

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

### [✓] Surveillance

Name of Management : **Seumanyam Palm Oil Mill, PT Socfin Indonesia subsidiary of Socfin SA**  
 Organisation  
 Plantation Name : PT Socfin Indonesia, Seumanyam Estate  
 Location : Village of Simpang Deli Kilang, Sub District of Darul Makmur, Nagan Raya District, Province of Aceh, Indonesia  
 Certificate Code : **MUTU-RSPO/154**  
 Date of Initial Registration : 17 October 2015  
 Date of Last Issued : 05 January 2021      Date of License Issue : 17 October 2022  
 Date of Certificate Expiry : 16 October 2025      Date of License Expiry : 16 October 2023

Assessment	Assessment Date	PT Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.1 (Remote Audit)	23 to 24 August 2021	Rizliani Aprianita Hasibuan, Briyogi Shadiwa, Erika Lucitawati, Septian Maulana	Ardiansyah	Octo H.P.N Nainggolan
ASA-1.1 & ASA-1.2 (Onsite Audit)	19 to 22 July 2022	Hasiholan Sihombing (Lead Auditor), Rahmat Abdiansyah, Helma Namira, Harris Silalahi		

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.1 & ASA-1.2	18 August 2022

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Figure 1. Location Map of PT Socfin Indonesia.

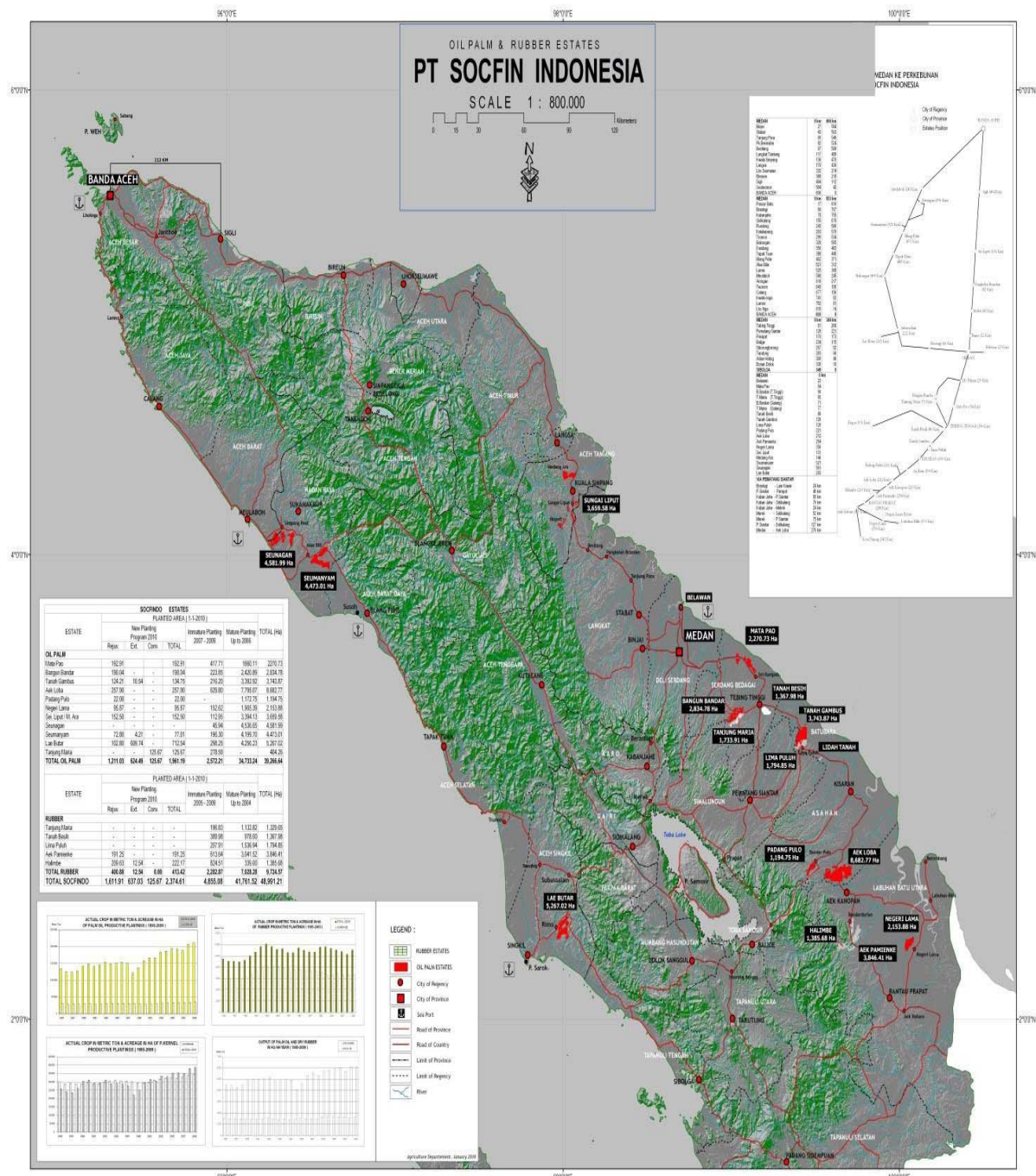
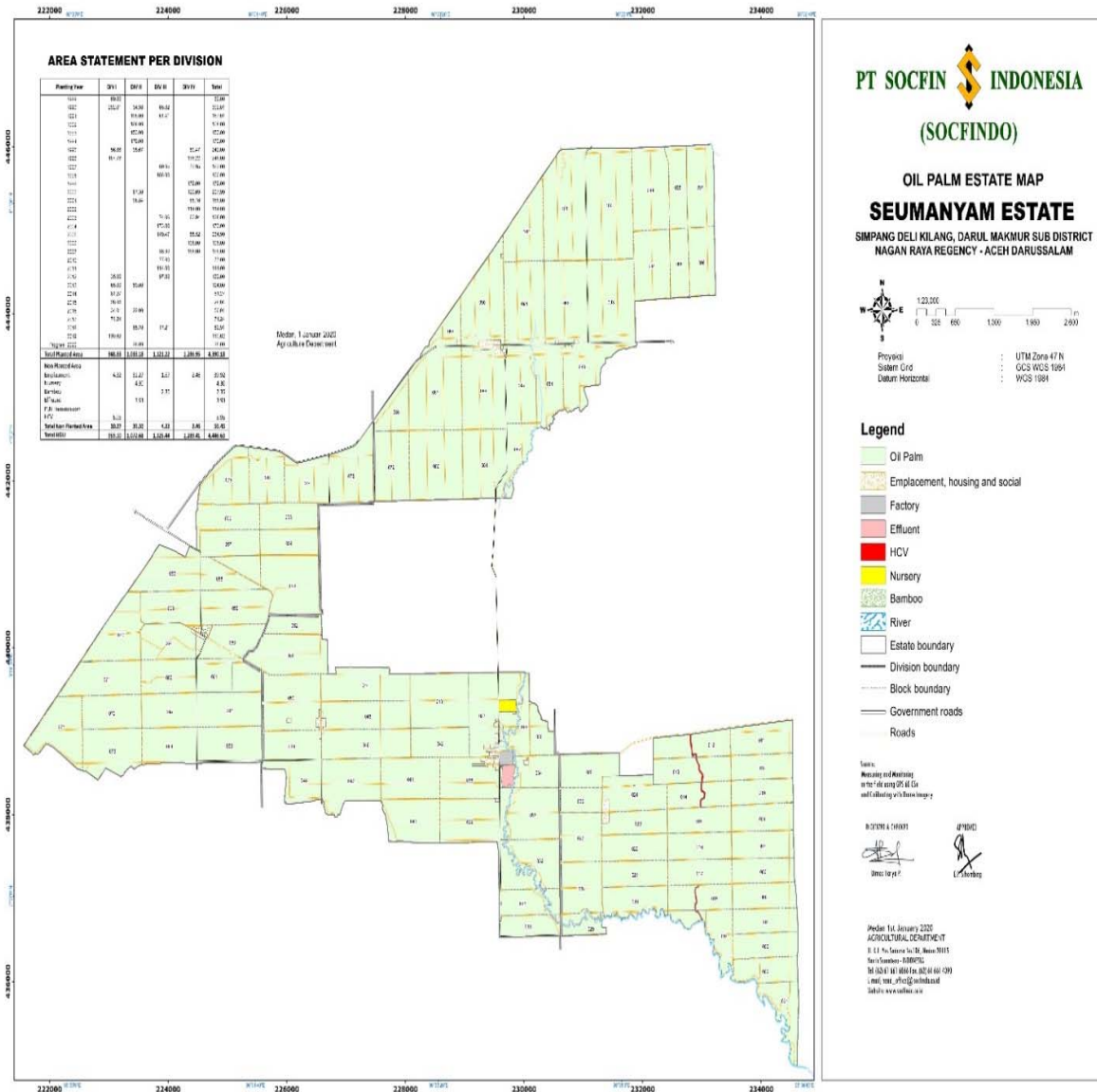


Figure 2. Operational Map of PT Socfin Indonesia



**Abbreviations Used**

AL	:	Aek Loba
ANDAL	:	Environmental Impact Analysis
ACOP	:	Annual Communication on Progress
ASA	:	Annual Surveillance Audit
Askep	:	<i>Asisten Kepala</i> / Head of Assistant
BB	:	Bangun Bandar
BKS PPS	:	Sumatran Plantation Company Cooperation Agency
BPJS	:	Social Security Administrator
BPJS TK	:	Social Security Administrator for employment / <i>Badan Penyelenggara Jaminan Sosial Ketenagakerjaan</i>
CLA	:	Collective Labor Agreement
CPO	:	Crude Palm Oil
CSPK	:	Certified Sustainable Palm Kernel
CSPO	:	Certified Sustainable Palm Oil
CSR	:	Corporate Social Responsibility
DLHK	:	Dinas Lingkungan Hidup dan Kehutanan
EFB	:	Empty Fruit Bunch
FFB	:	Fresh Fruit Bunch
FR	:	Frequency Rate
GHG	:	Greenhouse Gas
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> / Land Use Title
HK	:	<i>Hari Kerja</i> / Working Day
HR	:	Human Resources
IK	:	<i>Instruksi Kerja</i> / Work Instruction
IKS	:	<i>Ikatan Kerja Sementara</i>
IP	:	Identity Preserved
IPM	:	Integrated Pest Management
ISPO	:	Indonesian Sustainable Palm Oil
K3	:	<i>Keselamatan dan Kesehatan Kerja</i> / Occupational Health and Safety
KER	:	Kernel Extraction Rate
KHT	:	<i>Karyawan Harian Tetap</i> / Permanent Worker
KTU	:	<i>Kepala Bagian Tata Usaha</i> / Head of Administration
LK3	:	<i>Lingkungan Keselamatan dan Kesehatan Kerja</i> / Occupational Health and Safety Environment
LPUP	:	<i>Laporan Perkembangan Usaha Perkebunan</i> / Plantation Business Progress Report
LTA	:	Lost Time Accident
LUCA	:	Land Use Change Analysis
MKS	:	Meter Kilogram Seconds
MP	:	Mata Pao
NA	:	Not Applicable
NAD	:	<i>Nanggroe Aceh Darussalam</i>
OER	:	Oil Extraction Rate
OFI	:	Opportunity For Improvement
OHS	:	Occupational Health and Safety
OHS	:	Occupational Health Safety
P2K3	:	<i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> / OHS Committee
PAUD	:	<i>Pendidikan Anak Usia Dini</i> / Early childhood education programs
PEL	:	<i>Penyajian Evaluasi Lingkungan</i> / Environmental Evaluation Presentation
PK	:	Palm Kernel

