

*Roundtable on Sustainable Palm Oil Certification
RSPO*

[✓] 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 2020

Date of Certificate Expiry : 01 April 2023

Date of License Expiry : 01 April 2021

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-2	9 – 11 March 2020	Arif Faisal Simatupang (Lead Auditor), Yohanes Hardian, Dwi Haryati, Johannes Kapri Pandiangan (Observer)	Ardiansyah	Octo H.P.N. Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-2	23 June 2020

TABLE OF CONTENT

FIGURE

Figure 1. Location Map of Adolina Estate	02
Figure 2. Operational Map of Adolina Estate	03

Abbreviations Used	05
--------------------	----

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1 Assessment Standard Used	07
1.2 Organisation Information	07
1.3 Type of Assessment	07
1.4 Location of Mill and Plantations	07
1.5 Description of Area Statement	07
1.6 Planting Year and Cycles	08
1.7 Description of Mill and Supply Base	09
1.8 Estimate Tonnage of Certified Product	09
1.9 Other Certifications	10
1.10 Time-Bound Plan	10

2.0 ASSESSMENT PROCESS

2.1 Assessment Team	13
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	13
2.3 Stakeholder Consultation and Stakeholders Contacted	15
2.4 Determining Next Assessment	15

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification	16
3.2 Conformity Checklist of Certificate and Logo Use	54
3.3 Summary of RSPO Partial Certification	55
3.4 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components	58
3.5 Summary of Arising Issues from Public, Management and Auditor Responses	68

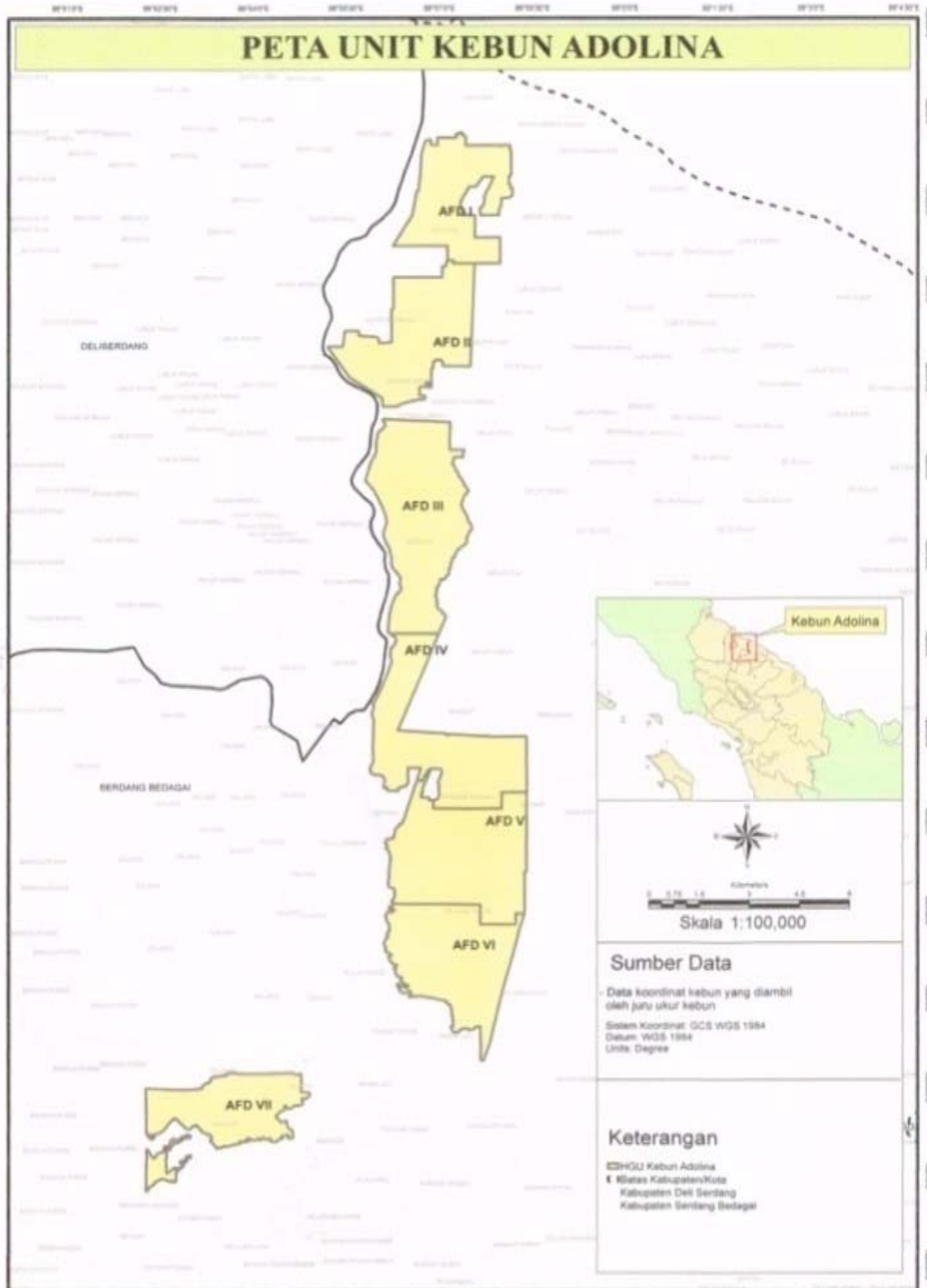
4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

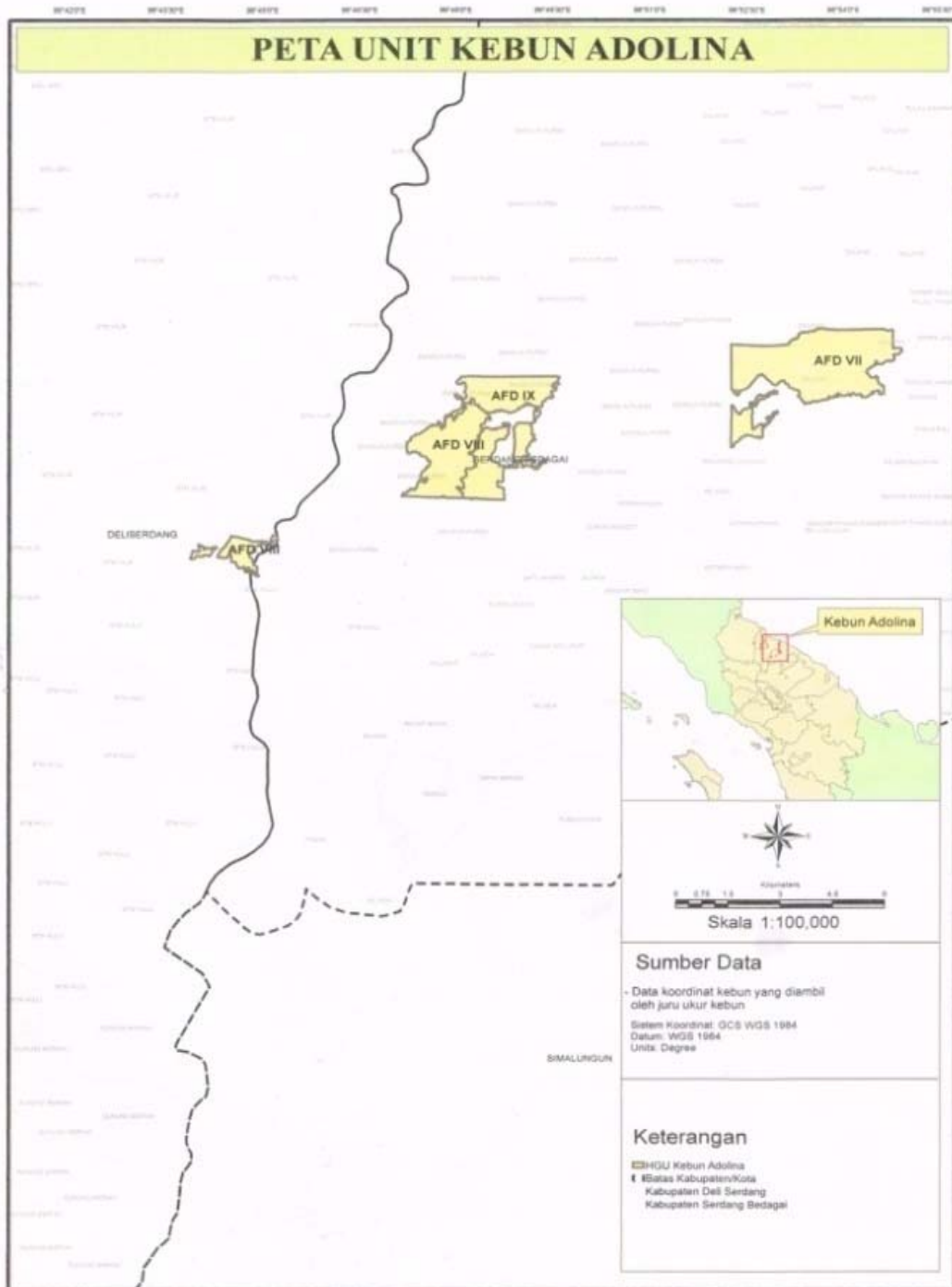
4.1 Formal Signing of Assessment Findings	70
---	----

APPENDICES

1. List of Stakeholders Contacted in the RSPO Certification Process	71
2. Assessment Program	72

Figure 2. Operational Map of Perkebunan Nusantara IV – Adolina Estate





Abbreviations Used

AMDAL	:	Analisis Dampak Lingkungan (Environmental Impact Assessment)
ASA	:	Annual Surveillance Assessment
BOD	:	Biological Oxygen Demand
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> (Social Assurance Body)
BPN	:	<i>Badan Pertanahan Nasional</i> (National Land Agency)
CLA	:	Cooperative Labour Agreement
CSR	:	Corporate Social Responsibility
CITES	:	Critical Threatened Endangered species
CPO	:	Crude Palm Oil
DOS	:	Dolak 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	:	<i>Surat Edaran</i> (Circular Letter)
SI	:	<i>Satuan Inspeksi</i> (Inspection)
SIO	:	<i>Surat Izin Operator</i> (Operator License)
SMK3	:	<i>Sistem Manajemen Keselamatan dan Kesehatan Kerja</i> (Occupational Health and Safety Management System)
SPI	:	<i>Satuan Pengawas internal</i> (Internal Control Unit)
SPO	:	Sustainable Palm Oil

ST-1	:	Stage-01 (Pre Assessment)
ST-2	:	Stage-02 (Initial Assessment)
SOP	:	Standard Operational Procedure
SPK	:	<i>Surat Perintah Kerja</i> (Work Order Letter)
TBM	:	<i>Tanaman Belum Menghasilkan</i> (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"> Principles and Criteria for the Production of Sustainable Palm Oil 2018, endorsed by the RSPO Board of Governors and adopted at the 15th Annual General Assembly by RSPO Member on 15 November 2018. 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	
1.2.2	Contact person	Mili Mahardika	
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	Mili Mahardika	
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 Adolina Estate	
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		
	<ul style="list-style-type: none"> State 	8,945.00 Ha	

	• Community	- Ha
1.5.2	Area Statement	
	• Total area	8,945.00 Ha
	• Mature area	6,705.00 Ha
	• Immature area	1,081.00 Ha
	• Seedling area	299.00 Ha
	• Emplishment	112.14 Ha
	• Infrastructure (roads, canal, market, transmission line)	566.46 Ha
	• Nursery	8.00 Ha
	• Swamp & Hilly area	76.40 Ha
	• Reserve area	96.00 Ha
	• WWTP	1.00 Ha
	• HCV	177.08 Ha
*The HCV area is include in planted area		
1.6	Planting Year and Cycles	
1.6.1	Age profile of planting year	
	Planting Year	Hectarage (Ha)
		Adolina Estate
		Total
	1993	15.00
	1997	902.00
	1998	402.00
	1999	490.00
	2000	235.00
	2001	72.00
	2003	784.00
	2004	139.00
	2005	237.00
	2006	500.00
	2007	963.00
	2008	898.00
	2010	619.00
	2011	11.00
	2013	98.00
	2016	340.00
	Mature Area	6,705.00
	2017	666.00
	2019	415.00
	Immature Area	1,081.00
	TOTAL	7,786.00

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	135,017.13	29,457.55	21.82	6,467.17	4.79
	<i>*Production data source from 12 months before assessment (March 2019 to February 2020)</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	7,786	129,636.33	16.65	129,636.33	100
	TOTAL	8,945	7,786	129,636.33	16.65	129,636.33	100
	<i>*Production data source from 12 months before assessment (March 2019 to February 2020)</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)		
	Certified						
	Sawit Langkat Estate	Subsidiary of PTPN IV	5,548.88		3,283.13		
	Sub Total Certified				3,283.13		
	Non Certified						
	PTPN II	Independent Outgrowers			2,097.67		
	Sub total Non Certified				2,097.67		
	TOTAL				5,380.80		
	<i>*Production data source from 12 months before assessment (March 2019 to February 2020)</i>						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (March 2019 to February 2020) (MT)		
	FFB Processed		135,130		132,919.46		
	CPO Production		29,053		28,892.66		
	Palm Kernel (PK) Production		6,756		6,362.40		
1.8.2	Product selling		Actual selling product for last year (March 2019 to February 2020) (MT)				
	Type of selling product						
	CSPO sold as RSPO certified product		5,000.00				
	CSPK sold as RSPO certified product		4,966.09				
	CSPO sold under other scheme		-				

	CSPK sold under other scheme		-	
	CSPO sold as conventional		19,730.30	
	CSPK sold as conventional		-	
1.8.3	Estimate of Certified FFB Claim			
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	
	Adolina Estate	8,945	7,786	
	TOTAL	8,945	7,786	
	<i>*Projected FFB production for 12 months of certificate (02 April 2020 to 01 April 2021)</i>			
1.8.4	Estimate of Certified Palm Product Claim			
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	
	Adolina Mill	30	137,000	
			CPO	
			Out put (tonnes)	
			Extraction (%)	
			Palm Kernel	
			Out put (tonnes)	
			Extraction (%)	
			Supply Chain Module	
			MB	
	<i>*Projected CSPO and CSPK production for 12 months of certificate (02 April 2020 to 01 April 2021)</i>			
1.9	Other Certifications			
	-		-	
1.10	Time Bound Plan			
1.10.1	Time Bound Plan for Other Management Units			
	Management Unit		Estate (Supply Base)	
	POM	Time Bound	Time Bound	
			Location	
			Status	
	Pabatu	2015	Pabatu	
			2015	
			Serdang Bedagai, Sumatera Utara	
			Certified on September 2015	
	Dolok Ilir	2015	Dolok Ilir	
			2015	
			Simalungun, Sumatera Utara	
			Certified on September 2015	
			Laras	
			2018	
			Simalungun, Sumatera Utara	
			Certified on December 2018	
	Pulu Raja	2015	Pulu Raja	
			2015	
			Asahan, Sumatera Utara	
			Certified on August 2015	
	Adolina	2018	Adolina	
			2018	
			Serdang Bedagai and Deli Serdang, Sumatera Utara	
			Certified on April 2018	
	Bah Jambi	2018	Bah Jambi	
			2018	Simalungun, Sumatera Utara
			2018	Simalungun, Sumatera Utara
			2021	Simalungun, Sumatera Utara
			2019	Simalungun, Sumatera Utara
			2019	
			Simalungun, Sumatera Utara	
			Certified on 20 may 2019 (1,802.0 Ha)	
			2021	
			Simalungun, Sumatera Utara	
			Out of scope Certification 2 nd Stage Audit (30.0 Ha)	
	Dolok Sinumbah	2018	Dolok Sinumbah	
			2018	
			Simalungun, Sumatera Utara	
			Certified on April 2018 (3,757.0 Ha)	

			2021	Simalungun, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (35.94 Ha)
		Balimbingan	2018	Simalungun, Sumatera Utara	Certified on April 2018
Mayang	2019	Mayang	2019	Simalungun, Sumatera Utara	Certified on March 2019
		Bukit Lima	2021	Simalungun, Sumatera Utara	Preparation
Gunung Bayu	2019	Gunung Bayu	2019	Simalungun, Sumatera Utara	Certified on Sept 2019
		Tanah Itam Ulu	2019	Simalungun, Sumatera Utara	Certified on Sept 2019
Tinjowan	2019	Tinjowan	2019	Simalungun, Sumatera Utara	Certified on March 2019
		Aek Nauli	2019	Simalungun, Sumatera Utara	Certified on March 2019
		Padang Matinggi	2019	Simalungun, Sumatera Utara	Certified on March 2019
Air Batu	2018	Air Batu	2019	Asahan, Sumatera Utara	Certified on May 2019
		Air Batu	2021	Asahan, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (459.02 Ha)
Berangir	2018	Berangir	2018	Labuhan Batu Utara, Sumatera Utara	Certified on July 2018
		Berangir	2021	Labuhan Batu Utara, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (10.0 Ha)
Sawit Langkat	2018	Sawit Langkat	2018	Langkat, Sumatera Utara	Certified on June 2018
		Sawit Langkat	2021	Langkat, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (301.50 Ha)
Pasir Mandoge	2019	Pasir Mandoge	2019	Asahan, Sumatera Utara	Stage-2 Audit
		Sei Kopas	2019	Asahan, Sumatera Utara	Stage-2 Audit
		Tonduhan	2019	Simalungun, Sumatera Utara	Stage-2 Audit
Timur	2021	Timur	2021	Mandailing Natal, Sumatera Utara	Preparation
		Balap	2021	Mandailing Natal, Sumatera Utara	Preparation
Ajamu	2021	Ajamu	2021	Labuhan Batu Utara, Sumatera Utara	Certified on Sept 2019
		Meranti Paham	2021	Labuhan Batu Utara, Sumatera Utara	Certified on Sept 2019
		Panai Jaya	2021	Labuhan Batu Utara, Sumatera Utara	Preparation
Sosa	2021	Sosa	2021	Padang Lawas, Sumatera Utara	Preparation
PT Agro Sinergi Nusantara		PT Agro Sinergi Nusantara	2021	Aceh Barat, Aceh	Preparation
PT Sinergi Perkebunan Nusantara		PT Sinergi Perkebunan Nusantara	2021	Morowali Utara, Sulawesi	Preparation
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				

PTPN IV- Adolina POM does not have scheme smallholders.

