeds such as those containing active Methyl Metsulfuron, Triklampir, Glyphosate, and Paraquat. Meanwhile, for pest control, the company uses insecticides such as those containing the active ingredients Sipermetrin, deltamethrin, and acetate.

4.6.3

CH has procedures related to integrated pest control in Plant Pest and Disease Control (No. Doc. A.08) dated June 2013. The SOP explains the plans for handling IPM, such as implementing an Early Warning System (EWS) by observing (global telling and effective telling) and controlling by combining a variety of compatible control techniques, such as manual, mechanical, biological (biological), and chemical.

The company shows the IPM plan years of 2019 that was compiled in the *RKAP* 2019 which consists of: global telling and effective telling for all division. Pest eradication plan consisting of Mortality, spray pest with mist blower, pest spray with futsfog, trunk injection and ganoderma census.

The company shows that IPM control has been carried out in accordance with procedures where the first step is conducting a global census, detailed census and eradication. The first monitoring carried out on the 7th day after the eradication and the second monitoring carried out on 3th days after the first monitoring.

4.6.4

CH has document number: ADO / SE / Intrn / IV / 2018 on April 16, 2018 regarding the paraquat usage reduction program made by the Manager unit. In this document, it is explained that to protect human safety and natural resources, especially biological natural resources and so that pesticides can be used effectively and meet the RSPO Principles and Criteria (clause 4.6.4) which states that pesticides are categorized as the World Health Organization (WHO) classes 1A and 1B, or those listed in the Stockholm or Rotterdam conventions, and Paraquat, are not used except in special situations that have been identified in national best practice guidelines. The use of these pesticides must be minimized and eliminated as part of the plan, and should only be used in ordinary broad conditions. For this reason, the Adolina Estate will implement a program to reduce the use of Paraquat.

Based on document reviews, it is known that the use of chemicals of type 1A / IB has been reduced presented as follows:

Period of Application	Volume of Applying (l)
2017	1,384.00
2018	1,095.20
2019	1,095.20

4.6.5.

Unit management has procedures for handling hazardous chemicals in SOP No. Ado-Pro-4.3.12 dated 1st August 2016. Pesticide operators has been trained to using paraquat on 2-5 October 2018 with details below:

I. Limited Pesticides for using Paraquat.

No.	Name	Certificate number	Training date	Issued date	Valid years
1.	Hadiyati Ningsih	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
2.	Tuimin	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
3.	Sukadi	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
4.	Julia Suhaini	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
5.	Heldariama Rajagukguk	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
6.	Sion Barus	521.4/428.51/UPTPTPH/X/2018	2-5 Oktober 2018	17 October 2018.	5 years
7.	Nurul Ihsan	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
8.	Agustina Pangabebean	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
9.	Junaidi Parangin-angin	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
10.	Supardi	521.4/428.51/UPTPTPH/X/2018	2-5 October 2018	17 October 2018.	5 years
11.	Sri Tuti	521.4/428.51/UPTPTPH/X/2018	2-5 Oktober 2018	17 October 2018.	5 years

Unit management has been providing PPE for pesticide applicators.

4.6.6.

Storage of pesticides procedures is available in the palce (SOP. ADO-02, revision 02, dated on 02 January 2015).

All pesticides containers has been managed according to procedures, i.e. pesticides containers stored on hazardous waste storage, after that pesticides containers transported periodically and given it to relevant party lisenca by gover,ent Based on field visit to Housing Complex, no indicated chemical container used for the other.

4.6.7.

Pesticide training on September 22nd, 2018 was located in Afdeling III, the participants were 35 workers.

4.6.8

Based on document studies and interviews with management, it is known that the company does not apply pesticides by the air.

4.6.9

CH has provide the limited pestisida certificates to 12 employees on 02 - 05 October 2018 from the Commission for Supervision of Fertilizers and Pesticides in North Sumatra Province. Based on interviews with spray workers in block BE 07 division 09 it is known that before starting to work (morning briefing) theworkers always received direction from supervisors regarding to the safety of work in handling pesticides.

4.10.10

Interview with hazardous waste officer known that the pesticides containers has been handled as per legal regulation, i. e.: pesticides containers saved on hazardous waste storage, after that pesticides containers transported periodically and then hand over to collector that has lisenca approval by relevant government (PT Jagar Prima Nusantara).

Availabe of receipt of pesticides containers or harazdous waste period of february to augus 2018, manifest, logbook and receipt of reporting to relevant agency are available in the place.

Hazardous waste currently stored in storage such as: pesticides of containers, laboratorim waste and used oil.

4.6.11.

Uni management showed the results of a follow-up health examination on March 27, 2019 to 19 pesticide applicators. The Health Check was conducted on August 23rd, 2018 by PT Prima Medica Nusantara - Pabatu Hospital Unit with the following details:

Cholinestrase examination.

- Testing urine as many as 69 workers (Female 15 workers and male 54 workers).
- Based on the medical check up test there are no health problems for the pesticide applicator.

4.6.12.

Unit management has a policy to preventing pregnant and breast feeding women from pesticide handling. According to interview with spraying team in afdeling II that woman workers who are pregnant and breastfeeding are prohibited from doing chemicals. Pregnancy test has conduct every month to all women workers.

Status: Comply

4.7

An occupational health and safety plan is documented, effectively communicated and implemented.

4.7.1

OHS policy of PTPN IV Adolina business units was authorized by Chairman of the Workers Union and chairman guiding committe OHS on October, 5th 2015, which is the company's commitment in the implementation of OHS on the operational activities at the POM and Estate. This policy available on Bahasa easily understood by all workers and contractors.

OHS Programe

Unit management shows the OHS work program for the 2019 period which informs the description of activities, months, purpose and objectives. For example: P2K3 Meeting, OHS socialization (Policy, fire extinguishers, PPE & others), Risk management, commemorating National OHS Day, Inspection (workplace environment, fire extinguishers, signs, hydrants, PPE & first aid), emergency response training, response simulation emergency, P2K3 reports, internal audits and management review meetings.

Unit management shows the OHS Management Review Meeting held on November 5th, 2018 which informs the problem,

action plan, responsibility, completion date and status.

OHS socialization held on January 6th, 2019 discusses OSH, the importance of using PPE during work, and harvesting activities on the electricity grid lines.

4.7.2.

Unit management shows risk identification for Mill & Estate for 2019 (document number FM-4.2.1-01) revision number 00 which informs activities / facilities, hazards, risks, risk assessment (consequences, opportunities & risk levels) and risk control.

Observed evidence:

Based on field observations at Sorting Station Adolina Mill, it is known that workers do not use safety shoes in accordance with the risk assessment owned by the company.

Description of Non-compliance:

Unit management has not been able to show that the use of PPE is in accordance with the risk assessment of the company. Based on the explanation above, this is a **nonconformance No.2019.01 with the Major category.**

4.7.3.

Provision of PPE is available for Estate and Mill units on January 25th, 2018. For example:

- Afdeling I workers PPE given Helmets (15); Rubber gloves (10), Sunglasses (30), cloth masks (20) and so on.
- Mill workers provided include Helmets (42), Ear plugs (22 pairs), gloves (20), safety shoes (41) and others.

Based on interviews with Mill and Estate workers, damaged PPE replaced with new ones, specifically for safety shoes or AP replaced every 1 year.

4.7.4.

OHS Expert

OHS Expert appointment letter according to the decision of the Republic of Indonesia Employment Number KEP.P.4773 / Naker-BinwasK3 / IV / 2017 on behalf Handy Lubis since April 4th, 2017 valid for 3 years (Registration number 9125PK3 / AJ / 12/2017 / PI .

Guiding Committee of Occupational Safety and Health.

Unit management shows the composition of the 2018 P2K3 management of the Adolina Business Unit which is authorized by the North Sumatra Provincial Manpower Office. P2K3 Management consists of 18 people (Chairperson, Secretary, Deputy Secretary, Fire chief, Document Control Field) as many as 41 workers.

The company shows the OHS Management Review Meeting held on November 5th, 2018 which informs the problem, action plan, responsibility, completion date and status. For example: The PPE used is not suitable for use / damage, the action plan taken makes a proposal for the replacement of PPE, the person in charge is head of administrations and the completion date of January 7th, 2019.

4.7.5.

Procedures of work accident and emergency response, SOP Ado-Pro-4.3.16, date 1st August 2016. The purpose of this procedure is to provide to the employee, guests, contractor how to handle accidents or incidents so that control can be done quickly, precisely and according to the procedure.

However there are some inconsistencies in the field, that is: **Non-Conformance No. 2017.17 with Minor category**

- Management unit has shown document of monitoring first aid box where located in the building, however has not shown monitoring for bags that are in field supervisor.
- The company has not been able to show of first aid training to the officer who responsible for the first aid kit.

Verification, March 28, 2019.

Unit management has shown evidence of improvement including:

1. First aid kit inspection document 2018 period is located in Afdeling 1-9 Especially for First Aid Bag carried by the Foreman who informs that all items have been completed in accordance with Minister of Manpower Regulation No. 15 of 2008.

2. Evidence of first aid training with details:

Name	License number	Effective date	Valid period	Speaker
Sorta Siahian	48-7/P3K/DTK/2018	28 September 2018	September 2021.	Labor and Manpower Province of North Sumatra.
Ernawati	56-7/P3K/DTK/2018	28 September 2018	September 2021	

1. Evidence of socialization to workers regarding First Aid Day on November 14th, 2018 participants were 21 workers.

But, based on field visit it is known that:

- Harvesting activity, in Afdeling 9 Block BD 07 there were still items that had expired first aid kits (Aquades) and the items that were not in accordance with the provisions of Minister of Manpower Regulation No. 15 of 2008 and reference from doctor dated January 2nd, 2019 (11 items for field area) for example; Komix, Promag, bodrex, enstrostop.
- Kindergarten of Ade Irma Suryani located in Afdeling II is known that the contents of the First Aid Kit are not in accordance with Minister of Manpower Regulation No. 15 of 2008 and there are items that have expired such as Rivanol (April 2018) & Ecodine (December 2017).
- Condition of fire extinguisher is located in Afdeling II Office & Adolina Central Meeting Room is empty (pressure is red) then fire extinguisher condition is located in WTP station in condition the seal has been released.

Based on the explanation above, **the non-conformity indicator 4.7.5 is stated to have not been fulfilled with the Minor Raised to Major status.**

4.7.6.

Unit management shows evidence of payment such as:

- Health insurance period January 2019 on March 15th, 2019 with a virtual account 8888890000384659.
- Employment BPJS for January 2019 on February 15, 2019 with contribution code 190104502726 amonunted to IDR. 123,338,766.

4.7.7.

Based on the recapitulation of work accident occurrences of the business units of PTPN IV-Adolina Mill during the period January - December 2018 is Nil (FR 0 and SR 0).

Minor 4.7.5	Status: Non-Conformance No.2017.17 with Minor category raised to Major.
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4.8

All staff, workers, smallholders and contractors are appropriately trained.

4.8.1; 4.8.2

CH has shows the training program 2018-2019 to improve the employees competence in term of the RSPO P&C. for example: HIRAC, harvest procedures, spraying and fertilization procedures, first aid and simulations, pesticide handling, Based on interview with spraying workers and harvesting worker they can explaining about job description, responsibilities and has trained by company. In addition, worker also mentioned that they have attended safe work training and are always reminded / socialized again by the supervisor/assistant during the morning meeting. In addition to the compiled program, the CH has also carried out the realization of the program and has been well documented such as: Limited pesticides certificates to 12 employees on 02 - 05 October 2018 from the Commission for Supervision of Fertilizers and Pesticides in North Sumatra Province.

	Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity		
5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.		
5.1.1		
<ul style="list-style-type: none"> • The business unit (Estate and Mil) has environmental document (RKL/RPL, 2004) approved by relevant agency. The area of 6143.1 Ha and processing capacity 30 tFFB/hour • The business unit has environmental document (RKL, 2012) approved by relevant agency. The area of 7,057.20 Ha and processing capacity 30 tFFB/hour. • The business unit (Estate) has environmental document (UKL/UPL, 2014) approved by relevant agency. The area of 1,900.37 Ha. <p>The environmental document has included with infrastructure construction analysis, roads analysis, drainage analysis, waste management analysis, conservation and replanting analysis. Interview with environmental agency in Serdang Bedagai District, obtained information that the environmental study have passed public consultation involving local communities Environment document has been consulting with stakeholders on May 14, 2014.</p>		
5.1.2		
<p>Implementation of environmental management has been conducted in line with the matrix environmental management plan, for example hazardous waste stored on storage license approved by local government, POME management, land application, distribution of PPE (earplug / earmuf) to workers in the location of high noise, throw garbage at landfill (TPAS), locals recruitment, etc.</p>		
5.1.3		
Non-Conformance No. 2017.19 with Minor Category		
<p>The Business unit not able to show evidence of monitoring the environmental impact of 2nd semester 2016 in accordance with the environmental management document (RKL/RPL), for example: water quality testing on Kanal rivers, Galang rivers, Batu Ginging and groundwater quality testing 2nd semester 2016 and so on.</p> <p>Evaluation 28 March 2019: The business unit has implemented water monitoring in line with the program, such as: It was conducted ground water quality in every six month and then giving the results to relevant government. Based on the results known that all the parameter in line with the threshold.</p> <p>It was conducted surface water quality in every six month and then giving the results to relevant government. Based on the results known that there is one parameter (BOD) it is not in line with the threshold. Business unit can not to demonstrate the evaluation of BOD it is not in line with the threshold. In the other hand, RKL / RPL report has not referred to the guidelines for preparing RKL/RPL report (Decree of the Minister of Environment No. 45/2005, dated 5 April 2005), which has not explained the evaluation of environmental management and monitoring. Based on the explanation, raised the non conformance NC 2017.19 with minor raised to major category</p>		
	Status: NCR No. 2017.19 with minor raised to major category	
5.2 The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced		
5.2.1		
<p>The business unit has identification HCV document on January 2011 with total area of 177.08 Ha, as follow: swamp (located in Afdeling 7 Blok AG) of 7 Ha, wellhead (located in Afdeling 7 Blok A) of 0,05 Ha, wellhead (located n Afdeling 8</p>		

Blok 99AN) of 0,5 Ha, wellhead (located in Afdeling 8 Blok 00F) of 0,5 Ha, Banglam rivers and riparian (located in Afdeling IX Blok 07AT) of 33,59 Ha, canal (located in Afdeling I Blok 05B, 97E, 97J, 97M, 97Q, 97U), (located in Afdeling II Blok 03B, 03D, 03F, 10D, 10F, 95A, 95C, 98E), (located in Afdeling III Blok 03H, 08A, 91C, 91F, 08, 08F, 08I, 08L, 08P, 08T, 08X, 08Z, 08AA) of 74,52 Ha, Buluh rivers and riparian (located in Afdeling IV Blok 07A, 07B, 08BE) of 5,31 Ha, Pegajahan rivers and riparian (located in Afdeling IV Blok 98O, 98K, 98J, 10V, 10S, 07O, 07P, 98F) of 19,44 Ha, and Sialang rivers and riparian (located in Afdeling VI Blok 97BL, 98AA, 97BG, 98V, 97U) of 16,57 Ha

RTE species have been described in the HCV document on January 2011, such as: Cerocok urang (*Alcedinis sp*), Bubut (*Centropus bengalensis*), Punai (*Fregeta sp*), Pecuk Ular (*Anhinga melanogaster*), Bajing (*Calloschurus notatus*), Tupai (*Lariscus insignis*), Macan dahan (*Neofelis nebulosa*), Musang (*Prionodon linsang*), Trenggiling (*Manis javanicus*)

5.2.2

HCV and RTE species explained on indicator 5.2.1.

The business unit has conducted management RTE species go by conduct monitoring HCV including RTE species periodically, for example conducted on Desember 2018.

Based on monitoring results known that there are 9 RTE species. Related to 9 RTE species, business unit has conducted socialization to worker and local community and then installation of signboard in the site.

5.2.3; 5.2.4

The business unit can be show the attendance list for socialization of HCV and RTE species (35 people).

The business also can be show document and procedure which explains sanctions if any workers conducted harm, capture, or kill the wildlife species.

The business unit can be show HCV documents monitoring and evaluation and wildlife species periodically. Business unit also can be show HCV training for personel on 09-11 April 2018.

Non-conformance No. 2017.21 with minor category (indicator 5.2.3)

The Business unit can not able to show a document which explains sanctions if any harm workers, capture, or kill the wildlife species

Verification 28 March 2019

The company has shown Circular Letter on prohibitions and sanctions for workers who harm, arrest or kill animal species. Circular Letter is determined by Adolina Unit Manager on 02 January 2019. **Thus NC is declared closed.**

Non-conformance No. 2017.22 with minor category (indicator 5.2.4)

The Business unit could not show documents the monitoring and evaluation of HCV and wildlife species periodically.

Verification on 28 March 2019

The company has periodically documented monitoring and evaluation of HCVs & animal species.

- HCV monitoring including river boundaries is conducted per semester (last conducted in September 2018).
- Flora and Fauna monitoring is conducted per semester (last conducted in December 2018). Based on the results of monitoring identified 9 protected animals.

The company can also show evidence of HCV training on behalf of Faisal Helmi Hasibuan on April 9-11 2018. Thus NC is declared closed.

5.2.5

Based on documents study and interviews with local communities obtained the information that there was not local public lands within the boundaries of the company's operations.

Status: Comply

5.3

Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

5.3.1

Hazardous waste identification are described in hazardous waste management procedures (SOP no: 02, dated January 2/2015), such as: used oil, used batteries, used chemical containers, used rag, used fertilizer/chemicals sacks. Hazardous

waste was among others sourced from the engine and vehicle maintenance activities, estate and factory activities, and household and office activities.

Factory waste identification are described in the procedure with document number SPO 17 dated January 2, 2015. Among others: empty fruit bunches waste (EFB), shell, fiber and POME.