PKWT	:	<i>Perjanjian Kerja Waktu Tertentu</i> / Employment Agreement
Polres	:	<i>Polisi Resor</i> / Resort Police
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PT Socfindo	:	PT Socfin Indonesia
RaCP	:	Remediation and Compensation Procedure (RaCP)
RKL-RPL	:	<i>Rencana Kelola dan Rencana Pengelolaan Lingkungan</i> /Management and Monitoring Plan
RSPO	:	Roundtable on Sustainable Palm Oil
SIA	:	Social Impact Assessment
SIMPEL	:	<i>Sistem Pelaporan Elektronik</i> (Environmental Electronic Reporting System)
SCCS	:	Supply Chain Certification System
SOP	:	Standard Operating Procedure
SPK	:	<i>Surat Perjanjian Kerjasama</i> (Work Agreement)
SR	:	Severity Rate
TG	:	<i>Tanah Gambus</i>
TPA	:	<i>Tempat Penitipan Anak</i> /Daycare
UMK/UMSK	:	<i>Upah Minimum Kabupaten/Upah Minimum Sektoral Kabupaten</i> /District Minimum Wage
UMP	:	<i>Upah Minimum Provinsi</i> /Minimum Wage
WHO	:	World Health Organization
WTP	:	Water Treatment Plant



1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"><li>Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020.</li><li>RSPO Certifications Systems for Principles &amp; Criteria and RSPO Independent Smallholders Standard (Endorsed by RSPO Board of Governors on 12 November 2020)</li></ul>	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	Seumanyam POM, PT Socfin Indonesia subsidiary of Socfin SA	
1.2.2	Contact person	Andria Zulmanitra	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"><li>RSPO registered company: Societe Financiere des Caouthchoucs 4, Avenue Guillaume 1650, Luxembourg.</li><li>Liaison Office: Jl. K.L. Yos Sudarso No. 106, Medan 20115, Provinsi Sumatera Utara.</li></ul>	
1.2.4	Telephone	(+62-61) 6616066	
1.2.5	Fax	(+62-61) 6614390	
1.2.6	E-mail	<a href="mailto:andria@socfindo.co.id">andria@socfindo.co.id</a>	
1.2.7	Web page address	www.socfindo.com	
1.2.8	Management Representative who completed the application for certification	Andria Zulmanitra Head of Sustainability Sub Department	
1.2.9	Registered as RSPO member	1-0269-19-000-00 – 06 December 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Seumanyam Mill and Seumanyam 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
			LatitudeLongitude
	Seumanyam POM	Simpang Deli Kilang Village, Darul Makmur Sub District, Nagan Raya District, Aceh Province, Indonesia.	3° 57' 55" N96° 33' 55" E
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			LatitudeLongitude
	Seumanyam Estate	Simpang Deli Kilang Village, Darul Makmur Sub District, Nagan Raya District, Aceh Province, Indonesia.	3° 57' 58" N96° 33' 48" E
1.5	Description of Area Statement		
1.5.1	Tenure		
	<ul style="list-style-type: none"><li>State</li></ul>	4,446.63 Ha	
	<ul style="list-style-type: none"><li>Community</li></ul>	- Ha	

1.5.2	<b>Area Statement</b>	
	• <b>Total area</b>	<b>4,446.63 Ha</b>
	• Mature area	4,139.78 Ha
	• Immature area	246.90 Ha
	• Emplacement	33.66 Ha
	• Mill	3.17 Ha
	• Nursery	4.30 Ha
	• Bamboo	2.35 Ha
	• Effluent Pond	3.93 Ha
	• HCV	12.54 Ha
	<i>*Total HCV area is 46.67 ha (34.13 Ha HCV in Planted area and 12.54 ha HCV in Non-Planted area).</i>	
<b>1.6</b>	<b>Planting Year and Cycles</b>	
1.6.1	Age profile of planting year	
	<b>Planting Year</b>	<b>Hectarage (Ha)</b>
		<b>Seumanyam Estate</b>
		<b>Total</b>
	1989	69.00
	1990	357.03
	1991	167.02
	1992	53.07
	1993	46.73
	1994	170.00
	1995	242.00
	1996	226.86
	1997	163.00
	1998	166.00
	1999	179.00
	2000	207.99
	2001	165.00
	2002	114.00
	2003	138.00
	2004	173.00
	2005	234.99
	2006	196.00
	2007	196.00
	2010	77.00
	2011	114.00
	2012	132.00



	2013	124.00	124.00				
	2014	81.27	81.27				
	2015	26.04	26.04				
	2016	56.01	56.01				
	2017	71.24	71.24				
	2018	82.91	82.91				
	2019	110.62	110.62				
	Sub Total Mature	4,139.78	4,139.78				
	2020	35.09	35.09				
	2021	111.74	111.74				
	2022	100.07	100.07				
	Sub Total Immature	246.90	246.90				
	TOTAL	4,386.68	4,386.68				
	1.6.2	New Planting area after January 2010	- Ha				
1.6.3	Planting Cycle	2nd and 3rd 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 (%)
	Seumanyam	23	176,521.80	40,539.35	22.97	6,724.86	3.81
				*Production data source from 19 months before assessment (December 2020 to June 2022)			
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/ year)	Supplied to Mill	
						FFB (tonnes/ year)	%
	Seumanyam	4,446.63	4,139.77	176,521.80	26.93	176,521.80	100
	TOTAL	4,446.63	4,139.77	176,521.80	26.93	176,521.80	100
				*Production data source from December 2020 to June 2022			
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)		
	-	-	-	-	-		
	TOTAL					-	
					*Production data source from December 2020 to June 2022		
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 + Ext Volume (MT)	Last Year Actual Certified Volume (MT)				
	FFB Processed		180,675	176,521.80				
	CPO Production		42,233	40,980.97				
	Palm Kernel (PK) Production		7,293	6,828.58				
1.8.2	Product selling							
	Type of selling product		Actual selling product for last year (December 2020 to June 2022) (MT)					
	CSPO sold as RSPO certified product		40,795.77					
	CSPK sold as RSPO certified product		6,776.86					
	CSPO sold under another scheme		0					
	CSPK sold under another scheme		0					
	CSPO sold as conventional		0					
	CSPK sold as conventional		0					
	Notes: <ul style="list-style-type: none"><li>There is an opening stock for CSPK on end of November 20 as amount as 103.71 MT</li><li>There is an opening stock for CSPO on end of November 20 as amount as 441.62 MT</li></ul>							
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate		Total Area (Ha)	Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Seumanyam		4,446.63	4,139.77	112,000	27.05		
	TOTAL		4,446.63	4,139.77	112,000	27.05		
	*Projected FFB production for 12 months of certificate							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO Out put (tonnes)	CPO Extraction (%)	Palm Kernel Out put (tonnes)	Palm Kernel Extraction (%)	Supply Chain Module
	Seumanyam	23	112,000	26,000	23.21	4,500	4.02	IP
	*Projected CSPO and CSPK production for 12 months of certificate							
1.9	Other Certifications							
	ISPO		ISPO Certificate No. MISB-ISPO/110 by Mutu Indonesia Strategis Berkelanjutan, valid thru 20 December 2026					
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	MILL	Time Bound Plan						
	Tanah Gambus POM	2016	Tanah Gambus Estate	2016	Batubara District, North Sumatera Province	Certified		

Bangun Bandar POM	2016	Bangun Bandar Estate	2016	Serdang Bedagai District, North Sumatera Province	Certified
Negeri Lama POM	2016	Negeri Lama Estate	2016	Labuhanbatu District, North Sumatera Province	Certified
Mata Apo POM	2016	Mata Apo Estate	2016	Serdang Bedagai District, North Sumatera Province	Certified
Aek Loba POM	2016	Aek Loba Estate	2016	Asahan District, North Sumatera Province	Certified
Sungai Liput POM	2016	Sungai Liput Estate	2016	Aceh Tamiang District, Aceh Province	Certified
Seunagan POM	2015	Seunagan Estate	2015	Nagan Raya District, Aceh Province	Certified
Seumayam POM	2015	Seumayam Estate	2015	Nagan Raya District, Aceh Province	Certified
Lae Butar POM	2015	Lae Butar Estate	2015	Singkil District, Aceh Province	Certified
Okomu Oil Palm Company Extension 1 POM	2020	Okomu Oil Palm Company Main Estate	2020	Nigeria	Certified
		Okomu Oil Palm Company Extension 1 Estate	2022		Uncertified
Okomu Oil Palm Company Extension 2 POM	2022	Okomu Oil Palm Company Extension 2 Estate	2022		Uncertified
Safacam POM	2020	Safacam TF129, TF136, TF180, TF, Bail Ossa	2020	Cameroon	Certified
		Safacam TF151	2022		Uncertified
		Safacam Provisional Concession	2022		Uncertified
Socapalm Dibombari POM	2022	Socapalm Dibombari Estate	2022		Certified
Socapalm Edea POM	2022	Socapalm Edea Estate	2022		Certified
Socapalm Mbongo POM	2021	Socapalm Mbongo Estate	2021		Certified
Socapalm Mbambou POM	2021	Socapalm Mbambou Estate	2021		Certified
Socapalm Kienké POM	2022	Socapalm Kienké Estate	2022		Uncertified
Socapalm Eséka POM	2023	Socapalm Eséka Scheme Smallholders	2023		Uncertified
Brabanta POM	2022	Sanga Sanga, Kadima and Kanangai Estates Estate	2022	Democratic Republic of Congo	Certified
		Lumbundji and Savannah Estates	2022		Uncertified
Plantations Socfinaf Ghana (PSG) POM	2022	PSG Manso	2022	Ghana	Uncertified
		PSG Subri	2022		Uncertified
SOGB POM	2021	SOGB TF464	2021	Côte D'Ivoire	Certified
		SOGB TF465, TF466, TF467	2022		Uncertified
Socfin Agricultural	2021	Socfin Agricultural Company (SAC) Estate	2021	Republic of Sierra Leon	Certified

	Company (SAC) POM				
	Agripalma POM	2021	Titulo 409	2021	Certified
			Titulo 410	2022	Uncertified
	Based on internal audit of uncertified unit on July to October 2021, most of unit still have LUCA in progress, such as: <ul style="list-style-type: none"><li>• Okomu Extension 1 &amp; 2 Mill and Estate: LUCA status still reviewed by RSPO.</li><li>• Socapalm Kienke Mill and Estate: LUCA status still reviewed by RSPO.</li><li>• Socapalm Eseka Mill and Estate: LUCA PASS and still RaCP process</li><li>• Brabantia Mill supply base (Lumbundji and Savannah Estates): LUCA PASS and still RaCP process</li><li>• PSG Mill and Estate: LUCA status still not complete.</li><li>• Agripalma mill supply base (Titulo 410): LUCA status still reviewed by RSPO.</li><li>• Safacam Mill supply base (Safacam TF151 and Safacam Provisional Concession): LUCA status still reviewed by RSPO.</li><li>• SOGB Mill supply base (SOGB TF465, TF466, TF467): LUCA status still reviewed by RSPO.</li></ul>				
1.10.2	<b>Progress of Associated Smallholders and Out growers for Certifiable Standard</b>				
	The Company didn't have associated smallholders and out growers.				