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
	<p>1. Arif Faisal Simatupang (Lead Auditor). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has successfully completed an RSPO endorsed P&C Lead Auditor Training, RSPO SCCS endorsed Lead Auditor Training, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor Training, Management System Certification ISO 9001-2008 Lead Auditor Training, Environmental Management System ISO 14001 Lead Auditor Training, ISO 17021 and ISO 17065 Awareness Training, Management of High Conservation Value (HCV) Training, Social Accountability SA 8000 Training. He has four years of working experience as a Field Assistant on oil palm plantation company in Indonesia. Since 2014, he works as an auditor of RSPO and ISPO in the aspects of legal, social, best management practices of mill and estate, OHS, employment, and environmental. In this audit, he was assessing the aspects of legality, SCCS, TBP, Partial Certification, and best management practices of agriculture and processing.</p> <p>2. Yohanes Hardian. Indonesian Citizen. Diploma of Forest Resource Conservation, Faculty of Forestry, Bogor Agricultural University, specialist in the environment aspect and wildlife. Has Worked as Staff Rehabilitation project at WWF Central Kalimantan region. Had attended training HCV, has been involved in several activity of HCV Identification of Oil Palm Plantation. Has worked as an environmental staff on Oil Palm Plantation. Have been trained as ISPO auditors and have attended training Auditor ISO 9001 and ISO 19011, Legal documents in-house training with the ISPO commission. Training SIA Remark Asia 2016, Training Lead Auditor RSPO by Proforest-Daemeter 2016. Experience audit RPO And ISPO Since 2014. During this audit, he assigned to verify, social aspect, environment aspect, GHG and HCV.</p> <p>3. Dwi Haryati. 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, he assigned to Transparencies, Occupational Health and Safety, and Worker Welfare.</p> <p>4. Johanes Pandiangan (Observer). Bachelor of Agriculture Department of Social Economics of Agriculture, Faculty of Agriculture. Has 7 years experience working as operational staff of one of the leading private oil palm plantation companies in Indonesia</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
	<p>Number of auditors : 3 auditor Number of days for ASA-2 at site : 3 days Number of working days for ASA-2 at site : 9 Working days.</p>
2.2.2	Assessment Process
	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Adolina Mill subsidiary of PTPN IV to the requirements of Principles and Criteria for the Production of Sustainable Palm Oil 2018, endorsed by the RSPO Board of Governors and adopted at the 15th Annual General Assembly by RSPO Member on 15 November 2018 and RSPO Certification System for Principles and Criteria, 14 June 2017.</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-2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-3. Improvement of findings from ASA-1 findings were observed by auditors at this ASA-2 assessment. All information obtained was recorded in Check List of</p>

	<p>PT Mutuagung Lestari (MUTU) and part of ASA-2.</p> <p>During the audit, the company was cooperative in supporting the audit activities starting from the presentation of documents, facilitation of field observations and stakeholder interviews, and there was no any tendency of pressing and intervening the auditors. The opening meeting and closing meeting were involved by Company's Top Management to the Staff.</p> <p>The assessment program please find Appendix 2</p>
<p>2.2.3</p>	<p>Locations of Assessment</p>
	<p>Adolina POM</p> <ul style="list-style-type: none"> - Security Post. Observation related to the acceptance of FFB and employment aspect of securities. - Weighbridge Station. Observation and interview related of supply chain implementation, and weighbridge calibration. - Grading Station. Observations and interviews related to FFB quality, handling of FFB that did not pass the criteria, OHS and employment. - FFB process stations (sterilizer, thresher, digester, press, kernel). Observations and interviews related to best practices, OHS, license, and employment. - Boiler. Observations and interviews related to OHS, understanding of emergency response, and operator licenses - Engine room. Observations and interviews related best practices, OHS, and employment. - Kernel Silo. Observation related PK storage and despatch. - Waste water facilities. Field observations and interviews with WWTP operators regarding waste water management. - WTP. Observations and interviews related to water management, recording of water used, OHS, and waste management. - Chemical warehouse. Field observations and interview related chemical management, OHS, and environmental aspect. - Sparepart Warehouse. Field observations and interview related sparepart management, OHS, and environmental aspect. - Hazardous Waste Temporary Warehouse. Field observations and interview related hazardous waste management, OHS and environmental aspect. - Solid waste area. Observation related to waste management and observation of leachate drainage. - Workshop. Field observations and interview related workshop activity, OHS, environmental and worker welfare aspect. - Fire fighting simulation. Observation related emergency preparedness <p>Adolina Estate</p> <ul style="list-style-type: none"> • Harvesting, Block 08Q Afdeling 3. Observation and interviews with foremen and harvest workers related to work procedures, health insurance and labor protection, safe working practices and use of PPE. • HCV area of Riparian of Pegajahan River, Block 8B/C. Afdeling 4 Observation related management and monitoring of HCV of riparian area. • HCV area of Riparian of Sukaraja River, Block 10 X Afdeling 5. Observation related management and monitoring of HCV of riparian area. • Sparying Worker of Afdeling 3. Interview related implementation of OHS aspect, environment aspect and waste management aspect. • HGU stones and land demarcation, No. BPN 22 and 23, Block 10AF Afdeling 5 . Observation related to boundary stones and land dispute potency. • Land Application, Block 08K Division II. Observation for POME management as nutrient cycle by land application, as well as environmental and OHS aspects. • Central Housing Complex of Adolina Estate. Observation and interview with residents about housing facilities, domestic waste management. • Rinse House of Afdeling III. Observation related to management of agrochemical material and waste, MSDS,

	<p>emergency response facilities and the types of pesticides used.</p> <ul style="list-style-type: none"> • Chemical Store. Observation and interview with officer related management of chemical. <p>Stakeholder Contacted</p> <ul style="list-style-type: none"> - Manpower Agency of Serdang Bedagai Regency - Agriculture Agency of Serdang Bedagai Regency - Environmental Agency of Serdang Bedagai Regency - Perbaungan Sub-District - Gender Committee of Adolina - Head of Worker Union (SP-BUN) – Adolina - Local Contractor of CV Setia Kawan
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
	<p>Consultation of stakeholders for PT Perkebunan Nusantara IV – Adolina Estate was held by:</p> <ul style="list-style-type: none"> - Public announcement on the MUTU website (www.mutucertification.com) at 14 February 2020. - Stakeholder consultations with NGOs have been conducted by sending questionnaires via email to several NGOs (WWF, Walhi, Sawit Watch) on 27th February 2020 - Public consultation meeting with government of Regency of Serdang Bedagai, conducted on 10 March 2020 - Public consultation meeting with local stakeholder conducted on 10 March 2020 - Public consultation meeting with internal stakeholder on 10 March 2020 - Public consultation meeting with local contractor on 10 March 2020 <p>Numbers of input from stakeholders were clarified by Adolina POM subsidiary of PTPN IV</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-3) will be conducted eight (8) month to twelve (12) month after date of annual license.

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 estates.

During the assessment, there were two (2) Nonconformities were assigned against Critical Indicators; four (4) nonconformities were assigned against Non Critical Indicators; 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 actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record). Those corrective actions taken that consist of two (2) Nonconformities were assigned against Critical Indicators 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 *Principles and Criteria for the Production of Sustainable Palm Oil 2018, endorsed by the RSPO Board of Governors and adopted at the 15th Annual General Assembly by RSPO Member on 15 November 2018 and RSPO Certification System for Principles and Criteria, 14 June 2017.*

Therefore, MUTUAGUNG LESTARI recommends RSPO Certification of compliance to be continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
PRINCIPLE #1 BEHAVE ETHICALLY AND TRANSPARENTLY	
1.1 The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
<p>1.1.1 ; 1.1.2 The company already has a list of stakeholder related / direct contacts with it. The list of stakeholders includes government, community leader, contractors, labor union, etc. The data is prepared by HR and General Assistants, renewing the list of stakeholders is carried out whenever there is information on stakeholder changes.</p> <p>The types of documents accessible and provided to stakeholders are in the list of information for stakeholders. There are type of information that can be given to the stakeholders include company profile, annual report, Document of Plantation Business Permit, SEIA, and Land Use Tittle, OHS Document, HCV Document, Complaint and grievance, Public Summary of Certification Assessment Etc.</p> <p>Based on interview with community of villages, if they need information, they will submit a letter to the company. According to them, the company always responds each letter submitted. Based on verification of document incoming and outgoing mail, a request for information only in the form request for assistance.</p> <p>All estates and mill can show the logbook for listing information requests and management responses to the auditor. The logbook informs the type of information requested (if it is written there is a number of letter and date), the party requesting information, the address that receives the request, the date responded to and the contents of the response. Based on document verification of incoming letter and the respond by the company until December 2019 there was no request for information, there was only a request for assistance and has been fully responded.</p> <p>Sighted the evidence of report submission to agencies, for e.g.:</p>	

- Reports of P2K3 of estates and mill are sent to the Provincial Office of the Department of Labor in 6th March 2020.
- PTPN IV unit of Adolina period year 2019/2020 WLTK reports are sent on November , 12 2019
- Report of Plantation Development (LPUP) of Semester II has been sent to Plantation Agency on 10 February 2020.
- Annual Report of HGU Utilization of 2019 has been sent to Land Agency on 10 February 2020.

In the environmental sector, the company has provided information to the Serdang Bedagai District Environmental Agency on a regular basis in the form of RKL-RPL reports, Quarterly Reports on managing Hazardous Waste and quarterly reports on Water Waste. Example Repots of RKL-RPL on second semester has sent January 22th, 2020 at Environment Agency Serdang Bedagai Regency

The results of public consultations with stakeholders on March 3, 2020 and based on document verification of incoming letter and the respond by the company until December 2019 there was no request for information, there was only a request for assistance and has been responded.

1.1.3 ; 1.1.4 ; 1.1.5

The company keeps a list of stakeholders under the management of the HR and General Assistants which is updated annually. Likewise, the recording of requests for information and complaints from stakeholders under the management of the HR and General Assistants.

Based on interview with villagers they have understood mechanism of communication and consultation. Normally, head of the village or communities will send a letter as a form of communication.

The results of interviews with community leaders in March 2020 it is known that they know the mechanism of communication and consultation with the community. Management and company that manage the partnership which is belonging PTPN IV have a Personnel in Charge which is appointed to communicate with stakeholders. PIC which is appointed to respond the stakeholders from HR and General Assistants. The position of that PIC is made officially to communicate with stakeholders. Based on interview with villagers, they have known the personnel which is appointed to communicate with them.

1.1.4

The company has the opportunity to evaluate socialization related to communication and consultation procedures. This is an explanation of the public consultation process carried out by the auditor to the stakeholder (Regency) that the agency does not know clearly about the communication and consultation procedures owned by the company. **OFI.**

Status : Comply

1.2

The unit of certification commits to ethical conduct in all business operations and transactions.

1.2.1; 1.2.2

The company has compiled and managed commitments related to integration codes and interactions in the implementation of operations and transactions. This commitment is related to a written policy that contains commitments to the code of integrity and ethical behavior contained in the Code of Conduct prepared in 2013, Chapter V Prohibition of Business Actors. This chapter comments on Issues Regarding Conflicts of Interest, KKN and Bribery, Political Activities, Drugs and Gambling, and Despicable Actions which are prohibited for insurance business companies. Every issuing business that is issued does KKN (Corruption, Collusion, Nepotism and Bribery).

This company code of ethics policy has been supplemented and socialized to the workers regularly every morning at the briefing before go to work and on the information boards. Externally, this has been agreed in the documented agreements with the contractor.

Based on interviews with plantation workers, mills and local contractors can explain the ethical principles set by the company in a language acceptable to the auditor.

For involvement in the implementation of company policies, both internal and external, the company already has an SOP

for ownership approval contained in the mechanism of communication and consultation. SOP for Internal Communication and Handling of Employee Complaints (internal), No. 19 (Revised 1) effective January 02, 2015 and SOP for Handling of Customer and Environmental Complaints (external), No. 13 (Revised 1) effective January 02 2015 and participates in SOP Communication and Consultation with the People No. SPO 03, revision 02, effective date 02 January 2015.

This is suitable to provide space for all stakeholders to make complaints or reports if there are practices that are not in accordance with the ethical practices policy.

Status : Comply

PRINCIPLE #2 OPERATE LEGALLY AND RESPECT RIGHTS

2.1

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

2.1.1

The company shown compliance to applicable national and ratified international regulations, in aspects of legality, operational practices, OHS, employment, and environmental. In worker welfare aspect it's known that company has paid the employees wage in accordance with applicable regulation. In OHS Aspect the company has established the structure for guiding committee for occupational health and safety in each management unit and this committee has received an approval from Ministry of Manpower and Transmigration in Sumatera Utara Province, has provide emergency facilities and etc.

Legality aspect

- The company has had a land use title as evidence of tenure. This is in conformance with Government Regulation No. 40 of 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.

Compliance with Manpower Regulation

Certification unit in general has complied with manpower regulation, including:

- Reporting of Labor Report for Adolina in year 2019 to the Manpower and Transmigration Agency of Regency on January, 2020.
- The application of the minimum wage in 2020 is in accordance with the Minimum Wage Decree established by the Governor of Sumatera Utara.
- Payment of overtime wages to workers in accordance with Decree of the Minister of Manpower No. 102 of 2004.
- Application of the structure and scale of wages for all levels of workers in accordance with Minister of Manpower Regulation No. 01 of 2017.

Compliance with OHS Regulation

Certification unit in general has complied with OHS regulation, including:

- The establishment of the P2K3 (OHS Committee) for PTPN IV (Adolina Unit) which were registered / approved by the Manpower and Transmigration Agency of Sumatera Utara Province. (Document No. 99-7/DTK/SU/X/2019, date 29th October 2019).
- Provision of PPE for free to all workers and arrange the use of PPE according to the type of work based on the free predetermined HIRAC
- Have permits for all factory operating machines such as boiler and sterilizer machines that have been tested for eligibility according to applicable regulations.
- Has a license / competency for some special jobs that require more expertise such as OHS experts, hyperkes, boiler operators, diesel engine operators, welder, wheel loader operators and others in accordance with the requirements contained in the legislation.
- Has carried out a general health check (Medical Check Up) every year for all workers and special checks (cholinesterase, spirometry and audiometry) according to the level of risk / danger for certain jobs.

The company already has a Permit for Waste Water Utilization on the Land of PTPN IV Adolina Business Unit based on

Environmental Office Decree No. 18.32 / 660/67/2015 dated February 13, 2015, valid until February 13, 2020. Until the Audit Surveillance assessment 2 the permit has expired, and the Company has not shown an extension of Permit for Waste Water Utilization NCR no 2020.01.

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 the document of regulatory compliance that identified national and international ratified regulation, as well as clauses compliance that relevant in plantation. The regulation identified covers the aspects of employment, environment, OHS, and legality of land use. The latest assessment was based on document of 10 February 2020.

2.1.3

Based on explanation from management, the coordinate of HGU is not provided by government because this plantation already exists since Dutch Colonial. Management has conducted inventory of HGU poles and coordinates, and also informed in boundary map. Based on field observation on HGU poles and land demarcation, known that HGU poles sampled were available in the field, and other boundaries such as boundary drain and road were maintained. There is no planting exceed the HGU boundary.

2.1.1 | **Status : Non Conformity No. 2020.01 with Critical category**

2.2

All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.

2.2.1

Based on the document review, a list of contractors with the company has been documented for Adolina Unit :

Contractor name	Type of work
CV Setia Kawan	FFB and EFB transport
CV Rizki Sahira	FFB Transport
CV Zahraa Mekar Sari	Immature plants upkeep
CV Semangat Bersama	FFB Transport

In monitoring the use of contractors for plantation and factory activities, the company has well documented the list of contractors, the number of workers they have, contact persons, work agreements. At present the company has 4 contractors. These contractors collaborate in the activities of transport FFB, EFB and upkeep.

In managing the contractor, the company has a copy of the cooperation agreement in each unit. For example for agreement between two parties such as work agreement No. GMD-III/SPKP/A.TBS/ADO.04/08/II/2020, dated 2 January 2020 for the transportation of FFB from Estate to Mill Adolina, which is valid for 3 months. The explanation above can be concluded that the certification unit has managed and documented the list of contractors along with supporting documents.

2.2.2

The company has a copy of the work agreement in each unit. For example such as work agreement No. GMD-III/SPKP/A.TBS/ADO.04/08/II/2020, dated 2 January 2020 for the transportation of FFB from Estate to Mill Adolina, which is valid for 3 months.

However, based on a document review on the contract worker between the contractor and the company, the auditor has not found that there is a special clause to discuss compliance with regulations.

NCR No.2020.02 Non Conformity

The company contract agreement with a third party (contractor) does not yet include a clause in fulfilling legal obligations. This is known based on the review of the contract document between PTPN IV and CV Setia Kawan regarding Procurement the Work of Transporting FFB Division VII Adolina Plantation, on January 2, 2020. There is no clause the fulfillment of legal obligations that apply in the aspects of OSH and employment for workers.

In addition, evidence of the implementation of compliance with legal aspects (OSH and employment) for contractor workers, has not been able to be demonstrated by the company. Based on the explanation, raised the **non conformance NC 2020.02 with non critical** category.

The list of contractors that has been managed by the Adolina unit consists of 5 partners (security workforce services, FFB and EFB transportation, maintenance). The available contract clauses are 19 articles (intent and purpose, object of the agreement, ordering and delivery procedures, deviations and or fraud in business transactions, the term of the agreement, the price of goods, taxes and stamp duty, payment procedures, rights and obligations of the parties, termination agreements and legal consequences, force majeure, dispute resolution, guarantees of work implementation, addition and subtraction of work, addendum, others, and closing.

For Plantation, PTPN IV Agreement Letter with Security Workforce Services (PT Jaya Wira Manggala - Number 04.13 / S.Per / 03 / IV / 2019, 5 April 2019), there is information on the number employees of 60 people who are placed in each division, and information that the youngest worker is 19 years old.

2.2.3

In each work agreement between the company and the contractor, there are clauses related to obligations as one of the obligations that must be fulfilled by the contractor. Some of these obligations are related to disallowing child, forced and trafficked labor to be employed by the third party, and where young workers are employed, the contracts include a clause for their protection. To ensure compliance with these clauses, the certification unit always requests the requirements for the completeness before the contractor does / starts work.

The results of the document review of the list of contractor workers revealed that there were no workers under the age of 18 and the work provided was in accordance with the agreement when the initial worker worked. This is in line with the results of interviews stating that no child laborers have worked up until now, there are no forced laborers / workers resulting from trafficking because all workers have understood the work agreement at the start of work and payment for the work is always equal.

The company unit has proven that all contracts have clauses disallowing child, forced and trafficked labor to be employed by the third party, and where young workers are employed, the contracts include a clause for their protection. Clause of disallowing child, forced and trafficked labour in contract agreement is not available, due to there is no employees' contractor ages under 18 years old.

2.2.2	Status: Non conformance NC.2020.02 with non critical category	
--------------	--	--

2.3	All FFB supplies from outside the unit of certification are from legal sources.	
------------	--	--

2.3.1, 2.3.2	Based on document review of FFB received by Mill, and interview with Mill's security and weighbridge operator, known that the company did not received FFBs directly or indirectly from independent or scheme smallholder. However, the Mill received FFB from Sawit Langkat Estate that managed by PTPN IV, and from PTPN II (same as PTPN IV as state owned company). The company able to show the information such as the geolocation, as well as the status of ownership, that is state owned company.	
---------------------	--	--

	Status: Comply	
--	-----------------------	--

PRINCIPLE #3 OPTIMISE PRODUCTIVITY, EFFICIENCY, POSITIVE IMPACTS AND RESILIENCE		
--	--	--

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

3.1.1 and 3.1.2	The company has shown the company's long-term plan for 2019-2024 which explains the area of the plantation area, FFB production targets, CPO and PK production targets, CPO and PK yields, production cost projections, revenue projections. The sample projections for 2021 are as follows:	
	<ol style="list-style-type: none"> 1. FFB production (Inti + Party III): 184,680 tons 2. Processed FFB (core + Party III): 184,680 tons 3. CPO: 42,526 tons 	

4. PKO: 8,822 Tons
5. % OER: 23%
6. % KER: 4.77%

The company always evaluates on an annual basis. Examples of evaluations made for the achievement of 2019 are as follows:

Fertilization realization under RKAP = 33.57%, this is due to NPK fertilization as of December 2019 realized by 84% (fertilization plan: 4,659,367.75 kg, realization of fertilization 4,094,836.25 kg).