5.3.2

Interview with hazardous waste officer known that the pesticides containers has been handled as per legal regulation, i. e.: pesticides containers saved on hazardous waste storage, after that pesticides containers transported periodically and then hand over to collector that has lisenca approval by relevant government (PT Jagar Prima Nusantara).

Receipt of pesticides containers or hazardous waste period of february to augustus 2018, manifest, logbook and receipt of reporting to relevant agency are available.

Hazardous waste currently stored in storage such as: pesticides containers, laboratorim waste, used oil, etc

5.3.3

The business unit has conducted management actions in accordance with the waste management plan, such as:

- Clinical waste is collected in a special place and handed over to Hospital to be destroyed.
- Fibers and shell is used as fuel to reduce fossil fuel consumption and maximize renewable energy.

Non Conformance No. 2017.23 with Minor Category

Based on field visit to Housing Complex Afdeling 8, there was found the domestic waste buring activities. The was not in accordance with the procedures with document no. SPO 20 dated January 2 / 2015 related to domestic waste management.

The business unit has a landfill area, but based on field visit to Housing Complex Afdeling 2, there was found the domestic waste buring activities. It was not in accordance with the procedures with document no. SPO 20 dated January 2 / 2018 related to Domestic Waste Management. **Based on the explanation, raised the non conformance No. 2017.23 with minor raised to major category**

Minor 5.3.3	Status: Non-Conformance No. 2017.23 with minor raised to major category
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5.4

Efficiency of fossil fuel use and the use of renewable energy is optimised.

The business unit has been monitoring use of renewable energy (fiber and shell). Total use of fiber 2018 as much as 19,243 tons and shells of 8,247 tonnes. The use of fiber and shell generates energy for turbines of 2,231,858 kWh with FFB processing 137,449 tonnes. The efficiency of fossil fuel use 16.24 kWh / tFFB.

Status: Comply

5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

5.5.1; 5.5.2

There are procedures that govern not to use the burning method in land clearing. The statement was confirmed by the SOP July 2007 recorded in SPO 02. The replanting method is the method of land clearing, zero burning method and under planting method. Interviews with management representatives, known that the business unit does not use burning method for land clearing.

No burning indicated in the area

Status: Comply

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

5.6.1

Identification of emission/pollution sources are described in the SPO Waste Management of Air Pollution (Doc. RSPO and ISPO No. SPO 14, January 2, 2015). For example Boiler and Generator emission/pollution.

5.6.2

Identification of GHG emission/pollution and mitigation plan explained in GHG inventarisasi and mitigation procedures (Doc. no. SPO No 10, 02 January 2015).

GHG mitigation plan have been implemented, such as: use fertilizer and pesticides in efficient, use shell and fibre for fossil fuel, transportasi maintenance periodically, emission/pollution test periodically and then GHG calculate periodically. Interviews with local people there was not problem of smoke pollution caused by the activities of estate and mill.

5.6.3

Non-Conformance No. 2017.24 with Minor Category

The Business unit not able to show the results of calculation of GHG emissions in 2016 using the RSPO period PalmGHG. It was not in accordance with the SPO Inventory and Mitigation of Greenhouse Gases (No. Documents: SPO 10, January 2, 2015). In the procedure explained that the identification of sources of emissions and GHG emission calculations carried out every year by using PalmGHG Calculator.

Verification on 28 March 2019

The GHG calculate is verified by auditor and the summary is attached to the report.

The business unit can be show the results of GHG calculate (summary report) period 2018 using RSPO PalmGHG Version 3.01.

Status: Comply

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills

6.1

Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.

6.1.1

The business unit has Social Impact Assessment PT Perkebunan Nusantara IV-Adolina Business Unit, September 2011. Document analysis was prepared in collaboration with the Research Institute of the University of North Sumatra (LP-USU). In the document has been included an assessment of:

- Infrastructure of surrounding villages
- Problem of jobs in rural communities
- Disputed of land ownership
- Lack of financial capital support
- access for transporting crops
- Access of roads for residents

6.1.2

Data collection methods used in the making of SIA Report of Adolina business units among other Participatory of Rural Appraisal, Analysis of Strength, Weakness, Opportunity & Threat and Group Discussion. The evidence of participatory of making SIA report is documented on attendance list, for example:

- Attendance list on July 4, 2011, discussion with Suka Jadi Village, Damak Maliho and Bangun Purba Tengah village
- Attendance list on June 30, 2011, discussion with Adolina Village, Sukasari Village,
- Attendance list July 1, 2011 discussion with Bandar Kuala, Celawa Village, Bingkat Village, Pantai Cermin District, Lau Rempak village, Kota Pari village.

6.1.3; 6.1.4

Social impact mitigation plan period of 2018 is available. The plan contain types of social impact, impact area, management plan, time periode, results and personal in charge.

Non-conformity No. 2017.26 with Minor Category

The Business unit has not shown any evidence that a review process has been conducted every 2 years against a social impacts management and monitoring plan involving the participation of affected parties.

Verification on 28 March 2019

The company has shown:

- Matrix of management and monitoring of the social impact that documented in the 2011 social impact analysis document (page IV-9). The social impact parameters that must be managed & monitored include: Public facilities and infrastructure, employment opportunities and business opportunities, limited village land, village road access
- Social impact analysis questionnaire to 24 representatives of village communities around estate and factories.
- Resume social impact analysis questionnaire. From the questionnaire got the hopes / desires / needs the community for plantation.
- Program and realization of management of social impacts in 2018. Programs created are in accordance with the identification of needs of the village community.
- Evaluation social impact management program carried out in January 2019.

6.1.5

Based on a field visit, documents verification and interviews with workers of weighbridge and sorting, it is known that there is no FFB derived from smallholder schemes.

Status: Comply

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

6.2.1.

Unit management has communication procedure and consultation with people written in SOP of Communication and Consultation with Community in document number 03.02 August 1st, 2012. In SOP explain that all communication and consultation with stakeholders is recorded and processed through the HR assistant.

Unit management shows a list of stakeholders in the 2018 period, which informs the names of stakeholders, positions / agencies, mobile numbers and addresses of stakeholders. The number of stakeholders is 35 stakeholders. Such as Jambur Pulo village, Adolina Village, Sukajadi Village, Melatim Village, Citaman Jernih village, NGO, Labor union, CV Setia Kawan, Kota Pare Villahe, Perbaungan police and others.

6.2.2.

Based on procedure of Communication and Consultation with Community (number 03.02 August 1st, 2012) explained that who is responsible for consultation and communication with the public is an assistant of Human Resources and Public. Based on interviews with village around, explained that communication with the company is done through the workers.

6.2.3.

Unit management shows a list of stakeholders in the 2018 period, which informs the names of stakeholders, positions / agencies, mobile numbers and addresses of stakeholders. The number of stakeholders is 35 stakeholders. Such as Jambur Pulo village, Adolina Village, Sukajadi Village, Melatim Village, Citaman Jernih village, NGO, Labor union, CV Setia Kawan, Kota Pare Villahe, Perbaungan police and others.

Based on external communication data for the period 2018-2019. 15 letters for example:

- Letter number 811.3 / 422/109/2018 regarding the application for State Junior High School 2 Pegajahan, Subdistrict Perbaungan regarding requests for CSR funding for the construction of school fences. Letter dated August 19, 2018.
- Letter number 18.31 / 005/224/2019 dated January 11, 2019 from the Regional Secretary of Sergai Regency regarding the participation of the 15th Anniversary of Serdang Bedagai Regency.

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is

Implemented and accepted by all affected parties.

6.3.1.

Unit management has a mechanism for dealing with complaints and dissatisfaction in the SOP of Internal Communication and Employee Grievance Handling (internal) (No. 19 (Revision 1) effective from January 2, 2015), SOP Handling Customer Complaints and Environment (external) (No. 13 (Revision 1) effective from January 2, 2015) and there are SOP of Communication and Public Consultation (No. SPO 03, revision 02, the effective date of January 2, 2015). In the SOP explained that the party responsible for internal complaint is the SP-Bun with managers and external complain is HR Assistant.

Unit management has a policy to protect the identity of the Whistle Blowing that stated in the documents of Infringement Complaint Management System (Whistle Blowing System) PT Perkebunan Nusantara IV (Persero) on 2013 in Article 10: Protection For Reporter.

6.3.2.

Unit management indicated that the Labor Union meeting to discuss the Collective Labor Agreement was held on November 17th, 2018. The participants were 30 participants. The Bipartite Cooperate Agency meeting report has been sent on December 5th, 2018. Based on interview with workers, there is no problem related jobdesk, facility and others.

Status: Comply

6.4

Any negotiations concerning compensation for loss of legal or customary 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.

6.4.1 & 6.4.2

There is no change on SPO of conflict area management No.4 (revise 2) January 2, 2015 has explain that problem solving of conflict area is conducted by negotiation which involves leader of dispute area and determine the compensation done by negotiation until they reach agreement. Calculations carried out with reasonable prices in accordance with the taxable value and state of the areas. In SOP does not distinguish how to calculate compensation based on gender, transmigration, local community or ethnic group.

6.4.3

Based on interviews with Melati-II and Ujung Rambung Village Representatives, it was found that the Estate came from the Dutch Colonial and not from customary land or community land. The village representative also explained that there was no land conflict between the community and the company.

Based on a review of company profile documents, the company has been established since 1926 under a different name under the government of the Netherlands and continues changes of form and name of the company. The history of land ownership is listed in the Law of the Republic of Indonesia Number 86 of 1958 dated December 27, 1958 concerning the Nationalization of Dutch-Owned Companies where PTPN IV-Adolina Estate are included in the regulation.

Based on this explanation, it is known that there were no land compensation activities in the company's operational area.

Status: Comply

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

6.5.1.

Provincial Minimum Wage 2018.

Unit management shows the North Sumatra Governor's Decree number 188.44 / 575 / KPTS / 2017 regarding the minimum wage stipulation of North Sumatra Province in the amount of IDR 2,132,188.68 and is valid from January 1st, 2018.

Provincial Minimum Wage 2019.

The Company shows the Governor of North Sumatra Decree number 188.44 / 1365 / KPTS / 2018 concerning the stipulation of the minimum wage of North Sumatra Province in the amount of IDR 2,303,403.43 and is valid from November 1st, 2018.

Adjustments to basic salary and special workers benefits are available for Group I-IID in 2018 with letter number 04.11 / SE / 11 / III / 2018 dated March 22nd, 2018. Based on wage records and interviews with estate and mill workers show that the management unit has paid the workers' wages in accordance with the Decree established.

The company shows a remuneration report for January 2019, for example for Harvesters Afdeling I, Basic salary of IDR 1,714,085, -; special allowance 281,501 (Group IA); Rice is IDR 150,000, - so the total obtained is IDR 2,145,586; premium of IDR 2,093,436, -. Electricity allowance of IDR 107,103; Insurance IDR. 90,925, -; Workers Insurance IDR 139,734, - Health insurance IDR 148,491; Gross salary is IDR 4,725,302.

6.5.2.

Unit management have a Collective Labor Agreement (CLA) of PTPN IV in 2016 - 2017. The collective labor agreement has been registered to the North Sumatera Provincial Manpower and Transmigration Office (Registration 01 01/DFT/PKB/6/SU/I/2016) and was approved by Decree of Head of Manpower and Transmigration No. KEP.18-6/DTK-TR/2016 about Registration of Collective Labor Agreement on 27 January 2016. The CLA has been in accordance with applicable employment legislation.

The Collective Labor Agreement document describes the matters in explanation that can be understood by the workers, as follows:

- Chapter I: Terms
- Chapter II: Work Relation
- Chapter III: Weekdays and Hours
- Chapter IV: Exemption From Liability of Work
- Chapter V: Groups of Wages, Allowances and Unit
- Chapter VI: Health Care And Treatment
- Chapter VII: Occupational Safety and Health (OHS) and the equipment.
- Chapter VIII: Social Security and Welfare of Workers
- Chapter IX: Coaching Expertise And Skills And Education Support
- Chapter X: Rules of Work
- Chapter XI: Resolution of Industrial Dispute
- Chapter XII: Work Termination / Dismissal
- Chapter XIII: Validity Period of CLA
- Chapter XIV: Miscellaneous Provisions
- Chapter XV: Final Provisions

According to interview with head of worker union that known, the CLA has socialized to all workers and has understood by all workers.

6.5.3.

Based on the fixed asset collection document in December 31st, 2018 Housing, Installation Buildings, Hospitals & Clinix mosque, church, soccer field, tennis court; volleyball court; Public bathrooms, babysitting, and others. Field visit in employee housing in Division II, Unit management has provided decent housing with facilities such as electricity from State Electricity Company, clean water, medical services and educational facilities for workers children.

6.5.4.

Based on interviews with residents of Housing in Afdeling II, Market location close to the estate area. so it is not difficult to get access food and daily needs.

Status: comply

6.6

The employer respects the right 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.

6.6.1 & 6.6.2.

Unit management should respect the rights of all workers to form and join a trade union that is contained in the CLA of 2016-2017. PT Perkebunan Nusantara IV has the estate worker union (SP-Bun Adolina). It has been registered on the Manpower Agency of North Sumatera Province in decree No. 04/Kpts/SP.BUN-PTPN-IV/V/2014, dated May 14, 2014. According to the result of interview with the worker union, the company has given the opportunity for the workers to join or form the worker union.

Unit management indicated that labor union meeting to discuss the Collective Labor Agreement was held on November 17th, 2018. The participants were 30 participants. The Bipartite Corporate Agency meeting report has been sent on December 5th, 2018.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1.

Unit management has commitments related to transparency and confidentiality of information, environment, and policies related to child labor, work opportunity, retention time of documents, sexual harassment, land fires, hazardous waste management and others which are contained in the policies and SPO documents.

The business unit has demonstrated evidence of company's policy documentation related to the child labor policy in documents, among others:

1. The process of labor recruitment where it has been mentioned that the minimum age of employment which is eligible for employment is 18 years.
2. There are prohibitions to employ under aged children in every Work Agreement with the third parties.
3. SOP with document number 03.02 dated 2nd January 2015 related child labor policy which states that the minimum age to be allowed to work in the company is at least 18 years old and it is in accordance with the labor statute No. 13 year 2003.

Based on the workers list in February 2019, it is known that no employee is under 18 years old. Based on field visit and interview with workers there is no workers under 18.

Status: Comply

6.8

Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.

6.8.1; 6.8.2 & 6.8.3.

Unit management has a policy regarding anti-discrimination, equal opportunity and treatment in employment are contained in SOP No. 04.02. This policies of work equation which state that PT PTPN IV provides equal chance and opportunity as much as possible without discrimination for all employees to perform their jobs in order to achieve unit management vision and mission. Based on interviews with workers, it is known that workers are very diverse origin, ethnicity, background, education, gender, and religion. Interviews with union and village revealed that the company open up employment opportunities for the community.

Status: Comply

6.9

There is no harassment or abuse in the work place, and reproductive rights are protected.

6.9.1 & 6.9.2.

Unit management has a policy to prevent sexual assault and sexual harassment, are contained in SOP with document number 06.02 dated 2nd January 2015 related sexual harassment policy which states that PT PTPN IV is responsible for preventing sexual harassment in the workplace and taking corrective action to prevent sexual harassment related to jobs. Unit management has empowerment of women in the structure of Unit Labor Union.

Socialization for Afdeling VII workers regarding handling sexual harassment on May 16th, 2018. The gender committee socialization was conducted on July 12th, 2018 as many as 23 female workers. The composition of the Gender Committee is in accordance with Decree No.ADO / KPTS / MU / 15 / 1 / 2019 with the composition consisting of the Chairperson (1 person), Secretary (1 person), Exchequer (1 person), Members (5 people) Authorized by the Manager PTPN IV Adolina Business Unit. The program of gender committee activities in 2018 includes Diabetes Gymnastics, Religion, social gathering and environmental assessment.

The policies on protection of reproductive rights are contained in CLA between the company and worker union in 2016-2017 in article 27 and article 28, which stated:

- a. Menstruation leave for female employees as many as 2 days (on the first day and the second day)
- b. Maternity leave for one and a half months before giving birth according to doctors/midwives medical letter and one and a half months after giving birth.

Based on interviews with pesticide applicator (female workers), workers get H-1 leave of 2 days and maternity leave 1 ½ months before and after childbirth.

6.9.3

Adolina's estate have not shown any specific complaint mechanisms related to sexual harassment and have been clearly communicated to all levels of workers. **Non-Conformance No. 2017.28 with Minor category.**

Verification, March 28th, 2019.

Unit management has showed the mechanism for reporting sexual harassment actions with ADO / SE / Intrn / 14 / I / 2019 numbers dated January 2nd, 2019 authorized by the Manager. the mechanism explains, such as:

- a. If the person of sexual harassment are non-employees.
 - Report sexual harassment actions to HR, general and security assistants.
 - Fill out the Sexual Harassment Report form to be forwarded to the Unit Manager.
 - Reporting acts of sexual harassment to the authorities accompanied by HR, General and Security Assistants to be followed up.
- b. If the person of sexual harassment is an employee.
 - Report sexual harassment actions to HR, General and Security Assistants.
 - Fill out the Sexual Harassment Action Report form to be forwarded to the Unit Manager.
 - Report acts of sexual harassment to the authorities accompanied by HR, general and security assistants to be followed up.
 - Conduct a Bipartite Corporate agency meeting to discuss acts of sexual harassment by employees.
 - Employees who commit sexual harassment will be dismissed for serious violations in accordance with CLA Article 70 paragraph 2.