<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-1.1 (Remote Audit)</b>	<ol style="list-style-type: none"> <li><b>Rizliani Aprianita Hasibuan (Lead Auditor).</b> Indonesian Citizen. Bachelor and Magister of Agribusiness, Faculty of Agriculture. She had followed training such as RSPO Lead Auditor Training, SCCS training, lead Auditor ISO 9001:2008, ISO 14001:2004, ISPO Auditor training and followed several IHT related to environment, BMP etc. She has been involved in several audit activities related to sustainable palm oil certification since 2015 covering social aspect, health and safety aspect, worker welfare and waste management aspect. During the assessment she assigned to verified worker welfare, social &amp; transparency.</li> <li><b>Briyogi Shadiwa (Auditor).</b> Indonesian citizens. Associate degree of Oil Palm Plantation, Bogor Agricultural University. He has work experience since 2009 in several private oil palm plantation companies in Indonesia as Assistant Agronomy and Agronomy Quality Control. The trainings that have been attended include: RSPO Lead Auditor Course by Checkmark, ISPO Auditor Training by LPP, Lead Auditor ISO 9001: 2015, RSPO Supply Chain Certification Training Course by Checkmark, Lead Auditor ISO 14001: 2015, SMK3 Awareness, OHSAS 18001 Awareness: 2007, SA 8000 Awareness, ISO 45001: 2018 Awareness and General OHS Expert Training. In this audit, he verified the Legal and Supply Chain.</li> <li><b>Septian Maulana (Auditor Trainee).</b> Indonesian Citizen, Bachelor of Economic, Pamulang University. Have experience as sustainability staff on oil palm plantation. Training have been followed including Occupational Health and Safety Expert Candidate certification by Ministry of Manpower and Transmigration of Indonesia; Awareness Integrated Management Systems (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018); Basic Fire Fighting; Basic First Aid; Understanding the regulations and technical aspects of environmental management; Training of Immobilization after a venomous snake bite; Awareness ISO 19011:2011; Awareness ISO 17065:2012; Awareness ISO 17021:2015; and ISO 45001:2018; ISO 9001:2015 Lead Auditor, ISPO Lead Auditor, and RSPO Lead Auditor. In this audit activity was verified Best Management Practices and OHS Aspect under supervised by Lead Auditor.</li> <li><b>Erika Lucitawati (Auditor Trainee).</b> Indonesian citizen. Bachelor of Engineering with major in Environmental Engineering. The trainings that have been attended include In House Training of ISO 19011: 2018, ISO 17021: 2015, ISO 17065: 2012, ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018, and The Supervision of Occupational Health and Safety Training. In this audit, she verified transparency, environmental, conservation and GHG aspects with supervision by Lead Auditor.</li> </ol>
<b>ASA-1.1 &amp; ASA-1.2 (Onsite Audit)</b>	<ol style="list-style-type: none"> <li><b>Hasiholan Sihombing (Lead Auditor).</b> Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed namely: Lead Auditor ISPO, RSPO P&amp;C Lead Auditor Course, RSPO Supply Chain Certification Lead Auditor Course, SA 8000 Awareness, Quality Management Systems (ISO 9001:2015), Environmental Management Systems (ISO 14001:2015), OHS General Expert, OHSAS 18001:2007, ISO 19011:2018, ISO 17021:2011 and ISO 17065:2012. During this audit, he assigned to verify legal aspect, land dispute, partial certification and SCCS.</li> <li><b>Rahmat Abdiansyah (Auditor).</b> Indonesian citizen. Bachelor of Forestry from IPB University, with major in Forest Resources Conservation and Ecotourism. Has experience working in the Indonesian Palm Oil Farmers Organization and Indonesian private oil palm plantation companies. Participate in ISPO and RSPO Internal Auditor training in 2018, ISPO and P&amp;C Certification Systems IHT in 2019, IHT ISO 19011, IHT employment aspect, in 2019 and 2020, ISPO Auditor Training in 2020, RSPO Lead Auditor Training in 2020, ISO 14001 and ISO 9001 Lead Auditor Training in 2020, and awareness of the RSPO Certification System and the RSPO P&amp;C in 2019 and 2020. During this assessment, he verified the aspects of transparency and worker welfare.</li> <li><b>Harris Silalahi (Auditor).</b> Indonesian citizen, Bachelor of Chemistry from the Faculty of Mathematics and Natural Sciences, University of North Sumatra (FMIPA-USU). Has experience working in the Indonesian Palm Oil Farmers Organization and Indonesian state and private oil palm plantation companies. Has 2.5 years working experience in Oleochemical and 2.5 years in palm oil mill. Has experience in assisting Oil Palm Plantations as a development consultant for the implementation and certification of ISO 9001, ISO 14001, SMK3, RSPO and ISPO for more than 10 years. Has experience in assisting Oil Palm Independent Smallholders in the implementation and certification of RSPO for more than 5 years. The trainings he has attended namely OHS Management System Training (SMK3), RSPO Lead Auditor Training in 2009, Technical Training Assessment of HCVA 2011, ISPO Lead Auditor Training</li> </ol>

	<p>in 2013, ISPO P&amp;C Certification System and 2018, ISO 17021 &amp; 17065 Training in 2022, ISO 9000 Lead Auditor Training (IRCA Certificated) in 2001, Train the Trainer Energy Management System ISO 50001:2011 in 2012, Workshop on Identification and Calculation of GHG in 2015, Training for Up Grade QMS ISO 9001:2015 in 2016, Training Up Grade EMS ISO 14001:2015 in 2016, Training ISO 19011:2018 Audit System in 2020, RSPO Smallholder Master Trainer of Trainer Training in 2019, RSPO Supply Chain Certification Systems Version 2018 Training and Workshop in 2021. During this assessment, he verified Best Management Practices and OHS Aspect.</p> <p><b>4. Helma Namira (Auditor Trainee).</b> Indonesian citizen, Bachelor of Science, majoring in Biology, University of Indonesia. Has 2 years experiences working in Health Safety Security Environment (HSSE) Refinery in one of Oil &amp; Gas Company in Indonesia. Attended trainings are Awareness ISO 19011: 2018; Awareness ISO 9001:2015, Awareness ISO 17021:2015, IHT Awareness ISO 17065:2012, IHT Awareness ISO 14001:2015, IHT Awareness IHT ISO 45001:2018, IHT Awareness ISPO P&amp;C Certification System, and IHT Awareness RSPO. During this audit, will verify for Environment, GHG, and HCV aspects under supervised by Lead Auditor.</p> <p>Curriculum vitae (CV) of the members and the assessment team is available at the PT Mutuagung Lestari office.</p>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-1.1 (Remote Audit)</b>	<p>Number of auditors: 2 auditors and 2 Auditors Trainee.</p> <p>Number of days for <b>ASA-1.1 (Remote)</b>: 2 days.</p> <p>Number of working days for <b>ASA-1.1 (Remote)</b>: 4 Working days.</p>
<b>ASA-1.1 &amp; ASA-1.2 (Onsite Audit)</b>	<p>Number of auditors: 3 auditors and 1 Auditor Trainee.</p> <p>Number of days for <b>ASA-1.1 + ASA-1.2</b>: 4 days.</p> <p>Number of working days for <b>ASA-1.1 + ASA-1.2</b>: 12 Working days.</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-1.1 (Remote Audit)</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Socfin Indonesia to the requirements of <b>RSPO Certifications Systems for Principles &amp; Criteria and RSPO Independent Smallholders Standard (Endorsed by RSPO Board of Governors on 12 November 2020) and Indonesia National Interpretation RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2018 Endorsed by the RSPO Board of Governors on 20<sup>th</sup> April 2020</b></p> <p>The assessment was conducted in two 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.</p> <p>Some opportunities for improvement of the results <b>ASA-1.1 (Remote)</b> delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (<b>ASA-1.2</b>).</p> <p>Improvement of findings from <b>ASA-1.1 (Remote)</b> findings were observed by auditors at this <b>ASA-1.1 (Remote)</b> assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of <b>ASA-1.1 (Remote)</b>.</p> <p>Opening meeting were attended by auditor and auditee with online method, document sent by email. Therefore, closing meeting were attended by same participants. During closing meeting, they were accepted the auditor conclusion</p> <p>The assessment program please find Appendix 2</p>
<b>ASA-1.1 &amp; ASA-1.2 (Onsite Audit)</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Socfin Indonesia to the requirements of <b>RSPO Certifications Systems for Principles &amp; Criteria and RSPO Independent Smallholders Standard (Endorsed by RSPO Board of Governors on 12 November 2020) and Indonesia National Interpretation RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2018 Endorsed by the RSPO Board of Governors on 20<sup>th</sup> April 2020</b></p> <p>Additional Documents:</p>



- RSPO Notice to CB on RSPO P&C On-site & Remote Audits, on 24<sup>th</sup> March 2020
- Contingency RSPO Audit Procedure (This procedure is applicable when force majeure (such as pandemics, natural disasters, civil unrest, etc.) preventing the audit team from conducting field verifications) 25 August 2020
- Contingency RSPO Audit Procedure for RSPO Principles & Criteria and Independent Smallholder Standard (Version 2) Approved by Assurance Standing Committee on 22 October 2021

The scope of certification of PT Socfin Indonesia consist of one mill (Seumanyam POM) and one estate (Seumanyam Estate).

The audit program is included as Appendix 2. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estate. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, 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. Some opportunities for improvement of the results ASA-1.1 & ASA-1.2 by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment. Improvement of findings from RC findings were observed by auditors at this ASA-1.1 & ASA-1.2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.1 & ASA-1.2.

The opening meeting was held on 19 July 2022. As for the participants who attended the opening meeting included the Group Estate Manager, Estate and Mill Managers, Support Team from Medan and other staff. Closing meeting was held on 22 July 2022 attended by the same participants as the opening meeting. Management PT Socfin Indonesia accept all the onsite ASA-1.1 & ASA-1.2 audit results.

During the COVID-19 pandemic, there were several modifications to the audit activity due to health protocols. Audit process carried out with high safety protocol procedure that developed by Certification Body and the unit of certification. Before an onsite audit carried out, there are several meetings to discuss health protocol procedures. There are several activities that are not possible to do face to face, such as public consultations with government agencies, communities, or previous landowners so that these activities are carried out by telephone. Furthermore, during field observation auditor only verification the activity and interview process carried separately by telephone. Document verification conducted separately through the electronic files.

Public Stakeholder Notification was made on MUTU Website. There is no written negative feedback receive. Stakeholder consultation involved internal and external stakeholders. Discussion was held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each discussion, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment.

Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix 1.

Commonly, the audit activities went smoothly with good cooperation from the unit management. The presentation of documents is presented quite well by involving related personnel.

All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU).

The assessment program please find Appendix 2.