Fertilization of Dolomite was realized 52.12% with a planned fertilization of 1,635,664.50 kg and the realization of fertilizing 944,912.50 kg.

The replanting plan is contained in the documents for the preparation of the long-term plan for 2020-2024. The plan is as follows:

Year	2020	2021	2022	2023	2024
Plan (Ha)	511	406	402	-	-

Based on evaluations from company management, the replanting plan is only until 2022, because after 2022 there is no longer an old age suitable for replanting.

3.1.3

Internal control conducted by the company is in the form of internal audit activities carried out by the Internal Control Unit (SPI). This SPI is a team formed by the head office of PTPN IV to monitor the operation of the unit in accordance with the SOP and RKAP that have been determined. Internal supervision activities are carried out every 6 months. Internal audit activities include all existing SOPs, namely plant SOPs, factory SOPs and management SOPs.

Examples of the company's internal audit findings are as follows:

1. Audit findings on plant parts: flowers in immature 2 and 3 have not been fully consolidated.
 Recommendation: make corrections to ablation work on all blocks with available budget, write Distribution III and parts of the plant regarding budget inconsistencies submitted with RKKAP, apply sanctions to crop service management in accordance with article 4 paragraph 3 point d (attached photo of work results)
 Follow-up to the Estate: has been realized in accordance with the norms of physical standards.
2. Audit findings in the processing sector: washing of storage tank number 3 is not in accordance with the norm
 Recommendation: do the planning to wash the storage tank number 3, coordinate with district II and the processing section
 Follow-up to the plantation: washing of the storage tank has been carried out (available proof of expenditure No.K07 / 017/2019 regarding the payment of washing costs for palm oil storage tank number 3.

Status: Comply

3.2

The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.

3.2.1

The company has conducted internal audits, which are routinely carried out every year with a specified time. Any conclusions from the audit results are things that will be improved and reviewed in management reviews or regular monthly management reports on the plantation / mill. Descriptions and analyzes of the root causes and corrective actions are available in the non-confirmation and internal audit observation reports.

The company regularly monitors continuous improvement, covering economic aspects / best practices, social, and environment for each unit (Mill and Plantation).

The social aspects related to impacts and opportunities have been reviewed by the company to take every corrective action if there is a discrepancy in each implementing unit. This also gets the company's consideration by looking at the impact and opportunity of environmental aspects to stay interrelated in assessing each stakeholder for each company's operational activities.

The company has carried out regular environmental monitoring reports and there are no environmental pollution issues

3.2.2

Because the template has not been issued by the RSPO, this indicator is not applicable

Status: Comply

3.3

Operating procedures are appropriately documented, consistently implemented and monitored.

3.3.1

The Business Unit has Standard Operating Procedures (SOPs) for Plants and Factories in the Basic Guidelines document and Work Instructions of PT. Perkebunan Nusantara IV (Persero) which was created and approved by the President Director in June 2013. The Basic Guidelines and Work Instructions, namely:

Plant SOP:

Basic Guidelines and Plant Work Instructions, including:

- Nurseries (No. Doc. Business units.A.01)
- Plant Rejuvenation / Replanting (No. Doc. Business unit.A.02)
- Maintenance of Productive Plants (No. Doc. A.03)
- Maintenance of Immature Plants (No. Doc. A.04)
- Castration and Sanitation (No. Doc. A.05)
- Pollination of Assistance (No. Doc. A.06)
- Mutation of Immature Plant to Producing Plant (No. Doc. A.07)
- Control of Pests and Plant Diseases (No. Doc. A.08)
- Road and Bridge Maintenance (No. Doc.A.09)
- Fertilization Management (No. Doc. A.10)
- Harvest Management (No. Doc.A.11)
- Harvest Premiums, Loads, Fines and Harvest Supervision (No. Doc. A.12)
- Submission of Minutes of Promotion of immature plants (No. Doc. A.13), and
- Transport of FFB (No. Doc.A.14).

Factory SOP:

Basic Guidelines and Factory Work Instructions, including:

- Weight Bridge Station (No. Doc. C.01)
- Loading Ramp Station (No. Doc. C.02)
- Stew Station (No. Doc. C.03)
- FFB Cutting Station (No. Doc. C.04)
- Empty Bunch Station (No. Doc C.05)
- Kempa Station (No. Doc. C.06)
- Oil Purification Station (No. Doc. C.07)
- Storage Tank Station (No. Doc. C.08)
- Seed Mill Station (No. Doc. C.09)
- Steam Boiler Station (No. Doc. C.10)
- Water Purification Station (No. Doc. C.11)
- Engine Room Station (Do. No. C.12).
- How to produce Super CPO and Golden CPO (Do. No. C.13).
- Quality Guidelines (Do. No. C.14).
- Laboratory Work Guidelines, Equipment, Chemicals and Sample Analysis (Do. No. C.15).

Based on the results of field visits on harvest work in block 08Q afdeling III, workers has understood the harvest procedures. Harvester can explain the criteria for harvestable fruit, the preparation of the midrib, not to cut raw fruit, and the harvesters must quote the loose fruit.

3.3.2 and 3.3.3

Internal control conducted by the company is in the form of internal audit activities carried out by the Internal Control Unit (SPI). This SPI is a team formed by the head office of PTPN IV to monitor the operation of the unit in accordance with the

SOP and RKAP that have been determined. Internal supervision activities are carried out every 6 months. Internal audit activities include all existing SOPs, namely plant SOPs, factory SOPs and management SOPs. The company has also routinely carried out inspections of plantation and mill operations include contractor performance.

Examples of the company's internal audit findings are as follows:

1. Audit findings on plant parts: flowers in TBM 2 and 3 have not been fully consolidated.
 Recommendation: make corrections to ablation work on all blocks with available budget, write Distribution III and parts of the plant regarding budget inconsistencies submitted with RKKAP, apply sanctions to crop service management in accordance with article 4 paragraph 3 point d (attached photo of work results)
 Follow-up to the Estate: has been realized in accordance with the norms of physical standards.
2. Audit findings in the processing sector: washing of storage tank number 3 is not in accordance with the norm
 Recommendation: do the planning to wash the storage tank number 3, coordinate with district II and the processing section.
 Follow-up to the plantation: washing of the storage tank has been carried out (available proof of expenditure No.K07 / 017/2019 regarding the payment of washing costs for palm oil storage tank number 3.
3. Audit findings in the fields of administration, HR and General Affairs: lack of compliance with the prevailing presidential circular and inaccuracy in estimating work money requests
 Recommendation: Adolina Estate management must immediately obey the Circular by returning work money no later than 5 working days and a maximum cash balance of Rp. 500,000 and a bank of Rp. 2000,000. The administrative assistant controls the cash / bank balance routinely in accordance with the provisions. Be more careful in submitting the remuneration requirements for work money. The time will come, management will impose sanctions on their respective offices which are not accurate in estimating the demand for work money.
 Follow-up to the farm: management will comply with the return of work money in accordance with Circular no later than 5 working days (facsimile proof No. ADO / 04.07 / Fac / 027 / V / 2019 concerning refunds of work money). The assistant head of administration continues to monitor cash / bank balances every month. Memo requests for work money that has been made with the number ADO / KOL.M / III / 2019 on 30 March 2019.

Status: Comply

3.4

A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.

3.4.1

The company has two environmental document as below

- The business unit has environmental document (RKL, 2012) approved by relevant agency. The area of 7,057.20 Ha and processing capacity 30 ton FFB/hour.
- The business unit (Estate) has environmental document (UKL/UPL, 2014) approved by relevant agency. The area of 1,900.37 Ha.

The environmental document has included with infrastructure construction analysis, roads analysis, drainage analysis, waste management analysis, conservation and replanting analysis.

The Company has Social Impact Assessment. Document analysis was prepared in collaboration with the Research Institute of the University of North Sumatra (LP-USU) on September 2011. Issues that arise related to infrastructure, job and business, land disputed and road access. Interview with community leader in Perbaungan subdistrict, known that the Social Impact Assessment has involved local community. All social impact issue has been identified by the company, for example job and business and road infrastructure.

3.4.2

The SIEA study with scope of area 7,057.20 Ha and processing capacity 30 tFFB/hour has already passed the stage of public consultation involving the local community. And for has environmental document scope of area 1,900.37 Ha. consultation with Bapedalda stakeholders on 14 May 2014.

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 / earmuff) to workers in the location of high noise, throw garbage at landfill, locals recruitment, etc.

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 Village, 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.

The Public Consultation for PTPN IV Adolina's HCV assessment was conducted on October 5, 2011 at Wisma Armeta Kebun Adolina with HCV Expert Team Participants, PTPN IV Headquarters Staff, Community Leaders, NGOs, District Officials, District Head of Agriculture, Forestry, Environment Agency, Chief Village.

Based on SIA document & discussion with local community, the company makes management plan for period 2020. The company has implemented a social management plan recorded in the CSR document in 2019, such as: employing local people, repair/improving roads village, opening business opportunities and other assistance. Interview with head of Perbaungan Subdistrict, known that the community felt the positive benefits of the company's existence.

3.4.3

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 / earmuff) to workers in the location of high noise, throw garbage at landfill, locals recruitment, etc.

Review SIA carried out in March 2019 and has involved local community via questionnaire (24 sample). Based on the review, no new issue from local community so there is no changes to the social management plan from the previous year, that is employing local people, repair/improving roads village, opening business opportunities and other assistance.

The company shows evidence of flora and fauna monitoring, for example, in the semester 2, 9 species found for bird species are *Raja Udang (Alcedina sp)*, *Lathe (Centropus bengalensis)* *Punai (Fregeta sp)* while for mammals found are the Squirrel (*Lariscus insignis*) and ferrets (*Viverricula malaccensis*) and reptile species, namely snakes (*Python curtus*) and cobras (*Naja sumatrana*) and monitor lizards (*Varanus bengalensis*)

Status: Comply

3.5

A system for managing human resources is in place.

3.5.1

The company has procedures related to recruitment, selection, employment, promotion, retirement and termination of employment which are generally described in the Collective Labor Agreement (PKB) written in Bahasa. In addition to being publicly listed in CLA, the company has other procedures in the form of Policies, SOP. Internal Memorandums and others related to recruitment, transfer, promotion, retirement, termination of employment and others. These procedures have been documented to all workers and their representatives.

The results of interviews with workers (harvesting, manuring, spraying and mill operators) in Adolina Estate and Mill note that workers have a sufficient understanding of the procedures related to recruitment, promotion, retirement and factors causing termination of employment. Workers explain that in the acceptance process carried out in accordance with the terms / conditions according to ability / expertise, promotion is based on an assessment of the performance of each employee each year, and one of the causes of termination of employment can occur if the worker has committed a serious violation.

From this explanation it can be concluded that the certification unit have procedures for recruitment, selection, employment, promotion, retirement and termination of employment must be documented / available to workers and their representatives.

3.5.2

The company always documented all labor procedures that have been carried out properly such as recruitment, promotion, performance assessment and others. The following are some sample labor procedures that have been implemented and are well documented by company, for example Letter of Determination of PTPN IV GMD-III / Kpts / R / 01 / II / 2017 concerning Promotion of Foreman I Employees from IA to IID, ID/3 previous position : Acting foreman Afdeling II becomes the new position foreman I Afdeling II, NIK 5598 per February 1, 2017.

While the sample documents for recruitment have been completed with recruitment requirements such as employee identity (KTP), family card (KK), job application letter, and other supporting documents. Workers have received performance evaluations in the probation period and are eligible to be appointed as permanent workers. After obtaining an assessment, the worker is appointed as a permanent worker in accordance with Company Decree.

Based on the explanation from the HRD management representative, information was obtained that in 2019-2020 the recruitment of new employees, in the form of the transition of permanent employees to non-permanent employees (harvesters on probation). The explanation above proves that the certification unit has implemented labor procedures properly and is documented for each employee.

Status: Comply

3.6

An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.

3.6.1

The company has had a policy of occupational safety and health were written in Bahasa. The policy has been legalized on 7 July 2019. This policy is designed to control hazards in every activity that is in the working environment to prevent accidents and occupational diseases. Management have work program of occupational health safety every year. Realization of the program of work will be monitored through regular meetings Guiding Committee of Occupational Safety & Health (P2K3) every month. This work program applies generally to all workers in the workplace. If the plans have been made yet on target then will be evaluated in the regular meetings to assess effectiveness.

The company have document of hazard identification, risk assessment and risk control (HIRAC) which issued on January 2020. It will be reviewed if any occupational accident happen. The document describes the description/activity, potential hazards, risk assessment and risk control. Based on site observation at boiler and engine room in Adolina POM, it was clearly confirmed that workers had been aware related potential risk and hazards in the work place. Following up on this, the company has been reduce the potential risk by routine socialization about OHS, providing PPE, and OHS signboard are available in workplace.

Interviews with estate workers (manuring, harvester and sprayer) and mill workers (mill operators). Based on the results of interviews can be concluded that workers understand the OHS policy and it's recognized that every morning meeting is always affirmed about the importance of safety and the use of PPE in work. For example mill employees exposed to high noise such as boiler employees and engine rooms who have used a complete hearing protection device according to risk analysis, namely ear muff and ear plug. There is no complaints from employees exposed to high noise exposure. To ensure that every workers are in good health then certification unit do the medical check up. The results of each employee's health examination have been properly stored. Last medical checkups conducted in September 2019.

However, the results of the MCU have not been published by the laboratory that carried out the laboratorium (Balai Hiperkes Medan). Information obtained, the results of the MCU have been received by the head office at the end of the audit activity. In this regard, the results of the MCU published in March 2020 will be verified in the next assessment. The company has the opportunity to follow up on the results of the MCU (audiometry and spirometry). **OFI**.

3.6.2

Realization of the program of work will be monitored through regular meetings Guiding Committee of Occupational Safety

& Health (P2K3) every month. This work program applies generally to all workers in the workplace. If the plans have been made yet on target then will be evaluated in the regular meetings to assess effectiveness.

Non Conformity NCR No.2020.03 (Critical).

The company has an OHS policy and OHS Management Review that is carried out annually (9 September 2019) to see the effectiveness of the OHS plan that has been implemented in the current year. However, there is some evidence that illustrates that the policy and review have not been effectively implemented:

This is known from the documents review and field observations, namely:

1. Field observations in the area operation at Land Application that have not implemented work safety in accordance with HIRAC, include not yet installing OSH warning signs, installing safety fences, and workers have not used PPE such as helmets, safety shoes, masks, gloves.
2. There has been no license extension for the operator of the steam turbine (license Reg.14.135-OP.TUK3-PTP / VII / 2014).
3. Field observations at the Division III rinse house which is a place to store PPE spray does not show that workers' PPE is there but is taken home after working the previous day.
4. There are some dangerous material waste that is stored outside the designated place (dangerous waste warehouse)
5. Emergency response facilities that are not yet available in Hazardous Waste Temporary Warehouse at Mill (there is no alarm and eye wash yet).
6. The first-aid kit in the harvest foreman of Division III only contains 15 items.
7. The first aid kit in the workshop at Mill only contains 15 items.
8. The fire extinguisher in the dangerous waste warehouse has been damaged.
9. There is no mechanism to replace the damaged PPE.

Additional information :

- The company has a OSH program in 2019 such as P2K3 Meeting, OSH socialization (Policy, APAR, PPE & others), risk management, celebrate of OSH Day, Inspection (workplace, fire extinguisher, signs, hydrant, PPE & first aid kit) , emergency response training, emergency response simulations, P2K3 reports, internal audits and management review meetings.
- Report on the results of the 2019 Management Review which was carried out on September 9, 2019.
- Risk Management Document / HIRAC for Adolina Estate (review 9 February 2020) and for Adolina Mill (review 7 January 2020).

3.6.2	Status: Non conformance NC No. 2020.03 with critical category
--------------	--

3.7 All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.

- 3.7.1**
 The company has shown a plan for training programs in 2019 totaling 16 training programs. The training plans are:
1. HCV Management and Monitoring Training
 2. ISPO RSPO Internal Auditor Training
 3. SCCS training (supply chain certification system)
 4. Integrated pest control training
 5. Chemist training
 6. Fire fighting training
 7. Occupational health and safety training
 8. Heavy equipment operator training
 9. Welder training
 10. Steam aircraft training
 11. Training on greenhouse gas emissions
 12. Training on river border management and water resources
 13. Training on preparation of RKL / RPL
 14. Training on the preparation of HIRAC
 15. OHC expert of Electric Training
 16. Water, biota, and soil PPC training

Based on the results of interviews with company management, it is known that the training program created has taken into account the needs of employees and companies also include for contractor.

3.7.2

The company has shown evidence of the training provided, for example as follows:

1. Certificate of limited pesticide use training conducted by the North Sumatra Province Fertilizer and Pesticide Monitoring Commission which is given to 12 participants, for example certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 on behalf of Sukadi (Adolina Unit Foreman Pest)
2. OHS License for Class 1 Steam Operator, Reg. P.13.4063.OPK3-B.I / VIII / 2018 granted by the Indonesian Ministry of Manpower to Dalian Sakti Nasution with a validity period until August 20, 2023.
3. Certificate of attendance of PPC water, Biota, and Land socialization. No. 450.2 / IHT-QUALITY / X / 2019 given by PT. Mutu Agung Lestari on October 3, 2019 on behalf of Supriadi

The results of field observations in Estate operations activities, it is known that the company has provided training to employees on a regular basis, employees are able to demonstrate their work properly according to procedures, as well as in a safe manner.

3.7.3

The training of SCCS has conducted on 10 February 2020. Based on interview to the workers involved in supply chain operations, such as security (for FFB receiving verification), weighbridge operator (for dividing amount of certified and uncertified sourced), and Administration Head (for recording and monitoring the MB data), known that the PIC related supply chain has been understood the supply chain mechanism, and the MB record has conducted and monitored well.

Status: Comply

3.8

Supply Chain Requirements for Mills

3.8.1

The Mill used Mass Balance Module

3.8.2

Based on document verification and interview with the weighbridge operator, the Mill implements the MB Module, which is received both FFB from certified and uncertified sources. Verification of Mass Balance record, the Mill has been recorded well the FFB and products (CPO and PK) from certified and uncertified sources. The Mill only claims certified products from certified sources.

3.8.3

Estimated certified product recorded in the last assessment report and certificate, as well as in the RSPO IT Platform. Actual certified produced has been verified during this assessment, and not exceed the estimate. The estimates of certified production for the next license period also have been set, in reasonable amount considering the last year production. The data are shown in the following table:

Product	Estimate Production of 12 month license period (MT)	Actual Production of 12 months previous the audit (MT)	Estimate Production of 12 month for next license period (MT)
FFB	135,130	132,919.46	137,000
CSP0	29,053	28,892.66	30,200
CSPK	6,756	6,362.40	6,600

3.8.4

The Mill has registered as RSPO member under PT Perkebunan Nusantara IV (No. 1-0082-09-000-00) and also registered in palm trace as PT. Perkebunan Nusantara IV Adolina Palm Oil Mill with License ID CB87485, and Member ID RSPO_PO1000004497.