Based on interview with the Chairperson of Women's Empowerment are known that the mechanism has been submitted to employees. For example: Socialization to Afdeling VII employees regarding the handling of sexual harassment on May 16th, 2018 and July 12th, 2018. Based on the explanation, **Nonconformance No.2017.28 with Minor Category have been fulfilled.**

	Status: Comply	
6.10		
Growers and mills deal fairly and transparently with smallholders and other local businesses.		
6.10.1; 6.10.2; 6.10.3; 6.10.4		
Based on the document review of FFB acceptance in the Mill and interviews with company representatives it is known that during 2018 to March 2019 it was found that it did not receive FFB from other sources (farmers or suppliers). All FFBs processed at the Adolina Mill come from the Adolina Estate. However, the company cooperates with other parties, for example cooperation in transporting FFB with CV Rezeki Syahira with letter number GMD III / SPKP / ATBS / 9 / VIII / 2018 dated August 6, 2018		
	Status: Comply	

6.11	
Growers and millers contribute to local sustainable development wherever appropriate.	
6.11.1 & 6.11.2.	
<p>Unit management shows a CSR program in 2019 that informs activities, numbers, locations and information for example: Honor expenditure assistance; Operational goods expenditure assistance, material and operational goods expenditures as well as operational supporting goods expenditures are located in Village of Pantai Cermin (Harapan Baru Community Group) and others.</p> <p>CSR realization for 2018 amounted to IDR 434,840,000 located in Celawan Village for refining irrigation channels. for CSR assistance located in other villages it has not been realized (Madrasah building construction, shrimp pond creation; development of learning classrooms and others). Based on interviews with management unit, the company doesn't have smallholder scheme.</p>	
	Status: Comply
6.12	
No forms of forced or trafficked labour are used.	
6.12.1; 6.12.2 & 6.12.3.	
<p>PTPN IV kebun Adolina menunjukkan bukti sosialisasi mengenai komitmen perusahaan tentang Surat Edaran Manajer tentang larangan Mempergunakan tenaga kerja hasil perdagangan/ ilegal dan tenaga kerja paksa yang dilaksanakan pada tanggal 8 Januari 2018. Selain itu ditunjukkan notulensi rapat dan daftar hadir pelaksanaan sosialisasi tersebut.</p> <p>Unit management showed evidence of socialization regarding Manager Circular on the prohibition on the use of trade / illegal labor and forced labor that was carried out on January 8th, 2018. In addition, the meeting minutes were presented and the attendance list was carried out.</p> <p>Based on field observations, interviews with workers, and document review, there is no forced and illegal workers. They are working of task in the work order.</p>	
	Status: Comply
6.13	
Growers and millers respect human rights	
6.13.1.	
<p>Policy for Respecting Human Rights No. 07, revised 02, effective date Jan 02nd, 2015. Unit management in carrying out its business respects human rights and the dignity of all people in accordance with applicable legal requirements. Unit management treats all people who work fairly and without discrimination. In this policy the form of respect for human rights is mentioned, for example freedom of association (Labor Union). Unit management respects the rights of the community in the communities affected by company activities. Unit Management will try to identify adverse impacts on human rights and take appropriate steps to avoid, minimize and or reduce them.</p> <p>Human rights socialization was conducted on October 12th, 2018 attended by Unit Managers, Assistant Plant Heads; Assistant Head of Administration; HR Assistant and others. Based on interview with pesticide applicators, Harvester and Mill workers, they have been know related Human Rights.</p>	
	Status: Comply
PRINCIPLE #7 Responsible development of new plantings	
7.1	
A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.	
7.1.1; 7.1.2; 7.1.3	
Based on documents review and interviews with village heads, it is known that the company had been there from the time	

of the Dutch governance and there are no land clearing activities in new areas from 2005 to the present. Planting carried out in 2005-2016 is replanting activities, that so there was no new environment document.

Status: Comply

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

7.2.1; 7.2.2

Based on documents review and interviews with village heads, it is known that the company had been there from the time of the Dutch governance and there are no land clearing activities in new areas from 2005 to the present. Planting carried out in 2005 until now is an activity of replanting and conversion plants.

Status: Comply

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

7.3.1- 7.3.5

To ensure that there are no new plantations replacing primary forest or HCV areas since November 2005, then Adolina POM supply base Adolina Estate has sent Liability Disclosure and LUCA to RSPO Compensation and has been received in 2016. All the units are free from non-compliant land clearance.

Status: Comply

7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

7.4.1; 7.4.2

Based on documents review and interviews with village heads, it is known that the company had been there from the time of the Dutch governance and there are no land clearing activities in new areas from 2005 to the present. Planting carried out in 2005 until now is an activity of replanting and conversion plants.

Status: Comply

7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

7.5

Based on document review and interviews with the village head, it is known that the company already existed from the Dutch government era and there were no land clearing activities in the new area from 2005 to the present. The activity carried out only conversion and replanting.

Status: Comply

7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

7.6

Based on document review and interviews with the village head, it is known that the company already existed from the Dutch government era and there were no land clearing activities in the new area from 2005 to the present. The activity carried out only conversion and replanting.

Status: Comply

7.7

Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.

7.7.1; 7.7.2

<p>To ensure that there are no new plantations replacing primary forest or HCV areas since November 2005, then Adolina POM supply base Adolina Estate has sent Liability Disclosure and LUCA to RSPO Compensation and has been received in 2016. All the units are free from non-compliant land clearance.</p>	
<p>The zero burning policy and its implementation have been explained in indicator 5.5.1, 5.5.2</p>	
	<p>Status: Comply</p>
<p>7.8 New plantation developments are designed to minimise net greenhouse gas emissions.</p>	
<p>7.8.1; 7.8.2 The company can be demonstrated evidence that the land clearing was carried out before 2010 (there was no new development after 2010), so the company was not lican be conduct HCS assessments.</p>	
<p>Related to the calculation of GHG emissions has been explained in the indicator 5.6.3</p>	
	<p>Status: comply</p>
<p>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</p>	
<p>8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</p>	
<p>The implementation of continuous improvement in environmental aspect such as: conduct surfacewater quality analysis periodically, conduct groundwater quality analysis periodically, conduct POME quality analysis periodically, conduct emissions quality analysis in Generator and Boiler Machine periodically, calculating GHG emission periodically, etc.</p>	
	<p>Status: Comply</p>

3.2. Summary of Assessment Report of Supply Chain Requirement

3.2.1 General chain of custody requirements for the supply chain

Clause	Requirement
5.1	Applicability of the general chain of custody requirements for the supply chain
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification. The mill take legal ownership for all FFB within its scope, as well all phisically handling.
	Status: Comply
5.1.2	Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model. The mill does not use traders and distributors. All of selling certified product has been done by the mill.
	Status: Comply
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform. RSPO IT Platform member registration number: RSPO_ PO1000004497.
	Status: Comply
5.1.4	Processing aids do not need to be included within an organization's scope of certification. There is no processing aids in the operational Adolina POM.
	Status: Comply
5.2	Supply chain model
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance. Adolina POM still implemented a model of supply chain Mass Balance. FFB supply source for Adolina is still received from uncertified sources from uncertified area of independent outgrowers. The volume of products sold by using Mass Balance claim.
	Status: Comply
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB. Adolina POM just apply one supply chain models which is Mass Balance (MB).
	Status: Comply
5.3	Documented procedures

5.3.1

The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.

There is a change in the SOP related to SCCS listed in the Basic Work Guidelines No. 04.03 / KS / SUS / P / 003 dated August 1, 2018 concerning Handling of Certified Palm Oil Products which explain:

- Flow Chart of SCCS management
- Duties and responsibilities
- The Supply Chain model is Mass Balance by monitoring stocks that are balanced every 3 months
- Handling of Certified FFB is carried out in accordance with FFB transportation SOPs and in each "Surat Pengantar Buah" must be completed with CSPO stamp
- Weighbridge Clerk must identify the source of FFB from certified or non-certified Estate and provide CSPO stamp on the weighing receipt sheet. Clerk also need to record the volume of certified FFB
- Production Clerk records a certified FFB to monitoring sheet every month to determine the quota
- Records must be documented at least 2 years
- Monitoring CSPO and CSPK stock every month
- Information that must be included in CSPO and CSPK sales documents as well as providing CSPO / CSPK stamps. All sales must be recorded on palmtrace
- POM must report to the Certification Body if there are excess projections for CSPO and CSPK tonnages
- Management of certified products that do not match (complaint) with standard
- Procedures in Palmtrace activities, including: announcements must be made on the day the certified product is sent
- Labels can be used with the use of the RSPO logo Mass Balance (If Required)

Non-Conformity No. 2019.2 with Major Category

Based on document review, interview results and field visits, it is known that:

- Weighbridge Ticket of FFB, CPO and PK Scales do not have CSPK / CSPK stamps
- Shipping Announcement Registration activities on PalmTrace for CSPO sales are carried out every Delivery Order
- Shipping Announcement Registration activities at PalmTrace for CSPK sales are conducted monthly
- Mass Balance reports are carried out in real time.

This is not in accordance with the Basic Work Guidelines No. 04.03 / KS / SUS / P / 003 dated August 1, 2018 concerning Handling of Certified Palm Oil Products which explain:

- Each Weighbridge Ticket must be given a CSPO / CSPK stamp
- Palmtrace shipping announcement registration is done on the day the product certificate is sent
- Mass Balance monitoring using the principle of Fixed Inventory Periods that monitors stock balance every 3 months.

**COC
5.3.1**

Status: Non-Conformity No. 2019.2 with Major Category

5.3.2

The site shall have a written procedure to conduct annual internal audit

The CH has procedures regarding to conduct annual internal audit SOP No 21 dated 02 January 2015 about Implementation Of Internal Audit RSPO that's mentioned if the Annual Audit Program is carried out at least once a year by considering the status and importance of the process and fields to be audited. If necessary, the audit program can be changed. It is recommended that an internal audit be carried out before an audit from the Certification Body.

CH can show the result of internal audit conducted on 21 February 2019 In the Audit Report document, it is known that the mill has performed an internal audit using SCCS standard (General COC and Module E). There are 4 non-compliance for example about agreement with third parties not include the clause about comply with RSPO standard. All Non-compliance has been comply on 04 March 2019.

Status: Comply

5.4

Purchasing and goods in

5.4.1	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier
	Adolina POM does not purchase RSPO certified oil palm products. Adolina POM is the producer of RSPO certified oil palm products.
	Status: Comply
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents
	Adolina POM does not purchase RSPO certified oil palm products. Adolina POM is the producer of RSPO certified oil palm products.
	Status: Comply
5.5	Outsourcing activities
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or 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.
	Adolina POM doesn't outsource refining and crushing activity. The company only use third party contractors for CPO & PK transportation activities.
	Status: Comply
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: <ul style="list-style-type: none"> a. The site has legal ownership of all input material to be included in outsourced processes; 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. c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. d. d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance
	Based on the contractor's list, there are 2 contractors that handling certified products. The company has shown work contract with all contractors, such as: <ul style="list-style-type: none"> • Transport PK Agreement Letter No. 04.09/S.Perj/07/II/2019 dated 02 January 2019 with PT Wahana Adidaya Pertiwi with a validity period until 31 December 2019. • Transport CPO Agreement Letter No. 04.05/S.Perj/14/III/2019 dated 20 February 2019 with CV Karya Mandiri with a validity period until 31 December 2019. <p>In the contract there is a clause that the contractor must follow the RSPO SCCS provisions and is willing to be audited at any time by the Certification Body.</p>
	Status: Comply
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.
	The Certificate Holder has record names and contact details of all contractors on document of "List Kontraktor on 2019", such as:

1. PT Wahana Adidaya Pertiwi as PK Transporter 2. CV Karya Mandiri as CPO Transporte	
	Status: Comply
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	
There is no new contractor in Adolina POM. It will observe in the next surveillance.	
	Status: Comply
5.6	Sales and goods out
5.6.1	
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	
Adolina POM shows the documentation of sales of certified products, including:	
CPO For sale of CPO listed in the document of Order Submission, Weighbridge Ticket and Submission Receipt document, for example::	
<ul style="list-style-type: none"> • "Order Penyerahan" Document No. 04.09 / ADO / MS / 83 / III / 2019 dated March 15, 2019 which describes the contract number 0028 / HOLD / CPO-L / N-IV / II / 2019, RSPO Palm Oil products as many as 500 tons, Name and Buyer Name (PT Unilever Oleochemical Indonesia in Simalungun Regency, North Sumatra), Seller Name and Address (Adolina Business Unit), RSPO Certificate Number (MUTU-RSPO / 110), Product quality. • Weighing Receipt No. N00DDF0911903230000008 dated March 23, 2019 describes the origin of CPO from Adolina POM sent to PT Unilever Oleochemical with truck No. BK8392BL with a total of 28,100 Kg. • Submission Receipt No. 0194 / MS / ADO / 2019 dated March 23, 2019 explaining the shipping of delivery (PT Unilever Oleochemical Indonesia), Number of Delivery Order, Truck Number (BK8392BL), CPO amount of 28,100 Kg, SCCS Mass Balance Model, Certificate Number MUTU-RSPO/ 110. 	
PK For PK sales is listed in the Weighing Receipt and Submission Receipt document, for example	
<ul style="list-style-type: none"> • Weighing receipt No. N00DDF0911903080000004 dated March 8, 2019 explains the origin of PK from the Adolina POM which is sent to the Kernel Processing Plant - Pabatu with Truck Number No. BK8478WA with the amount of 30,340 Kg. • Submission Receipt No. 032 / IS / ADO / 2019 dated March 8, 2019 describes the destination of delivery (Kernel Processing Plant - Pabatu), Truck Number BK8478WA, PK amount of 30,340 Kg, SCCS Model Mass Balance, Certificate Number MUTU-RSPO/110. 	
	Status: Comply
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. 	
RSPO IT Platform member registration number: RSPO_ PO1000004497.	
All transaction of RSPO certified oil palm products has been registered in RSPO IT Platform (see indicator SCCS 5.7.2).	
	Status: Comply

5.7.2

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.
- 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.
- Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.
- Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.

Adolina POM has been registered all transaction on the RSPO IT Platform (Palmtrace), with following data:

• **Certified CPO sold to each buyer period of last year**

Type of selling product	Volume (MT)
CSPO sold as RSPO certified product	1,000
CSPO sold as other scheme	0
CSPO sold as conventional	20,324.42
Total	21,324.42

• **Certified Palm Kernel sold to each buyer period of last year**

Type of selling product	Volume (MT)
CSPK sold as RSPO certified product	4,011.10
CSPK sold as other scheme	0
CSPK sold as conventional	560.54
Total	4,571.64

All transactions have been shown in shipping announcement, for example Shipping Announcement no. TR-ab954c82-e50a Shipping B/L date on 26 November 2018 related to the sale of CSPO of 500 tons to PT Unilever Oleochemical Indonesia.

Status: Comply

5.8

Training

5.8.1

The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff

Mill has a SCCS Training Program in 2019 with training types including SCCS SOP training planned in March 2019.

Status: Comply

5.8.2

Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed

Based on interviews with Weight Bridge Operator and shipping clerk, it is known that the personnel have been aware of the duties and responsibilities related to the implementation of supply chain, for example the weighbridge officer can distinguish the origin of FFB that is certified and not certified

The company showed proof of SCCS training to Adolina POM employees conducted on February 25, 2019 with a total of 9

participants (mill staff, weighbridge operator and shipping clerk).																			
	Status: Comply																		
5.9	Record keeping																		
5.9.1																			
The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements																			
Based on Basic Work Guidelines No. 04.03/KS/SUS/P/003 on 01 August 2018 concerning Handling of Certified Palm Oil Products which explains that all document about SCCS should be store at least 2 years.																			
	Status: Comply																		
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																			
Based on Basic Work Guidelines No. 04.03/KS/SUS/P/003 on 01 August 2018 concerning Handling of Certified Palm Oil Products which explains that all document about SCCS should be store at least 2 years. The factory can show documentation for receipt and delivery of certified products from the beginning of the certificate period (April 2018) until the audit takes place.																			
	Status: Comply																		
5.9.3																			
The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.																			
Estimates of CPO and PK produced by Adolina POM obtained from the projection based on actual data of 12 months before audit activities and have been described in this ASA-1 report, consist of: FFB: 125,077 ton CPO: 26,891 ton (OER: 21.5%) PK: 6,254 ton (KER: 5%)																			
The CH has Mass Balance document that inform the balancing of certified and non-certified product from FFB receipts, processing, Production and Delivery.																			
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	Certified	Non-Certified	Certified	Conventional															
Total	6,249,951	258,306	4,011,100	560,542															
	Status: Comply																		
5.10	Conversion factors																		

5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries
	Adolina POM only performs FFB processing up to CPO and PK. Based on Production Record, it is explained that the conversion factors of CPO and PK are based on actual extraction.
	Status: Comply
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.
	Adolina POM only performs FFB processing up to CPO and PK. Based on Production Record, it is explained that the conversion factors of CPO and PK are based on actual extraction.
	Status: Comply
5.11	Claims
5.11.1	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.
	Based on transaction report documents, all CSPO and CSPK submitted are in accordance with the applied supply chain model that is Mass Balance.
	Status: Comply
5.12	Complaints
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.
	Procedure for Receiving and Settlement of Complaints is include on Basic Work Guidelines No. 04.03/KS/SUS/P/003 on 01 August 2018 concerning Handling of Certified Palm Oil Products which explain that Control of certified products that do not comply (complaint). The type of not comply product can be categorized into: the validity period of the certificate has ended, the volume exceeds the limit, incomplete supporting information and non-standard product quality. The person in charge for complaint handling is the Marketing Department
	Until ASA-1, there is no complaint of physically selling of certified product.
	Status: Comply
5.13	Management review
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken
	Adolina POM Has Circular Letter No. ADO / SE / Intrn / 13 / III / 2019 dated March 01, 2019 concerning the Implementation Mechanism of the SCCS Management Review Meeting which explained that the SCCS management review meeting will conduct once a year with discussions including internal audit results, customer feedback, process performance and product suitability, status of corrective and preventive actions against the results of internal audits, follow-up meetings of previous management reviews, achievement of goals and objectives, changes that can affect quantity and quality, improvements in the effectiveness of SCCS implementation and the resources needed.