<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA-1.1 (Remote Audit)</b>	This will be verified at onsite audit
<b>ASA-1.1 &amp; ASA-1.2 (Onsite Audit)</b>	<p>The sampling location consider the issue arise from the review documents and stakeholder's consultation that are fundamental and crucial. On this assessment sample locations that visited and respondent that interviewed by team auditor are:</p> <p><b>Seumanyam POM</b></p> <ul style="list-style-type: none"> <li>• <b>Security Post.</b> Field observations and interviews related to labor and OHS aspects.</li> <li>• <b>Weighbridge.</b> Field observations and interviews related to employment aspects and SCCS</li> <li>• <b>St. Grading.</b> Field observations and interviews related to aspects of OHS, BMP and Employment.</li> <li>• <b>St. Sterilizer.</b> Field observations and interviews related to aspects of OHS, BMP and Employment.</li> <li>• <b>St. Boilers.</b> Field observations and interviews related to aspects of OHS, BMP and Employment.</li> <li>• <b>St. engine room.</b> Field observations and interviews related to aspects of OHS, BMP and Employment.</li> <li>• <b>Simulation Hydrant.</b> Field observations and interviews related to aspects of OHS, BMP and Employment.</li> <li>• <b>Warehouse,</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Water Treatment Plant.</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Hazardous Waste Store.</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Chemical Store.</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Effluent Pond.</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Water Inlet (Alue Getah River).</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Effluent Discharge.</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>EFB station.</b> observation and interview related OHS facility, environment, worker welfare and others.</li> <li>• <b>Fertilizer warehouse</b> Observation for material handling, OHS, and hazardous material handling.</li> <li>• <b>Workshop.</b> Observation for material handling, OHS, and hazardous material handling.</li> </ul> <p><b>Bulking in Susoh Sub District</b></p> <ul style="list-style-type: none"> <li>• <b>Bulking Pulau Kayu Susoh.</b> Observation related CPO Storage at Bulking in Susoh.</li> </ul> <p><b>Seumanyam Estate</b></p> <ul style="list-style-type: none"> <li>• <b>Block 83 Division 4 (HGU Pole No. 6 and 7).</b> Observation the conditions and position of legal boundary.</li> <li>• <b>Block 82 Division 4 (HGU Pole No. 8).</b> Observation the conditions and position of legal boundary.</li> <li>• <b>Block 19 Division 1 (HGU Pole No. 33).</b> Observation the conditions and position of legal boundary.</li> <li>• <b>Block 01 Division 1 (HGU Pole No. 34).</b> Observation the conditions and position of legal boundary.</li> <li>• <b>Block 84 Division 4 (HCV – Riparian of Alue Getah River).</b> Observation of HCV management</li> <li>• <b>Block 2 Division 1 (HCV – Riparian of Alue Getah River).</b> Observation of HCV management</li> <li>• <b>Block 42 Division 2 Spray Activities.</b> Field observations and interviews related to aspects of BMP, OHS, Environment and Employment.</li> <li>• <b>Block 36 Division 2 Nursery.</b> Field observations and interviews related to aspects of BMP, OHS, Environment and Employment.</li> <li>• <b>Block 33 Division 2 and Block 60 Division 3 Harvesting activity.</b> Field observations and interviews related to aspects of BMP, OHS, Environment and Employment.</li> <li>• <b>Replanting Area Planting Year 2021 Block 41 Division 2.</b> Field observations related to the application of soil and water conservation.</li> <li>• <b>Block 79 Division 4 fertilizing Activities.</b> Field observations and interviews related to aspects of BMP, OHS, Environment and Employment.</li> <li>• <b>Housing area.</b> Observation and interview related facilities in housing area, domestic waste, emergency response and others.</li> <li>• <b>Daycare.</b> Observation and interview related activity in day care, committee gender and others.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Mixing chemical area and washing area.</b> Observation and interview related mixing chemical activity, handling of chemical spills, medical checkup and others.</li> <li>• <b>Rinse House.</b> Observations related to the management of agrochemical materials and waste, MSDS, emergency response facilities, PPE and types of pesticides used.</li> <li>• <b>Temporary chemical store.</b> Observation and interview related chemical storage.</li> <li>• <b>Emergency Equipment.</b> Observation related monitoring of emergency equipment.</li> <li>• <b>First aid room.</b> Observation related to OHS and environment aspect.</li> <li>• <b>Landfill block 86 Division 4.</b> Observation related to domestic waste management.</li> </ul>
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Socfin Indonesia was held by:</p> <ul style="list-style-type: none"> <li>• Public Notification on website MUTU Website on 4 July 2022.</li> <li>• Public consultation meeting with government institution date on 19 July 2022.</li> <li>• Public consultation meeting with communities on 19 July 2022</li> <li>• Public consultation with non-government organization (WWF, WALHI, Sawit Watch, AMAN) on 4 July 2022.</li> <li>• Public consultation meeting with internal stakeholders and contractor on 19 July 2022.</li> </ul> <p>Numbers of input from stakeholders were clarified by PT Socfin Indonesia.</p>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	Please find appendix 1
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit (ASA-1.3) will be conducted eight (8) months to twelve (12) months 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 Seumanyam POM – PT Socfin Indonesia subsidiary of Socfin SA operation consisting of one (1) mill and one (1) oil palm estate.

During the assessment, there were No Nonconformity were assigned against Major Compliance Indicator; No Nonconformity were assigned against Minor Compliance Indicator; and two (2) opportunity for improvement were identified.

MUTUAGUNG LESTARI found that Seumanyam POM – PT Socfin Indonesia subsidiary of Socfin SA complied with the requirements of **RSPO Certification Systems for Principles & Criteria and RSPO Independent Smallholder Standard, endorsed by the RSPO Board of Governors on 12 November 2020 and Indonesia National Interpretation of Principles and Criteria for Sustainable Palm Oil Production 2018, endorsed on 20th April 2020.**

Therefore, MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
<b>PRINCIPLE #1 BEHAVE ETHICALLY AND TRANSPARENTLY</b>	
<b>1.1</b>	<b>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.</b>
<b>1.1.1</b>	<p>The company has Social Communication Procedure No. SOC/PSM/9.01, Edition 01, Revision 06, Effective date 01 April 2020, prepared by General Staff, Inspected by Head of General Affairs, Approved by General Manager and Principal Director. Scope: This procedure applies to the handling of information, aspirations, consultation and communication between the company and its stakeholders.</p> <p>Publicly available company documents or information, based on Social Communication Procedure No. SOC/PSM/9.01, Edition 01, Revision 06, covering:</p> <ul style="list-style-type: none"> <li>• Cultivation Rights Certificate</li> <li>• Occupational health and safety plan</li> <li>• Documents of environmental impact assessment (AMDAL) and social impact assessment (SIA)</li> <li>• Pollution prevention and reduction plan</li> <li>• Negotiation procedure</li> <li>• Continual improvement program</li> <li>• Summary of certification assessment report</li> <li>• Human Rights Policy</li> <li>• Company policy</li> <li>• Code of conduct for workers and suppliers</li> </ul> <p>The results of interviews with the Manpower Office of Nagan Raya Regency revealed that the company had conducted socialization to the agency, this was evidenced by the Manpower Office knowing the mechanism for requesting information from the company.</p> <p>The company also has publicly available information that can be accessed on the company's website (<a href="https://www.socfindo.co.id">https://www.socfindo.co.id</a>). The information available to the public listed on the website, for example:</p> <ul style="list-style-type: none"> <li>• Company policy</li> </ul>

- Socfindo's sustainability policy
- Ethical policy
- Quality policy
- Sustainability Report
- Socfindo Conservation Mission
- etc.

### 1.1.2

The unit of certification can show evidence that information has been received in an appropriate form and language regarding stakeholder involvement, rights and obligations of the company that is conveyed to all relevant stakeholders, including:

Companies can show records of providing information to relevant agencies in the form of routine reports, for example:

Plantation Legality

- Plantation progress report (LPUP) of PT Socfin Indonesia (Seumanyam Estate) period of Semester I of 2022 has been sent to Plantation Agency of Nagan Raya District on 13 July 2022.
- HGU utilization report of PT Socfin Indonesia (Seumanyam Estate) for the period of 2022 has been sent to Land Agency of Nagan Raya District on 20 June 2022.

The company has reported several mandatory manpower reports to the Agency, for example:

- The company shows proof of labor report for the period 2021 No. 23662.2020730.0001 dated July 30, 2021 and the obligation to report back on July 30, 2022.
- The company shows proof of recording a certain time work agreement from the Manpower and Transmigration Office of Nagan Raya Regency with Number 560.470.1/05/Kep/2022 on July 8, 2022.

The company has reported several mandatory environmental reports to the Agency, for example:

- The company showed evidence of the labor report period 2018 No. 23662.20190726.0001 dated 26 July 2019 and the period 2019 No. 23662.20200730.0001 dated 30 July 2020.
- Evidence of the fire monitoring report for the period January-June 2020 No. Letter SY/X/Bi/229/2020 dated July 14, 2020. Received by the Head of the Environment and Forestry Agency (DLHK) of Aceh on July 24, 2020, received by the Head of Department of Manpower and Transmigration, Nagan Raya Regency on July 27, 2020, received by the Regent of Nagan Raya Regency on August 24, 2020.
- Effluent and hazardous waste management report for 1<sup>st</sup> quarter of 2020 to the Environment Agency of Nagan Raya Regency dated 10 July 2020. While reported to the Environment and Forestry Ministry by online system dated 28 April 2020 with ID number: 1588045620-8.
- Environment monitoring and management report for 1<sup>st</sup> Semester of 2020 to the Environment Agency of Nagan Raya Regency dated 10 July 2020.
- Environment monitoring and management report for 1<sup>st</sup> Semester of 2021 to the Environment Agency of Nagan Raya Regency dated 1 July 2021.
- Environment monitoring and management report for 2<sup>nd</sup> Semester of 2021 to the Environment Agency of Nagan Raya Regency dated 4 January 2022.
- Environment monitoring and management report for 1<sup>st</sup> Semester of 2022 to the Environment Agency of Nagan Raya Regency dated 14 July 2022.

### 1.1.3

The company has Social Communication Procedure No. SOC/PSM/9.01, Issue 01, Revision 06, Effective Date 01 April 2020, as approved by the General Manager and Principal Director. Scope: This procedure applies to handling information, aspirations, consultation and communication between the company and its stakeholders.

The company shows the book "Request for information on Seumanyam plantations", it is known that in the 2022 period there are 2 data requests for information from stakeholders, namely:

- On June 8, 2022, there was a request for information regarding Stock Tank Capacity Data from Brigadier Bintaro Polres Nagan and the Company responded to it on June 8, 2022 via whatsapp message.

- On June 14, 2022, there was a request for information regarding Manpower Data from the Manpower Office of Nagan Raya Regency and the company responded to it on June 27, 2022 via an online letter sent via whatsapp.

The Auditor Team has also verified the external complaint record document owned by the company for the period 2021 and 2022. The results of the verification revealed that there were no complaints submitted in the period 2021 and 2022.

#### 1.1.4

The company has Social Communication Procedure No. SOC/PSM/9.01, Issue 01, Revision 06, Effective Date 01 April 2020, as approved by the General Manager and Principal Director. Scope: This procedure applies to handling information, aspirations, consultation and communication between the company and its stakeholders.

The company can show evidence of socialization of PT Socfindo Policy to stakeholders, including:

- Evidence of socialization of PT Socfindo's Policy to representatives of the Simpang Deli Kilang Village community on 21 June 2021 and 27 May 2022.
- Evidence of socialization of PT Socfindo's Policy to Stakeholder representatives such as PT Telkom Indonesia, Nagan Raya Regency Environmental Service, Nagan Raya Regency Plantation Office, Land Office, Nagan Raya Regency Manpower Office on July 13-15 2022.
- Evidence of socialization of PT Socfindo's Policy to community representatives from Panton Bayu Village, Pulo Tengah Village, Suka Mulia Village, Karang Anyar Village on August 18, 2021.
- Evidence of socialization of PT Socfindo's Policy to the Nagan Raya Resort Police on August 19, 2021.
- Evidence of socialization of PT Socfindo's Policy to representatives of the Blang Baro Village community on August 28, 2021.

Based on the results of interviews with representatives of the gender committee, trade unions, and employee cooperatives, it is known that they know the procedures for requesting information and submitting complaints.

#### 1.1.5

The company maintains a contact list and stakeholder details describing the name, institution, title, contact number and address. The list of stakeholders was updated on July 19, 2022, including Internal stakeholders (Principal Director, General Manager, Head of Section, Group Manager, Management, Staff, Employees, Employees, Management, Engineer I, Askep I, Engineer II, Assistant I, Assistant II, Assistant III, Assistant IV, KTU) and External (Government Agencies of Nagan Raya Regency, Government Agencies of Darul Makmur Subdistrict, Villages around Seumanyam Estate, Workers Union, Head of Gender Committee, Head of Susoh Installation, Posyandu, and Contractors/suppliers including cooperatives).