The reporting requirements has been conducted by the Mill through RSPO IT Platform, such as CSPO and CSPK sales announcement and confirmation from the buyer.

Other than that, the CSPO and CSPK sold as non-certified, mostly allocated to credit, and several amount has been removed.

3.8.5

The Mill has had procedure related supply chain in the SOP of Basic Guidance and Work Instruction of Certified Palm Oil Product Handling (No. 04.03/KS/SUS/P/003 dated 1 August 2018). The procedure has covered all aspects in SCCS MB model, such as receiving and recording that identify the traceability of RSPO certified and uncertified source and products, FFB processing, the announcement in RSPO Palmtrace, key persons such as security, weigh bridge clerk, dispatch/kernel officer, production clerk, Administration Head, as well as the training.

The personnel in charge are:

- Field assistant managed certified FFB in Estate.
- Mill Manager register the mill in RSPO IT platform and documented book-keeping.
- Weighbridge operator recapitulate amount of FFB received from certified/non-certified area.
- Planning and Strategic Department Staff monitor the certification period and quota.

The dissemination of procedures has been conducted annually, latest on 24 February 2020.

Based on field observation, obtained information that key persons for SSCS implementation (such as weighbridge operators, security, and Planning and Strategic Department Staff) understood the supply chain implementation. FFB from certified and uncertified sources were received and verified by the software program to classified and separate RSPO certified and uncertified source.

3.8.6

Internal audit of RSPO SCCS conducted annually, latest on 20 February 2020. All of NC has been addressed. Management Review of RSPO SCCS implementation conducted on 28 February 2020. The management review discussion has covered the input from internal audit result, correction and corrective action, customer feedback, process performa and product compliance, follow up of previous management review, and recommendation for improvement. The point discussed among others the improvement of current customer satisfaction and feedback.

3.8.7

The Mill has maintain the record of Mass Balance data, that informed amount and sources of FFB certified and uncertified received, as well as the certified products (CSPO and CSPK), shown as follows :

Month	FFB (MT)		
	RSPO Certified	RSPO Non Certified	Total
Mar-19	10,216.94	-	10,216.94
Apr-19	10,692.13	-	10,692.13
May-19	11,764.44	-	11,764.44
Jun-19	11,974.00	1,241.80	13,215.80
Jul-19	13,731.20	830.47	14,561.67
Aug-19	13,269.27	13.33	13,282.60
Sep-19	13,866.06	12.08	13,878.14

Oct-19	12,885.23	-	12,885.23
Nov-19	8,958.36	-	8,958.36
Dec-19	8,313.14	-	8,313.14
Jan-20	8,374.81	-	8,374.81
Feb-20	8,873.88	-	8,873.88
Total	132,919.46	2,097.67	135,017.13

In early of February 2020, the Mill saw projected overproduction, and informed the CB to request the volume extension amount of 10,053 MT of FFB, 2,162 MT of CSPO, and 502 MT of CSPK.

Product	Estimate Production of 12 month license period (MT)	Actual Production of 12 months previous the audit (MT)
FFB	135,130	132,919.46
CSPO	29,053	28,892.66
CSPK	6,756	6,362.40

Based on the table above, know that there is no FFB overproduction of against credit given in the license period.

Related for handling non-conforming oil palm products, has been set in the SOP of Customer Feedback/, Complaint and Survey (No. SPO 19 dated 6 November 2018). This procedure set the mechanism to deliver and address complaints of non-conforming products from customers/buyers. During the audit, there is no written complaint from stakeholders related to nonconforming products.

3.8.8

The CSPO and CSPK from the Mill were sold has met the requirements of certified product information. The selling documentations shown were contract agreement, delivery order, delivery ticket, report of loading, weighing minutes, weighing card, and delivery note. Those documents cover information of delivery date, description of product and supply chain model, product quantity, identification number (unique code), certificate number, sender name and address of the seller.

3.8.9

The Mill outsources its products transportation to the third parties and has a valid contractual agreements. CSPO transporter handled by CV Karya Mandiri, meanwhile the CSPK transporter handled by PT Wahaya Adidaya Pertiwi.

To ensure the contractors complies with the RSPO Supply Chain, in the agreement, there were clauses that set obligations of the contractor to comply with the supply chain rules. For instance, the responsibility to ensure the purity of certified product delivered during the distribution, as well as the willingness to be observed by Certification Body in order to verify the compliance.

3.8.10

The Mill has the record of details of the contractors, covers the contractor's company profile, address, contact person, email and phone number, contract agreement and period, and list of vehicles.

3.8.11

There is no new contractors and transporter since Stage 2 until this ASA 2.

3.8.12

The Mill has maintained accurate, complete, and up to date records related RSPO Supply Chain implementation that kept at least 2 years in accordance with Mill's procedure. The records cover FFB received from certified and uncertified sources,

production of CPO and PK (certified, noncertified, total), products dispatch (as RSPO certified, sold in another certified scheme, sold as noncertified, total sold), as well as balance/stock of certified products.

The Mill balancing the certified products and dispatch on a monthly basis. The summary of Mass Balance data 12 months previous the audit can be seen on the table below:

Mass Balance record of CPO

Period	All CPO Production (MT)			CSPO Dispatch (MT)				Balance of CSPO
	CSPO	Non-Cert CPO	Total	RSPO	Other Scheme (NA)	As Non-Cert	Total CSPO Dispatch	
Mar-19	2,245.83	-	2,245.83	-	-	965.62	965.62	2,062.87
Apr-19	2,422.10	-	2,422.10	-	-	734.02	734.02	3,750.95
May-19	2,423.86	-	2,423.86	-	-	893.31	893.31	5,281.50
Jun-19	2,542.08	256.85	2,798.93	-	-	555.71	555.71	7,267.86
Jul-19	3,122.37	176.82	3,299.19	500.00	-	628.89	1,128.89	9,261.34
Aug-19	2,748.47	66.69	2,815.16	-	-	837.09	837.09	11,172.72
Sep-19	3,199.87	64.53	3,264.40	1,000.00	-	691.15	1,691.15	12,681.44
Oct-19	2,480.59	-	2,480.59	-	-	679.44	679.44	14,482.59
Nov-19	2,041.10	-	2,041.10	2,000.00	-	2,237.54	4,237.54	12,286.15
Dec-19	1,862.76	-	1,862.76	-	-	909.12	909.12	13,239.79
Jan-20	1,860.43	-	1,860.43	1,000.00	-	5,098.41	6,098.41	9,001.81
Feb-20	1,943.20	-	1,943.20	500.00	-	5,500.00	6,000.00	4,945.01
Total	28,892.66	564.89	29,457.55	5,000.00	-	19,730.30	24,730.30	4,945.01

Mass Balance Record of PK

Period	All PK Production (MT)			CSPK Dispatch (MT)				Balance of CSPK
	CSPK	Non Cert PK	Total	As RSPO	As another Scheme (NA)	As Non Cert	Total	
Mar-19	500.19	-	500.19	-	-	-	-	753.66
Apr-19	535.52	-	535.52	-	-	-	-	1,289.18
May-19	600.70	-	600.70	-	-	-	-	1,889.88
Jun-19	560.55	46.17	606.72	-	-	-	-	2,450.43
Jul-19	696.59	33.22	729.81	827.96	-	-	827.96	2,319.05
Aug-19	632.86	13.33	646.19	1,241.28	-	-	1,241.28	1,710.63
Sep-19	685.28	12.08	697.36	1,700.00	-	-	1,700.00	695.91
Oct-19	612.24	-	612.24	1,196.85	-	-	1,196.85	111.30
Nov-19	402.37	-	402.37	-	-	-	-	513.67
Dec-19	393.41	-	393.41	-	-	-	-	907.08
Jan-20	363.60	-	363.60	-	-	-	-	1,270.68
Feb-20	379.09	-	379.09	-	-	-	-	1,649.76
Total	6,362.40	104.80	6,467.20	4,966.09	-	-	4,966.09	1,649.76

3.8.13

The conversion rate of production of CSPO (OER) and CSPK (KER) were based on actual daily, monthly, and yearly production. Then the Mill set the target of OER and KER, even though the actual may vary. Based on production data 12 months previous audit the average OER of CSPO was 21.74 %, while KER of CSPK was 4.79 %.

3.8.14

The conversion rate of production of CSPO (OER) and CSPK (KER) were based on actual daily, monthly, and yearly production. Then the Mill set the target of OER and KER, even though the actual may vary. The target of OER and KER reviewed annually. Based on production data 12 months previous audit the average OER of CSPO was 21.74 %, while KER of CSPK was 4.79 %. This extraction rate value is reasonable compared to the common ratio.

3.8.15

The Mill only applying RSPO SCC Module of Mass Balance.

3.8.16

Based on delivery and transaction document review, it was known that the announcement was carried out regularly, but sometimes over three months after the transaction. This is because before 2020, the company still refers to the previous supply chain standard that not strictly set the period of announcement. The supply chain PIC already known that for P&C 2018 (included supply chain standard) the announcement should be conducted within three months after the delivery date. For the certified product that sold conventionally still allocated as credits.

3.8.17

The products are claimed as mass balance and conventional. The Mill does not use RSPO logo on product or off product.

Status: Comply

PRINCIPLE #4 RESPECT COMMUNITY AND HUMAN RIGHTS AND DELIVER BENEFITS

4.1

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

4.1.1

The company has a commitment to respecting human rights described in the Human Rights policy (Policy No. 07, Revision 02, effective date 02 January 2015). This policy explains that PTPN IV respects the human rights in accordance with applicable legal requirements. The commitment to respecting human rights has been implemented well in the absence of problems and incidents of human rights violations that occurred in the operational areas of plantations and mills. This is evidenced by statements from estate workers (harvesters, pesticide operator and maintenance), mill unit (mill operators and warehouse workers) and contractor workers stating that so far no incidents or problems of human rights violations have occurred in the operational area of the certification unit.

The parties have a commitment not to discriminate, provide freedom of religion, thought, opinion, respect and uphold human rights. The policy / declaration has been well documented and has been socialized to workers at briefings before work and by using warnings placed in several locations to make it easier for workers to find out. Based on interviews during field observations with workers, union representatives and women's committees can be obtained information that the past year there were no issues / incidents of human rights violations that occurred in the operational area.

4.1.2

During the past year, the company did not have records related to the use of violence paramilitaries in resolving conflicts that existed between the company and related stakeholders (surrounding communities, workers, or others).

This has been stated in the company's Code of Conduct which explains that the company does not use violence in maintaining peace and order. Always maintains peace and order of plantation or mill operational activities by not using violence / paramilitary use in resolve existing conflicts / problems.

The results of interviews with the surrounding community and company workers revealed that up to now if there was a conflict / problem with the company, the resolution action taken was deliberation without resorting to violence. Resolution of conflicts / problems using these deliberations has been quite effective and during the past year there have never been

any conflicts / problems with the company.	
Status: Comply	
4.2	
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	
4.2.1; 4.2.2; 4.2.3; 4.2.4	
<p>The company can demonstrate the existence of standard communication and consultation procedures as indicated by SOP for Internal Communication and Handling of Employee Complaints (internal), No. 19 (Revised 1) effective January 02, 2015 and SOP for Handling of Customer and Environmental Complaints (external), No. 13 (Revised 1) effective January 02, 2015. There is a SOP for Communication and Consultation with the Community No. SPO 03, revision 02, effective date 02 January 2015. The deadline for responses to requests for information to stakeholders is a maximum of 30 working days.</p> <p>The results of interviews with representatives of surrounding communities, it has known about the communication procedures and people who served as communicators between the company and the community so that people who cannot read / write can be informed by the related communicators. In addition, during the past year there were no complaints or conflicts that occurred between the company and stakeholder (surrounding community and workers).</p>	
Status : Comply	
4.3	
The unit of certification contributes to local sustainable development as agreed by local communities.	
4.3.1	
<p>Review SIA carried out in March 2019 and has involved local community via questionnaire (24 sample). Based on the review, no new issue from local community so there is no changes to the social management plan from the previous year, that is employing local people, repair/improving roads village, opening business opportunities and other assistance. In addition, the business unit communicates through activity proposals sent to related units in the form of activity proposals or assistance. In the IUP there is no obligation to develop smallholder schemes. the company continues to build partnerships with surrounding communities in terms of procurement of goods, transportation of FFB, or infrastructure Development. An example of the realization of CSR assistance in 2019 is that the activities that will be realized in 2019 are as follows:</p> <ul style="list-style-type: none"> - Renovation of the Taqwa Mosque in Pegajahan Village on October 16, 2019 - House renovation assistance a.n Herman Ujung Rambung Village on October 16, 2019 - Provision of Clean Water Facilities (bore wells) in Paku Village on not 16 October 2019 	
Status: Comply	
4.4	
Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their FPIC.	
4.4.1	
<p>The total of RSPO Certification Scope area amount of 8,945.00 ha, all of them has had land tile (HGU) and plantation business permit (IUP), that are:</p> <ul style="list-style-type: none"> - 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 until 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 until 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 until September 12, 2041. <ul style="list-style-type: none"> • The Plantation Business Permit (IUP) area based on 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.

4.4.2 to 4.4.6

Based on information obtained from historical documents of the company, information in Land Use Title and clarification from stakeholder consultation, Adolina Estate of PTPN IV is a nationalization company from Dutch Colonial (established since 1926) which had long existed before Indonesia independence and has been nationalized. So that the acquisition of land is not through the compensation against individuals or to customary land. 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. Until ASA 2, the company did not conduct any new land acquisition.

Status: Comply

4.5

No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.

4.5.1 to 4.5.8

Based on information obtained from historical documents of the company, information in Land Use Title and clarification from stakeholder consultation, Adolina Estate of PTPN IV is a nationalization company from Dutch Colonial which had long existed before Indonesia independence and has been nationalized. So that the acquisition of land is not through the compensation against individuals or to customary land. 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. Until ASA 2, the company did not conduct any new land acquisition.

Status: Comply

4.6

Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

4.6.1 to 4.6.4

Based on information obtained from historical documents of the company, information in Land Use Title and clarification from stakeholder consultation, Adolina Estate of PTPN IV is a nationalization company from Dutch Colonial which had long existed before Indonesia independence and has been nationalized. So that the acquisition of land is not through the compensation against individuals or to customary land. 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 the information from the management, it is known that the company also does not have a short-term or long-term plan for new land expansion by compensating the land rights to other parties. Hence the company does not have procedures related to land identification and compensation. Until ASA 2, the company did not conduct any new land acquisition.

Status: Comply

4.7

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

4.7.1 to 4.7.3

The company is the nationalization of Dutch colonial companies, where the initial land acquisition process is not conducted through land acquisition and compensation from user rights or customary rights. Based on the information from the management, it is known that the company also does not have a short-term or long-term plan for new land expansion by

compensating the land rights to other parties. Until ASA 2, the company did not conduct any new land acquisition.	
Status: Comply	
4.8	
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.	
4.8.1 to 4.8.4	
The results of interviews with stakeholders and field observation, known that there is no land dispute in operational area. The company has had the Procedure of Conflict Resolution (No. SPO 04 dated 2 January 2015) stating that dispute settlement is pursued by deliberation, the best solution for the parties, to the legal path, and not using violence. The management unit also has code of conduct which is inscribed to circumvent insitigated to maintain peace within the management unit operational activities.	
Status: Comply	
PRINCIPLE #5 SUPPORT SMALLHOLDER INCLUSION	
5.1	
The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.	
5.1.1. to 5.1.9	
During the period of 12 months before the audit, the company did not receive the FFB from both independent or scheme smallholder.	
Status: Comply	
5.2	
The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	
5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5	
The company does not have a cooperation in receiving FFB from Independent Smallholder. This is evidenced from the realization of the 2019 FFB revenue realization, there is no purchase from third parties	
Status: Comply	
PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS	
6.1	
Any form of discrimination is prohibited.	
6.1.1; 6.1.2; 6.1.3	
The company has a human rights policy (Policy No. 07, Revision 02, effective date of January 2, 2015) which explains that the company in conducting its business respects the human rights and dignity of all people in accordance with applicable legal requirements. The company treats all people who work fairly and without discrimination. In this policy, forms of respect for human rights are mentioned, for example freedom of association (SP-Bun). The company respects the rights of people in the communities affected by the company activities. The company will try to identify adverse human rights impacts and take steps to avoid, minimize and or reduce them.	
The company will also try to make commitments with third party that encourage them to comply with similar principles contained in this policy statement.	
The company also has a commitment to provide equal opportunities for all workers, and to embrace diversity regardless of ethnicity, religion, race, gender, age, disability in work, control of time and between groups in the entire business process of the company. The company ensures that workers are protected from discrimination in all stages of labor relations, there is no forced labor system that can cause human rights violations and inconvenience of employees / prospective employees in employment or recruitment processes	
The results of a review of labor documents prove that the certification unit does not discriminate and treat all workers fairly, the following is evidence that can be shown by companies:	
<ul style="list-style-type: none"> • The composition of workers consisting of various ethnic groups, religions, sexes, and workers' origins. 	

- Recruitment of workers based on the results of selection, performance appraisal, ability and expertise of workers.
- Worker placement and training is carried out according to their expertise / type of work, such as prospective harvest workers being placed as harvest workers and receiving routine harvest training.
- Women workers are given equal rights, wages and opportunities to get promotions with male workers of the same type of work, for example there are several maintenance foremen who are female workers.

Based on employee registration documents, the company has also provided equal opportunities and treatment at work. This is evidenced by the diversity of ethnicities that are accepted to work. The results of interviews with workers during field visits and interviews with labor unions and representatives of the Gender Committee also obtained information that there were no indications of discrimination based on religion, ethnicity, gender, and regional origin in the process of accepting employment. This explanation can conclude that the company has treated all workers fairly without discrimination based on sex, ethnicity, religion, health conditions or other.

6.1.4

A pregnancy test for workers is carried out every month just to ensure that pregnant workers are not allowed to do work with chemicals, not as a basis for discriminating against these workers. If declared pregnant, the worker will be transferred to a safer job but still equal in terms of wages and other benefits, so that there is no discriminatory action. This is made clear by the results of interviews with women workers in the Adolina Estate stating that they are required to have monthly pregnancy testing at the clinic to ensure that no female workers working with chemicals are pregnant / breastfeeding and testing the pregnancy is not a discriminatory measure given by the company.

6.1.5

Gender committees have been formed and are still active today in the company which is chaired by the committee chairperson along with coordinators in several sections and there are representatives in each unit. The main objective of forming a gender committee is to provide a forum that can accommodate the aspirations / complaints of workers (especially women), as company partners in carrying out the activities of socialization related to gender and other policies related to workers' reproductive rights. In carrying out its activities this gender committee always collaborates with the labor union so that the socialization of matters related to women's rights can be conveyed properly and there is no discrimination in terms of gender.

The results of interviews with women workers and representatives of the gender committee revealed that until now there were no reports / issues / complaints related to gender reported by the workers and at the moment the activities carried out were gender meetings during children healthcare (posyandu), women recitation weekly and others.