	Status: Comply
<p>5.13.2 The input to management review shall include information on:</p> <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	
<p>The CH shows Management Review Minutes conducted on March 04, 2019 with a total of 6 staff discussing the results of internal audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	
	Status: Comply
<p>5.13.3 The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	
<p>The CH shows Management Review Minutes conducted on March 04, 2019 with a total of 6 staff discussing the results of internal audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	
	Status: Comply

3.2.3 (Module E) CPO Mills - Mass Balance Requirements

Clause	Requirement																		
E.1	Definition																		
E.1.1	<p>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.</p> <p>Adolina POM still implemented a model of supply chain Mass Balance. FFB supply source for Adolina is still received from uncertified sources from uncertified area of independent outgrowers. The volume of products sold by using Mass Balance claim.</p>																		
	Status: Comply																		
E.2	Explanation																		
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p> <p>Estimates of CPO and PK produced by Adolina POM obtained from the projection based on actual data of 12 months before audit activities and have been described in this ASA-1 report, consist of: FFB: 125,077 ton CPO: 26,891 ton (OER: 21.5%) PK: 6,254 ton (KER: 5%)</p>																		
	Status: Comply																		
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p> <p>RSPO IT Platform member registration number: RSPO_PO1000004497</p> <ul style="list-style-type: none"> Certified CPO sold to each buyer period of last year <table border="1"> <thead> <tr> <th>Type of selling product</th> <th>Volume (MT)</th> </tr> </thead> <tbody> <tr> <td>CSPO sold as RSPO certified product</td> <td>1,000</td> </tr> <tr> <td>CSPO sold as other scheme</td> <td>0</td> </tr> <tr> <td>CSPO sold as conventional</td> <td>20,324.42</td> </tr> <tr> <td>Total</td> <td>21,324.42</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Certified Palm Kernel sold to each buyer period of last year <table border="1"> <thead> <tr> <th>Type of selling product</th> <th>Volume (MT)</th> </tr> </thead> <tbody> <tr> <td>CSPK sold as RSPO certified product</td> <td>4,011.10</td> </tr> <tr> <td>CSPK sold as other scheme</td> <td>0</td> </tr> <tr> <td>CSPK sold as conventional</td> <td>560.54</td> </tr> </tbody> </table>	Type of selling product	Volume (MT)	CSPO sold as RSPO certified product	1,000	CSPO sold as other scheme	0	CSPO sold as conventional	20,324.42	Total	21,324.42	Type of selling product	Volume (MT)	CSPK sold as RSPO certified product	4,011.10	CSPK sold as other scheme	0	CSPK sold as conventional	560.54
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	Status: Comply												
E.3	Documented procedures												
E.3.1													
<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>													
<p>There is a change in the SOP related to SCCS listed in the Basic Work Guidelines No. 04.03 / KS / SUS / P / 003 dated August 1, 2018 concerning Handling of Certified Palm Oil Products which explain:</p> <ul style="list-style-type: none"> • Flow Chart of SCCS management • Duties and responsibilities • The Supply Chain model is Mass Balance by monitoring stocks that are balanced every 3 months • Handling of Certified FFB is carried out in accordance with FFB transportation SOPs and in each "Surat Pengantar Buah" must be completed with CSPO stamp • Weighbridge Clerk must identify the source of FFB from certified or non-certified Estate and provide CSPO stamp on the weighing receipt sheet. Clerk also need to record the volume of certified FFB • Production Clerk records a certified FFB to monitoring sheet every month to determine the quota • Records must be documented at least 2 years • Monitoring CSPO and CSPK stock every month • Information that must be included in CSPO and CSPK sales documents as well as providing CSPO / CSPK stamps. All sales must be recorded on palmtrace • POM must report to the Certification Body if there are excess projections for CSPO and CSPK tonnages • Management of certified products that do not match (complaint) with standard • Procedures in Palmtrace activities, including: announcements must be made on the day the certified product is sent • Labels can be used with the use of the RSPO logo Mass Balance (If Required) 													
	Status: Comply												
E.3.2													
<p>The site shall have documented procedures for receiving and processing certified and non-certified FFBs</p>													
<p>The procedure about acceptance and processing FFB has include in the "Basic Work Guidelines No. 04.03/KS/SUS/P/003 on 01 August 2018 concerning Handling of Certified Palm Oil Products (See D.3.1).</p>													
	Status: Comply												
E.4	Purchasing and goods in												
E.4.1													
<p>The site shall verify and document the volumes of certified and non-certified FFBs received.</p>													
<p>The mill has have document of Mass Balance Document that informing the FFB received, with the data:</p>													
<ul style="list-style-type: none"> • Certified and non-certified FFB received period of last year 													
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	FFB (Kg)												
	RSPO Certified	Non Certified	Total										

Total	121,026,730	4,499,290	125,526,020																			
Status: Comply																						
E.4.2																						
The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.																						
For this period (ASA-1), Adolina POM production of CSPO and CSPK does not exceed the RSPO certificate issued.																						
<ul style="list-style-type: none"> • CPO: 28,883.92 Ton → Total estimate in certificate is 32,979 Ton • PK: 6,249.95 Ton → Total estimate in certificate is 6,871 Ton 																						
Status: Comply																						
E.5	Record keeping																					
E.5.1																						
<p>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.</p> <p>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.</p> <p>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.)</p>																						
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Status: Comply																						

3.3. Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA-1	The CH do not use RSPO trademark and CB Logo.	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-1	The CH do not use RSPO trademark and CB Logo.	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-1	The CH do not use RSPO trademark and CB Logo.	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate logo.	X or√
ASA-1	The CH do not use RSPO trademark and CB Logo.	√
	Status: Comply	

3.4. Summary of RSPO Partial Certification.

Compliance of the uncertified management units of PT Perkebunan Nusantara (PTPN) IV against the rules for partial certification was determined through external assessment conducted by RSPO Accredited Certification Body in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below.

PT Perkebunan Nusantara (PTPN) IV Time Bound Plan (TBP) is explained in point 1.10. PT Perkebunan Nusantara (PTPN) IV run eighteen (18) mills and thirty two (32) estates in Indonesia and has been RSPO certified for nine (9) mills in Indonesia. PT Perkebunan Nusantara (PTPN) IV has informed the TBP progress, MUTU has considered that PTPN IV is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by PTPN IV on March 2019.

MUTU has verified partial certification for un-certified unit's subsidiary of PTPN IV based on their Time Bound Plan. There is nine (9) uncertified mills of PTPN IV, MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are no significant land conflicts which have not been declared above.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that is not being resolved through an agreed process.
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above.

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Yes and positive assurance is produced for these units.</p> <p>Auditor verification</p> <p>There are external audit that has been conducted for management units of Air Batu, Pasir Mandoge, Timur, PT Agro Sinergi Nusantara and PT Sinergi Perkebunan Nusantara</p> <p>And positive assurance is produced for these units.</p>
2.1.2	<p>No replacement after dates defined in Nis Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>PTPN IV has submitted liability disclosure to RSPO.</p> <p>Based on PTPN IV disclosure of liability there is one (1) estate that has liability</p> <p>PTPN IV has sent their liability disclosure to the RSPO Compensation Panel (rspocompensation@rspo.org) in 2016. PTPN IV has been update their liability disclosure and also sent LUCA on 2018. There is one (1) unit that has non-compliant land clearance.</p> <p>Auditor verification</p> <p>Auditor has verified the supporting evidence of above the company statement. The above</p>

		statement in accordance with the supporting evidence provided.
2.1.3	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>No new planting/land clearing after 1st January 2010. All planting in PTPN IV management units are old plantation that was planted before November 2005.</p> <p>Auditor verification PTPN IV has sent their liability disclosure and LUCA to the RSPO Compensation Panel (rspocompensation@rspo.org) in 2016. PTPN IV has been update their liability disclosure and also sent LUCA on 2018. There is one (1) unit that has non-compliant land clearance without HCV before 2010.</p>
2.1.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>There is no land conflicts.</p> <p>Auditor verification The company has SPO of conflict area menagement No.4 (revise 2) january 2, 2015 has explain that problem solving of conflict area is conducted by negotiation which involves leader of dispute area and determine the compensation done by negotiation until they reach agreement</p> <p>There is evidence of documented land dispute resolution for the uncertified units.</p>
2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>There is no labor disputes.</p> <p>Auditor verification There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p> <p>The company has a mechanism for dealing with complaints and dissatisfaction in the SOP of Internal Communication and Employee Grievance Handling (internal) (No. 19 (Revision 1) effective from January 2, 2015), SOP Handling Customer Complaints and Environment (external) (No. 13 (Revision 1) effective from January 2, 2015) and there are SOP of Communication and Public Consultation (No. SPO 03, revision 02, the effective date of January 2, 2015).</p> <p>The Company has a policy to protect the identity of the Whistle Blowing that stated in the documents of Infringement Complaint Management System (Whistle Blowing System) PT Perkebunan Nusantara IV (Persero) on 2013 in Article 10: Protection For Reporter.</p>

2.1.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Yes, there is no legal non-compliance is being processed.</p> <p>Auditor verification The company has a complete list of regulations in 2nd semester of 2018 that includes local regulations, national regulation and international regulation. The procedure explains that the person responsible for the management of legal documents are the Head of General Affairs and and Human Resources. The company has kept a list of rules and regulations in 2nd semester of 2018 at the Head of General Affairs and Human Resources Departement and has distributed to each division office in hardcopy and softcopy.</p>
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3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.5.1 Identification of Findings, Corrective Actions and Observations at ST 2 Assessment

NCR No.	: 2017.01	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 28 February 2018
Standard Ref. & Requirement	: 1.1.2 Records of requests for information and responses to the information requested shall be available.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Adolina's Estate already has a procedure (SOP for Communications and Community Consultation) to provide constructive responses to stakeholders but has not yet covered the timeliness of responding to requests for information.			
Root Cause Analysis <i>(filled by organization audited):</i> SOP has not set the period of response, because the Management has provided website facilities to obtain information for the public contained in www.ptpn4.co.id			
Corrective Action <i>(filled by organization audited):</i> Revise the SOP for Communication and Consultation with the Community by specifying the time period for responding to requests for information.			
Preventive Action <i>(filled by organization audited):</i> Conducting socialization to employees and communities around Adolina Estate			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 05 February 2018 The Company has sent evidence of improvement in the form of: <ul style="list-style-type: none"> SOP of Communication and Consultation with Community SPO 03, revision 03, effective date 02 January 2017. This procedure explains all results of communications that occur should be submitted to the manager to be known and processed and will be informed to the community what the policy and follow-up that will be done by the company in handling the communication and consultation results within 3 months after the information received by the manager. the company has shown the Socialization of SOP changes to 22 workers from the Adolina unit on November 11, 2017, but there is no evidence of socialization to the community. NC No. 2017.01 is Open 28 February 2018 Adolina Estate has conducted socialization of communication and consultation procedures to the surrounding community, for example on 15 November 2017 which was attended by representatives of Ujung Rambung, Batang Terab, Galu Galu, Keling II, Adolina, paku, Perbaungan and Teluk Mirin subdistrict. Based on evidence of improvements submitted Nonconformity No. 2017.01 is closed and will be re-observed regarding stakeholder understanding of communication and consultation procedures.			
Verified by	: Dwi Haryati		

NCR No.	: 2017.02	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 27 Juni 2019
NC Grade	: Minor raised to Major	Date of Closing	: 27 May 2019
Standard Ref. & Requirement	1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Adolina's Estate already has a written policy that contains commitments on integrity codes and ethical actions in all operations and transactions. However, the documentation of the policy dissemination process has not been shown to relevant stakeholders.			
Root Cause Analysis <i>(filled by organization audited):</i> There has never been an evaluation regarding the understanding of the socialization of the code of ethics policy to the relevant officers.			
Corrective Action <i>(filled by organization audited):</i> <ul style="list-style-type: none"> • Socialization COC to stakeholders contractors working in Adolina estate. • Provide information on procedures for fulfilling documents relating to the RSPO P & C to document control officers. 			
Preventive Action <i>(filled by organization audited):</i> <ul style="list-style-type: none"> • Make monitoring of document requirements in accordance with RSPO P & C requests. • Provide re-socialization to PPD to increase knowledge in preparing documents in accordance with the RSPO P & C. • Evaluate the understanding of PPD after getting socialization again. 			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification, March 28th, 2019. Unit management shows the socialization of the code of ethics policy on November 13 th , 2018 attended by Head of Administration; Ahead of Afdeling; Processing assistant; assistant every department; administration of plant; administration of Process; Warehouse workers; HR; Administration; Laboratory; mill; Technique with a total of 74 workers. Based on document review revealed that there were 12 local contractors in coperaate with PTPN IV Adolina Business Unit, but from the document review and interviews with CV Setia Kawan it was known that the company had not been able to show evidence of socialization of the code of ethics to local contractor workers. Its become Minor status Raised to Major indicators 1.3.1. Verification, May 27th, 2019. The company has shown evidence of improvement including: <ul style="list-style-type: none"> • Socialization on April 17th, 2019 to 25 contractors and the surrounding villages regarding Code of Ethics Policy. • Socialization to PPD and staff on April 20th, 2019 relating to the monitoring documentation RSPO P & C. • Evidence of Monitoring RSPO and ISPO Document Requirements for 2018. Based on this explanation, this non-conformance is stated to be closed .			
Verified by	: Brigitta Prita		

NCR No.	: 2017.03	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 12 March 2018
Standard Ref. & Requirement	: 2.1.1 Evidence of compliance with relevant legal requirements shall be available.		
<p>Root Cause Analysis <i>(filled by organization audited)</i>:</p> <ul style="list-style-type: none"> Based on field visits and interviews with personnel conducting harvesting (loose Fruit Collecting and FFB harvesting) activities but without formal employment ties. This is not in accordance with UU no 13/2003. Based on document review, there are harvest workers which are the main activities undertaken by third parties. This is not in accordance with Permenaker No. 19 of 2012. Has not been able to provide proof of reporting on the plantation business in accordance with the requirements within the business permit (IUP), which states in the clause deciding on the third article (5) that the licensee must report the development of the plantation business to the permit periodically every 6 months. Has not been able to show evidence of reporting on Labor Day Report Periodically. This is not in accordance with UU No. 7 of 1981. 			
<p>Root Cause Analysis <i>(filled by organization audited)</i>:</p> <ol style="list-style-type: none"> Lack of supervision on harvesting work in afdeling, due to the absence of officer who monitor the harvesting activities Lack of socialization the Prohibition of harvesting activities using personnel other than employees. Unavailability of officer to report to related institution There has been no monitoring of reports that sent to the relevant agencies 			
<p>Corrective Action <i>(filled by organization audited)</i>:</p> <ol style="list-style-type: none"> Make a circular letter from Estate Manager regarding the prohibition of using helper other than employees and socializing to all employees PTPN4 Adolina Estate has conducted recruitment for harvester Establish the officer who responsible for making agency reporting Socialization related reporting schedule 			
<p>Preventive Action <i>(filled by organization audited)</i>:</p> <ol style="list-style-type: none"> Determine the officer who responsible for monitoring the harvesting activities Monitoring the mandatory report to Agency Monitoring completeness (Completeness of PPE, workers status, helper) during the harvesting activities 			
<p>Assessor Evaluation and Conclusion <i>(filled by auditor)</i>:</p> <p>05 February 2018</p> <p>The Company has shown evidence of improvement among others:</p> <ul style="list-style-type: none"> Circular Letter No. ADO / SE / M / 57 / XII / 2017 dated December 18, 2017 related to prohibiting the use of outsourced personnel for harvesting activities and the prohibition of bringing family members. Decision Letter No. ADO / Kpts / MU / I / 2018 dated January 26, 2018 relating to the appointment of reporting officers Monitoring Program of report for 2018 that outlines mandatory reporting timeline. Based on the report, it is known that there is no Reporting Obligation of Manpower 			

- Evidence of Plantation Business Development Report Semester 1 year 2017 reported on 13 July 2017, **but for semester 2 of 2017 not yet shown**
- Evidence of Manpower Report on 2016 reported on 17 October 2016, **but for 2017 not yet shown.**

NC No. 2017.03 is open

28 February 2018

The Company has shown evidence of improvement among others:

- Harvesting monitoring form that explains the name, PPE, status (helper / family, daily worker) and description. The results of monitoring of harvest employees will be verified further at the next visit
- Worker selection on Adolina Estate was conducted on 15 - 17 February 2018. On February 6, 2018 Adolina Estate Manager has sent a list of names of workers who will follow the selection of candidates consisting of 211 employees.
- Evidence of Plantation Business Development Report Semester 2 of 2017 reported on January 17, 2018.
- Evidence of Manpower Report on 2017 reported on 30 January 2018.
- Monitoring Program of report for 2018 that outlines mandatory reporting timeline. Based on the report, it is known that Plantation Business Development Report conducted once a year. Hence in IUP stated that the report must be sent every six month.

NC No. 2017.03 is open

12 March 2018

Adolina Estate has demonstrated Reporting Monitoring Program 2018 which explains that the Plantation Business Development Report to Serdang Bedagai District is done twice a year. Based on this, **Non-Conformity No. 2017.03 is Closed.**

Verified by : Dwi Haryati

NCR No.	: 2017.04	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	: 2.1.3 A mechanism for ensuring compliance shall be implemented.		
Non-Conformance Description & Evidence observed (filled by auditor):			
The business unit not be able to show the results of the evaluation in 2 nd semester of 2016. It is not in accordance with monitoring and evaluation of legal compliance prosedur No. Document: PML/MR/08, revision 02, effective date February 01/2012, which explained that the evaluation carried out every 6 months.			
Root Cause Analysis (filled by organization audited):			
There is no related Person in Charge (PIC) to coordinate regulatory evaluation			
Corrective Action (filled by organization audited):			
Evaluate compliance with laws and regulations and other requirements required in the Principles and Criteria of Management Systems and / or Business Processes implemented at PTPN IV as well as regulations relating to business processes at PTPN IV in general and Adolina Estate and Mill in particular.			