The Auditor Team has also conducted telephone interviews with stakeholders such as Nagan Raya Regency government agencies using information from a list of stakeholders owned by the company. The results of the audit team's verification of the list of stakeholders owned by the company are in accordance with the latest information.

**Status: Comply**

### 1.2

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

#### 1.2.1

The company shows a code of ethics policy document consisting of the Employee and Company Code of Conduct Edition 2 – March 2019 and the Supplier Code of Conduct Edition 1-March 2019. The ethical policies include:

- Prohibition of the use of illegal drugs, alcohol, firearms, bribery, money laundering and others.
- Respect human rights
- Fair and transparent business relationship

The company also has a policy that can be accessed by the public on the website <https://www.socfindo.co.id> and is available in the appropriate language. These policies include:

- Employee and company code of conduct (Issue 2 - March 2019)
- Supplier Code of Conduct (1st Edition - March 2019)



- Quality Policy (Adopted June 2019)
- Socfin Group policy for responsible management (effective June 2019)
- Non-Deforestation, Peat Development and Environment Policy (June 2019 and reviewed October 2021)
- Non-Discrimination and Equal Opportunity Policy (June 2019)
- Decent Living Wage Policy (June 2019 and reviewed in April 2021)
- Freedom of Association Policy (June 2019)
- No forced labor policy (June 2019)
- Child Protection Policy (June 2019)
- Reproductive rights policy (June 2019)
- Violence and Harassment Prevention Policy (June 2019)
- Human Rights Defenders Policy (June 2019 and reviewed in October 2021)
- Complaint Policy (June 2019)
- Occupational Safety and Health Policy (June 2019 and reviewed October 2021)

The company can show evidence of socialization of PT Socfindo Policy to stakeholders, including:

- Evidence of socialization of PT Socfindo's Policy to Stakeholder representatives such as PT Telkom Indonesia, Nagan Raya Regency Environmental Service, Nagan Raya Regency Plantation Office, Land Office, Nagan Raya Regency Manpower Office, 13-15 July 2021.
- Evidence of PT Socfindo's Policy Socialization to Panton Bayu Village, Pulo Tengah Village, Suka Mulia Village, Karang Anyar Village on August 18, 2021.
- Evidence of PT Socfindo's Policy Socialization to Blang Baro Village on August 28, 2021.

Based on the results of interviews with contractors, namely PT Putra Kelapa Gading Indah and PT Pancaran Maritim Transportindo, it is known that the company has disseminated company policies to contractors. This is evidenced by the Contractor being able to explain and understand company policies such as prohibiting child labor, prohibiting bribery, respecting human rights, transparent business, etc.

### 1.2.2

The system to monitor compliance and the implementation of ethical business policies and practices is carried out by the company by conducting an Internal Audit. The company shows the Internal Audit Guidelines No. SOC/PSM/11.01 edition 01 revision 00 dated August 1, 2016. Based on these guidelines, it is informed that audit activities are carried out annually.

The company can show the Internal Audit documentation for the 2022 period which was carried out on 29-30 June 2022. From the results of the internal audit conducted, it was found that there were no discrepancies related to violations of the ethical business practice 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 has list of regulations of 2022 that includes local regulations and national regulation updated annually. List of laws/regulations listed has covers several aspects such as land permit and legality, manpower, occupational health and safety, best management practices and environment. Some examples of regulations compliance that have been done such as:

##### **Land Legality**

The company shown evidences over its compliance toward the applicable regulation related to the aspects of land legality such as Plantation Business Registration Letter number HK.350/829/DJ.Bun.5/XI/2001 on behalf of PT Socfin Indonesia dated November 23, 2001 by the Directorate General of Plantation Production Development with an area of 717.17 ha; 3,395 ha and 360.5 ha of oil palm species, with a permit capacity of 45 tons of FFB/hour and an installed capacity of 23 tons of FFB/hour, located in Darul Makmur District, Aceh Barat Regency, Aceh Province.

**Employment Aspect**

The company has complied with all laws and regulations on the labor aspect, for example:

- Aceh Governor Decree No. 560/1707/2021 dated November 19, 2021 regarding the Determination of the Minimum Wage for Aceh Province in 2022. The UMP in 2022 is Rp. 3,166,460.
- Memo No. UM/PB/R/054/22 dated February 3, 2022 concerning the Non-Staff Salary Scale in 2022. Based on the memo, it is known that the smallest group of workers with Employee status is I/1 with a wage of Rp. 3,231,000 and the highest is class VIII/10 with a wage of Rp. 5,274,900.
- Letter No. UM/KK/Bi/1539/22 dated April 7, 2022 regarding the Determination of the 2022 KHT Wage. Based on the letter, the KHT wage is set at Rp. 3,167,460 consisting of Rp. 3,024,810 and the supply value of 15 kg of rice is Rp. 142,650.
- The company shows proof of labor report for the period 2021 No. 23662.2020730,0001 dated July 30, 2021 and the obligation to report back on July 30, 2022.

**Environmental Aspect**

- Hazardous waste store permit in accordance to the Head of the Investment and Integrated Service Office of Nagan Raya Regency decree number 503.10/00/2019 dated 10 January 2019 valid till 10 January 2024. There are two points with coordinate N 3°57'54"; E 96°33'55" and N 3°57'56.3"; E 96°33'53".
- Surface water utilization permit from Ministry of public works and people's housing number 385/KPTS/M/2019 dated 25 April 2019 valid till 25 April 2024.
- Effluent discharge permit in accordance to the Head of the Investment and Integrated Service Office of Nagan Raya Regency decree number 503.11/00/2019 dated 10 January 2019 valid till 10 January 2024.
- Report of Liquid Waste & Hazardous Waste of Quarter II 2021 to Environmental Agency of Nagan Raya Regency on August 2, 2021, Environmental Agency of Aceh Province on August 3, 2021 and Environmental Ministry through SIMPEL (Environmental Electronic Reporting System) with electronic receipt number 1625644863-8.
- Report on the results of Environmental Management and Monitoring (RKL-RPL) in First Semester of 2021 to Environmental Agency of Nagan Raya Regency on August 2, 2021 Environmental Ministry through SIMPEL (Environmental Electronic Reporting System) with electronic receipt number 1626396374-8.

**Best Management Practices Aspects**

In best management practices, it is known that plantation and mill management has implemented some compliance with Indonesian laws and regulations. For example, not using the burning method in the land clearing process and implementing integrated pest control, biological control and only uses pesticides that are listed on the pesticide government website.

**2.1.2**

Procedure of legal requirement which presented in document SOC/PSM/4.05, edition 01 revision 08, dated 15 May 2017 mentioned that sustainability officer has responsibility to arranged and monitored legal related laws and/or regulation. The procedure mentioned that in order to monitor and update of laws and/or regulations, the sustainability officer required to actively check and make coordination with Government Agencies or Institutions. Internal audit of regulations compliance is conducted annually as example on 29-30 June 2022. Regarding the evidence of evaluation of legal compliance from contractors collaborating with the company, is explained in more detail in indikator 2.2.2

**2.1.3**

Procedure of legal boundary stakes monitoring and maintenance is presented in document No. SOC/PSM/4.12, revision 6 dated 1 September 2021. Procedure mentioned that maintenance was carried out by officer appointed by Assistant. Monitoring the boundaries of the HGU is done every month.

The company shows the HGU stake monitoring document which is carried out every month. The last HGU stake monitoring was carried out in July 2022 at Seumanyam Estate. The report on the inspection and maintenance of the boundary stakes has provided complete information regarding the number of stakes, the state of the stakes, the location of the stakes, the coordinates of the stakes and corrective actions as well as the target time for repairs if there are damaged or missing stakes. In the monitoring report, it is known that all HGU stakes are available.

Based on field observations to several samples of HGU stakes determined by the auditors, namely Seumanyam Estate (Stakes No. 6, 7, 8, 33 and 34), it is concluded that all HGU stakes are in place according to their coordinates and are in good condition. Land boundaries with outsiders are clear, such as a large boundary road and trench that borders the HGU area. There is no indication of land use outside the HGU.

**Status: Comply**

## **2.2**

**All contractors providing operational service and supplying labour, and Fresh Fruit Bunch (FFB), comply with relevant legal requirements.**

### **2.2.1**

The company can show the list of contractors for the 2022 period which is contained in the stakeholder list document for the July 2022 period which provides the name of the contractor/supplier, PIC, and telephone number information. The contractors are:

- *Koperasi Dura* (Plant Maintenance Contractor)
- PT Amindy Barokah (Hazardous Waste Transportation)
- PT Putera Kelapa Gading Indah (CPO Transport Contractor)
- *Pengangkutan Alex* (Kernel Freight Contractor)
- PT Pancaran Maritim Transportindo (CPO Transport Contractor)

Based on document verification and interviews with management representatives, it is known that the company already has an up-to-date list of contractors and all contractors who work with the company are in accordance with current conditions.

The Company has also evaluated compliance with regulations carried out by the Contractor. The company can show the contractor's regulatory compliance evaluation document which was carried out on 11 July 2022 with the results that the contractor has complied with the regulations.

### **2.2.2**

The company can show a Cooperation Agreement with the Contractor, for example:

- Palm Oil Transport Agreement (MKS) between PT Socfin Indonesia and PT Putera Kelapa Gading Indah Number PD-GM/X/584/2021 on November 29, 2021 which is valid from January 1, 2022 to December 31, 2022. In the SPK Several regulatory obligations have been explained, such as:
  - Meet the applicable minimum wage
  - Do not employ children under 18 years old
  - Involving workers in BPJS Employment and health
  - Prohibition of forced labor and human trafficking.
  - Comply with relevant laws and regulations.
  - And others.
- Plant Treatment Agreement Letter between PT Socfin Indonesia and Dura Cooperative with Number SY/SPK/015/Bi/VI/2022 on 2 June 2022 which is valid from 6 June 2022 to 5 July 2022 (the contract will be renewed every month). In the SPK it is explained about not employing children under 18 years old, the contractor must pay a minimum wage in accordance with the provisions of the UMK/UMSK and make a salary slip, prohibition of forced labor and human trafficking, the second party is obliged to provide health insurance and work accident guarantees and death guarantees. by registering its workers to BPJS Health and Manpower.
- Palm Kernel Oil Transport Agreement (IKS) between PT Socfind Indonesia and Alex Freight with Number PD-GM/X/142/2022 on April 8, 2022 with a validity period starting from May 6, 2022 to December 31, 2022. The SPK has Several regulatory obligations are explained, such as:
  - Meet the applicable minimum wage
  - Do not employ children under 18 years old
  - Involving workers in BPJS Employment and health
  - Prohibition of forced labor and human trafficking.
  - Comply with relevant laws and regulations.
  - And others.

The Company can show proof of compliance with regulations carried out by the Contractor, for example:

- Salary list for 6 employees in July 2022 with the lowest salary of Rp. 3,500,000 (PT Putra Kelapa Gading Indah)
- Proof of payment of BPJS employment for 6 contractor employees for July 2022 paid/transferred on July 18, 2022 via Bank BSI transfer. The BPJS TK card has also been attached for 6 employees. (PT Putra Kelapa Gading Indah).
- Salary slips for workers in June 2022, for example, Miswati (7 HK) workers with a wage of Rp. 886,550 and casual workers. Ngutinah (8 HK) with a wage of Rp. 1,013,200. (Dura Cooperative). (one day only 4 working hours).
- Proof of payment for BPJS employment for cooperative employees for July 2022, paid on July 12, 2022. A BPJS TK card for contractor workers has also been attached, for example participant card No. 20038381594. (Dura Cooperative).