6.1.6

Equal payment of wages has been made by company properly, taking into account the ability, performance, expertise, length of work and other factors as a basis for remuneration. So that the payment of wages provided is in accordance with the burden / duties / types of work respectively.

For example, a boiler operator with a security worker whose value is above the minimum wage, but with a different amount based on years of service, ability, attendance and job performance.

The results of interviews with workers and union representatives know that they have an adequate understanding of their rights (wages, overtime, incentives, fines, etc). This rights listed in the CLA in accordance with routine socialization provided by the company. Workers' wages in 2019/2020 have been above the minimum wage set by the government and there are no late payments every month.

Based on the explanation above it can be concluded that the workers have understood the work requirements that have been socialized by the company in an understandable language.

Status: Comply

6.2

Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).

6.2.1

The company has a Collective Labor Agreement (PKB) for the Period 2020-2022 in accordance with the Decree Head of the North Sumatra Province Manpower Agency No.560 / 04-6 / DTK / I / 2020 dated January 13, 2020 and applies from January 10, 2020 to January 9, 2022. CLA is made in Bahasa which explains the working conditions and rights / obligations of workers such as, recognition of the SP Bun organization, recruitment of employees, appointment of permanent employees, promotion, demotion, working hours, working days and other workers' rights and obligations. This Collective Labor Agreement has been routinely distributed by the company to all employees, namely through Labor Union. During the last year the company did not have workers with contract status (PKWT / BHL), the current employee status is permanent workers who have Orientation Worker status (orientation period 3 months).

The results of interviews with workers (harvesters, sprayers, warehouse officers and mill operators) and union representatives know that workers have an adequate understanding of their rights (wages, overtime, incentives, fines, etc.) listed in the CLA and are in accordance with routine socialization provided by the Company. Workers wages in 2019 and 2020 are above the minimum wage set by the government and there are no late payments every month. Interview with local contractor for FFB Transportation (CV Setia Kawan), they have been paid according with provincial minimum wage.

A review of the December 2019/2020 wage document for harvest workers, pesticides operator and mill operators proves that wages received are above the minimum wage and in accordance with the wage scale structure determined by the company for 2019. Based on the above explanation it can be concluded that workers have understand the work requirements that have been socialized by the company in an understandable language.

6.2.2; 6.2.3

The company has Collective Labor Agreement (PKB) are made in a Bahasa that explains the working conditions and rights / obligations of workers such as recruitment, selection, transfer, promotion, performance appraisal, remuneration, discipline, deduction, overtime, sick leaves, holiday entitlement, maternity leave and other provisions. In addition to being generally stated in PKB, the company also has a decree, policy, memorandum and work contract for workers in orientation period that specifically explain these matters. An example is:

- Memo from General Manager of District I PTPN IV dated February 20, 2020 number GMD-I / Unit / M-20 / II / 2020 regarding the Appointment of Harvesters in Probation. This Memo Letter decides the appointment of employees of Group IA to IID on probation for 3 months and can be extended or terminated without compensation in any form, if based on the results of the evaluation deemed incapable. The employee is given income which consists of basic salary, special allowances, worker's supply value and housing facilities.
- Memorandum on January 8, 2020 No. 04.11 / Col / M-52 / I / 2020 regarding the price of BKS PPS Rice Supply for the January 2020 period of Rp 9,500 / kg. The memo explained that the wage for money plus the value of workers' rice supply for the current year was 15 kg / month.
- Payment for overtime in December 2019 in accordance with applicable law for boiler operator & security workers.
- December 2019 salary slip for workers with detailed wages in the form of basic wages, benefits, rice supplies, and deductions.
- Decree of the Governor of North Sumatra No. 188.44 / 1366 / KPTS / 2018 concerning the Determination of the Minimum Wage of North Sumatra Province in 2019.

The results of interviews with workers (harvesters, warehouse officers and mill operators) and union representatives know that workers have an adequate understanding of their rights (wages, overtime, incentives, benefits, etc.) listed in the CLA in accordance with routine socialization given by the company. Workers' wages in 2019 are above the minimum wage set by the government and there are no late payments every month, working hours are seven (7) hours a day with 6 days a week and overtime has been paid in accordance with applicable regulations.

A review of the December 2019 wage document for harvest workers, pesticides operator and mill operators proves that the wages received are above the minimum wage and in accordance with the wage scale structure determined by the company for 2019. Information in payroll is inform mandays, income, deduction, etc.

Based on this explanation, it can be concluded that the company has performed work requirements in accordance with applicable laws and regulations in Indonesia.

6.2.4

The company has provided welfare facilities to occupants in the form of housing, clinics, clean water electricity, education, transportation and other facilities. The results of the field visit in the housing area revealed that workers were provided with adequate housing facilities with 2 bedrooms and 1 bathroom. The house is inhabited by 1 family and specifically for workers who are not married then 1 house will be filled by 2 workers. This is in line with the results of interviews with housing residents stating that the facilities provided by the company are houses, electricity, availability of clean water, transportation of school, elementary & middle school (for high schools located outside the estate with an affordable distance), child daycare, places of worship (mosque & church), sport facilities and others. In general, the facilities provided by the company are good / suitable for use by workers and their families.

6.2.5

The company has made it easier for workers and their families to obtain food sources by providing employee cooperatives that sell the daily needs of workers and provide access to vegetable traders to sell in the workers' housing area.

Based on interviews with workers, housing residents, labor unions and gender committees, it is known that workers have no difficulty in getting food sources because the company has provided cooperatives that sell daily necessities and the existence of vegetable sellers given access to sell at home. In addition, workers can buy these needs into markets around the area of the company with easy access.

6.2.6

In Indonesia no living wage standard is established, so the company still implemented the national minimum wages for all workers. In addition to the payment of minimum wages, the company has been conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the company aligned with the RSPO Guidance for Implementing a Decent Living Wage.

The company does not yet have a valid wage assessment and all types of benefits for DLW simulation in 2020. There has been no calculation by including aspects of the calculation of food costs, housing facility costs, non-food costs, non-housing costs, and other costs. The company is still waiting for the adoption of the RSPO DLW benchmark for Indonesia.

NCR No.2020.04

The company has not been able to show the results of the calculation of applicable wages and benefits in the form of goods given to workers in accordance with RSPO guidelines in the implementation of Living Wages (UHL), such as housing, water, electricity, health facilities, children's education, food, etc. etc., even though minimum wages have been paid to workers in accordance with regulations.

This is not in accordance with the instructions of the RSPO Secretariat in the document "Statement From The RSPO Standards Committee Regarding Indicator 6.2.6 on Decent Living Wage" Endorsed by the RSPO BoG 7 November 2019, it states that: For countries where no living wage standard is set , until such time as the benchmark adopted by the RSPO for that country exists, the national minimum wage must be paid to all workers. In addition to the payment of the minimum wage, the certification unit must carry out an assessment of the RSPO guidelines to apply for a Living Wage (UHL). The company awaiting the adoption of the RSPO DLW benchmark for Indonesia.

Based on the explanation, raised the **non conformance NC 2020.04 with non critical** category.

6.2.7

During the last year, the company did not have workers with contract status (PKWT / BHL), the current employee status is permanent workers who have orientation worker status for 3 months period. For workers with the status of Orientation Workers for permanent status, they must approve the past 3 months for the results announced and the requirements for permanent employment. While Orientation Workers who are approved for permanent status (IA - IID Groups) must be approved in the future 3 months for results that are approved to become permanent workers. Currently Orientation Workers who ask for permanent Workers Adolina Estate.

The results of interviews with pesticide operator, warehouse clerk, harvester and mill operators' found that workers understood the recruitment system, the status of workers and the orientation period that had to be passed before the

worker was appointed as a permanent worker. These processes are stated to be fair and provide equal opportunities to work according to the abilities, expertise and achievements of the workers during the orientation period.

6.2.6 **Status: Non conformance NC.2020.04 with non critical category**

6.3
The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

6.3.1
 In the Collective Labor Agreements there is a statement of recognition of freedom of association. The document is published in Bahasa which can be understood by all employees. The statement states that employees have the right to establish trade unions and become members / leaders of trade unions in accordance with applicable regulations. The information on freedom of association listed in the Company Regulations was carried out regularly. Based on interviews with workers and labor union representatives who explained that the company had given freedom of association and at present labor unions have been formed.

6.3.2
 The company has a list of workers who have joined the union and the last update was carried out. In addition to properly documenting the list of members, the certification unit also has records of meetings between labor unions and management representatives as well as with internal unions. The following are examples of records of meetings conducted by trade unions in 2019, namely:

- PKB socialization on 18-30 July 2019 for the 2017-2019 period.
- The minutes of the meeting of the management and members of the Plantation Workers Union (SPBUN) PTPN IV Adolina Unit with the company on September 20, 2019.

6.3.3
 The absence of company interference in the selection or operation of trade union activities, this is evidenced by the results of interviews with workers and union representatives stating that in the process of selecting / making decisions and planning activities, members provide input / aspirations to their representatives. each to make an election / decision-making and no management has a position as staff / managerial (assistant and above). The employee who currently serves as Chairperson of SP Bun. This explanation reinforces the fact that management does not interfere directly / indirectly with decision making and activities carried out by trade unions.

Status: Comply

6.4
Children are not employed or exploited.

6.4.1; 6.4.2; 6.4.3; 6.4.4
 The company has a policy regarding the age requirements of workers listed in Child Labor Policy Document No. 03, revision 02, dated January 2, 2015.
 In addition, the Adolina unit showed commitment related to child labor (Child Labor Policy) in the PTPN IV SPO. The company states that it is committed to the prohibition of employing child labor and under the age of 18 (eighteen) years. This is evidenced by the Identity Card (KTP) at the time of employee recruitment.

The company states that the requirement for starting work is at least 18 years old. This is proven by showing an Identity Card (KTP) at the time of employee recruitment. Document verification results reveal that there are no workers under the age of 18. In addition to having a policy governing the minimum age for workers, the certification unit also includes clauses on child protection and prohibitions on employing workers under the age of 18 in any agreement with the contractor.

Based on field visits and interviews with workers in the Estate and Mill, it is known that the minimum age for work is 18 years, and no workers are found below the specified minimum age. This is supported by the results of a review it and contractor workers' documents which prove that there are no workers under the age of 18.

Status : Comply

6.5
There is no harassment or abuse in the workplace, and reproductive rights are protected.

6.5.1; 6.5.2

The company have a policy to protect reproductive rights and prevent all forms of sexual harassment and violence. The policy contained in the Sexual Harassment Prevention Policy No.06, revision 02, effective date 02 January 2015 which explain that the company is committed to providing opportunities for all employees to work in an environment free from sexual harassment.

Based on interview with workers and committee gender, the policy had disseminated to workers through gender committee meetings with workers. The last year period, that hasn't any issue related to sexual harassment, violence at work/reproductive rights.

Evaluate implementation documentation of counseling activities to prevent sexual harassment and reproductive health. Evaluate the documentation implementation of counseling activities to prevent sexual harassment and reproductive health. This is an opportunity for improvement that companies can do to increase the realization of the activities carried out by the Gender Committee. Especially the counseling activities to prevent sexual harassment and reproductive health of female employees. **OFI.**

6.5.3

The company has a circular letter concerning the Prohibition of Employing Pregnant and Lactating Women Using Pesticides / Chemicals. For now the company has recorded every month employees who have experienced pregnancy conditions in each unit by recapitulating the total number of pregnant women workers in 2019 at the Adolina Clinic.

Based on interviews with women workers and gender committee representatives, it is known that the company has provided a special place for breastfeeding at the Adolina estate office and has given a special time for breastfeeding. There is no prohibition from supervisors in the field related to this problem.

The company specifically provides the need for new mothers or nursing workers to breastfeed by setting a specific time for breastfeeding at work, availability of special space for breastfeeding and other supporting facilities.

6.5.4

Complaint mechanism of workers was contained in SOP for Internal Communication and Handling of Employee Complaints (internal), No. 19 (Revised 1) effective January 02, 2015 and SOP for Handling of Customer and Environmental Complaints (external), No. 13 (Revised 1) effective January 02, 2015 and there is a SOP for Communication and Consultation with the Community No. SPO 03, revision 02, effective date 02 January 2015.

The SOP aims to accommodate complaints and grievance from employees. In the procedure described that if requested, the company guarantees the confidentiality of the reporting identity and the disclosure of disgrace or incident (whistleblower).

The results of interviews workers for example spraying teams, warehouse officers, and mill operator are known to be aware of the grievance mechanism. Related complaints of sexual harassment (women's issues) can be submitted to the gender committee. In the last year period, that hasn't any complaint related to sexual harassment, violence at work/reproductive rights.

	Status: Comply	
--	-----------------------	--

6.6
No forms of forced or trafficked labour are used.

6.6.1; 6.6.2

The company have policy related prohibits forced or bonded labor or debt bondage and take steps to prevent it. The procedures related to human resources management shows that every worker has a work agreement that describe specific job description. Based on employee list in 2019-2020 and observation in field known that there is no migrant workers, forced labor. Every worker has a work agreement that describe specific job description, there is no substitution of contract without prior consultation and agreement from the worker.

Based on employee data and interview with workers, most of the workers came from local communities. They have the

recruitment process in the company and is in accordance with applicable employee acceptance procedures.

There is no significant obstacles related to employment or violations of company regulations. For example for the harvesters works daily based in 7 working hours. Certification unit provides output targets that can be obtained in less than 7 hours of work. If the harvester obtains more output within or more than 7 working hours, then the harvester will get the harvest premium payment. No penalty is given to the harvester if it does not get output due to natural factors such as rain. Based on payment list, the harvesters have earned above the minimum wage.

Status : Comply

6.7

The unit of certification ensures that the working environment under its control is safe and without undue risk to health.

6.7.1

The company have persons that responsible for the OHS program within the organizational structure of Committee of Occupational Health and Safety (P2K3) established in each management unit. The P2K3 team has received approval from the Head of Manpower and Transmigration of the Province of Sumatera Utara and the P2K3 secretary is a certified occupational health and safety expert.

The company have policy related prohibits forced or bonded labor or debt bondage and take steps to prevent it. The procedures related to human resources management shows that every worker has a work agreement that describe specific job description. Based on employee list in 2019-2020 and observation in field known that there is no migrant workers, forced labor. Every worker has a work agreement that describe specific job description, there is no substitution of contract without prior consultation and agreement from the worker.

Based on employee data and interview with workers, most of the workers came from local communities. They have the recruitment process in the company and is in accordance with applicable employee acceptance procedures. There is no significant obstacles related to employment or violations of company regulations. For example for the harvesters works daily based in 7 working hours. Certification unit provides output targets that can be obtained in less than 7 hours of work. If the harvester obtains more output within or more than 7 working hours, then the harvester will get the harvest premium payment. No penalty is given to the harvester if it does not get output due to natural factors such as rain. Based on payment list, the harvesters have earned above the minimum wage.

6.7.2

SOP for Handling Accidents and Health Checks no. documents: 4.3.16 effective date 1 June 2015, has been ratified by the company. In that procedure has explained the handling of accidents from reporting to coordination. Simulation was performed regularly to ensure the preparedness of emergency response equipment in the certification unit. The company unit has licensed first aid officers and also has a first aid box in each unit and based on observations, it's concluded that the contents in the first aid box are sufficient (21 items). There is also a checklist of observations of the contents of first aid boxes routinely performed every month by first aid officers.

Based on field visit in Adolina Mill and office, there are evacuation route and emergency response was explained when Opening meeting by OHS Experts in the mill and estate.

The recording of work accidents has been shown by the management unit, for example there were 3 work accidents in October 2019 at the Adolina Estate. The auditor has verified by looking at the reporting documentation and corrective actions in work accident investigations. All work accidents have been reported to BPJS and the labor agency.

Overall monitoring of first aid equipment at work to always be in sufficient condition of its availability. There is a recommendation from the doctor in charge of the company regarding the availability of the first-aid kit in the building and the field (foreman). The number of first aid box contents in the building is in accordance with regulations (21 items) and the foremen brought to the field amounted to 15 items.

6.7.3

Based on documents verification and interviews, it is known that all operators at Adolina Estate and Mill already have

license/certificate for boiler operators, welders and electrical technician. The management unit has had the training plan for every worker that has been exposed high danger level work such as all mill process operators. For example engine room operators that has been exposed to high noise levels such as training of procedure, socialization of HIRAC and safety briefing before work.

Based on observation and interviews with workers, the company has provided PPE to every workers. PPE for type of glove, ear plug, ear muff, helmet, apron, goggles and safety shoes can be replaced immediately if damaged. This is evidenced by shown the recording of PPE distribution documents to the workers and the workers recognition from interviews also confirmed it. For examples provided PPE for pesticide operators such as apron, boots, goggles, glove, respirator and others.

6.7.4

The company have regulation that describe about workers have the right to receive medical care and be protected by the accident insurance company. The management unit show proof of payment of BPJS. Payments are made every month by percentage according to the regulation. The last payment that has been paid by certification unit is on 5 February 2020 for BPJS periode of January 2020.

Based on the interview with Adolina Estate and Mill workers, concluded that all employees were aware of the medical service procedures in the event of an accident or illness. All employees interviewed also claimed to have a health BPJS card, if they went to a company clinic there was no fee at all. Based on interview with contractor representative, it is known that the accident insurance for contractor’s workers is covered by the head of contractor it self.

6.7.5

The company is still consistent in monitoring the recording of occupational accidents by calculating the lost time accident (LTA). Recapitulation of work accidents with a formula to find the level of severity and frequency of accidents. This document informs the time period, the number of working days, the number of non effective working days, overtime, hours of work in total, the number of accidents, the number of working days lost, hours of work a year, the number of accidents a year, lost days a year. Calculation of Severity Rate and Frequency Rate is reviewed regularly and monitoring will be evaluated at the monthly meeting of Committee of Occupational Health and Safety. For examples in period of December 2019, Adolina Estate have 5 incidents, 5 lost time, Severity Rate and Frequency Rate is 28,00.

Status: Comply

PRINCIPLE #7 PROTECT, CONSERVE AND ENHANCE ECOSYSTEMS AND THE ENVIRONMENT

7.1

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

The company has a plan to deal with IPM, namely by implementing the Early Warning System (EWS). For example, for global caterpillars and bag caterpillars, global telling is carried out (observation of pests on 1 sample tree in 1 Ha). If pest populations are found (for example, 3-5 tail larvae of fire caterpillars / bag caterpillars) effective telling is done (observing 5 sample trees per hectare). If larvae are found > 5 per stem (threshold), then control is performed. Control techniques, namely by means of chemical (injection of stems with insecticide for bagworms), fogging at night for fire caterpillars, biological control (planting / nurturing host plants of natural enemies of nettle caterpillars, namely *Turnera subulata*, *Antigonon leptosus* and *Casia tora*).

For rat pests conducted global telling by observing all trees. If found an average of 5% attacks per Block, then proceed with effective telling. If found a percentage of trees attacked > 5%, then control is carried out. Rat pest control is done by chemist (baiting) and biologically (using predator *Tyto alba* installation of barn owl).