Preventive Action *(filled by organization audited):*

Evaluate compliance with laws and regulations and other requirements required in the Principles and Criteria of Management Systems and / or Business Processes implemented at PTPN IV as well as regulations relating to business processes at PTPN IV in general and Adolina Estate and Mill in particular. Evaluation is carried out after the Head of the Corporate Legal and Investor Relations Sub-Section identifies and updated laws and other requirements. This is regulated in the *Pedoman Dasar dan Instruksi Kerja* (Number 04.01/KOL/KOL/P/034, dated 01 August 2018) concerning Identification and Evaluation of Compliance with Legislation and Other Requirements.

Assessor Evaluation and Conclusion *(filled by auditor):*

Evaluation on 28 March 2019

The company shown *Pedoman Dasar dan Instruksi Kerja* (Number 04.01/KOL/KOL/P/034, dated 01 August 2018). In the document, it is explained that those responsible for updating regulations are Corporate legal and Investor relations. In the document also explained that regulatory monitoring is carried out at least once a year.

The company shows regulatory updates in the Report on Evaluation of Compliance with Laws and Regulations, regulations and other Requirements related to the RSPO/ISPO Requirements that were held on February 22, 2019 consisting of:

1. Three (3) regulations related to presidential instructions
2. Twenty (20) regulations related to the Minister's decision
3. Eight (8) regulations related to presidential decisions
4. Three (3) decisions of environment agency, one decision by labr Inspector and one decision of the Constitutional Court
5. Five (5) regional regulations
6. One hundred thirty-three (133) ministerial regulations or as well as one
7. Fifty nine (59) government regulations
8. Seven (7) other statutory regulations
9. Ten (10) presidential regulations
10. Five (5) *Standar Nasional Indonesia*
11. Seventy three (73) laws

Based on the explanation above, this nonconformity is stated to be fulfilled.

Verified by : **M. Rinaldi**

NCR No.	: 2017.05	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	: 2.1.4 A system for tracking any changes in the law shall be available and implemented.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Based on verification of regulation in first semester of 2016 known there are regulations that has changed but the business unit has not conducted updates to these regulations, such as regulation related to managemen of LB3 and plantation business permit.			
Root Cause Analysis <i>(filled by organization audited):</i>			

There is no related Person in Charge (PIC) to coordinate regulatory evaluation	
Corrective Action <i>(filled by organization audited):</i> Evaluate compliance with laws and regulations and other requirements required in the Principles and Criteria of Management Systems and / or Business Processes implemented at PTPN IV as well as regulations relating to business processes at PTPN IV in general and Adolina Estate and Mill in particular.	
Preventive Action <i>(filled by organization audited):</i> Evaluate compliance with laws and regulations and other requirements required in the Principles and Criteria of Management Systems and / or Business Processes implemented at PTPN IV as well as regulations relating to business processes at PTPN IV in general and Adolina Estate and Mill in particular. Evaluation is carried out after the Head of the Corporate Legal and Investor Relations Sub-Section identifies and updated laws and other requirements. This is regulated in the <i>Pedoman Dasar dan Instruksi Kerja</i> (Number 04.01/KOL/KOL/P/034, dated 01 August 2018) concerning Identification and Evaluation of Compliance with Legislation and Other Requirements.	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Evaluation on 28 March 2019 Based on a document review of the list of regulations updated on February 2019, it is known that the company has included regulations related to the management of hazardous waste and regulations regarding Plantation Business Licenses in the list of company regulations. The company shown <i>Pedoman Dasar dan Instruksi Kerja</i> (Number 04.01/KOL/KOL/P/034, dated 01 August 2018). In the document, it is explained that those responsible for updating regulations are Corporate legal and Investor relations. In the document also explained that regulatory monitoring is carried out at least once a year. Based on the explanation above, this nonconformity is stated to be fulfilled	
Verified by	: M. Rinaldi

NCR No.	: 2017.06	Issued by	: Muhammad Rinaldi
Date Issued	: 22 Maret 2017	Time Limit	: 27 Juni 2019
NC Grade	: Minor raised to Major	Date of Closing	: 21 Juni 2019
Standard Ref. & Requirement	: 2.2.2 Legal boundaries are demonstrated clearly and maintained.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Adolina's Business Unit already has a map of the location of the boundary, but it can not be shown that the location of the boundary has been in accordance with the permit / cultivation rights (HGU).			
Root Cause Analysis <i>(filled by organization audited):</i> HGU of Adolina has been obtained since 1994, so there is no coordinate document because it still uses the theodolite system			
Corrective Action <i>(filled by organization audited):</i> <ul style="list-style-type: none"> • Coordinate with the National Land Agency to obtain information on the boundaries of the Estate boundary • Make accurate boundary pole maps according to the results of determining the boundary pole coordinates that have been done 			

Establish a PIC who is responsible for evaluating the results of monitoring the boundary mark that has been carried out in each division
Preventive Action <i>(filled by organization audited):</i> Obtain the coordinates of each boundary stake in accordance with the permit / HGU so as to facilitate the Estate in monitoring and evaluating the location of boundary stakes in the Estate.
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on 28 March 2019 The CH can show a map of the location of the HGU poles for each division and monitoring of the HGU poles for the semester 2 of 2018 which explains the position (block and coordinate poles) and pole conditions, for example in Division 4 there are 54 poles and 5 missing. Based on the field visit to division 4 on BPN 138 pole, BPN 142 pole and BPN 164 pole, it was found that the pole was in good condition and the placement was in accordance with the list of coordinates. However, the CH has not been able to show that the list of coordinate points for monitoring BPN poles is in accordance with the permit / HGU issued by the relevant agency. Based on this explanation, this non-conformity has not been fulfilled and the Minor non-conformity is upgraded to Major 21 June 2019 The company has shown proof of improvement in the form of evidence of a meeting with the staff of the National Land Agency of the Province of North Sumatra on April 15, 2019 related to the determination of boundary poles and the boundary point coordinates. In the meeting there was information that the National Land Agency could not issue information on the boundary point coordinates so that the determination of the location and coordinates can be done by referring to the field map of HGU company had. Based on the results of the verification above, this non-conformity was declared Closed with observation and would be consulted with the relevant agencies.
Verified by : Muhammad Rinaldi

NCR No. : 2017.07	Issued by : Mahmud Firdaus
Date Issued : 22 March 2017	Time Limit : ASA-1
NC Grade : Minor	Date of Closing : 28 March 2019
Standard Ref. & Requirement : 3.1.2 An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.	
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The Company has not been able to show a replanting program document for projection for at least the next five years and its annual evaluation.	
Root Cause Analysis <i>(filled by organization audited):</i> Adolina POM and Estate cannot show the document of Long Term Plan because of documentation at the Head Office.	
Corrective Action <i>(filled by organization audited):</i> Create and provide a document of Long Term Plan for the next five years.	
Preventive Action <i>(filled by organization audited):</i> Making a Long Term Plan especially replanting for the next five years includes an estimated of costs production.	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Evaluation on 28 March 2019	

The company shows the following replanting plans:

Replanting Plan	2019	2020	2021	2022	2023	2024
Area (Ha)	415	511	406	402	490	235

The company shows recordings of replanting in 2016 - 2017 as follows:

- 2016: 340 hectares
- 2017: 666 Ha

Based on the explanation above, this nonconformity is stated to be fulfilled.

Verified by : **Dwi Haryati**

NCR No.	: 2017.08	Issued by	: Mahmud Firdaus
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	: 4.1.2 Checking or monitoring of operations procedures is conducted at least once a year.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
The business unit has not been able to show the SOP of inspection or monitoring in the form of Internal Audit conducted at least once a year by the Internal Audit Unit (SPI).			
Root Cause Analysis <i>(filled by organization audited):</i>			
Archiving documents that fulfill the certification audit are not neat / orderly so that they cannot be immediately shown during the audit			
Corrective Action <i>(filled by organization audited):</i>			
Archiving the requirements of certification audit documents properly and regularly.			
Preventive Action <i>(filled by organization audited):</i>			
Conduct checking of document records of certification audit requirements on a schedule of three month			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Evaluation on 28 March 2019			
The company shows the Principal Work Guidelines for the Managing Director of the SPI section with document number 04.02.01 June 2013 in section 7 of the Work Instruction that it has been explained that the SPI audit is conducted with a rotation of at least once a year.			
Based on the explanation above, this nonconformity is stated to be fulfilled.			
Verified by	: Dwi Haryati		

NCR No.	: 2017.09	Issued by	: Mahmud Firdaus
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	: 4.2.3 Records of periodical leaf, soil and visual analysis shall be available		

Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>	
The business unit has a document of Basic Guidance on Fertilization Management (No. Doc. A10 dated 01 January 2013) in which there is Work Instruction (IK) on soil analysis and leaf analysis. However, in the document has not set about the frequency / periodic for visual observation.	
Root Cause Analysis <i>(filled by organization audited):</i>	
The basic work guidelines that have been made have not included the timetable for implementing soil and leaf analysis.	
Corrective Action <i>(filled by organization audited):</i>	
Completed the basic work guidelines that have been made ncluded the timetable for implementing soil and leaf analysis	
Preventive Action <i>(filled by organization audited):</i>	
Evaluate the Basic Work Guidelines that have been made to see compliance with the realization of implementation in the field.	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Evaluation 28 March 2019	
Analysis procedures for leaf and soil samples are explained in the document number SOP 04.4 / KS / TAN / P / 010 concerning Fertilization Management published in June 2010, revised I dated October 1, 2018. In the procedure it has been explained that analysis of leaf samples is done once a year and soil analysis is carried out every 1 - 5 years.	
Based on the explanation above, this nonconformitu is stated to be fulfilled.	
Verified by	: Dwi Haryati

NCR No.	: 2017.10	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: 27 June 2019
NC Grade	: Minor raised to Major	Date of Closing	: 20 June 2019
Standard Ref. & Requirement	: 4.4.1 An implemented water management plan shall be in place.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
The company can not to show the testing of surface water quality and groundwater 2 nd semester of 2016. It was not in accordance with the water management plan described in the document RKL/RPL, the test is carried out every 6 months (first semester).			
Root Cause Analysis <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • The lack of understanding of officers in making RKL/RPL reports in accordance with existing guidelines. • There has not been an evaluation of the RKL/RPL report that have been made by the officers. 			
Corrective Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Shows the results of testing the surface water quality of the Kanal River, Galang River, Batu Gingging River and the results of testing the quality of groundwater wells that are monitored updated • Revised the RKL and RPL reports by making an evaluation of the BOD quality standards of the test results that are above the threshold • Conduct a socialization of the preparation of the RKL RPL report in accordance with existing guidelines for the officers who made the report 			
Preventive Action <i>(filled by organization audited):</i>			

- Evaluate the officers who have participated in the training / socialization of the RKL and RPL reports that have been carried out
- Evaluate the RKL and RPL reports that have been made whether they are appropriate or not with the existing guidelines

Assessor Evaluation and Conclusion *(filled by auditor):*

28 March 2019

The business unit has implemented water management in line with the program, such as:

- ❖ It was conducted ground water quality in every six months and then giving the results to relevant government. Based on the results known that all the parameters are in line with the threshold.
- ❖ It was conducted surface water quality in every six months and then giving the results to relevant government. Based on the results known that there is one parameter (BOD) it is not in line with the threshold. Business unit cannot demonstrate the evaluation of BOD it is not in line with the threshold. Based on the explanation, raised the **non conformance No. 2017.10 with minor raised to major category**

20 June 2019

The business unit shown evaluation for results parameter (BOD) it is not in line with the threshold. Because, there are many people throw away domestic waste to rivers. In this case, business unit has provided socialization to workers and local community dated on 02 April 2019. Based on the explanation, non conformance NC 2017.10 stated closed

Verified by : **Brigitta Prita**

NCR No.	: 2017.11	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 26 February 2018
Standard Ref. & Requirement	: 4.4.2 Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Based on field visit to the <i>Kanal</i> riparian rivers Block 03B and 98E Afd. 2, known implementation of riparian protection have not been conducted in accordance with the management procedure riparian No. Documents: SPO-ADO-05 dated January 2, 2015 and HCV 2011. For example do enrichment plant and covercrops; installation of boundary markers of chemical applications, monitoring of landslides, etc.			
Root Cause Analysis <i>(filled by organization audited):</i>			
There are no officers responsible for managing the Riparian.			
Corrective Action <i>(filled by organization audited):</i>			
Installation of chemical application boundary marks.			
Preventive Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> - Set officer responsible for managing the Riparian. - Socialization of Riparian management to employees and local community representatives. - Monitoring river borders per quarter, and reporting to supervisor if there are chemical application boundary marks that need to be fixed. 			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
26 January 2018			

The company has shown evidence of improvement:

- Decision Letter on the appointment of officers responsible for managing the river and riparian (SK No. ADO / Kpas / MU / 1 / 2018, dated January 25, 2018).
- Photo installation of chemical boundary marks on riparian.
- Riparian monitoring document for September, 2017.
- Invitations and attendance list of socialization activities of riparian management to employees and local community representatives.

26 February 2018

The company has shown evidence of improvement:

- SOP revision of Riparian Management Mechanism (SOP No. 5 Revision 03 dated April 03, 2017). In SOP it is explained that riparian monitoring conduct per quarterly.
- Riparian monitoring document March 2017, June 2017, September 2017, and December 2017. In the monitoring report it is found that riparian in good condition, no encroachment and vegetation clearance, no chemist activity on riparian, and chemical boundary marks are in good condition.

Based on the above explanation, NCR No. 2017.11 is declared closed

Verified by : **Sofyan Hadi Lubis**

NCR No.	: 2017.12	Issued by	: Mahmud Firdaus
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 12 March 2018
Standard Ref. & Requirement	: 4.5.1 Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Based on the document results of rat attacks data in 2016, found there had been a rat attack in division III with the number of trees attacked as much as 1.088 trees (32.80%). In accordance with SOP of plant pests and diseases it is known that the attack threshold is 20%, but the company has not been able to show the record of pest control results that exceed the threshold limit.			
Root Cause Analysis <i>(filled by organization audited):</i>			
No socialization related to Pest and Disease Control procedures to pest control officers, so officers do not understand the Threshold Value of Pest Rat Attack.			
Corrective Action <i>(filled by organization audited):</i>			
socialize threshold value of pest and disease attacks to pest control officers controlling for pest attacks that have exceeded the threshold value			
Preventive Action <i>(filled by organization audited):</i>			
Create Socialization Program according to Standard Operational Procedures that owned			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
February 28, 2018			
Adolina Estate has shown evidence of improvements consisting of:			
1. Socialization of rat pest eradication conducted on November 25, 2017 in Afd 3. This activity was attended by 21 pest officers. from the evidence of socialization given known to eradicate pests conducted by using a rat trap.			
2. SOP related to the way of pest control which explains that:			

- Manual control by installing a rat trap is done.
- Chemical control is performed when an attack is more than 5%
- Biological control is done by utilizing Tyto alba (owl)

Based on the evidence that has been submitted, there are several things that have not been shown, such us:

1. Records of rat pest control
2. Observation results after the control performed

Non-conformity No. 2017.12 is open.

March 12, 2018

The Company has showing the recording of rat pest control by applying rat poison in Afd III Block 10P on August 4, 2016, August 12, 2016, August 20, 2016 and August 27, 2016. Based on observations after the application note that:

- September 2016: there are pest attacks 8.11%
- October 2016: there are pest attacks 3.86%
- November 2016: there are pest attacks 2.11%
- December 2016: there are pest attacks 0.96%

Based on the evidence that has been submitted, Non-conformity No. 2017.12 is Closed.

Verified by : Mahmud Firdaus

NCR No.	: 2017.13	Issued by	: Mahmud Firdaus
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 12 March 2018
Standard Ref. & Requirement	: 4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.		
Non-Conformance Description & Evidence observed (filled by auditor):			
The business unit has shown the Pesticide List document, but in the list there is no information about LD50 and the amount of active material use per ha.			
Root Cause Analysis (filled by organization audited):			
Adolina estate have not done reporting the use of the amount of active ingredient per Ha, because so far the reporting format contains only the amount of chemicals. There has been no socialization related to the calculation of LD 50			
Corrective Action (filled by organization audited):			
Conducting Socialization related calculations LD 50 to spraying worker and chemical warehouse worker. Adolina Estate updating the reporting format so that the amount of active ingredient per Ha can be reported.			
Preventive Action (filled by organization audited):			
Establish a PIC to take responsibility for calculating LD 50 Conducting socialization to the officers who have been established.			

Assessor Evaluation and Conclusion *(filled by auditor):*

February 28, 2018

Adolina Estate has shown evidence of improvements consisting of:

1. List of chemical expenditures from warehouses to Afdeling 2017 which describes the chemicals, months and quantities of chemicals that the warehouse releases to each Afdeling.
2. The needs of pesticides for the first semester of 2018 which describes the types of chemicals, active ingredients, units, volume needs, stock in the warehouse and information.

Based on the evidence that has been submitted, there are several things that have not been shown, such us:

1. LD50 data from each of the chemicals used.
2. Records of the use of the active ingredients of each chemical used in each Afdeling.

In addition, explanations related to the root cause analysis, Corective action and preventive action are not in accordance with the non conformity

Non conformity No. 2017.13 is open.

March 12, 2018

The management unit has shown LD50 (oral and dermal) recording of each of the chemicals used and the use of active ingredients per hectare. Based on LD 50 data it is known that the lowest LD50 is Topzone 276 SL of 236 mg / kg and the highest LD50 is Rally 20 WG and Santafuran 20 WG of > 5000 mg / kg. In addition, the management unit has also provided an explanation related to the root cause, corective action and preventive action so that **Non-Conformity No. 2017.13 is Closed.**

Verified by : Mahmud Firdaus

NCR No.	2017.14	Issued by	Dwi Haryati
Date Issued	22 March 2017	Time Limit	21 March 2018
NC Grade	Major	Date of Closing	20 March 2018
Standard Ref. & Requirement	4.6.11 Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
The business unit has not shown evidence of health checks for all Pesticide operators. For example, in the medical examination in March 2017, division 6 only conducted health checks to 2 pesticide operators from 10 workers.			
Root Cause Analysis <i>(filled by organization audited):</i>			
The examination is hyperkes examination, where the examination is performed only on a few employees only, not comprehensive on all pesticide operators.			
Corrective Action <i>(filled by organization audited):</i>			
Shows the results of health checks for all pesticide operators. Conduct a subsequent medical examination by following the pesticide operators that have not been checked.			
Preventive Action <i>(filled by organization audited):</i>			
PTPN4 Adolina Estate identifies all operators of pesticide, then establishes a program and monitoring the			

implementation of health checks

Assessor Evaluation and Conclusion *(filled by auditor):*

05 February 2018

The company has shown the results of medical examination conducted on 07 October 2017 to 114 workers with examination methods include: blood chemistry examination (including cholinestrase), urine test, X-ray and blood pressure. But the data not yet explain about type of work for each worker examined. Beside that, there is no evidence that all pesticide operators have been included in the health examination. Based on the explanation **NC No. 2017.14 is open.**

28 February 2018

Adolina Estate has shown evidence of improvements consisting of List of pesticide operators for each Afdeling in the Adolina Estate consist of 88 operators. The management unit need to explain the root cause. Based on the evidence NC No. 2017.14 is open.