Based on the results of interviews with Putera Kelapa Gading Indah, it is known that the contractor has paid the wages of its employees in accordance with the minimum wage and paid BPJS for its employees.

### 2.2.3

The company can show a Cooperation Agreement with the Contractor, for example:

- Palm Oil Transport Agreement (MKS) between PT Socfin Indonesia and PT Putera Kelapa Gading Indah Number PD-GM/X/584/2021 on November 29, 2021 which is valid from January 1, 2022 to December 31, 2022. In the SPK Several regulatory obligations have been explained, such as:
  - Meet the applicable minimum wage
  - Do not employ children under 18 years old
  - Involving workers in BPJS Employment and health
  - Prohibition of forced labor and human trafficking.
  - Comply with relevant laws and regulations.
  - And others.
- Plant Treatment Agreement Letter between PT Socfin Indonesia and Dura Cooperative with Number SY/SPK/015/Bi/VI/2022 on 2 June 2022 which is valid from 6 June 2022 to 5 July 2022 (the contract will be renewed every month). In the SPK it is explained about not employing children under 18 years old, the contractor must pay a minimum wage in accordance with the provisions of the UMK/UMSK and make a salary slip, prohibition of forced labor and human trafficking, the second party is obliged to provide health insurance and work accident guarantees and death guarantees. by registering its workers to BPJS Health and Manpower.
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  - Meet the applicable minimum wage
  - Do not employ children under 18 years old
  - Involving workers in BPJS Employment and health
  - Prohibition of forced labor and human trafficking.
  - Comply with relevant laws and regulations.
  - And others.

The results of document verification show that all cooperation agreements have clauses prohibiting the practice of involving child labor, forced labor, and workers from human trafficking.

**Status: Comply**

## 2.3

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

### 2.3.1

The Certification Unit accepts fruit only from its own plantation and applies the IP system, where all fruit received is certified fruit. FFB originating is only supplied from one plantation, namely Seumanyam Estate owned by PT Socfin Indonesia.

Based on the description above, information regarding the legality of FFB sources from outside parties is not needed because all processed FFB sources come from their own estate that have been RSPO certified. From This explanation, we can conclude that there was no additional information needed about direct-outside FFB Supplier.

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**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**

The company has a company long-term plan document for the period 2021-2025 which has been approved by the General Manager. H. Andi Suwignyo in Medan on September 23, 2020, the long-term plan describes:

- Introduction
- Company history
- Business activities
- Vision and mission
- Company policy
- Sustainability
- Human Resources
- Long Term Plan 2021-2025
- Appendices.

Descriptions	2021	2022	2023	2024	2025
<b>Planted Area (Ha)</b>					
Mature	4,084	4,075	3,916	3,834	3,866
Immature	245	275	417	498	467
<b>Production (Ton)</b>					
FFB	111,497	111,358	107,931	106,119	104,000
CPO	26,090	26,058	25,256	24,832	24,336
PK	4,571	4,566	4,425	4,351	4,264
OER (%)	23.40	23.40	23.40	23.40	23.40
KER (%)	4.10	4.10	4.10	4.10	4.10

**3.1.2**

The company shows a replanting plan document for the 2020-2024 period, with the following data:

Year	Ha	Trees	SPH	Realization
2020	34.24	4,896	143	4,785 palms
2021	108.31	15,488	143	-
2022	65.78	9,407	143	-
2023	175.92	25,157	143	-
2024	189.55	27,106	143	-

EST	DIV	BLOCK	PL.YR	New HA	Age on 2019	Age-Year Program	Trees	Density
<b>PROGRAM 2022</b>								
SY	01	029	1996	17.96	25	26	1929	107

SY	02	041	1993	47.82	28	29	4978	104
SY	02	048	1990	33.64	31	32	3743	111
<b>SEUMANYAM</b>				<b>99.42</b>				
<b>PROGRAM 2024</b>								
SY	01	010	1989	30.25	32	35	4186	138
SY	01	011	1989	36.79	32	35	5034	137
SY	02	044	1991	54.76	30	33	6560	120
SY	02	046	1992	51.57	29	32	5168	100
<b>SEUMANYAM</b>				<b>173.37</b>				
<b>PROGRAM 2025</b>								
SY	01	005	1990	32.13	31	35	4399	137
SY	02	038	1993	45.19	28	32	4857	107
SY	02	033	1994	59.15	27	31	6338	107
<b>SEUMANYAM</b>				<b>136.47</b>				
<b>PROGRAM 2026</b>								
SY	01	001	1990	31.49	31	36	4185	133
SY	01	004	1990	31.24	31	36	4131	132
SY	01	025	1995	36.84	26	31	4963	135
SY	02	032	1994	57.46	27	32	6418	112
SY	02	034	1994	29.92	27	32	3363	112
<b>SEUMANYAM</b>				<b>186.95</b>				

The company has a 2021 Replanting Program Job Progress document for June 2022, which describes the type of work and its achievements.

<b>Program Plan and Realization of Seumanyam Estate</b>					
<b>Estate</b>	<b>Div</b>	<b>Block</b>	<b>Ha</b>		<b>%-tase</b>
<b>Program 2021</b>			<b>Plan</b>	<b>Realization</b>	
SY	II	47	53.37	53.37	100%
	II	30	24.07	24.07	100%
	II	31	27.78	27.78	100%
<b>Total</b>			<b>105.22</b>	<b>105.22</b>	<b>100%</b>
SY	I	29	14.77	14.77	100%
	II	41	47.51	47.51	100%
	II	48	33.64	21.23	63%
<b>Total</b>			<b>95.92</b>	<b>83.51</b>	<b>87%</b>

### 3.1.3

The company shows the Management Review Procedure document with the number SOC/PSM/5.01 while the agenda for the Management Review Meeting discusses for instance:

- Internal audit results 05 July 2021 (6 major findings, 0 minor and 0 observation status findings completed)
- RSPO External Audit Results 23 – 24 August 2021 (Finding 2 major status completed)
- Process performance and product suitability (FFB 108,265 Tons, CPO 25,026 Tons, PK 4,255 Tons)
- Regulatory Compliance:
- Adequacy of Resources
- SCCS

The meeting was chaired by H. Ismadi Andrian (Man Group I), Attended by 15 people participants)

**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 management unit has developed and implemented an action plan for continuous improvement and it is implemented,



based on consideration of the main social and environmental impacts and opportunities of the unit of certification, such as:

- The company no longer uses pesticides with the active ingredient paraquat.
- The company has implemented biological pest control in this case by using host plants and owls to reduce the use of pesticides, especially insecticides and rodenticides.
- Management and monitoring of fires in company border areas that benefit the community.
- The use of renewable fuels and the use of fertilizers and pesticides are in accordance with the recommendations to reduce the use of fossil fuels.
- Reducing the use of chemicals, in 2020 the use of chemicals in Seumanyam Estate as much as 9,405.52 liter decreased to 8,297.68 liter. This has an impact on reducing the resulting greenhouse gas emissions.
- Reduction of fuel consumption in generator operations, in 2020 the use of generators is 3,864 liters, while in 2021 the use of generators is 1,985 liters. This shows that there is a decrease in the amount of fuel consumption for generator operations which has an impact on reducing greenhouse gas emissions.
- Management of boiler ash to control pollution for the community around the Estate by optimizing the performance of the dust collector, as well as consistency in the dredging activities of the boiler kitchen. This shows a positive output from the community where there are no complaints from the public regarding the boiler ash produced.
- Management of waste ponds and the area around the waste ponds to control odors by activating bacteria in aerobic ponds (pool 1 and pond 2) by circulating waste from pond 5 to pond 1 to lower temperature and pH, and by increasing vegetation in the area sewage ponds to dispel odors into settlements. This shows a positive output from the community where there are no complaints from the public regarding the boiler ash produced.
- Management of plantation resources as a source of livelihood and food for villagers and employees with the output of improving community welfare and livelihoods, including:
  - Empty Fruit Bunch's Molds (5 to 30 people)
  - Fish in Estate's Block (20 to 45 people)
  - Cattle grass (10 to 30 people)
  - Palm Sticks (15 to 25 people)
  - Palm Fronds (5 to 10 people)
  - Fern ( 15 to 25 people)
- Management of estate's roads as community access roads with various destinations, such as maintenance of BI Estate's roads 25, 27, 43, 45, 37, 46, 51, 52, 44, 39, 40, 50, 49, 48, 36, 34, 33, 32, 64, 65, 66, 67, 68, 69, 78, 60, 61, 53, 89, 91, 100, 83, 84, 80, 85, 82. This adds to the company's positive output from villagers.
- Management of panton water as a means of providing clean water for residents who need it for social activities. This adds to the positive output for the company from the villagers.
- Partnership program for smallholders around the plantation. This provides an output in the form of increasing the welfare of the community around the Estate

The Company has conducted an Internal Audit for the 2022 period which was conducted on 29-30 June 2022. The results of the Internal Audit contained 9 discrepancies. The company has followed up on improvements and the discrepancy was closed on July 15, 2022.

Based on the description above, Seumanyam POM is known to have implemented continuous improvement actions, taking into account the main social and environmental impacts and opportunities faced by the certification unit properly without any complaints or negative outputs from the surrounding community. This statement is also supported by the results of interviews with representatives of the communities of Karang Anyar and Pulo le villages who stated that so far the company has been actively helping to improve people's lives, not polluting the environment, so there are no negative issues between the village community and the company.

### **3.2.2**

Companies can submit annual reports using the RSPO metrics template which is submitted to the RSPO secretariat. The company has joined the Socfin SA membership as of 2018, PT Socfin Indonesia's ACOP document has been available until 2017 and for 2018 and 2019 PT Socfin Indonesia is a member of PT Socfin SA's membership and ACOP documents are available for 2018 and 2019.

The company also has shown the auditor regarding the RSPO metric template that has been filled in according to the facts and data in the company's record documents, such as the number of workers, the area of production to the record of work accidents, the amount of freshwater usage for FFB processing and etc.

Based on the explanation above, it is known that certification unit already implemented monitoring and continuous improvement process, through annual reports that are submitted to the RSPO Secretariat using the RSPO Metrics Template.

**Status: Comply**

### **3.3**

#### **Operating procedures are appropriately documented, consistently implemented and monitored.**

##### **3.3.1**

The mill and estate have Standard Operating Procedures (SOPs) that covers all aspects of oil palm planting and management as documented on master list document which contains the following SOPs that cover all estate operations such as Nursery Practice, Land Clearing, Preparation and Planting, Soil Conservation and Terracing, Road Construction and Maintenance, Establishment and Maintenance of Legume Covers, Planting Density and Planting Technique, Palm Replacement During Immaturity and Supplying, Upkeep of Immature Oil Palms, Upkeep of Mature Oil Palms, Pests & Diseases, Manuring, EFB Application, Harvesting, Bunch Census and Palm Thinning etc.

The Oil Mill has SOPs covering all mill operations such as FFB purchase, FFB receipt, weighbridge activity, FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Des- patch, Engine Room, Boiler Room, Electrical, Workshop as well as Raw and Boiler Water Treatment Plant, hazardous waste handling, OHS procedure, tank farm procedure, internal audit procedure, management review procedure, etc.

The company can show that the procedure has been understood by the workers, for example, based on the results of field observations at the harvesting activity in Seumanyam Estate, it is known that the workers have understood good harvesting procedures and harvest criteria. In addition, based on the results of field observations of sorting activities at Seumanyam POM, it is known that workers already know the sorting criteria and work using appropriate PPE.