The company has the following recording documents for implementing Plant Pest Control:

1. Report on the results of global telling of palm leaf eating caterpillar pests on December 2, 2019 in the 2003C Afdeling 2 block with an average yield of 29.93 mid-sized caterpillars, then effective telling on December 3, 2019 with results of 34.25 mid-caterpillars . After that, eradication was carried out on December 20-21 2019 by injection of the stem

using Manthane chemical with a dose of 10gr / staple. After eradication, the Nateling I and II activities will be held on December 28 and 31, 2019 with the average yield of 3-worm and 0.66 caterpillars. The state of attack is below the economic threshold.

2. Ganoderma control report for the December 2019 period in block 05 C 2005 planting year area of 14 with a number of initial staples as many as 1741 trees, new infected plants as many as 31 trees so that the tree total of the end of the month as many as 1710 trees.
3. Reports of Oryctes beetle on immature plants during the December 2019 period, such as in the 17G Afdeling I block with an area of 16 hectares, the date of the December 18 2019 census with an average yield of 1.57 percent attack. The control was carried out on December 28 by spraying with the Scud 100EW chemical with a dose of 100cc / ha.

The company also conducts pest control by biological means, which is by planting and maintaining *Turnera subulata* and *Antigonon leptopus* as host plants for natural enemies to consume palm oil leaves. An example is the treatment of *Turbera subulata* plants in the 2008 AB Afdeling III block of 20 points.

7.1.2

Based on document review and field observation, the company implement some biological control practices to suppress pest and diseases infestation such as white buttercup flower (*Turnera subulata*) and *Antigonon leptopus*. Verification result on website of cabi.org known that those species stated as not invasive in Indonesia.

7.1.3

Based on document review, field observation, as well as interview with the workers and external stakeholders, known that the company did not use fire for pest control.

Status: Comply

7.2

Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.

7.2.1

SOP on Handling Hazardous Chemicals with document number ADO-PRO 4.3.12 revision 3 dated August 1, 2016. The SOP explains the identification of hazardous substances, installing warning signs, providing MSDS, and how to handle them.

The company has a Material Safety Data Sheet that explains hazard identification, first aid methods, PPE used to chemical composition. The company can show MSDS from all its hazardous and toxic materials , for example Gempur 480 SL, Petrokum 0.005 RMB, Marshal 48%.

Pesticide	Pesticide Class	The use of pesticides					
		2017		2018		2019	
		Usage (Ltr,Kg, Gr)	Widespread usage (Ltr,Kg,Gr/Ha)	Usage (Ltr,Kg, Gr)	Widespread usage (Ltr,Kg,Gr/Ha)	Usage (Ltr,Kg, Gr)	Widespread usage (Ltr,Kg,Gr/Ha)
Delta	II			153,55	831	3,75	70
Nordox 86 WG	III	7,97	64			0,72	72
Manthane 75 SP	III	5928,24	1841,97	6663,82	2.211	7.784,06	3.469
Metsulindo	U					526,73	24.506
Elang 480 SL	U	10993,03	27918,4	14637	24.203	14.472,61	25.604
Capture 100 EC	III	812,1	5349	3387,55	6.292	305,35	1.941
Santafuran 20 WG	U	1,5		444,05	21.330	9,45	863
Starane 290 EC	III	11	46	98,38	2.409	125,38	3.443

Scud 100 EW	III	126,46	636	1502,95	5.290	2.957,55	10.991
Rally 20 WDG	III	8,56	187	110,19	2.584		
Garlon	III	174	318	449	424		
Decis	II	301,51	5348	151,33	1.108		
Percis	III	202,97	1257,5				
Topzone	II					730	1124

In addition, the company has a policy document on the use of herbicides with active ingredients, namely a circular from the Head of the Plant Section of PT. Perkebunan Nusantara IV No. 04.03, dated August 4, 2006 to Group Managers of Business Units I, II, III, IV and V, concerning Supervision and Dissemination of Provisions on the Use of Parakuat Herbicides. The circular is a follow-up from the letter from the Director General of Plantations, Ministry of Agriculture No. 276 / LB.330 / EO.1 / 07/2006 dated July 21, 2006. The circular stated that:

- The use of paraquat herbicides is still limited because of the residual effects which are harmful to human health;
- In accordance with Minister of Agriculture Decree No.134.1 / Kpts / TP.270 / 7/2001 (Article 7), that all users of limited pesticides (such as paraquat herbicides) must receive training from producers and must be certified.

The policy regarding the use of active ingredients of prohibited pesticides contained in document No. 04.04 / SE / 18 / X / 2016 which contains instructions from the director to all PTPN 4 business units that the use of pesticides with active ingredients Brodifakum and other pesticides according to WHO classification is prohibited from being used . Rat pest control is also carried out biologically (eg owls / Tyto alba and or organic chemicals).

The company has also shown a list of pesticides used during the 2019 period. The document explains the names of pesticides, active ingredients, pesticide classes, and their targets. One example of the pesticide used is Manthene with 75% aseptat active ingredient with the target being a bagworm and nettle caterpillar (*Setora nitens*).

7.2.2

The company has shown the pesticide usage document during 2019. The document explains the types of pesticides, active ingredients, pesticide classes, LD 50 (Oral and Dermal), total usage, area of use and usage per area of use. The examples are:

Delta with the active ingredient deltamethrin 25 g / L, class II pesticide, LD 50 (oral: 927.51 mg / Kg, dermal: 1471.53 mg / Kg), with a total usage of 3.75 Liters, application area of 70 ha, and the use of pesticides / ha is 0.05 L / Ha.

7.2.3

The company has shown documents on the use of pesticides for the period 2017-2019. Based on this document the number of pesticides used is known, control area, and total pesticide use per unit area. Based on pesticide use documents for the past 3 years, it is known that the company uses several pesticides for pest control. Examples are the use of pesticides with active ingredients deltamethrin (Delta, Decis, Percis) and active ingredients Cypermethrin (Scud 100 EW and Capture) for controlling Nettle Caterpillars. This aims to prevent the invasion of fire caterpillars against 1 chemical. Based on the data above it is also known that the company has not been able to reduce the use of pesticides due to the high pest attack.

7.2.4

The company does not use pesticides prophylactically. The use of pesticides is always based on needs and field conditions. Based on the results of the field visit on the spray work, the worker explained that the spraying was done selectively.

7.2.5

The company has a policy document on the use of herbicide with active ingredients, namely a circular from the Head of Plant Section of PT. Perkebunan Nusantara IV No. 04.03, dated August 4, 2006 to Group Managers of Business Units I, II, III, IV and V, concerning Supervision and Dissemination of Provisions on the Use of Paraquat Herbicides. This circular letter is a follow-up to the letter from the Director General of Plantations, Ministry of Agriculture No. 276 / LB.330 / EO.1 / 07/2006 dated July 21, 2006. The circular stated that:

- The use of paraquat herbicides is still limited because of the residual effects which are harmful to human health;
- In accordance with Minister of Agriculture Decree No.134.1 / Kpts / TP.270 / 7/2001 (Article 7), that all users of limited pesticides (such as parakuat herbicides) must receive training from producers and must be certified.

The policy regarding the use of active ingredients of prohibited pesticides contained in document No. 04.04 / SE / 18 / X / 2016 which contains instructions from the director to all PTPN 4 business units that the use of pesticides with active ingredients Brodifakum and other pesticides according to WHO classification is prohibited from being used . Rat pest control is also carried out biologically (eg owls / Tyto alba and or organic chemicals).

The company has shown documents on the use of pesticides for the past 3 years. Based on these documents it is known that the company does not use WHO class 1A / 1B pesticides.

7.2.6

The company has demonstrated SOP on Handling of Chemicals. No. Ado-Pro-4.3.12 Revision 03 on 1 August 2016. Procedure informs:

1. Material identification (identification of the type of material and then grouped according to the type and placement must be placed in one storage place if they do not react to each other in accordance with the MSDS of each material.
2. Installation of danger warning signs. Hazardous materials are stored in a standard place in accordance with the provisions in the MSDS and are given warning signs of danger.
3. Provision of MSDS
Every hazardous material that has been registered or will be used must have MSDS if it is not available then the warehouse must report to head of administration department.
If the MSDS is still in an unspecified format and in a language that is poorly understood, the OHS section can arrange it in an agreed format.
4. Packaging of hazardous materials
Hazardous and toxic materials packaging must have a label, and in the event of leakage or spillage, actions must be taken to handle it according to the instructions in the MSDS.
5. Handling according to OHS
For every implementer when handling Hazardous and toxic materials, it is required to meet OHS requirements such as: using the appropriate PPE, providing light fire extinguishers, and other fire extinguishing systems, providing a safety shower and providing sand or other suitable material in a container that is sufficient for handling in case of a spill.

The company has also shown certificates related to the limited pesticide applicator issued by the North Sumatra Provincial Government's Fertilizer and Pesticide Control Commission on October 17, 2018, including:

1. Sukadi Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 P2B Pest Foreman of Adolina Estate
2. Tuimin Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
3. Hadiyati Ningsih Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
4. Julia Suhaini Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
5. Heldariama Rajagukguk Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
6. Zion Barus Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
7. Muriana Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
8. Nurul Ihsan Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
9. Agustina Panggabean Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
10. Junaidi Parangin-angin Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
11. Sri Tuti Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Maintenance Foreman of Adolina Estate
12. Supardi Certificate No. 521.4 / 428.51 / UPTTPH / X / 2018 Harvesters of the Adolina Estate

7.2.7

Chemical Handling SOP. No. Ado-Pro-4.3.12 Revision 03 on 1 August 2016.

Procedure:

- Material identification

- Grouping by type.
- Installation of dangerous warning signs in accordance with the provisions of the MSDS.
- Hazardous material packaging has a label for both the original packaging and the packaging in which the material was moved. If leakage or spillage occurs, there must be action to handle it according to the instructions in the MSDS.
- Handling according to OHS. For example, using an appropriate PPE, providing an light fire extinguishers system and other fire extinguishing systems, providing a safety shower, providing sand or other suitable materials in a container that is sufficient for handling in the event of a spill.

Based on the results of a field visit to a chemical storage warehouse, it is known that chemicals have been equipped with MSDS which is easy to understand. The storage warehouse is equipped with an exhaust fan and there are chemical storage shelves based on its type.

7.2.8

The company shows the Handling of Hazardous waste as described in SOP No. SPO 02 dated 2 January 2015 was approved by the Head of the Planning Section on Hazardous Waste Management, Agrochemical Chemical Containers and equipment washing water. In the procedure it is explained that the identification of hazardous waste is: ex lubricant, ex accu, used pesticide packaging, used rag, ex lamp. The hazardous waste was must be collected in a Hazardous warehouse and sent to authorized collectors. The company shows evidence of the submission of hazardous waste used pesticide packaging Adolina Mill on March 3th, 2020 to PT Jagar Prima Nusantara as jerrican of ex glifosat 232 pcs. Based on field visit, hazardous waste currently stored in storage such as: pesticides of containers and used oil.

7.2.9

Based on the results of the document review, interviews with management and stakeholder consultation, it was found that the company did not apply the application of air spraying.

7.2.10

The company regularly have a medical examination for pesticide operator. For example, Adolina Estate has a list of the latest pesticide operator. All spraying workers has examined health through inspection types of medical check up, cholinesterase and spirometri, to ascertain the condition of workers in good health. This semester examination was conducted in 23-26 September and December 2019 for all units. Examination results stating that not yet issued by laboratorium Hiperkes Medan. Auditor conduct interviews with spraying workers in Adolina Estate and they admit that they have not been exposed to skin disease and itches because they always use PPE while working.

7.2.11

The company has a Pregnancy Check Policy for Pregnant Women as stipulated in the RSPO-ISPO document ADO-TAN-O1 Rev 00 effective January 3, 2019. The company also has other policies regarding the placement of female employees as pesticide handlers contained in ADO / SE / Intrn Number Memo. / 09 / I / 2019 which explains the afdeling assistant must make monitoring of female employees who are pregnant, giving birth and breastfeeding every month. Based on the results of field visits and interviews with spray workers in Afdeling 3 it is known that there are no workers under 18 years of age and no pregnant or nursing women employed to handle pesticides.

Status: Comply

7.3

Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.

7.3.1

The company shows the Handling of Hazardous waste as described in SOP No. SPO 02 dated 2 January 2015 was approved by the Head of the Planning Section on Hazardous Waste Management, Agrochemical Chemical Containers and equipment washing water. In the procedure it is explained that the identification of hazardous waste is: used lubricant, used accu, used pesticide packaging, used rag, used lamp. The hazardous waste was must be collected in a Hazardous warehouse and sent to authorized collectors.

The Company already has a licensed Temporary Waste Storage Facility based on a Decree of the Head of the Investment and Integrated Licensing Services Office of One Door Serdang Bedagai Regency No 0001/34 / DPMP2TSP-SB / II / 2018

concerning Temporary Storage Permit for Hazardous Waste to PT Perkebunan Nusantara IV Adolina Unit . This permit was passed on February 22, 2018 and is valid until February 22, 2023.

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.

7.3.2

The company has a hazardous waste management and storage documentation that is described in the hazardous waste management report every quarter and has been reported to the relevant department once every 3 months. The company shows an agreement letter between PTPN IV MEDAN and PT Jagar Prima Nusantara regarding the transportation and collection of hazardous waste with number SPK No. 04.14/SPMK.008/11/2019 dated November 8th 2019. This agreement is valid until November 7th, 2020.

Documentation of hazardous waste transporting was in form of official report of handover and manifest. The latest handover of hazardous waste was on February 3th 2020. The documentation includes delivering letter, appointment letter, vehicle identification, hazardous waste manifest, official waste manifest from Environmental Agency.

Based on the results of field visits it is known

- There is hazardous waste in the form of pesticide packaging in the Afdeling III housing
- There is hazardous waste in the form of used brake oil packaging in the Mill workshop
- There are hazardous traces of pesticide packaging near the hazardous waste storage area

This is not in accordance with SOP No. SPO 02 dated 2 January 2015 was approved by the Head of the Planning Section on Hazardous Waste Management, Agrochemical Chemical Containers and washing water equipment. NCR no 2020.05

7.3.3

Based on the results of the field visit it is known as follows:

- in Afdeling III housing there is no Final Waste Disposal location
- disposal and burning of rubbish in Afdeling III housing are known to be dumped near residential areas
- There is domestic waste burning in the area where hazardous waste storage is located in Adolina Mill

This is not in accordance with the SOP for Household Waste Management NO SPO 20 Revision 3 dated January 2, 2018. The domestic waste is collected and disposed of at the final disposal site. NCR 2020.06

7.3.2	Status: Nonconformity No. 2020.05 with non critical category	
7.3.3	Status: Nonconformity No. 2020.06 with non critical category	

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

7.4.1

SOP for Good Agricultural Practices (GAP) Management of Soil Fertility, namely Fertilization Management (No. Doc. A.10) made and approved by the President Director in June 2013. This procedure was made to maintain soil fertility by applying fertilizer to the soil as nutrients that have been taken by plants. In addition, the company has a SOP document on Palm Oil Mill Waste Utilization (PKS) - RSPO and ISPO Documents No. SPO 17 Date 02 January 2015. The document explains the procedures for utilizing POM waste, as follows:

1. Utilization of Empty Fruit Bunch Waste
 - Empty bunches produced from oil palm mills must be ensured that they are well managed to protect the surrounding environment;
 - Empty bunches produced from POM are used for reuse into organic material in Afdeling and / or processed into compost in PTPN IV's compost plant;
 - Priority of application of empty bunches is immature plant and if there is excess, it will be applied to mature

plant;

- The dose of empty fruit bunches in the soil is 40 tons per Ha.
- Application of empty bunches is done by arranging on the lip of one or two layers of palm oil;
- Sowing of empty fruit bunches in the mature area is placed in the inter-main support in the line;
- Laying empty bunches in the interrow must be avoided because the interrow is used as a place for the fronds;
- Records of application of empty bunches to Afdeling must be kept and maintained.

2. Utilization of Palm Oil Mill Effluent (POME)

- Utilization of POME is carried out according to the permission obtained;
- POME generated from processing palm oil mills is not permitted to be discharged into water bodies;
- The resulting POME must be used as an nutrient enhancer for oil palm plants;
- The location of the POME distribution area is determined by the Afdeling Assistant in the form of a schedule and map of the Block / year of planting;
- The Head of the Plant Service coordinates the Afdeling and cooperates with the Head of the Engineering / Processing Service in sending / transporting to the Block;
- The distribution must be completed Block by Block, starting at the nearest Block and factory. If the unit (Afdeling) does not have a Land Application trench, it can be retailed to interrow starting from the side of the road to the area of + 150 meters;
- POME discharged into the application area must be recorded the volume of liquid waste every day.

3. Utilization of Palm Oil Shells

- Shell waste generated from palm oil processing is used to increase fuel shortages in POME as well as fuel in Tea Mills;
- If there is still excess shell fuel, after it is used in POM and Tea Mills, it can be used as industrial raw materials such as activated carbon and so on to provide added value to the company.

4. Utilization of Solid derived from POM Waste

- Solid waste produced is used to increase the fertility of oil palm plants;
- The location of solid sowing is determined by the Afdeling Assistant in the form of a Block map and schedule for planting years.

5. Utilization of Fiber Waste

- Solid waste in the form of fiber is used as fuel for internal energy sources.
- Fiber used is recorded in the log book.

7.4.2

The company has a Basic Work Guidance document, namely Fertilization Management (No. Doc. A.10 dated January 1, 2013) in which there is a Work Instruction (IK) Soil analysis and leaf analysis. Soil sampling for testing is done once every 1-5 years. Leaf analysis is carried out annually and together with visual observations by taking a leaf sample collection. For the management of soil fertility, the company carries out fertilizer application according to fertilizer recommendations based on the analysis of leaves and soil. Leaf and soil analysis results are used as material for monitoring changes in nutrient status.

The company has shown the following documents related to leaf and soil analysis:

Soil Analysis

Results of the analysis of the Adolina Estate land certificate number: 1367 / 0.1 / Sert / XII / 2017 dated 25 October 2017 with a total of 8 samples. The tests include soil fraction, soil pH, nutrient content of C, N, P, K, Ca, Na, Mg, and CEC

Leaf Analysis

To determine the nutrient status of plants, leaf samples from the Adolina Estate have been taken, obtained nutrient status N, P, K, Ca, and Mg vary between low, normal and high. Hara N, Ca, and Mg were dominated by low criteria respectively by 53%, 55%, and 75%, P nutrients were dominated by normal criteria by 47%, and nutrient K by low and high criteria 39% from 175 leaf samples, where as nutrient B was dominated normal criteria 53% of 17 leaf samples.