20 March 2018

The management unit has futher explain related to root cause and NC No. 2017.14 is closed

Verified by : **Dwi Haryati**

NCR No.	: 2017.15	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 15 March 2018
Standard Ref. & Requirement	: 4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<ul style="list-style-type: none"> • The Business unit already has OHS work program document in 2016, but there is no evidence of monitoring on the effectiveness of the work plan. • The Business unit has not presented OHS Work Program document for 2017. 			
Root Cause Analysis <i>(filled by organization audited):</i>			
The Adolina Estate Document Control Officer does not have a fixed PIC yet. So that during the audit, the officers are still confused about the request of documents and the making of documents.			
Corrective Action <i>(filled by organization audited):</i>			
Assigning a special officer to OHS P2K3 Adolina Estate make Management Review as a monitoring of the effectiveness of OHS work program			
Preventive Action <i>(filled by organization audited):</i>			
Scheduling for socialization of SOP SMK3 in socialization program 2018, so OHS activities can run in accordance with OHS standard. Create a document monitoring form related to the implementation of monitoring work program effectiveness.			

Assessor Evaluation and Conclusion *(filled by auditor):*

12 March 2018

The Company shows evidence of improvements:

- Work Program of P2K3 PT PN IV Adolina Estate Year 2017 and 2016 consist of meeting P2K3, OHS socialization, Risk Management, National OHS day, OHS inspection, emergency response training, P2K3 reporting to agency, internal audit and management review.
- Report of Management Review Summary of 2017 which contains the attend by 20 employee on December 26, 2018. Minutes of management review meetings with agenda for discussion of issues, action plans, personnel, settlement date and settlement status. The issues discussed are OHS Policy and commitment in 2018, work program of P2K3 year 2018, result of OHS inspection, evaluation of performance of OHS year 2017.
- Report on Management Review of OHS on 2016 which contains attendance list and meeting minutes

The company has not shown the PIC of OHS. Based on the explanation **NC No. 2017.15 is open.**

15 March 2018

The Company shows Decision Letter No. ADO / Kpts / MU / / / / 2018 on Occupational Health and Safety Monitoring Officer in PT PN IV Adolina Estate. Based on the explanation **NC No. 2017.15 is closed.**

Verified by : **Dwi Haryati**

NCR No.	: 2017.16	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 15 March 2018
Standard Ref. & Requirement	: 4.7.2 A documented risk assessment shall be available and its implementation shall be recorded.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<ul style="list-style-type: none"> - It has been shown Risk Management Procedure No. 4.2.1 dated July 1, 2015 that explains how to make, assessment and hazard identification and control. However, in the procedure does not explain that the risk-prevention measures for the use of PPE are based on the product label / MSDS of the material. - The company already has a record of workplace accidents every month, but has not shown the evaluation of HIRAC based on data from the work accident. Such as work accidents that occurred in July 2016 which resulted in workers being shot by thieves. its not yet included in the risk identification document. - Based on field visits at the mill, There are activities and areas at risk, for example there are people boarding a truck FFB not in the proper seat (beside the tailgate) and the presence of iron floor in the press area with corrosion conditions. This is not yet included in the risk identification document. 			
Root Cause Analysis <i>(filled by organization audited):</i>			
<ol style="list-style-type: none"> 1. P2K3 Adolina Estate, has not updated SOP related to risk control 2. P2K3 Adolina Estate, less observant in conduct review of risk control 3. No inspection of FFB vehicles 			

Corrective Action *(filled by organization audited):*

1. update the SOP related to risk control.
2. revise the risk control review
3. re-identification of risks in FFB transport and damage floors in the mill

Preventive Action *(filled by organization audited):*

Conducted socialization related SOP changes / Updates and refreshment / recalling related SOP

Assessor Evaluation and Conclusion *(filled by auditor):*

12 March 2018

The company shows evidence of improvement:

1. OHS Risk Management Procedure No. Document Ado-Pro-4.2.1 revision 4 date effective August 1, 2016. Authorized by Unit Manager. In procedure 6.3 concerning Risk Control, it is explained that "Risk Control is performed by estimating the likelihood of occurrence of occupational hazards, occupational diseases and product labels / MSDS of materials according to the principle of risk control ie elimination, substitution, engineering, administration, and PPE.
2. Documentation and attendance list of management review meetings held on December 26, 2017.
3. Documentation of the minutes of the meeting on January 4, 2018 in the manager meeting room attended by the Head of P2K3, P2K3 secretary, risk management team, inspection team and security officer. This documentation contains information about the description of the agenda of revision OHS document, the control of FFB transport, and the use of the RSPO logo.
4. Revision of HIRAC on Production Security activities.
5. Revision of HIRAC on Cleaning of Press Station.
6. Socialization program of 2018 which contains socialization schedule of several activities, one of which is socialization of HIRAC Assessment in the first week of March 2018.

Based on the SOP, the management unit has not shown sufficient evidence of evaluation the risk of danger to be shot at high risk level (H) to decrease / reduction of risk level. Based on the evidence, **NC No. 2017.16 is open.**

12 March 2018

The company shows evidence of improvement:

- Evaluation of HIRAC Security activities on March 08, 2018 with the result that a risk control plan was implemented and effectively minimized the risk.
- Shows the workplace inspection document conducted monthly, but the inspection was done last September 2017. This indicates that the work **environment inspection activities are not conducted periodically.**

Based on the evidence, **NC No. 2017.16 is open**

15 March 2018

The company shows evidence of improvement consist of PPE inspection on 2017 – 2018, hydrant inspection, first aid box inspection on 2017 – 2018, work place inspection on 2017 – 2018. Based on the evidence **NC No. 2017.16 is closed.**

Verified by : **Dwi Haryati**

NCR No.	: 2017.17	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 27 June 2019
NC Grade	: Minor raised to Major	Date of Closing	: 27 May 2019
Standard Ref. & Requirement	4.7.5 A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.		
Non-Conformance Description & Evidence observed (filled by auditor): <ul style="list-style-type: none"> The Business unit has shown the first aid box monitoring documents located in the building facilities, but has not been shown monitoring for the first aid bags in Mandor. The Business unit has not been able to show evidence of first aid training to the first aid officer responsible for the first aid kit. 			
Root Cause Analysis (filled by organization audited): <ul style="list-style-type: none"> There has been no evaluation conducted on the results of inspection / monitoring of OHS supporting facilities and infrastructure every month There is no appointment of PIC responsible for evaluating the results of inspection / monitoring of OHS supporting facilities and infrastructure every month. 			
Corrective Action (filled by organization audited): <ul style="list-style-type: none"> Replacing empty fire extinguishers in the office afdeling 2, meeting room for Adolina Estate and WTP Station with fire extinguishes still functioning. Completing the contents of the first aid kit contained in TK ade irma suryani in accordance with the regulations (21 items) and in the waist bag for the foreman in accordance with the doctor's recommendation letter Replacing Aquades, Rivanol and Ecodine that have expired and returned them to hazardous waste storage. Appoint a PIC responsible for evaluating the results of inspection / monitoring of OHS supporting facilities and infrastructure every month. Monitoring existing first aid kit infrastructure facilities. 			
Preventive Action (filled by organization audited): <ul style="list-style-type: none"> Make an evaluation of the results of inspection / monitoring of OHS supporting facilities and infrastructure every month. Make a conformity checklist of existing OHS infrastructure in the field with the results of monitoring that has been carried out. <p>Appoint a PIC responsible for evaluating the results of inspection / monitoring of OHS supporting facilities and infrastructure every month.</p>			
Assessor Evaluation and Conclusion (filled by auditor): Verification, March 28, 2019. Unit management has shown evidence of improvement including: <ol style="list-style-type: none"> First aid kit inspection document 2018 period is located in Afdeling 1-9 Especially for First Aid Bag carried by the Foreman who informs that all items have been completed in accordance with Minister of Manpower Regulation No. 15 of 2008. Evidence of first aid training with details: 			
	Name	License number	Effective date
		Valid period	Speaker

Sorta Siahah	48-7/P3K/DTK/2018	28 September 2018	September 2021.	Labor and Manpower Province of North Sumatra.
Ernawati	56-7/P3K/DTK/2018	28 September 2018	September 2021	

2. Evidence of socialization to workers regarding First Aid Day on November 14th, 2018 participants were 21 workers.

But, based on field visit it is known that:

1. Harvesting activity, in Afdeling 9 Block BD 07 there were still items that had expired first aid kits (Aquades) and the items that were not in accordance with the provisions of Minister of Manpower Regulation No. 15 of 2008 and reference from doctor dated January 2nd, 2019 (11 items for field area) for example; Komix, Promag, bodrex, enstrostop.
2. Kindergarten of Ade Irma Suryani located in Afdeling II is known that the contents of the First Aid Kit are not in accordance with Minister of Manpower Regulation No. 15 of 2008 and there are items that have expired such as Rivanol (April 2018) & Ecodine (December 2017).
3. Condition of fire extinguisher is located in Afdeling II Office & Adolina Central Meeting Room is empty (pressure is red) then fire extinguisher condition is located in WTP station in condition the seal has been released.

Based on the explanation above, **the non-conformity indicator 4.7.5 is stated to have not been fulfilled with the Minor Raised to Major status.**

Verification, May 27th, 2019.

The company shows evidence of improvement with details:

- a) Minutes of submission of fire extinguisher and contents of the First Aid Kit on April 4th, 2019 are located in the Adolina Central Meeting Room, Water Treatment Plan and Afdeling 2.
- b) Documentation photos of fire extinguisher installation are located in the Adolina Central Meeting Room, Water Treatment Plan and Afdeling 2.
- c) Monitoring of first aid kit facilities and infrastructure in 2019 is located in the Adolina estate and mill.
- d) Decree on the determination of officers & person in charge of evaluating OHS monitoring results with the ADO / M / Kpts // IV / 2019 SK number.
- e) Replacement of aquades, rivanol and ecodine with new types is listed in the Letter of Introduction to Goods on April 4th, 2019.

Based on the evidence, this non-conformance is stated to be closed and will be observed during the next surveillance.

Verified by : Dwi Haryati

NCR No.	: 2017.18	Issued by	: Mahmud Firdaus
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 28 February 2018
Standard Ref. & Requirement	: 4.8.1 Records of training program related to the aspects of RSPO Principles and Criteria shall be available		
Non-Conformance Description & Evidence observed (filled by auditor):			
The business unit has not been able to show evidence of a training program covering all aspects of the RSPO P & C			

for the worker, such as HCV training and RTE species, pesticide / hazardous waste packaging training, RSPO system training and SCCS training.

Root Cause Analysis *(filled by organization audited):*

Training programs created by HR have not yet referred to the RSPO P & C.

Corrective Action *(filled by organization audited):*

PTPN 4 Adolina Estate has established training programs related to all aspects of the RSPO P & C.

Preventive Action *(filled by organization audited):*

PTPN 4 Adolina Estate socialize to officers (HR department) on how to create training programs covering R & D aspects of P & C.

Assessor Evaluation and Conclusion *(filled by auditor):*

Februari 5, 2018

The Company has shown the Socialization Program of 2018 which organizes socialization / training schedule related to P & C RSPO and SCCS, IPM Training, Change Procedure, OHS, administration system and policy the document has been listed monitoring planning and realization of activities.

In addition, the company showed evidence of SCCS-related training conducted by Eskternal Consultants on December 14, 2017 to 28 Adolina unit workers.

However, it has not been shown that the PIC of the Training Program (HR Department) has been given socialization related to the way the training program is created.

Based on the evidence that has been submitted Non conformity otherwise unfulfilled.

February 28, 2018

Adolina Estate have conducted a socialization of training programs proven by documentation of activities on 22 April 2017 that attend by 23 workers. Based on the explanation, Non-Conformity No. 2017.18 is closed.

Verified by : **Mahmud Firdaus**

NCR No.	: 2017.19	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: 27 June 2019
NC Grade	: Minor raised to Major	Date of Closing	: 20 June 2019
Standard Ref. & Requirement	: 5.1.3 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.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
The Business unit not able to show evidence of monitoiring the enviromental impacat of 2 nd semester 2016 in accordance with the enviromental management documen (RKL/RPL), for example: water quality testing on Kanal rivers, Galang rivers, Batu Ginggaing and groundwater quality testing 2 nd semester 2016 and so on.			

Root Cause Analysis *(filled by organization audited):*

- There has not been an evaluation of the officers who have taken part in the training / socialization of the RKL and RPL reports
- The RKL and RPL reports has not been evaluated whether the report are in accordance with or not yet with the Minister of Environment Decree No. 45 of 2005.

Corrective Action *(filled by organization audited):*

- Revised the RKL RPL report including showing evaluations of parameters that exceed quality standards.
- Report back the revised report to the district environmental agency
- Evaluate the officers who have participated in the training / socialization of the RKL and RPL reports that have been carried out
- Evaluate the RKL and RPL reports that have been made whether the report are in accordance with or not yet with the Minister of Environment Decree No. 45 of 2005

Preventive Action *(filled by organization audited):*

- Evaluate the PPD that has participated in the RKL / RPL Report Preparation Training
- Evaluating the RKL / RPL Report whether it is in accordance with the Minister of Environment Decree No. 45 of 2005 concerning the Guidelines for Preparing the Report on the Implementation of RKL and RPL

Assessor Evaluation and Conclusion *(filled by auditor):*

28 March 2019

The business unit has implemented water monitoring in line with the program, such as:

It was conducted ground water quality in every six month and then giving the results to relevant government. Based on the results known that all the parameter in line with the threshold.

It was conducted surface water quality in every six month and then giving the results to relevant government. Based on the results known that there is one parameter (BOD) it is not in line with the threshold. Business unit can not demonstrate the evaluation of BOD it is not in line with the threshold. In the other hand, RKL / RPL report has not referred to the guidelines for preparing RKL/RPL report (Decree of the Minister of Environment No. 45/2005, dated 5 April 2005), which has not explained the evaluation of environmental management and monitoring.

Based on the explanation, raised the **non conformance NC 2017.10 with minor raised to major category**

Auditor verification, 20 June 2019

The business unit shown evaluation for results parameter (BOD) it is not in line with the threshold. It is because there are many people throw away domestic waste to rivers. In this case, business unit has provided socialization to workers and local community dated on 02 April 2019.

The company has also demonstrated the revision of RKL / RPL report the semester 2, 2018 dated on 10 June 2019, which has included an evaluation of the BOD parameters that exceed the threshold. Evaluation conduct based on relevant regulation (PermenLH No 45 of 2005)

Based on the explanation, non conformance NC 2017.19 stated closed

Verified by : **Brigitta Prita**

NCR No.	: 2017.20	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 26 February 2018
Standard Ref. & Requirement	: 5.2.2 Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan		

<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i></p> <ul style="list-style-type: none"> The Business unit not been able to show the procedures that govern time monitoring of HCV & wildlife species and implementation document monitoring periodic for HCV area. Based on document review and field visit in Kanal riparian rivers, Block 03B and 98E Afd 2, known HCV management and wildlife species have not conducted in accordance with the recommendations of HCV document 2011. 	
<p>Root Cause Analysis <i>(filled by organization audited):</i></p> <ol style="list-style-type: none"> SPO has not clearly set about the monitoring period No special officers have been appointed to monitor HCV & wildlife species. 	
<p>Corrective Action <i>(filled by organization audited):</i></p> <ol style="list-style-type: none"> Revise the procedures Installation of boundary marks of chemical application on riparian (HCV area) 	
<p>Preventive Action <i>(filled by organization audited):</i></p> <ol style="list-style-type: none"> Appoint officers responsible for monitoring the riparian conditions including boundaries of river borders and other HCV areas. Socialization of HCV and wildlife species management to employees and local community representatives. Creating a monitoring program HCV and wildlife species on a regularly 	
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i></p> <p>26 January 2018 The company has shown evidence of improvement:</p> <ul style="list-style-type: none"> Revised procedure (SPO) related to protected species. In the SPOs (SPO No. 9, Revision 3, August 1, 2017), it is explained that the protected species monitoring schedule conducted once a year. Appoint officers responsible for monitoring protected species and HCV (SK No. ADO / Kpas / MU / I / 2018, dated January 25, 2018). Conduct socialize protected species and HCV to workers and local community. Invitations and attendance list of socialization activities available. Conduct monitoring of protected species periodically based on government regulation (PP No. 7/1999). Monitoring document of 2017 available. Riparian monitoring document for September, 2017. <p>26 February 2018 The company has shown evidence of improvement:</p> <ul style="list-style-type: none"> SOP revision of Riparian Management Mechanism (SOP No. 5 Revision 03 dated April 03, 2017). In SOP it is explained that riparian monitoring conduct per quarterly. Riparian monitoring document on March 2017, June 2017, September 2017, and December 2017. In the monitoring report it is found that riparian in good condition, no encroachment and vegetation clearance, no chemist activity on riparian, and chemical boundary marks are in good condition. <p>Based on the above explanation, NCR No. 2017.20 is declared closed</p>	
Verified by	: Sofyan Hadi Lubis

NCR No.	: 2017.21	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	: 5.2.3 Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to		

	<p>all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p>
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i></p> <p>The Business unit can not able to show a document which explains sanctions if any harm workers, capture, or kill the wildlife species</p>	
<p>Root Cause Analysis <i>(filled by organization audited):</i></p> <p>The absence of documents that specifically regulate prohibitions and sanctions for actions that harm, arrest or kill animals that fall into the category of Rare Threaten Endangered (RTE)</p>	
<p>Corrective Action <i>(filled by organization audited):</i></p> <p>Making SE Internal which regulates the prohibition and sanction of arresting, hurting, collecting or killing animals which are included in the category of Rare Threaten Endangered (RTE), namely SE Number ADO / SE / Intrn / 05 / I / 2019 dated January 2, 2019</p>	
<p>Preventive Action <i>(filled by organization audited):</i></p> <p>Carry out socialization of SE Number ADO / SE / Intrn / 05 / I / 2019 dated January 2, 2019 concerning Prohibitions and Sanctions for Catching, Harming, Collecting or Killing Animals that Include the Rare Threaten Endangered Category (RTE) to all Stakeholders</p>	
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i></p> <p>Verification on 28 March 2019</p> <p>The company has shown Circular Letter on prohibitions and sanctions for workers who harm, arrest or kill animal species. Circular Letter is determined by Adolina Unit Manager on 02 January 2019. Thus NC is declared closed.</p>	
Verified by	: Brigitta Prita

NCR No.	: 2017.22	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	<p>5.2.4 Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.</p>		
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i></p> <p>The Business unit could not show documents the monitoring and evaluation of HCV and wildlife species periodically.</p>			
<p>Root Cause Analysis <i>(filled by organization audited):</i></p> <p>Negligence and lack of understanding of PPD in preparing documents for monitoring and evaluating HCV and animal species periodically.</p>			
<p>Corrective Action <i>(filled by organization audited):</i></p> <ul style="list-style-type: none"> - Gave the PPD a training about preparation of HCV identification and monitoring and evaluation of animal species - Prepare a document for monitoring and evaluating HCV and animal species on a regular basis - Conduct training for officers to monitor HCV 			
<p>Preventive Action <i>(filled by organization audited):</i></p> <p>Evaluating PPDs that have participated in training in the preparation of HCV identification and monitoring and evaluation of animal species</p>			

Assessor Evaluation and Conclusion *(filled by auditor):*

Verification on 28 March 2019

The company has periodically documented monitoring and evaluation of HCVs & animal species.