##### **3.3.2**

Mechanisms to ensure all SOPs, IK and evidence of their implementation or records are carried out through monitoring:

- Document Control Procedure number: SOC/PSM/4.02
- Record Control Procedure number: SOC/PSM/4.03
- Implementation of Internal Audit and Management Review
- The company has also personally made periodic visits from the staff of the Seumanyam and Seunagan Estate Plants Section. And the findings will be made a resume report on the consistency of the application of recording SOP and IK reports in the field.

##### **3.3.3**

The company can show the monitoring and follow-up records, including the following:

- RSPO internal audit activities were carried out on 5-7 July 2021, based on the internal audit report it was found that there were 6 non-conformance reports issued. For all non-conformities published, root cause analysis, preventive and corrective actions have been made and all have been fulfilled.
- Internal Audit of Mill Operations
  - Report on the results of a working visit to Seumanyam Estate No.TL/G1-SY/Bi/185/2021 dated July 31, 2021 for the visit that was made on July 15-16, 2021. Some notes published briefly are as follows:
  - The amount of FFB production does not reach the target, to achieve the amount of CPO/Ha, the OER must be controlled to remain larger than the budget of 23.00% but the achievement as of July 14, 2021 is 22.95%.
  - Losses on Mill that need attention
  - Maintenance
  - Regular control of processing and maintenance
  - Waste pool
  - Housekeeping Mill and socialization of work instructions or SOPs and OHS

The unit of certification shows records of monitoring and follow-up carried out, including the following:

- Internal Audit Report dated July 5, 2022, consisting of attendance list, audit program, audit plan, non-conformance report and findings report.
- Management Review Report on 03 February 2022.
- Report on plant maintenance and plantation area, crop production and remuneration and personnel.
- All records related to the operations of POM, Plants (Estates) as well as the Administrative Office supporting POM and Estates are kept, maintained and controlled in accordance with the Record Control Procedure number SOC/PSM/4.02.
- Requests for data and reports on evidence of activity at POM and Estate are well managed, neat, traceable and quick to access.

The company also monitors contractors through internal audits to ensure that contractors have complied with and followed the procedures set by the company.

**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

*Penyajian Evaluasi Lingkungan* (PEL) for Seumanyam Mill and Estate Number RC220/475/B/III/1994 date on 17<sup>th</sup> March 1994 cover land 4,615.69 Ha. Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) were available for Seumanyam Mill and Estate Number 660.072/413.A/LKP/2006 Date on 16<sup>th</sup> January 2006 cover land 4,457.48 Ha. There are also document Social Impact Assessment (SIA) period of 2020/2021 all of operational has identified, such as: replanting, upkeep, pesticide application, fertilizer, mill operation, road maintenance, drainage system and infrastructure. Therefore, the access rights, livelihood, current land use patterns, job opportunities, changes in working conditions, cost benefit analysis, gender, ethnic communities, etc. Based on interview with internal stakeholders (gender committee, worker union) and external stakeholders (surrounding village and agencies). It was obtained information that all of social impact been identified on the PEL report and SIA report.

The revision of the Social Impact Assessment was carried out in May until August 2020 was carried out in a participatory manner with internal and external stakeholders. Impact assessment of all planned Main activities including: replanting, crop maintenance, use of pesticides and fertilizers, plant operations, roads, drainage and irrigation systems and infrastructure.

It also includes: use and access rights, livelihoods, analysis of the type of land used, land ownership, and user rights, current land use patterns, impacts on people's convenience, impacts on employment, job opportunities, or changes in work conditions, analysis cost-benefit on social aspects, analysis of potential impacts on community livelihoods of plantations, differential effects on women versus men, ethnic communities, and migrants versus long-term residents, risk assessment of potential human rights violations, assessment of impacts on all dimensions of food and water security including ha adequate food security, and food and water safety monitoring for affected communities, assessment of activities that may affect air quality or generate significant GHG emissions.

This assessment was carried out in a participatory manner involving internal stakeholders (worker union & Gender Committee) and external stakeholder (Pulo le Village, Simpang Deli Kilang Village, Pulo Tengah Village, Panton Bayu Village, Suka Mulia Village, Karang Anyar Village, Suka Jadi Village, Serba Guna Village, Serba Jadi Village, Alue Bilie Village, Blang Baru Village, Simpang Tiga Village, Alue Getah Village, Alue Waki Village, Suak Palembang Village).

#### 3.4.2.

The certification unit has environment and social monitoring & management plan (RKL-RPL), there are several parameters such as:

- Air and emissions quality
- High noise level
- Effluent

- Groundwater quality
- Surface water quality
- Domestic waste
- Hazardous waste
- Job opportunities
- Community perceptions
- Community health

A social and environmental management and monitoring plan has been developed with the participation of affected stakeholders, which was carried out on 29 September 10 October of 2021 carried out in a participatory manner with internal and external stakeholders, including internal stakeholders from the company and community representatives from Sukaramai Village, Pauton Bayu Village, Karang Village Anyar, Deli Kilang Simpang Village, Sukajadi Village, Simpang Tiga Village, Pulo Tengah Village, Alue Waki Village, Alue Getah Village). The discussion has covered the impacts of the main planned activities including: replanting, crop maintenance, use of pesticides and fertilizers, plant operations, roads, drainage and irrigation systems and infrastructure.

Therefore, the participant for SIA already been adequate with all the effects from the operational activities by PT Socfin Indonesia, Seumanyam POM as reviewed and mentioned in SIA related document's.

### **3.4.3.**

#### **Implementation of Social Impact Management and Monitoring**

The company has reviewed the management plan and monitored the social impact every year, there are several realizations of the social management plan in 2022 as follows:

1. Routine maintenance of plantation roads to facilitate FFB transportation activities as well as roads and for the surrounding community.
2. Routine maintenance of public facilities (mosque, soccer field, volleyball field, badminton, public cemetery, land provision for elementary school, construction of a permanent bridge in Pulo Tengah Village, provision of location for daycare, provision of clean water for community events, water tanks to flush dust in the summer, clean water facilities) built by the company, so that they are beneficial to the community.
3. Recruitment of workers is prioritized from local community of the region.
4. CSR program in 2022.
5. Empty bunch application program is at least 1 Km away from the settlement.
6. Crop planting program to prevent erosion.
7. Boiler maintenance to reduce the impact of annoying smoke on the surrounding community, currently there are no such complaints.
8. Measurement of noise level and ambient air quality every semester.

#### **Implementation of Environmental Impact Management and Monitoring**

The company has shown the Report of Management and Monitoring (RKL-RPL) for the period of Semester II of 2020, Semester I of 2021, semester II of 2021, and semester I of 2022. Based on the results of the study of Report of RKL-RPL of Semester I and II of 2021 also based on Semester I of 2022, the company has carried out environmental management and monitoring as follows:

1. Outdoor air quality
2. Indoor air quality: CO, NO, SO and NH<sub>3</sub>
3. Quality of immovable source emission
4. Mobile source emission quality
5. Noise
6. Liquid waste
7. Groundwater quality (resident wells):
8. River water quality
9. Solid waste
10. Hazardous Waste
11. Job opportunities

12. Perception of the surrounding community  
13. Public health

Based on the results of the document review, the company has carried out management and monitoring in accordance with its RKL-RPL matrix and evaluated the environmental parameters monitored in the RKL-RPL Report for the period of Semester II of 2020, Semester I of 2021, semester II of 2021, and semester I of 2022 in accordance with the Decree of the Minister of Environment No. 45 of 2005. There wasn't any non-conformance found from the environmental and waste monitoring result for mentioned periods.

In addition, this management plan review was carried out in a participatory manner involving internal stakeholders (worker union & Gender Committee) and external stakeholder (Pulo le Village, Simpang Deli Kilang Village, Pulo Tengah Village, Panton Bayu Village, Suka Mulia Village, Karang Anyar Village, Suka Jadi Village, Serba Guna Village, Serba Jadi Village, Alue Billie Village, Blang Baru Village, Simpang Tiga Village, Alue Getah Village, Alue Waki Village, Suak Palembang Village).

**Status: Comply**

### 3.5

#### **A system for managing human resources is in place.**

##### 3.5.1

The company has procedures for recruitment, selection, acceptance, promotion, retirement and termination of employment which are listed in several documents, namely:

##### **Procedure for Admission of plantation KHT workers:**

The company shows the Procedure for Accepting KHT Workers in the plantation No. SOC/PSM/6.01.01 edition 01, revision 03 effective date February 20, 2020, with the following stages:

- Requests for hiring workers
- Implementation of selection
- Announcement and acceptance of work
- Each stage of the acceptance procedure contains a flowchart and details of activities/activities.

##### **Promotion, Transfer and Demotion Procedures**

The Company has a Promotion, Transfer and Demotion Procedure No. SOC/PSM/6.14 edition 01 revision 00 effective date 17 October 2016.

##### **Collective labor agreement**

The Collective Labor Agreement used between the company and workers refers to the 2018 - 2020 PKB between the Private Plantation Companies who are members of the BKS-PPS in the provinces of NAD, North Sumatra, Riau, and Jambi with the SPSI Agricultural and Plantation Workers Union working in the NAD province, North Sumatra, Riau and Jambi. The PKB was signed by representatives of both parties on April 8, 2019. The PKB is still in the process of issuing the registration number, but according to the agreement of the parties, the PKB is still declared valid since April 8, 2019.

The PKB also explains about other HR management systems, such as: the Applicability of the CLA, Organizational Recognition, Recruitment of Workers, Working Time, Wages, Work Volumes, Overtime, Work Equipment, Occupational Health and Safety, termination of employment, etc.

In Article XXIV paragraph 3 concerning the Effectiveness and Expiration of the Collective Labor Agreement, it is explained that if on the expiration date of this Collective Bargaining Agreement a new collective labor agreement has not been stipulated, then this Collective Labor Agreement shall remain in full force and effect until a new collective work agreement comes into force.

These procedures are available to workers and unions and have been socialized to workers both at the farm and at the mill. Based on the results of interviews with trade unions, it is known that the company has conducted recruitment, selection, acceptance, promotion fairly and in accordance with the procedures it has. This is evidenced by the company conducting promotions in accordance with employee performance and the employee recruitment process is carried out fairly and transparently.

**3.5.2**

The company shows a sample of documents related to the implementation of employment procedures as follows:

- Job Vacancies Notification Letter to Village Heads around the Company with the number SY/X/Bi/256/21 dated 17 November 2021 regarding information on job vacancies as harvesters.
- Transfer of Division II Employees to the Mill Division with the initials DNT based on a letter from the Management with the number SY/Div/Bi/908/21 dated December 23, 2021.
- Employee salary slip with worker code 1107688 for the period of May 2022 which informs the employee's basic salary of Rp. 3,336,358 while the UMP/UMK of Aceh Province in 2022 is Rp. 3,166,460.
- Payment letter for End of Service (AMK) from the Management with letter number SY/Div/245/22 dated March 9, 2022 to employees with the initials JHD who will retire on June 31, 2022.

**Status: Comply**

**3.6**

**An Occupational Health and Safety (H&S) plan is documented, effectively communicated and implemented.**

**3.6.1**

The company has researched identification related to OHS problems and mitigation plans such as:

1. List of OHS Important Aspects in all operational parts/units such as:
  - Estate, POM, Laboratory, Office/ Mechanic, Mechanic, Hazardous Waste Warehouse, Clinic, Transportation, Chemical Warehouse, Material Warehouse, Gundang Bersa, Fertilizer Warehouse, Hazardous Waste Warehouse, Transportation and Housing
  - Key points identified are:
    - a. Activities / Products / Services / Tools
    - b. OHS Aspect
    - c. OHS Aspect Description
    - d. OHS Impact
    - e. Other Regulations and Requirements
    - f. Impact Value
    - g. Impact Level.
2. The latest document identifying the list of important aspects was issued on January 07, 2022, which was signed by Sustainability Division.
3. From the results of this list of important aspects, a more complex analysis is then carried out to assess the severity or risk and combined with environmental aspects and impacts.
4. This document is available and has been documented in the format: SCC/Form/4.04-01 prepared by the Seumanyam staff team on January 7, 2022, signed by Sustainability Division.
5. The Occupational Health and Safety (OHS) plan has been established and is available in a document issued on 01 March 2022 for the entire plantation area.