The results of the leaf analysis become a basic reference for fertilizer recommendations in the Adolina Estate. The fertilizer recommendations for 2019 are as follows:

NPK 15.7.24 + 1 TE: 3,141,625 Kilogram

NPK 12.12.17.2 + 1TE: 1,517,742.75 Kilogram

Dolomite: 1,635,664.50 Kilogram

MOP: 261,189.50 Kilogram

7.4.3

- SOP for Palm Oil Mill Waste (PKS) - RSPO and ISPO Documents No. SPO 17 On January 2, 2015 it is known that the company implemented the nutrient recycling application through the application of the longitudinal application and the application of palm oil mill effluent through the Land application.
- SPO 02.0 dated 1 August 2007 approved by the directors of PTPN IV found that in the replanting activity of oil palm trees were uprooted, then cut and chipped. Tree cuttings are collected at a place to facilitate organization of the stacking and subsequent work

The company has shown documents related to the utilization of palm oil mill effluents. The documents are as follows:

Month	POME (M3)	EFB (Ton)
January	4,993	1,187
February	5,375	1,836
March	5,926	2,069
April	6,202	1,466
May	7,191	1,984
June	6,776	2,275
July	8,197	2,994
August	7,057	2,632
September	7,988	3,081
October	6,611	2,381
November	7,162	1,925
Desember	7,235	4,232
Total	80,713	28,062

7.4.4

The company has shown plans and realization of fertilization in 2019. The plans and realization are as follows:

Fertilization Plan :

NPK 15.7.24 + 1 TE: 3,141,625 Kilogram

NPK 12.12.17.2 + 1TE: 1,517,742.75 Kilogram

Dolomite: 1,635,664.50 Kilogram

MOP: 261,189.50 Kilogram

Fertilization Realization

NPK 15.7.24 + 1 TE: 2,711,106 Kilogram (86.29%)

NPK 12.12.17.2 + 1TE: 1,417,737.75 Kilogram (93.41%)

Dolomite: 944,912.50 Kilogram (57.76%)

MOP: 244,434.25 Kilogram (93.58%)

The company has also shown the following documents for the use of fertilizer per ton of FFB :

Fertilizer	Total (Kg)	FFB Production (ton)	Fertilizer/Ton FFB
NPK 15.7.24+1 TE	2,711,106	129,223	21
NPK 12.12.17.2+1TE	1,417,737.8	129,223	11
Dolomite	944,912.5	129,223	7
MOP	244,434.25	129,223	2

Status: Comply

7.5 Practices minimise and control erosion and degradation of soils.

7.5.1
The company has appointed a map of slope and soil type of adolina plantation with a scale of 1: 100000, it is known that there is no steep slope area and no marginal / vulnerable land is found.

The company has an Adolina Estate PT. Perkebunan Nusantara IV in Serdang Bedagai and Deli Serdang Regencies in 2011 which was carried out in collaboration with the Research Institute of the University of North Sumatra, Medan. The document can be seen in the Soil Type Map - Adolina Estate Unit with soil types dominated by soil types or orders from Inceptisol, Entisol, and Ultisol. In accordance with the Dudal-Soepraptoehardjo classification, soil types in the Adolina Estate can be categorized as Brown Podsolik, Red Yellow Podsolik, Alluvial, and Litosol. No fragile soil types were found in the Adolina Estate area, Perkebunan Nusantara IV

7.5.2
Based on the slope map of the Adolina Estate with a scale of 1: 100000, it is known that there is no steep slope area, replanting in 2019 with an area of 98 ha consisting of a flat area of 70 Ha in undulating areas (2-15% slope) with an area of 28 ha.

7.5.3
Based on interviews with company management and on site visits, no new planting was found on steep sloped land.

Status: Comply

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

7.6.1, 7.6.2, and 7.6.3
Based on the results of interviews with the management of the company it is known, the study of the area statement documents and field visits, it is known that no new planting was carried out by the company.

Status: Comply

7.7 No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.

7.7.1, 7.7.2, 7.7.3, 7.7.4, 7.7.5, 7.7.6, and 7.7.7
The company has shown a Map of Land Types - Adolina Estate with soil types dominated by soil types from Inceptisol, Entisol, and Ultisol. In accordance with the Dudal-Soepraptoehardjo classification, soil types in the Adolina Estate can be categorized as Brown Podsolik, Red Yellow Podsolik, Alluvial, and Listosol types. No fragile soil types were found in the Adolina Estate area, Perkebunan Nusantara IV. Based on the results of the document review, interviews, and field visits in estate, no peat areas were found.

Status: Comply

7.8 Practices maintain the quality and availability of surface and groundwater

7.8.1
The companies has implemented water management in line with the program, such as:

- Perform periodic quality tests of river water and spring water
- Conduct surveillance and greening in watersheds and springs water
- Making appeal signs to preserve the area and protect water sources
- Conducting socialization to employees to conserve and water in the watershed

The company has demonstrated the results of the clean water test on December 17, 2019 conducted by Laboratories of Environment as accredited KAN LP1264 IDN. Based on the test results show that the quality of clean water is in accordance with the standards of the minister of health of the republic of indonesia number 32 of 2017

For surface water the company has conducted a pda test on December 17, 2019 in the river area including the Batu

Ginging River, Kanal River, Ular River, Ular Galang River, Ular Purba River. The test results show the river water quality is in accordance with the quality standards of Government Regulation No. 82 of 2001.

7.8.2

Protection of water courses including securing and maintaining riparian procedure are available in the place. Based on field observation to riparian (Block 8B/C. Afdeling 4 Riparian of Pegajahan River dan Blok 10 X Afdeling 5) Riparian of Sukaraja River) 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. The company has made efforts to maintain the canal area such as :

- Riparian monitoring document 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.
- Installation of chemical boundary marks on riparian.
- Decision letter on the appointment of officers responsible for managing the river and riparian.

7.8.3

company has conducted effluent analysis especially BOD quality in every month and then giving the results to relevant government. Based on the results known that all the parameter in line with the threshold

Parameter	Result 2019						threshold
	July	Augst	Sept	Oct	Nov	Dec	
PH	6.1	6.08	6.2	6.9	6.5	7.1	6-9
BOD	521	522	1042	998	1084	1086	5000

Interview with environment agency in Serdang Bedagai District known that the business unit routine quality testing and no identified pollution issue related palm oil mill effluent.

7.8.4

Monitoring of mill water use per ton of FFB are available in the place. The average water use for palm oil mills is 1.5 m3 / ton FFB. The use of water is still in accordance with budget (1.50 m3 / tFFB).

Status: Comply

7.9

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

7.9.1

The company uses shells and fiber as boiler fuel, by 2019 mill has used 18,932 tons of fiber and 8,113 tons of shells and produced 2,722,319 KWH and is equivalent to the use of 606,910 liters of diesel.

Status: Comply

7.10

Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.

7.10.1

Suppliers conduct GHG calculation using PalmGHG V4 RSPO (period of January to December 2019). Summary of GHG emission are listed as follows :

Emissions per product	tCO2e/tProduct
CPO	0.65
PK	0.65

Production	t/yr
FFB processed	129223.07
CPO produced	31173.903

PK produced	6523.305
-------------	----------

Description	Unit	Value
Oil palm planted on mineral Soil	Ha	7616.36
Oil Palm planted area on peat	Ha	0
Total Oil Palm planted area	Ha	7616.36
Conservation (forested)	Ha	0
Conservation (non-forested)	Ha	169.64
FFB production	t/ha	16.97
OER	%	24.12
KER	%	5.05

Summary of field emission and Sinks

Description	Own plantation		Group plantation		3 rd party		Total
	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	
Land Conversion	75075.81	9.86	0.58	0	0	0	75075.81
CO ₂ Emissions from Fertiliser	6169.96	0.81	0.05	0	0	0	6169.96
N ₂ O Emissions from Peat	0	0	0	0	0	0	0
N ₂ O Emissions from Fertiliser	4466.93	0.59	0.03	0	0	0	4466.93
Fuel Consumption	765.3	0.1	0.01	0	0	0	765.3
Peat Oxidation	0	0	0	0	0	0	0
Sinks							
Crop Sequestration	-71161.9	-9.34	-0.55	0	0	0	-71161.9
Sequestration in Conservation Area	0	0	0	0	0	0	0
Total	15316.1	2.01	0.12	0	0	0	15316.1

Summary of Mill Emissions and Credits

Emissions	tCO ₂ e	tCO ₂ e/tFFB
POME	9074.35	0.00
Fuel Consumption	247.49	0.00
Grid Electricity Utilisation	0.00	0.00
Credits		
Export of Grid Electricity to Housing & Grid	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	9321.84	0.00

POME Treatment

Emissions	%
Divert to compost	00
Divert to anaerobic digestion	100

POME Diverted to Anaerobic Digestion

Emissions	%
Divert to anaerobic pond	100
Divert to methane capture (flaring)	0

7.10.2

Based on the area statement document and interview results it is known that PT Perkebunan Nusantara Adolina unit has no new Development area. Based on the results of visits in the planting year 2019, it is known that the area is a replanting area

7.10.3

Identification of GHG emission/pollution and mitigation plan explained in GHG inventory 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, transportation maintenance periodically, emission /pollution test periodically and then GHG calculate periodically.

Status: Comply

7.11

Fire is not used for preparing land and is prevented in the managed area.

7.11.1

Based on interviews with management representatives, known that the business unit does not use burn method for land clearing. There are procedures that govern not to use the burn 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.

7.11.2

The company has an emergency response organizational structure within the P2K3 organizational structure that oversees the fire squad, fire chief and core firefighting team, and security squad. Fire extinguisher simulation results during the surveillance -2 audit showed that the land fire fighting equipment was functioning properly and the officers understood the procedures for implementing the fire extinguisher

7.11.3

The company presented a report on land fires to the Serdang Bedagai District Agriculture Office on July 6, 2019. The report explained that there were no incidents of land fires. Fire extinguisher monitoring is known that all fire extinguishers are in good condition.

Status: Comply

7.12

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

7.12.1

There was no new developments November 15th 2018 in the operational area. there was no new planting until this ASA 1.2.

To ensure that there are no new plantations replacing primary forest or HCV areas since November 2005, 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.

7.12.2

The Company has a document of HCV / HCV identification of PTPN IV Adolina Serdang Bedagai Regency and Deli Serdang, North Sumatra Province in 2011. Conducted by the North Sumatra University Research Institute and has been reviewed by Dr. Kunkun J Gurmaya from JNKTI and registered RSPO HCV Assessor. Total HCV area 177.08 Ha. HCS is not applicable because PT Perkebunan Nusantara IV – Adolina because already certified before November 2018 and there is no new land clearing after November 2018.

7.12.3, 7.12.5

Based on HCV identification documents, it is known that there are no customary rights areas in the area identified as HCV at Adolina plantation area.

The Sumatera region in Indonesia is excluding the HFCL region.

7.12.4, 7.12.7

In 2019, HCV management that implement by CH among others:

- Socialization of conservation areas and RTE species
- Maintenance of warning boards prohibiting animal hunting and cutting down trees
- Maintaining forest / protected areas

The company shows the HCV 2020 management program as follows

- Maintenance of warning boards prohibiting animal hunting and cutting down trees in the HCV 1 area
- Maintaining forest / protected areas
- Socialization of conservation areas (High Conservation Value Areas) to employees and surrounding communities and communities not to damage HCV areas
- Socialization of protected flora and fauna to the surrounding community not to hunt and trade in flora and protected fauna because it can disturb the environment and ecosystem

The HCV 2020 monitoring program is as follows:

- Monitor the presence of existing wildlife species by checking the foot print
- Monitor the disturbance of animals and plants by checking habitat changes
- Monitor the use of hazardous waste that pollutes the forest.

The company shows evidence of flora and fauna monitoring, for example, in the semester 2, 2019 were found 9 species found and for bird species are *Cerocok Udang (Alcedina sp)*, Lathe (*Centropus bengalensis*) Punai (*Fregeta sp*) while for mammals found are the Squirrel (*Lariscus insignis*) and ferrets (*Viverricula malaccensis*) and reptile species, namely snakes (*Python curtus*) and cobras (*Naja sumatrana*) and monitor lizards (*Varanus bengalensis*). HCV management plan has been reviewed periodically and the last evaluation was conduct in 2019.

7.12.6

Protection of water courses including securing and maintaining riparian procedure are available in the place. Based on field observation to riparian (Block 8B/C. Afdeling 4 Riparian of Pegajahan River dan Blok 10 X Afdeling 5.) Riparian of Sukaraja River) 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. The Adolina Unit showed that the socialization of protected flora and fauna carried out on April 12, 2019 was attended by 44 employees. The results of the field visit did not find RTE / wild species maintained by workers.

7.12.8

There was no new developments November 15th 2018 in the operational area. there was no new planting until this ASA 1.2.

	Status: Comply	
--	-----------------------	--

3.2 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√
	The company 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 trademark Use	X or√
	The company do not use RSPO trademark and CB Logo.	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
	The company do not use RSPO trademark and CB Logo.	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or√
	The company do not use RSPO trademark and CB Logo.	√
	Status: Comply	

3.3 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 six (6) mills and nine (9) supply bases 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 April 2019.

MUTU has verified partial certification for un-certified unit's subsidiary of PTPN IV based on their Time Bound Plan. There is three (3) uncertified mills and eleven (11) uncertified estates 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 Pasir Mandoge, Sosa, Timur, PT Agro Sinergi Nusantara and PT Sinergi Perkebunan Nusantara.</p> <p>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 which is PT Sinergi Perkebunan Nusantara.</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</p>

		<p>non-compliant land clearance.</p> <p>Auditor verification Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
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 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.</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</p>

		<p>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>
<p>2.1.6</p>	<p>Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p>	<p>Yes, there is legal non-compliance is being processed i.e. HGU, consist of:</p> <ul style="list-style-type: none"> • Bah Birung Ulu • Marjandi Estate: 30 Ha • Dolok Sinumbah Estate: 35.94 Ha • Bukit Lima Estate • Air Batu Estate: 459.02 Ha • Berangir Estate: 10 Ha • Sawit Langkat Estate: 301.50 Ha • Sei Kopas Estate: 763 Ha • Panai Jaya Estate <p>Auditor verification</p> <p>The company has a complete list of regulations in 2nd semester of 2019 that includes local regulations, national regulation and international regulation.</p> <p>The procedure explains that the person responsible for the management of legal documents are the Head of General Affairs and Human Resources. The company has kept a list of rules and regulations in 2nd semester of 2019 at the Head of General Affairs and Human Resources Department and has distributed to each division office in hardcopy and softcopy. The</p>

3.4 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.4.1. Identification of Findings, Corrective Actions and Observations at ASA-1

<i>NCR No.</i>	: 2019.01	<i>Issued by</i>	: Dwi Haryati
<i>Date Issued</i>	: 28 March 2019	<i>Time Limit</i>	: 27 June 2019
<i>NC Grade</i>	: Major	<i>Date of Closing</i>	: 27 May 2019
<i>Standard Ref. & Requirement</i>	: 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>PPE of Grading Workers</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. 			

<i>Assessor Evaluation and Conclusion (filled by auditor):</i>	
Verification, May 27th, 2019.	
The company shows evidence of improvement including:	
<ul style="list-style-type: none"> 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):*

- 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**

3.4.2. Identification of Findings, Corrective Actions and Observations at ASA-2

NCR No.	: 2020.01.	Issued by	: Yohanes Hardian
Date Issued	: 11 th March, 2020	Time Limit	: 9 June 2020
NC Grade	: Critical	Date of Closing	: 9 June 2020
Standard Ref. & Requirement	: 2.1.1 The unit of certification complies with applicable legal requirements.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The company already has a Permit for Waste Water Utilization on the Land of PTPN IV Adolina Business Unit based on Environmental Office Decree No. 18.32 / 660/67/2015 dated February 13, 2015, valid until February 13, 2020. Until the Audit Surveillance assessment 2 the permit has expired and the Company has not shown an extension of Permit for Waste Water Utilization.			
Root Cause Analysis <i>(filled by organization audited):</i> Lack of understanding of the unit to monitor licensing validity			
Corrective Action <i>(filled by organization audited):</i> Extension of permit for utilization of wastewater on land			
Preventive Action <i>(filled by organization audited):</i> Monitor the validity period of permits in the Adolina unit			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification June 8, 2020 The company shows evidence of improvement in the form of monitoring of company licensing and validity period, as well as a letter of request from the Estate Manager to the Legal Department of PTPN IV dated December 1, 2019, regarding the request to the Legal Department to extend the land application permit. However, the letter is still within the company's internal scope, there has been no follow-up efforts to issuing agency. This non conformity has not been fulfilled Verification June 9, 2020 The company has shown a Certificate from the Serdang Bedagai District Environmental Agency No. 18.20 / 660/920/2020 dated June 8, 2020 which explains that land application licensing is in the process at the Serdang Bedagai District Environment Agency. Based on this the non-conformity has been fulfilled and its fulfillment will be observed in the next assessment			
Verified by	: Yohanes Hardian		

NCR No.	: 2020.02.	Issued by	: Dwi Haryati
Date Issued	: 11 th March, 2020	Time Limit	: Next Surveillance
NC Grade	: Non Critical	Date of Closing	:
Standard Ref. & Requirement	: 2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.		

<p>Evidence observed & Non-Conformance Description (filled by auditor):</p> <p>The company contract agreement with a third party (contractor) does not yet include a clause in fulfilling legal obligations. This is known based on the review of the contract document between PTPN IV and CV Setia Kawan regarding Procurement the Work of Transporting FFB Division VII Adolina Plantation, on January 2, 2020. There is no clause the fulfillment of legal obligations that apply in the aspects of OSH and employment for workers.</p> <p>In addition, evidence of the implementation of compliance with legal aspects (OSH and employment) for contractor workers, has not been able to be demonstrated by the company.</p>	
<p>Root Cause Analysis (filled by organization audited):</p>	
<p>Corrective Action (filled by organization audited):</p>	
<p>Preventive Action (filled by organization audited):</p>	
<p>Assessor Evaluation and Conclusion (filled by auditor):</p>	
<p>Verified by :</p>	

NCR No. :	2020.03.	Issued by :	Dwi Haryati
Date Issued :	11th March, 2020	Time Limit :	9 June 2020
NC Grade :	Critical	Date of Closing :	01 June 2020
Standard Ref. & Requirement :	<p>3.6.2 The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p>		
<p>Evidence observed & Non-Conformance Description (filled by auditor):</p> <p>The company has an OHS policy and OHS Management Review that is carried out annually (9 September 2019) to see the effectiveness of the OHS plan that has been implemented in the current year. However, there is some evidence that illustrates that the policy and review have not been effectively implemented.</p> <p>This is known from the documents review and field observations, namely:</p> <ol style="list-style-type: none"> Field observations in the area operation at Land Application that have not implemented work safety in accordance with HIRAC, include not yet installing OSH warning signs, installing safety fences, and workers have not used PPE such as helmets, safety shoes, masks, gloves. There has been no license extension for the operator of the steam turbine (license Reg.14.135-OP.TUK3-PTP / VII / 2014). Field observations at the Division III rinse house which is a place to store PPE spray does not show that workers' PPE is there but is taken home after working the previous day. There are some dangerous material waste that is stored outside the designated place (dangerous waste warehouse) Emergency response facilities that are not yet available in Hazardous Waste Temporary Warehouse at Mill (there is no alarm and eye wash yet). The first-aid kit in the harvest foreman of Division III only contains 15 items. The first aid kit in the workshop at Mill only contains 15 items. The fire extinguisher in the dangerous waste warehouse has been damaged. There is no mechanism to replace the damaged PPE. 			
<p>Root Cause Analysis (filled by organization audited):</p> <p>There is still a lack of understanding of:</p>			

- a. The application of job security in accordance with HIRAC
- b. The validity period of the OHS operator license
- c. Provision and storage of PPE especially for chemical and fertilizing work
- d. Hazardous Waste Management
- e. Completeness that must be met at the Hazardous Waste Warehouse
- f. Completeness of the contents of the first aid kit in accordance with applicable regulations
- g. Periodic fire extinguisher check
- h. Damaged PPE replacement mechanism

To see the effectiveness and understanding of employees on the information dissemination, an evaluation is conducted a maximum of 1 month after the socialization, and continues to be conveyed periodically every morning briefing or circle activity.