- HCV monitoring including river boundaries is conducted per semester (last conducted in September 2018).
- Flora and Fauna monitoring is conducted per semester (last conducted in December 2018). Based on the results of monitoring identified 9 protected animals.

The company can also show evidence of HCV training on behalf of Faisal Helmi Hasibuan on April 9-11 2018. Thus NC is declared closed.

Verified by : **Brigitta Prita**

NCR No.	: 2017.23	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: 27 June 2019
NC Grade	: Minor raised to Major	Date of Closing	: 14 Juni 2019
Standard Ref. & Requirement	: 5.3.3 A documented waste management plan to avoid or reduce pollution and its implementation shall be available		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Based on field visit to Housing Complex Afdeling 8, there was found the domestic waste burying activities. The was not in accordance with the procedures with document no. SPO 20 dated January 2 / 2015 related to domestic waste management.			
Root Cause Analysis <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • There is still a lack of understanding of employees about the way domestic waste is managed • There is no evaluation of workers' understanding of the results of the socialization of domestic waste management that has been carried out • There has been no monitoring of the implementation of scheduled domestic waste management 			
Corrective Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Re-socialize to employees about procedures for managing domestic waste • Evaluating workers' understanding of the results of the socialization of domestic waste management that has been carried out • Monitoring the implementation of scheduled domestic waste management 			
Preventive Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Re-socialize to employees about procedures for managing domestic waste • Evaluating workers' understanding of the results of the socialization of domestic waste management that has been carried out • Monitoring the implementation of scheduled domestic waste management • Establish a PIC responsible for monitoring domestic waste management that has been carried out in the housing area 			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
28 March 2019			
The business unit has made a landfill area, but based on field visit to Housing Complex located Afdeling 2, it is still found traces of garbage burning. This is not in accordance with SPO Number 20, January 02 2018 Revision Number 03 regarding domestic waste management			

Auditor verification, 28 Mei 2019

The company can show evidence of the appointment of a domestic waste management monitoring officer (SK No. ADO / Kpts / MU / 14 / X / 2018, October 5/2018). There are 18 members were responsible for monitoring. In addition, there is a waste management monitoring for example April 2019 located Afdeling 7.

Auditor verification, 03 Juni 2019

The company has shown evidence of socialization of domestic waste management to employees on April 13, 2019.

Auditor verification, 14 Juni 2019

The company has also shown the results of monitoring and evaluation of waste management carried out on May 15, 2019 by HRD and signed by the unit manager. From the results it is known that the management of domestic waste in the field going well. Waste is collected in the rubbish bin, then thrown away to landfill area. Information from the auditee shows that the unit has set a schedule time for monitoring and evaluating domestic waste every month.

Based on the above explanation, **NCR No. 2017.23 is declared closed** and will be observed again on the next audit

Verified by : **Brigitta Prita**

NCR No.	: 2017.24	Issued by	: Sofyan Hadi Lubis
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	: 5.6.3 A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
The Business unit not able to show the results of calculation of GHG emissions in 2016 using the RSPO period PalmGHG. It was not in accordance with the SPO Inventory and Mitigation of Greenhouse Gases (No. Documents: SPO 10, January 2, 2015). In the procedure explained that the identification of sources of emissions and GHG emission calculations carried out every year by using PalmGHG Calculator.			
Root Cause Analysis <i>(filled by organization audited):</i>			
There is no PIC to do GHG calculations			
Corrective Action <i>(filled by organization audited):</i>			
Make GHG emission calculations coordinate with the Strategic Planning Section			
Preventive Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> - Strategic Planning section appoint to do GHG calculations - Perform GHG calculations every year 			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verification on 28 March 2019			
The company has shown the results of the 2018 GHG emission calculation using RSPO PalmGHG Version 3.01.			
This Non-Conformity is stated Closed			
Verified by	: Brigitta Prita		

NCR No.	: 2017.25	Issued by	: Muhammad Rinaldi
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 20 March 2018

Standard Ref. & Requirement	6.1.3 Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The Business unit cannot able to display plans to reduce negative impacts and increase the positive impacts that have been drawn up with time management and have not shown the people responsible for implementing the plan.	
Root Cause Analysis <i>(filled by organization audited):</i> Do not have a Special Officer who responsible for making plans to reduce negative impact and increase positive impact	
Corrective Action <i>(filled by organization audited):</i> <ul style="list-style-type: none"> • Establish special officers who responsible for making plans to reduce negative impacts and increase positive impact • Create a plan to reduce a negative impact and increase a positive impact 	
Preventive Action <i>(filled by organization audited):</i> Create a program of negative impact reduction and increase positive impact periodically	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> March 12, 2018 The management unit has Showing the decre regarding CSR & Environment Officers and Stakeholders of Adonila estate set on January 6, 2018. Based on the decree there are 5 responsible PICs. The management unit has outlined a social management plan that explains the five social impact parameters that are managed, consisting of public facilities and social facilities, employment opportunities, work opportunities, disputes with farmers, access to transportation of plantation products through village roads and livestock grazing. March 17, 2018 The management unit showing the monitoring impact management describing the distribution of timeframe for the implementation of social impact management in 2018. However, in the plan there is a planned business opportunity management plan planned for January 2018 and has not been implemented. Based on the explanation, it is known that the established plan has not been implemented properly, so that this Non-conformity is open. March 20, 2018 The Company revised the program, in which the planned Opportunity Management plan planned for January 2018 was postponed to the second semester of 2018. Based on the above matters, this Non-Conformity is closed and will be observed in the next assessment related to its implementation.	
Verified by	Muhammad Rinaldi

NCR No.	: 2017.26	Issued by	: Muhammad Rinaldi
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019

Standard Ref. & Requirement	6.1.4 The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.
Non-Conformance Description & Evidence observed (filled by auditor): The Business unit has not shown any evidence that a review process has been conducted every 2 years against a social impacts management and monitoring plan involving the participation of affected parties.	
Root Cause Analysis (filled by organization audited): Not yet appointed a PIC to conduct a review of a social impact management and monitoring plan that involves the participation of the affected parties.	
Corrective Action (filled by organization audited): <ul style="list-style-type: none"> • Appointment of PIC to conduct a review of social impact management and monitoring plans • Conduct a review of a social impact management and monitoring plan that involves the participation of the affected parties. 	
Preventive Action (filled by organization audited): Conduct a review A social impact management and monitoring plan that involves the participation of affected parties every 2 years.	
Assessor Evaluation and Conclusion (filled by auditor): Verification 28 March 2019 The company has shown: <ul style="list-style-type: none"> • Matrix of management and monitoring of the social impact that documented in the 2011 social impact analysis document (page IV-9). The social impact parameters that must be managed & monitored include: Public facilities and infrastructure, employment opportunities and business opportunities, limited village land, village road access • Social impact analysis questionnaire to 24 representatives of village communities around estate and factories. • Resume social impact analysis questionnaire. From the questionnaire got the hopes / desires / needs the community for plantation. • Program and realization of management of social impacts in 2018. Programs created are in accordance with the identification of needs of the village community. • Evaluation social impact management program carried out in January 2019. <p>This Non-Conformity is stated closed.</p>	
Verified by	: Muhammad Rinaldi

NCR No.	: 2017.27	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 12 March 2018
Standard Ref. & Requirement	6.9.1. A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce		
Non-Conformance Description & Evidence observed (filled by auditor): Adolina's estate already has a policy regarding the prevention of all forms of sexual harassment, but they do not yet have a Gender Committee as a forum to deal with women's issues.			

<p>Root Cause Analysis <i>(filled by organization audited):</i> Gender committees have not been established, as women's issues in the estate are discussed and handled by IKBI estate whose boards consist of wives of staff / employees and women workers.</p>	
<p>Corrective Action <i>(filled by organization audited):</i> Make a gender committee decree and its management list.</p>	
<p>Preventive Action <i>(filled by organization audited):</i> Socialization related to gender committees as a forum to handle women issues.</p>	
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i> February 16, 2018 The company showed evidence of improvement: 1. List of present socialization of gender committees on 4 January 2018 located in front of the official house attended by 23 board members and members of the gender committee. The meeting discussed the socialization of policies related to the company's commitment to not exploit child labor and strongly opposed all forms of child trafficking. In addition, socialization was also undertaken by the organizers of the gender committee. Records of socialization accompanied by documentation in the form of photographs. 2. The 2018 gender committee program is the commemoration of the mother's day, the commemoration of the child's day, the socialization of the dangers of drugs, the practice of cooking, the environmental assessment, the assessment of medicinal and nutrition parks, diabetes / aerobic exercise and entrepreneurship training. The work program shown has not demonstrated the implementation of the policy to prevent all forms of harassment and sexual and other violence 3. Gender Committee Decree based on Decree Number ADO / MU / Kpts / 007 / I / 2018 set on December 6, 2018 with a board composition consisting of chair, secretary, treasurer and 5 members.</p> <p>Based on the evidence presented, the auditor's judgment on the work program shown has not demonstrated the implementation of the policy to prevent all forms of harassment and sexual and other violence. Non-conformity is Open.</p> <p>March 12, 2018 Adolina Estate already has a Gender Committee program which includes explaining the socialization of sexual harassment prevention & other violence. Based on the evidence NC 2017.27 is Closed.</p>	
Verified by	: Dwi Haryati

NCR No.	: 2017.28	Issued by	: Dwi Haryati
Date Issued	: 22 March 2017	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 28 March 2019
Standard Ref. & Requirement	6.9.3. A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			

Adolina's estate has not shown any evidence of a specific complaint mechanism related to sexual harassment and has not been clearly communicated to all levels of workers.

Root Cause Analysis *(filled by organization audited):*

Lack of documents about the reporting mechanisms of sexual precautions.

Corrective Action *(filled by organization audited):*

Making Internal SE Number ADO / SE / Intrn / 14 / I / 2019 dated January 2nd, 2019 concerning Reporting Procedure for Sexual Harassment Actions.

Preventive Action *(filled by organization audited):*

Socialization Internal SE Number ADO / SE / Intrn / 14 / I / 2019 dated January 2nd, 2019 concerning the Reporting Mechanism for Sexual Harassment Actions to all employees by involving Workers 'Unions and the Association of Wives' Big Families (IKBI).

Assessor Evaluation and Conclusion *(filled by auditor):*

Verification, March 28th, 2019.

The company has shown the mechanism for reporting sexual harassment actions with ADO / SE / Intrn / 14 / I / 2019 numbers dated January 2nd, 2019 authorized by the Manager. the mechanism explains, such as:

- a. If the perpetrators of sexual harassment are non-employees.
 - Report sexual harassment actions to HR, general and security assistants.
 - Fill out the Sexual Harassment Report form to be forwarded to the Unit Manager.
 - Reporting acts of sexual harassment to the authorities accompanied by HR, General and Security Assistants to be followed up.
- b. If the perpetrator of sexual harassment is an employee.
 - Report sexual harassment actions to HR, General and Security Assistants.
 - Fill out the Sexual Harassment Action Report form to be forwarded to the Unit Manager.
 - Report acts of sexual harassment to the authorities accompanied by HR, general and security assistants to be followed up.
 - Conducting *LKS Bipartite* meeting to discuss acts of sexual harassment by employees.
 - Employees who commit sexual harassment will be dismissed for serious violations in accordance with CLA Article 70 paragraph 2.

Based on interview with the Chairperson of Women Empowerment are known that the mechanism has been socialized to employees. For example: Socialization workers of Afdeling VII regarding the handling of sexual harassment on May 16th, 2018 and July 12th, 2018. So that this non-conformance is stated to be closed.

Verified by : **Dwi Haryati**

NCR No.	2017.29	Issued by	Dwi Haryati
Date Issued	22 March 2017	Time Limit	21 March 2018
NC Grade	Major	Date of Closing	15 March 2018
Standard Ref. & Requirement	6.12.1 There shall be evidence that no forms of forced or trafficked labor are used		

<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i></p> <p>Adolina's estate has not been able to show evidence of policies governing the use of illegally trafficked or forced labor.</p>	
<p>Root Cause Analysis <i>(filled by organization audited):</i></p> <p>PTPN4 Adolina Estate do not have the policy</p>	
<p>Corrective Action <i>(filled by organization audited):</i></p> <p>PTPN4 Adolina Estate has created and added RSPO policies / commitments related to illegally trafficked or forced labor</p> <p>Socialized the the policy related to commitments of illegally trafficked or forced labor.</p>	
<p>Preventive Action <i>(filled by organization audited):</i></p> <p>Adolina Estate publish circular letter on commitments related to illegally trafficked or forced labor, so that it can be known and obeyed by all employees.</p> <p>PTPN4 will conduct regular internal RSPO audits</p>	
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i></p> <p>16 February 2018</p> <p>The company shows evidence of improvement:</p> <ol style="list-style-type: none"> 1. Policy does not employ underage children. No.document 03, revision 02, effective date January 2, 2015. This policy further clarifies the policy of not employing minors. The company policy shown has not been adequately answered regarding the existence of Policies that regulate the use of illegally trafficked or forced labor. 2. SOP socialization program of 2018 with schedule of harvesting, fertilization, chemist, HCV, river border, boundary stone, flora and fauna, beneficial plant, PPE and P2K3. The socialization shown has not shown the socialization schedule related to policies that regulate the use of illegally trafficked or forced labor. 3. Circular Letter no. ADO / SE / M / 57 / XII / 2017 concerning harvest labor, children and women. This letter contains appeals on matters such as prohibitions to engage families to assist in work activities, prohibition of employment of minors, prohibition of employing pregnant and breast-feeding women at risk work place for health and safety. <p>Based on the explanation, NC No. 2017.29 is open</p> <p>12 March 2018</p> <p>PT PN IV Adolina Estate already has a RSPO commitment which includes explaining the prohibition on the use of illegally trafficked or forced labor. However, the management unit has not explained the root cause and corrective action in accordance with the nonconformity, so that the Nonconformity No. 2017.29 is Open.</p> <p>15 March 2018</p> <p>PTPN IV Adolina Estate shows evidence of socialization regarding the company's commitment regarding the prohibition of Using illegal worker and forced labor on 8 January 2018. The minutes of the meeting and the attendance list of the socialization are presented. Based on the evidence Nonconformity No. 2017.29 is closed.</p>	
Verified by	: Dwi Haryati

NCR No.	: 2017.30	Issued by	: Muhammad Rinaldi
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 12 March 2018
Standard Ref. & Requirement	SCCS E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).		
Non-Conformance Description & Evidence observed (filled by auditor): Adolina's POM has not registered in the RSPO IT supply chain platform.			
Root Cause Analysis (filled by organization audited): No officer has been assigned to responsible for reporting on the RSPO Supply Chain IT platform			
Corrective Action (filled by organization audited): Appoint a special officer and register it as a PIC into the RSPO IT Supply chain			
Preventive Action (filled by organization audited): Implement the monitoring of RSPO Supply Chain			
Assessor Evaluation and Conclusion (filled by auditor): 2 February 2018 The Company shows Decree No. ADO / KPTS / MU / I / 2018 dated January 6, 2018 relating to the Management Composition of SCCS, but there is no explanation of the PIC dealing with the RSPO IT Platform and there is no evidence that Adolina POM has registered in the RSPO IT Platform. 12 March 2018 The Company shows evidence of registration of PT. Perkebunan Nusantara IV Adolina Business Unit with Member ID: RSPO_PO100004497 with Ade Reza in charge. Based on the evidence, Nonconformity No. 2017.30 is closed.			
Verified by	: Muhammad Rinaldi		

NCR No.	: 2017.31	Issued by	: Muhammad Rinaldi
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 16 March 2018
Standard Ref. & Requirement	RSPO Rules on Market Communication and Claims		
Non-Conformance Description & Evidence observed (filled by auditor): Based on field observation in the mill area, it can be seen that the management unit has used RSPO logo in some areas, for example around Processing Station, Central Warehouse, and Hazardous Waste Warehouse, and in some documents such as RSPO-ISPO Procedure. It is not in accordance with the RSPO Market Rules Communications, because it is not allowed to use the RSPO logo (both on the product and off product) prior to the issuance of Certificates of RSPO and are also not allowed to use the RSPO logo that can only be used by the RSPO Secretariat			



Root Cause Analysis *(filled by organization audited):*

Lack of understanding the officers concerning RSPO Rules on Market Communication and Claims

Corrective Action *(filled by organization audited):*

PTPN4 Adolina Estate has carried out the removal of the existing RSPO logo, and previously conducted a socialization on how to use the RSPO logo

Preventive Action *(filled by organization audited):*

PTPN4 will conduct internal audits to monitor

Assessor Evaluation and Conclusion *(filled by auditor):*

2 February 2018

The Company shows Circular Letter no. ADO / SE / M / 59 / XII / 2017 dated December 19, 2017 relating to the prohibition of use of the RSPO logo authorized by the Adolina Unit Manager. But there is no evidence of socialization of these things to the workers. Based in the evidance NC No. 2017.31 is open.

12 March 2018

The Company demonstrated the dissemination of the use of the RSPO logo on April 17, 2017 to 24 staff and Adolina POM and documentary evidence of RSPO logo deletion on installed warning. But the socialization conducted before the circular letter has been approved. Based in the evidance NC No. 2017.31 is open.

16 March 2018

The Company demonstrated the dissemination of the use of the RSPO logo on 8 January 2018 to 25 staff of Adolina and documentary evidence of RSPO logo deletion. Based in the evidance **NC No. 2017.31 is closed**

Verified by : **Muhammad Rinaldi**

NCR No.	: 2017.32	Issued by	: Muhammad Rinaldi
Date Issued	: 22 March 2017	Time Limit	: 21 March 2018
NC Grade	: Major	Date of Closing	: 28 February 2018
Standard Ref. & Requirement	: RSPO Certification System 4.2.4 poin e-i		

Non-Conformance Description & Evidence observed *(filled by auditor):*

Members of RSPO-PTPN IV have not been able to show evidence of partial certification for all management units that do not yet have RSPO certification.

Root Cause Analysis *(filled by organization audited):*

1. Company personnel do not know and understand the existence of obligations related to partial certification
2. Not yet have a mechanism related to partial certification activities especially for subsidiaries.

Corrective Action *(filled by organization audited):*

Conducted partial certification for some management units that do not have RSPO certificate yet.

Preventive Action *(filled by organization audited):*

Will conduct partial certification comprehension training (training schedule)
Establish mechanisms for partial certification activities (especially subsidiaries).

Assessor Evaluation and Conclusion *(filled by auditor):*

28 Dec 2018


The Company has shown evidence of the implementation of partial certification activities in the form of internal audit implementation to subsidiaries and has been verified by CB in November 2017. The company need to explain the root cause and preventive action. Based the evidence, NC No. 2017.32 is open.

28 February 2018

PT PN IV has owned SPO on the implementation of partial certification audit with document No. 22 dated January 2, 2018. In addition, the management unit has also presented the minutes of the implementation of the RSPO internal audit for subsidiaries that have not certified RSPO. Internal audit activities at PT Agro Sinergi Nusantara were conducted on 19 - 20 October 2017 by 2 auditors and PT Sinergi Perkebunan Nusantara conducted on 9 - 10 October 2017 by 2 auditors. Based on the explanation **Non-Conformity No. 2017.32 is Closed.**

Verified by : **Muhammad Rinaldi**

3.5.2 Identification of Findings, Corrective Actions and Observations at surveillance 1.

NCR No.	: 2019.01	Issued by	: Dwi Haryati
Date Issued	: 28 March 2019	Time Limit	: 27 June 2019
NC Grade	: Major	Date of Closing	: 27 May 2019
Standard Ref. & Requirement	: 4.7.2 A documented risk assessment shall be available and its implementation shall be recorded.		
<p>Evidence observed (filled by auditor): Based on field observations at Sorting Station Adolina Mill, it is known that workers do not use safety shoes in accordance with the risk assessment owned by the company.</p> <div style="text-align: center;">  <p>APD Karyawan Sortasi</p> </div>			
<p>Non-Conformance Description (filled by auditor): Unit management has not been able to show that the use of PPE is in accordance with the risk assessment of the company. Based on the explanation above, this is a nonconformance No.2019.01 with the Major category.</p>			
<p>Root Cause Analysis (filled by organization audited):</p> <ul style="list-style-type: none"> • There is no monitoring of the completeness of PPE in accordance with the existing risk documents • The absence of a PIC that is responsible for monitoring and implementing OHS policies • There is still a lack of understanding of workers regarding the function and usefulness of PPE at work. 			
<p>Correction (filled by organization audited):</p> <ul style="list-style-type: none"> • Provide information to workers about the functions and uses of PPE at work • Provide shoes for safety shoes to workers in accordance with the risk assessment that has been made. • Determine the PIC in charge of monitoring the use of PPE in accordance with existing risk management 			
<p>Corrective Action (filled by organization audited):</p> <ul style="list-style-type: none"> • Providing warnings and punishments to workers if they are still found not using PPE in accordance with the identification of prescribed risks • Make monitoring of the completeness of PPE in accordance with the risk management. 			
<p>Assessor Evaluation and Conclusion (filled by auditor): Verification, May 27th, 2019.</p>			

The company shows evidence of improvement including:

- a. Memo to use PPE in the workplace and prohibition of entering work locations if you do not use PPE with ADO / M / ... / IV / 2019 numbers on April 15th, 2019.
- b. Monitoring the completeness of PPE in April 2019.
- c. Decree on the appointment of PPE monitoring officers with ADO / Kpts / MU / 13 / IV / 2019 number April 2nd, 2019.
- d. Evidence of providing PPE mask, safety goggles, rubber gloves and safety shoes to workers in April 2019. Provision has been adjusted to the risk analysis for example the lathe officer is given glasses on April 13th, 2019, Loading ramp workers are given safety shoes on April 27th, 2019.

Based on this explanation, this non-conformance is stated to be closed and will be observed in the next assessment.

Verified by : **Dwi Haryati**

NCR No.	2019.02	Issued by	Muhammad Rinaldi
Date Issued	28 March 2019	Time Limit	27 June 2019
NC Grade	Major	Date of Closing	03 June 2019
Standard Ref. & Requirement	SCCS General Chain of Custody 5.3.1 The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified		
Evidence observed (filled by auditor): Based on document review, interview results and field visits, it is known that: <ul style="list-style-type: none"> • Weighbridge Ticket of FFB, CPO and PK Scales do not have CSPK / CSPK stamps • Shipping Announcement Registration activities on PalmTrace for CSPO sales are carried out every Delivery Order • Shipping Announcement Registration activities at PalmTrace for CSPK sales are conducted monthly • Mass Balance reports are carried out in real time. 			
Non-Conformance Description (filled by auditor): This is not in accordance with the Basic Work Guidelines No. 04.03 / KS / SUS / P / 003 dated August 1, 2018 concerning Handling of Certified Palm Oil Products which explain: <ul style="list-style-type: none"> • Each Weighbridge Ticket must be given a CSPO / CSPK stamp • Palmtrace shipping announcement registration is done on the day the product certificate is sent • Mass Balance monitoring using the principle of Fixed Inventory Periods that monitors stock balance every 3 months. 			
Root Cause Analysis (filled by organization audited): <ul style="list-style-type: none"> • There is no evaluation of the application of PDIK/SOP in the field • Insufficient understanding of officers in implementing procedures that have been made 			
Correction (filled by organization audited): <ul style="list-style-type: none"> • Conduct revisions to existing PDIK/SOP so that they can be applied in operational activity • Conducting Socialization of PDIK / SOP related to the implementation of SCCS 			
Corrective Action (filled by organization audited): <ul style="list-style-type: none"> • Conduct evaluations of PDIK/SOP according to implementation in the operational activity 			

- Evaluating to socialization that has been given

Assessor Evaluation and Conclusion *(filled by auditor):*

03 June 2019

The company shows the revision of the "Pedoman Dasar Kerja No. 04.03 / KS / SUS / P / 003" concerning Handling of Certified Palm Oil Products on May 1, 2019, including explaining:

- Announcement on Palmtrace is done after the request according to the delivery order has been fulfilled.
- Recording and balancing FFB and product delivery is done every month

In addition, the company shows evidence of socialization on May 15, 2019 related to "Pedoman Dasar Kerja about the handling of Certified Palm Oil Products.

Based on this explanation, this non-conformity can be stated as fulfilled, but will be further verified regarding the implementation in the next assessment.

Verified by : **Muhammad Rinaldi**

3.5.3 Opportunity for Improvement

No	Ref. Std.	Description Deskripsi
1	1.1.1	Opportunity to communicate with the Village around the company regarding advice and requests from the village.
2	2.1.1	encouraged to ensure the issuance of operator OHS licenses
3	5.3	Reaffirming the management of hazardous waste.

3.5.4 Noteworthy Positive Components







No	Descriptions
1	Has obtained the Certificate of ISO 9001: 2015 in 2018
2	Has obtained the Certificate of ISO 14000: 2015 in 2018
3	Has obtained the Certificate of OHS Management System in 2017

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Ujung Rambung Village</p> <ul style="list-style-type: none"> • Adolina Estate has been around since the Dutch government • There are no land dispute • Have known that HCV in the form of sacred graveyard • There is assistance in the form of providing access for transportation of community agricultural products, assistance in development places of worship, assistance of basic necessities. • Know the communication procedures • There are cattle in the company's area • There is no environmental pollution and fire • There is a request for the provision of graveyard area but has not been submitted to the company. 	<p>This has accordance with criteria 2.2, 2.3, 5.1, 5.2, 6.2.</p> <p>The request for provision of graveyard area has become an OFI in criteria 1.1.</p> <p>The issue about cattle in the company's area has include on social impact analysis</p>
<p>Melati-II Village</p> <ul style="list-style-type: none"> • Adolina Estate has been around since the Dutch government • There are no land dispute • There is assistance in the form of assistance in development places of worship, assistance of basic necessities. • Know the communication procedures • There are cattle in the company's area • There is no environmental pollution and fire • There is a request for the provision of gate development and construction of roads in riparian river for transportation of community agricultural product but has not been submitted to the company. 	<p>This has accordance with criteria 2.2, 2.3, 5.1, 6.2.</p> <p>The request for provision of gate development and construction of roads in riparian river has become a OFI in criteria 1.1.</p> <p>The issue about cattle in the company's area has include on social impact analysis</p>
<p>Local contractor for FFB Transportation (CV Setia Kawan).</p> <p>Based on interview with local contractor of CV Setia Kawan its known the contractor has been cooperate with PTPN IV since 30 years. The latest agreement on February until May 2019. The activity is FFB Transportation. The contractor have 13 workers (10 drivers who get licenses, 2 mechanic, 1 administration & 1 foreman). They have been registered insurance (BPJS TK & KES) by the contractor. Based on agreement, PPE has been provide by contractor such as Helmet and AP shoes.</p> <p>The payment has been paid regularly by the company. Cooperative relationship with the company is doing well.</p>	<p>This has been accordance with criterion 6.10.</p>
<p>Head of labor union SPBUN PTPN IV – Adolina Mill.</p> <p>Based on interview with Head of Labor Union, its known the</p>	<p>This has been accordance with criterion 6.6.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Collective Labor Agreement (PKB) PTPN IV its valid from 2018-2019. The latest of labor union from 2017-2019. The company has provide facilities for labor union such as building for activities, transportation, etc. During audit, there is no complaint from workers. Each complaint has been resolved internally by the union. Internal meetings are held every 6 months. Every workers in estate and mill has become permanent workers. Wages system is divide into 2 such as: Premium and overtime system.</p> <p>Premium system are for harvester, transportation FFB and processing in the mill. Overtime system is for administration, security and which is not related to the base system.</p> <p>During now, labor union relationship is going well with the company.</p>	
<p>Head of women's empowerment PTPN IV – Adolina Mill & Estate.</p> <p>Based on interview, its known sexual harassment policy has been socialize every once a month. The organization has been socialization mechanism of sexual harassment to women workers.</p> <p>In 2018 there were reports of sexual harassment but this was resolved internally through the women's empowerment organization. The complainant is protected by the gender committee.</p> <p>Women's reproductive policies have been submitted to workers. The Female workers received H1 leave for 2 days and were examined at Adolina Hospital and H2 leave for 1^{1/2} months before and after birth.</p> <p>Medical checkup for women workers (<i>Pesticide applicators</i>) has been held every once a month in Polibun.</p>	<p>This has been accordance with criterion 6.9.</p>
<p>Environment Agency</p> <p>No negative issues related to waste management, environment and conservation.</p>	<p>In general there are no negative issues related to waste management, environment and conservation. This is explained in 4.4.1; 4.4.2; 4.4.3; 4.4.4; 4.6.10; 5.1; 5.2; and 5.3.</p>
<p>Agriculture Agency, Plantation Departement</p> <p>No negative issues related to plantation business activities</p>	<p>In general there are no negative issues related to plantation business activities. This is explained in 2.1; 2.2; 6.11</p>
<p>Manpower and Transmigration Agency</p> <p>No negative issues related wages and employment</p>	<p>In general there are no negative issues related wages and employment</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
National Land Agency <i>Note: The auditor team has attempted to contact the Agency, but no PIC can be found for questioning.</i>	-

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY		
4.1	Formal Sign-off of Assessment Findings		
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <table data-bbox="399 828 1308 1142"><tr><td data-bbox="399 828 734 1142"><p>PT Perkebunan Nusantara IV Management Representative</p><p><u>Khayamuddin Panjaitan</u> Friday, 21 June 2019</p></td><td data-bbox="734 828 1053 1142"><p>Mutuagung Lestari Lead Auditor</p><p><u>Muhammad Rinaldi</u> Friday, 21 June 2019</p></td></tr></table>	<p>PT Perkebunan Nusantara IV Management Representative</p>  <p><u>Khayamuddin Panjaitan</u> Friday, 21 June 2019</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Muhammad Rinaldi</u> Friday, 21 June 2019</p>
<p>PT Perkebunan Nusantara IV Management Representative</p>  <p><u>Khayamuddin Panjaitan</u> Friday, 21 June 2019</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Muhammad Rinaldi</u> Friday, 21 June 2019</p>		

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environment Agency	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
2	Agriculture Agency, Plantation Departement	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
3	Manpower and Transmigration Agency	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
4	National Land Agency	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019		✓
5	Ujung Rambung Village	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
6	Melati-II Village	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
7	CV Setia Kawan (Local Contractor)	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
8	SPBUN PTPN IV-Adolina Mill	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
9	Head of women's empowerment PTPN IV – Adolina Mill & Estate.	District of Serdang Bedagai, Province of North Sumatera, Indonesia.	-	interview	27 March 2019	✓	
10	WALHI	Indonesia		Email	22 March 2019		✓
11	Sawit Watch	Indonesia		Email	22 March 2019		✓
12	International Animal Rescue	Indonesia		Email	22 March 2019		✓
13	Aliansi Masyarakat Adat Nusantara	Indonesia		Email	22 March 2019		✓

Appendix 2. Assessment Program

DATE	26 – 29 March 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Tuesday, 26 March 2019		
06.00 - 08.00	JAKARTA → MEDAN	All Auditor
08.30 - 09.30	MEDAN → ADOLINA	
10.00 - 11.00	Opening Meeting (Brief introduction, Audit scope confirmation, Standards use, Audit objectives, Audit sampling, and Audit Agenda Explanation)	
11.00 - 12.00	Document Review :	All Auditor
	<ul style="list-style-type: none"> • Review of Previous Visit Non-conformance • Collect Basic Information (Mill & Estate) • Clarification of time bound plan • Review of Partial Certification • Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare. • Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & Fire Control Facilities, Waste Management) • Environmental/Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area, Peat Area (Water management, etc), Chemical Storage, Fertilizer Storage, Hazardous Waste Storage. 	
14.00 - 17.00	Field observation to ADOLINA POM :	
	<ul style="list-style-type: none"> • Supply Chain verification (FFB Receiving, Weighbridge, Despatch CPO) • FFB Sorting & Processing Activity • OHS & Environment management (fire drill simulation, Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, WTP, WWTP) • Employment procedures, workers welfare & facilities (status, payment, gender, housing, clean water, & etc) 	<ul style="list-style-type: none"> • MRD • DHT • BPT <ul style="list-style-type: none"> • BPT
Wednesday, 27 March 2019		
08.00 - 12.00	Stakeholder Consultation	<ul style="list-style-type: none"> • MRD • DHT • BPT
	<ul style="list-style-type: none"> • Stakeholder consultation to affected communities surrounding the plantations. • Stakhholder Consultation to related agencies in Serdang Bedagai District • Interview with Gender Committee, Worker's Union, Worker's Cooperative, Local Contractor (for Mill and Estate), Third Party Supplier 	
12.00 - 14.00	Break	All Auditor

DATE	26 – 29 March 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 - 17.00	Document Review	All Auditor
Thursday, 28 March 2019		
08.00 - 12.00	Field observation to Adolina Estate: <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Fertilizer, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect. • Legal Operational boundaries, land ownership and Conservation/HCV • Implementation of Environmental and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, landfill, land applications) • Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance). • Worker welfare & facilities (housing complex, health, clean water, etc), 	All Auditor
12.00 - 14.00	Break	All Auditor
14.00 - 17.00	Document Review	All Auditor
Friday, 29 March 2019		
08.00 - 10.00	Closing Meeting	All Auditor
10.00 - 11.30	ADOLINA → MEDAN	All Auditor
12.25 - 14.50	MEDAN → JAKARTA	All Auditor