Corrective Action *(filled by organization audited):*

1. To carry out OHS socialization and application of job security
2. Monitoring the validity period of the OHS operator license
3. To socialize the use, replacement and storage of PPE, especially chemical work and fertilization
4. Socializing the management of Hazardous Waste and Hazardous Waste Warehouse
5. Conduct first aid socialization and fulfill first aid box contents
6. Conduct regular socialization of the fire extinguisher inspection.

The evaluation is carried out a maximum of 1 month after the socialization, and continues to be submitted periodically every briefing or morning circle activity

Preventive Action *(filled by organization audited):*

1. Monitoring the completeness of work safety and OHS
2. Register all permits and licenses so that they can monitor the validity period
3. Monitoring PPE storage of chemical and fertilizing work
4. Evaluate the understanding of hazardous waste management
5. Monitor the management of hazardous waste
6. Monitoring the completeness of facilities and infrastructure at the hazardous Waste warehouse
7. Monitoring the completeness of the contents of the first aid box regularly
8. Conduct periodic fire extinguisher inspection monitoring
9. Monitor the usage and replacement of PPE

Evaluation is carried out by the Management Employees in each Section / Afdeling by observing the suitability of the monitoring documents with the situation on the ground. In addition to monitoring work activities, sanctions are also imposed on OSH violations, especially related to the use of PPE when working

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

Verification May 7, 2020

The company shows evidence of improvement:

The socialization on March 30, 2020 regarding Occupational Health and Safety was led by the Chief Engineer and attended by the Manager, Mill Assistant, Foreman and Implementing Employees during the Morning Briefing activities. The activity is an evaluation of knowledge about OHS such as OHS definition, PPE, and installing signs to prevent work accidents (in LA area).

Based on the evidence of improvement above, indicators of the effectiveness of the OHS plan cannot yet be demonstrated. In addition, improvements from the findings in the field have not been shown along with their evaluations. Thus the Non conformity is open.

Verification 21 May 2020:

The company shows evidence of improvement:

1. Letter regarding Steam Turbine Operator Training Ado Number / 04.08 / M / 07 / V / 2019 dated May 1, 2019. The letter explains the instructions from the Manager to the HR Department (04.08) to be able to arrange license extensions on behalf of 1 OHS Steam Turbine operator with No.14.135.OP.TU.K3-PTP / VII / 2014 dated July 4, 2014 which expired on July 4, 2019.
2. A certificate from PJK3 which is currently in the process of being issued by Republic of Indonesia Ministry of Labor, with the following details:
3. Monitoring of fire extinguisher in the hazardous warehouse in April 2020 is in a new condition along with the minutes of submission on April 4, 2020.
4. Monitoring the completeness of first aid at a location containing 15 items in accordance with the recommendation of the doctor in charge at the company.
5. Memo from the manager on 15 April 2020 no. ADO / M / IV / 2019 regarding sanctions for violations not using PPE. It was explained that management would take decisive action against employees who did not use PPE when working. The action is prohibiting employees from entering the work site and giving a Warning Letter to employees who do not use PPE.
6. Socialization on March 17, 2020 during the morning circle delivered by the manager to the Mill Assistant, Assistant Afdeling I, clerk of I Afdeling, and Implementing Employees. The material presented is the definition of OHS, the importance of PPE at work, the importance of PPE at work, harvesting activities on the electricity grid, first aid.
7. The socialization on March 28, 2020, when the morning briefing delivered by the Chief Engineer was attended by the Manager, Mill Assistant, Mill Foreman, and Employees. The material presented in the form of a warning in the form of a reprimand and sanctions may not carry out activities if they do not use PPE. The same activities and times were carried out in Afdeling I.
8. Monitoring PPE usage of afdeling 1, 2 and 3 employees who explain the condition of the boots PPE in good condition until April 2020.
9. Monitoring the PPE condition of safety shoes, helmets, masks, gloves, welding aprons, goggles, and earplugs for the technical staff of the Adolina estate unit in the April 2020 period. The PPE conditions are explained in good and good condition. The report was made by clerk and known by the Chief Engineer.

Based on the evidence of improvement above, the non conformity has not been fulfilled (Open). Supporting data is still needed to show an evaluation of the discrepancies, including:

1. Field observations at the Afdeling III rinse house which is a place to store PPE spray does not show that workers' PPE is stored there but brought home after working the previous day.
2. There are some hazardous waste that is stored outside the designated place.
3. Emergency response facilities that are not yet available in hazardous waste warehouse (there is no alarm and eye wash yet).
4. The PPE replacement mechanism is broken.

Verification on June 1, 2020

The company shows evidence of improvements in the form of:

- Memo from Unit Managers to Section Assistants and Afdeling Assistants 1-9 dated April 13, 2020 Ado / M / 27 / IV / 2020 Number regarding PPE Requests. The contents of this memo explain several things, namely:
 1. All Afdeling in order to comply with Circular Number ADO / SE / Intern / 21 / IV / 2020 concerning Workers' PPE Replacement Mechanisms.
 2. All Assistant Head and Assistant must monitor the completeness and condition of employee PPE regularly every month.
 3. While waiting for the realization of PPE procurement from the Head Office, all Afdeling / Sections must continue to provide PPE for employees who are high-risk workers, if possible it can be taken from the PPE prepared for guest units.
 4. It is strictly forbidden for employees who work not to use PPE.
- Circular Letter Number ADO / SE / Intern / 21 / IV / 2020, April 6, 2020 concerning the Mechanism of Employee PPE Replacement.
- Monitoring the use of PPE in the period of April 2020 which explains PPE monitoring in good condition for workers made by clerk and known by the Assistant Afdeling.

- Documentation in the form of a photo storage of pesticide operator PPE at rinse house of Afdeling 3 which explains that the PPE of the worker has been stored in the space provided.
- Monitoring of Facilities and Infrastructure of Licensed hazardous waste based on regulation as well as documentation on the completeness of the facilities of Hazardous Waste Warehouse infrastructure that has been equipped with fire extinguisher Tubes, Bells, First Aid Box, Alarms, Eye shower and Eye wash, log book and improvement of waste hazardous warning.

Based on the evidence sent above, the non-conformity is declared Fulfilled with Observation (Closed with Observation).

Verified by : **Dwi Haryati**

NCR No.	: 2020.04.	Issued by	: Dwi Haryati
Date Issued	: 11 th March, 2020	Time Limit	: Next Surveillance
NC Grade	: Non Critical	Date of Closing	:
Standard Ref. & Requirement	6.2.6 A DLW is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours		
Evidence observed & Non-Conformance Description (filled by auditor): The company has not been able to show the results of the calculation of applicable wages and benefits in the form of goods given to workers in accordance with RSPO guidelines in the implementation of Living Wages (DLW), such as housing, water, electricity, health facilities, children's education, food, etc. etc., even though minimum wages have been paid to workers in accordance with regulations. This is not in accordance with the instructions of the RSPO Secretariat in the document "Statement From The RSPO Standards Committee Regarding Indicator 6.2.6 on Decent Living Wage" Endorsed by the RSPO BoG 7 November 2019, it states that: For countries where no living wage standard is set , until such time as the benchmark adopted by the RSPO for that country exists, the national minimum wage must be paid to all workers. In addition to the payment of the minimum wage, the certification unit must carry out an assessment of the RSPO guidelines to apply for a Living Wage (DLW).			
Root Cause Analysis (filled by organization audited):			
Corrective Action (filled by organization audited):			
Preventive Action (filled by organization audited):			
Assessor Evaluation and Conclusion (filled by auditor):			
Verified by	:		

NCR No.	: 2020.05.	Issued by	: Yohanes Hardian
Date Issued	: 9 Maret 2020	Time Limit	: Next Surveillance
NC Grade	: Non Critical	Date of Closing	:
Standard Ref.	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers		

& Requirement	and managers, is demonstrated
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on the results of field visits it is known <ul style="list-style-type: none"> - There is hazardous waste in the form of pesticide packaging in the Afdeling III housing - There is hazardous waste in the form of used brake oil packaging in the Mill workshop - There are hazardous traces of pesticide packaging near the hazardous waste storage area <p>This is not in accordance with SOP No. SPO 02 dated 2 January 2015 was approved by the Head of the Planning Section on Hazardous Waste Management, Agrochemical Chemical Containers and washing water equipment</p>	
Root Cause Analysis <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Preventive Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	:

NCR No.	: 2020.06.	Issued by	: Yohanes Hardian
Date Issued	: 9 Maret 2020	Time Limit	: Next Surveillance
NC Grade	: Non Critical	Date of Closing	:
Standard Ref. & Requirement	: 7.3.3 The unit of certification does not use open fire for waste disposal		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on the results of the field visit it is known as follows: <ul style="list-style-type: none"> - In Afdeling III housing there is no Final Waste Disposal location - Disposal and burning of rubbish in Afdeling III housing are known to be dumped near residential areas - There is domestic waste burning in the area where hazardous waste storage is located in Adolina Mill <p>This is not in accordance with the SOP for Household Waste Management NO SPO 20 Revision 3 dated January 2, 2018. The domestic waste is collected and disposed of at the final disposal site</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
Corrective Action <i>(filled by organization audited):</i>			
Preventive Action <i>(filled by organization audited):</i>			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verified by	:		

3.4.3. Opportunity for Improvement

No	Ref.	Description
1	1.1.4 C	The company has the opportunity to evaluate socialization activities related to communication and consultation procedures.
2	3.6.1 C	The company has the opportunity to follow up on the results of the 2020 hyperkes check (audiometry and spirometry).
3	6.5.1 C 6.5.2 C	Evaluate the documentation of the implementation of counseling activities to prevent sexual harassment and reproductive health.


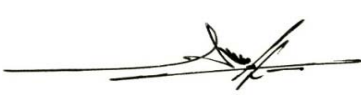

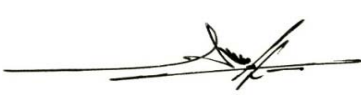

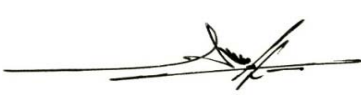
3.4.4. Noteworthy Positive Components

No	Description
1	Commitment to the adoption of standard principles and criteria for sustainable plantations
2	The company has obtained an ISPO (Indonesian Sustainable Palm Oil) certificate

3.5 Summary of Arising Issues from Public and Auditor Verification

Public Issues	Auditor Verification
<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 January until march 2020. The activity is FFB Transportation. The contractor have 2 unit truck for FFB transportation at Afdeling 3. They have been registered insurance (<i>BPJS TK & KES</i>) 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>There are no negative issues that need further verification, and this has been accordance with criterion 4.3</p>
<p>Serdang Bedagai regency manpower office :</p> <ul style="list-style-type: none"> - P2K3 reports are routinely sent to manpower office - P2K3 reports are routinely moved - There are cases of layoffs whose compensation has not yet been realized - there is no socialization from the company regarding the information request procedure owned by the company 	<p>Based on the results of verification to the company. the company has conducted socialization related to communication and consultation procedures owned by the company. but the socialization has not covered all the existing stakeholders</p> <p>Based on the results of interviews with the company, the company did not compensate the employee because the employee's working period was still less than one year and the employee was considered to have resigned unilaterally because he was absent from his job. The company has also sent a settlement report to the labor department showing a receipt from the labor department</p>
<p>Serdang Bedagai Regency Agriculture Office</p> <ul style="list-style-type: none"> - there are no glaring issues - reporting must always be submitted to the office - there is no socialization from the company regarding the information request procedure owned by the company 	<p>Based on the results of verification to the company. the company has conducted socialization related to communication and consultation procedures owned by the company. but the socialization has not covered all the existing stakeholders</p>
<p>Serdang Bedagai Regency Environmental Office</p> <ul style="list-style-type: none"> - land application permit that has expired and has not yet been renewed - surface water utilization permits that have expired and have not yet been extended - the palm oil mill effluent report for the 2019 period was not reported 	<p>Based on the results of verification to the company. the company has conducted socialization related to communication and consultation procedures owned by the company. but the socialization has not covered all the existing stakeholders.</p> <p>Land application permit has become Non-conformity.</p>

Public Issues	Auditor Verification
<ul style="list-style-type: none"> - there is no socialization from the company regarding the information request procedure owned by the company 	
<p>Perbaungan District</p> <ul style="list-style-type: none"> - There was a complaint from the community at the sub-district office regarding ash from the processing of the palm oil mill - The company has conducted socialization related to communication and consultation procedures - The company always carries out CSR activities 	<p>This issue has been recorded by CH.</p>
<p>Adolina employee cooperative</p> <p>Based on the results of an interview with one of the cooperative's management, it is known that the company strongly supports cooperative activities, one of which is by providing cooperative buildings. The end of the year meeting is always held as a form of management accountability to members of the cooperative. There is no company interference related to cooperative management</p>	<p>There are no negative issues that need further verification. The company has employee cooperatives in accordance with the regulations.</p>
<p>Gender Committee of Adolina Estate</p> <p>The company has had a policy to protect female workers from sexual harassment in the workplace as well as a grievance mechanism. Have implemented regulations related to reproductive rights such as menstruation leave and childbirth. There are no reports regarding violations of decency.</p>	<p>There are no negative issues that need further verification. Related no gender discrimination has been verified in related indicator.</p>

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 border="0" data-bbox="406 777 1380 1092"><tr><td data-bbox="406 777 844 861">PT Perkebunan Nusantara IV Ka Bagian Perencanaan dan Sustainability</td><td data-bbox="1088 777 1380 861">Mutuagung Lestari Lead Auditor</td></tr><tr><td data-bbox="519 903 747 997"></td><td data-bbox="1006 882 1364 976"></td></tr><tr><td data-bbox="535 1008 698 1092"><u>Mili Mahardika</u> 6 June 2020</td><td data-bbox="1055 1008 1315 1092"><u>Arif Faisal Simatupang</u> 6 June 2020</td></tr></table>	PT Perkebunan Nusantara IV Ka Bagian Perencanaan dan Sustainability	Mutuagung Lestari Lead Auditor			<u>Mili Mahardika</u> 6 June 2020	<u>Arif Faisal Simatupang</u> 6 June 2020
PT Perkebunan Nusantara IV Ka Bagian Perencanaan dan Sustainability	Mutuagung Lestari Lead Auditor						
							
<u>Mili Mahardika</u> 6 June 2020	<u>Arif Faisal Simatupang</u> 6 June 2020						

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	Manpower Agency of Serdang Bedagai Regency	Serdang Bedagai	-	Direct Interview	10th March 2020	✓	
2	Agriculture Agency of Serdang Bedagai Regency	Serdang Bedagai	-	Direct Interview	10th March 2020	✓	
3	Environmental Agency of Serdang Bedagai Regency	Serdang Bedagai	-	Direct Interview	10th March 2020	✓	
4	Perbaungan Sub-District	Perbaungan	-	Direct Interview	10th March 2020	✓	
5	Worker Cooperative of Adolina Estate	PTPN IV – Adolina Mill/Estate	-	Direct Interview	10th March 2020	✓	
6	CV Setia Kawan (Local Contractor)	Serdang Bedagai Regency, North Sumatera Province	-	Direct Interview	10th March 2020	✓	
7	Worker Union - Adolina Mill	PTPN IV – Adolina Mill	-	Direct Interview	10th March 2020	✓	
8	Gender Committee of Adolina Estate.	PTPN IV – Adolina Estate	-	Direct Interview	10th of March 2020	✓	
9	WWF	Jakarta	supporter-service@wwf.or.id	Via email	27th Februari 2020		✓
10	Walhi	Jakarta	informasi@walhi.or.id	Via email	27th Februari 2020		✓
11	Sawit Watch	Jakarta	info@sawitwatch.or.id	Via email	27th Februari 2020		✓
12	Adolina Mill - 1 security - 2 weghbridge operators - 3 grading workers - 6 process workers - 2 boiler workers - 1 engine room operator - 1 warehouse officer - 1 hazardous waste warehouse officer - 2 fire emergency response team	PTPN IV – Adolina Mill	-	Field observation and direct interview	9th March 2020	✓	
13	Adolina Estate - 2 harvesters - 2 spraying workers - 1 staff officer of Afdeling - 1 resident of housing	PTPN IV – Adolina Estate	-	Field observation and direct interview	10th March 2020	✓	

Appendix 2. Assessment Program

Date	08 – 11 March 2020	
Program	Clauses To Be Audited	Auditor / PIC
Sunday, 08 March 2020		
06.00 – 08.30	Flight from Jakarta to Medan	All Auditor
08.30 – 12.00	Traveling from Medan to Adolina Estate	All Auditor
Monday, 09 March 2020		
08.00 – 09.00	Opening Meeting of RSPO Adolina POM <ul style="list-style-type: none"> • Auditee speech (introduction of PIC, profile of Management Unit) • Auditor Team speech (introduction, audit objective, audit scope, audit plan discussion, determine of audit sample, transparency and confidentiality clarification) 	All Auditor
09.00 – 12.00	Field Observation of Adolina POM <ul style="list-style-type: none"> • Observation of supply chain (FFB receiving, weighbridge) • Observation of FFB grading, processing activity, product despatch • Observation of chemical storage, hazardous waste storage, fire control simulation, etc • Observation of WWTP, WTP, EBA 	Faisal Faisal Dwi Dwi
09.00 – 12.00	Field Observation of Adolina Estate <p>Field observation and consultation with internal stakeholder in their respective work locations (Gender Committee, Worker Union, Worker Cooperative, etc)</p> <ul style="list-style-type: none"> • Observation of HGU poles, and land demarcation. • Observation of agronomy aspect (harvesting & transportation, manuring, pesticides application, road maintenance, IPM, EFB application, etc) • Observation of chemical storage, fertilizer storage, hazardous waste storage, fire control facilities, waste management, etc) • Observation of workers facilities (housing, school, worship place, domestic waste management, etc). • Observation of HCV area, POME Land Application. 	Yohanes Johan/ Faisal Yohanes Yohanes Johan/ Faisal
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Document review	All Auditor
Tuesday, 10 March 2020		
08.00 – 12.00	Agency Consultation of Serdang Berdagai Regency <p>Stakeholder consultation to affected communities surrounding the Plantation (Villager, Local contractors, Smallholders, and previous land owner)</p> <p>Document review</p>	Johan/Faisal Yohanes All Auditor

12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Document review	All Auditor
Wednesday, 11 March 2020		
08.30	Deadline of audit evidences/documents submission	Management Unit
08.00 – 11.00	Auditor's internal discussion of closing meeting preparation	All Auditor
11.00 – 12.30	Closing Meeting of RSPO Adolina POM <ul style="list-style-type: none"> • Presentation of audit findings (noteworthy positive component, non conformities, OFI, timeline of CAR's, conclusion) • Comments, responses and questions 	All Auditor
12.30 – 15.00 16.00 - ...	Break and Traveling from Adolina Estate to Medan Kualanamu Airport Flight from Medan to Jakarta	All Auditor All Auditor