This plan was made by the Head of General Affairs, Head of IA- Sustainability and approved by GM

- Objectives: This plan outlines Socfindo's commitment to describe occupational accidents and occupational diseases. Starting from conducting hazard identification, risk assessment and determining control measures and must also comply with relevant regulations and requirements.
- Targets: 1.) Zero accident and zero fatality and 2.) Zero accident and zero fatality for fruit cutting workers on power lines
- Programs:
  - a. Implementation of "punishment" which was agreed with the representatives of workers related to the discipline of using PPE
  - b. Conduct daily routine briefing (morning queue) at the Mill to all workers
  - c. Equip work tools and safety according to standards
  - d. Provide PPE that is appropriate for each type of work
  - e. Install warning signs in every work area
  - f. Procurement of drawers for each worker.
  - g. Making an electric track map
  - h. Assign special workers in for electric line fruit cutters, including foremen and supervisors



- i. Provide non-conductor harvesting poles to related workers.
- j. Install a warning sign
- k. Continuing to install the red pole on the tree on the power line.
  - Person in Charge: Engineer, Estate Assistant
  - Monitoring: daily monitoring and when there is a violation, June 2022.
  - The realization of the OHS Program is contained in the document

During the previous audit there was an OFI related to the need for re-evaluation of risk analysis documents in accordance with actual conditions in the field, for example, but not limited to problem identification (risk assessment) of installing razor wire in new plant areas and Covid-19. From the results of auditor verification on this assessment of the company's risk analysis documents, it can be concluded that the company has carried out a complete risk analysis for all activities within the company's operational scope, including the installation of razor wire and the Covid-19 situation.

### 3.6.2

The company has demonstrated the results of monitoring and the effectiveness of the OHS plan to deal with OHS risks to the Plantation and POM personnel through:

1. Safety Inspection which is planned every month and has been realized according to the program
2. Fire & Emergency Response Simulation planned in April and realized in February.
3. Routine reporting of P2K3 activities to the Manpower Office which is planned every quarter and the first quarter of January to March 2022 in the month and has been realized according to the program.
4. Monthly Meetings are planned every month and have been realized according to the program
5. Monitoring work accidents from January to June 2022, there are no work accidents,
6. The Health Check, which is planned for April, will take place on May 28, 2022 with a total of 171 participants. Attached are the minutes of the Anugerah Ibu Specialist Clinic.
7. First aid socialization is carried out in each Division and Mill which is led directly by each ASKEP, such as on May 28, 2022 at the Division I office with 8 participants, Division II Office with 14 participants, Division III Office with 8 participants, Division IV office 11 participants, Mill office (POM) on May 10, 2022, 9 participants. Supporting documents are available attendance, briefing minutes and photos.
8. P2K3 Quarterly Report documents are also available from January 2022 to March 2022, with letter number: 038/SY/VI/2022 containing the performance of SMK# and recordings of periodic meetings between the person in charge of P2K3 and the workers, including the date:
9. OHS monthly meeting (January, February and March 2022)
  - The P2K3 meeting for the January 2022 period on January 15, 2022, took place on the tennis court and was attended by 16 P2K3 administrators and members.
  - The P2K3 meeting for the period of February 2022 on February 18, 2022, took place on the tennis court and was attended by 18 P2K3 administrators and members.
  - The P2K3 meeting for the March 2022 period on March 11, 2022 took place on the tennis court and was attended by 20 P2K3 administrators and members.
10. All meetings consistently discuss the socialization of Hazard Source Identification and Risk Control to employees, the company's OHS performance, cleanliness of public facilities and housing as well as socialization of OHS in company activities.
11. Minutes of monthly P2K3 meetings are well recorded and documented such as information; list of attendees; meeting agenda and meeting minutes.

**Status: Comply**

### 3.7

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

#### 3.7.1

The company shows the 2021 training program document which consists of 13 training programs, including:

- Fertilization training and socialization of Management System Procedure
- Palm Oil Production, Harvest Aspects, harvesting systems and techniques for using harvesting tools.
- Integrated pest control
- Welder and electrician training
- ISO 9001, 14001, and OHSAS 18001 Awareness Socialization

- Working at height.
- Handling of hazardous materials and waste Hazardous materials
- Supply chain training
- First Aid Training
- Spraying, pesticide use
- Administrative and administrative procedures
- Firefighting training
- Security control training.

The Auditor Team has also verified the corrective action of the Non-conformance in the recertification assessment. The results of the audit team's verification revealed that the company had identified training in accordance with the skills of the workers. In addition, the company can also show a training certificate a.n. Eko Hidayat and Riwanto as turbine operators who have attended OHS license training for power and production aircraft operators, namely:

- OHS Operator license for power and production aircraft a.n. Eko Hidayat with Number 6198/PM/PTP/IV/2019 on April 22, 2019 with a validity period of up to April 22, 2024.
- OHS Operator license for power and production aircraft a.n. Riwanto with Number 9575/PM/PTP/XI/2020 on November 30, 2021 with a validity period until November 30, 2025.

The company has also evaluated the qualifications of Estate and Mill workers in 2021 which was carried out on December 30, 2021.

The training program owned by the company is not only for internal workers but also for contractor workers. The training programs for contractor workers include:

- ISO 9001, 14001, and OHSAS 18001 Awareness Socialization
- Working at height.
- Supply chain training
- First Aid Training
- Administrative procedures
- Etc

### 3.7.2

The company shows a record of the training that has been carried out, for example:

- Pesticide Spraying Training conducted on 28 June 2021 for 44 Participants.
- Work at Altitude training conducted on June 26, 2021 for 34 Participants.
- Dissemination of hazardous materials waste handling and waste control procedures conducted on August 9, 2021 to 38 Participants.
- First aid socialization conducted on September 24, 2021 to 8 participants.
- Fire simulation training conducted on December 14, 2021.

Based on the results of interviews with harvest workers, it is known that workers have received training related to harvesting and workers have understood the harvesting system and techniques for using harvesting tools. This proves that the training provided by the company can be understood by employees and in accordance with the needs of employees.

### 3.7.3

The unit of certification showed socialization about the supply chain to employees which was last conduct on 10 August 2021. The minutes explained the procedures for managing certified including the responsibilities for each of the personnel who handle products.

The results of interviews with Head of Administration, weighbridge operator in POM and FFB administration in Estate showed that workers have already known the duties and responsibilities of each in the implementation of SCCS in accordance with the procedure and have been able to explain well about the management of certified and uncertified

products, especially regarding the origin of the FFB source.

**Status: Comply**

### 3.8

#### Supply Chain Requirements for Mills

##### 3.8.1 and 3.8.2

SCSS module used in Seumanyam POM is Identity Preserved (IP), because only received FFB from the estate which has been certified with RSPO i.e Seumanyam Estate and did not accept FFB from outside parties.

##### 3.8.3

Estimated certified product recorded in the last assessment report. The estimates of certified production for the next license period describe at ASA-1.1 + ASA-1.2 report (basic info 1.8.3), in reasonable amount taking into account the last year's production. The data are shown in the following table:

Products	Last Year Projected Certified Volume + Ext Volume (17 Jan 2021 – 16 August 2022) (MT)	Last Year Actual Certified Volume (Dec 2020 to June 2022) (MT)
FFB Certified (MT)	180,675	176,521.80
CSPO (MT)	42,233	40,980.97
CSPK (MT)	7,293	6,828.58

##### 3.8.4

The Mill has registered as RSPO member under Socfin SA (No. 1-0269-19-000-00) and also has been registered in IT platform palm trace RSPO <https://palmtrace.rspo.org/web/rspo/member-directory> which information as follows:

- Member Name: PT Socfin Indonesia - Seumanyam Mill
- License ID: CB113092
- Core Product: Palm Oil
- Member ID: RSPO\_PO1000001777
- Type of Business: Oil Mill
- Supply chain model: Identity Preserved

##### 3.8.5

The Mill has had procedures related supply chain, such as Procedure of Supply Chain Management (No. SOC/PSM/9.10, edition 02 revision 01 dated 15 April 2022). These procedures have referred to the latest RSPO Supply Chain System. The procedure has covered all aspects in SCCS 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, weight bridge clerk, dispatch/kernel officer, production clerk, Administration Head, as well as the training.

Based on interviews in Seumanyam POM note that the weight bridge operators understands the supply chain management system. It also known that training and refreshment (awareness) of supply chain management system were carried out annually.

##### 3.8.6

The procedure for internal audit for SCCS mentioned in Procedure of Internal Audit Management System (No. SOC/PSM/8.02, edition 03 revision 09 dated 1 January 2022). Based on that procedure internal audit carry out minimum one times a year. Based on document review, the company show the record evidence regarding internal audit of RSPO SCCS that conducted on 29-30 June 2022. Based on result of internal audit, there is one non conformity SSCS indicators and has been correction and complied with RSPO Supply Chain requirements for mills and the RSPO Rules on Market Communications and Claims.

Management Review of RSPO SCCS implementation conducted on 2 July 2022. The management review discussion has covered the input from internal audit result, correction and corrective action, process performance and product compliance, follow up of previous management review, and recommendation for improvement.

**3.8.7**

The mill has verified and documented the volumes of certified and non-certified FFBs received. Certified and non-certified FFB received period of 19 months before audit which is December 2020 – June 2022:

Month	FFB (ton)		Total
	Certified	Non-Certified	
Dec 2020	8,520.58	-	8,520.58
Jan 2021	8,655.40	-	8,655.40
Feb 2021	9,115.99	-	9,115.99
Mar 2021	10,778.83	-	10,778.83
Apr 2021	10,085.51	-	10,085.51
May 2021	8,765.43	-	8,765.43
June 2021	11,170.87	-	11,170.87
July 2021	9,754.38	-	9,754.38
August 2021	9,242.66	-	9,242.66
Sept 2021	9,308.61	-	9,308.61
Oct 2021	7,408.27	-	7,408.27
Nov 2021	8,420.26	-	8,420.26
Dec 2021	6,633.31	-	6,633.31
Jan 2022	6,910.45	-	6,910.45
Feb 2022	8,084.37	-	8,084.37
Mar 2022	12,137.26	-	12,137.26
Apr 2022	10,655.67	-	10,655.67
May 2022	10,158.02	-	10,158.02
Juni 2022	10,715.93	-	10,715.93
<b>Total</b>	<b>176,521.80</b>	<b>-</b>	<b>176,521.80</b>

Estimated certified product recorded in the last assessment report (RC). Actual certified produced has been verified during this assessment and not exceed the estimate. The data are shown in the following table:

Products	Last Year Projected Certified Volume + Ext Volume (17 Jan 2021 – 16 August 2022) (MT)	Last Year Actual Certified Volume (Dec 2020 to June 2022) (MT)
FFB Certified (MT)	180,675	176,521.80
CSPO (MT)	42,233	40,980.97
CSPK (MT)	7,293	6,828.58

According to the data during the certification period, there still not any overproduction yet.

Mechanisms for handling unsuitable FFB and / or documents have included in the supply chain certification standard Identity preserved procedure with document number SOC/PSM/9.10, edition 02 revision 01 dated 15 April 2022.

**3.8.8**

The mill has product information provided in such as document of contract agreement, delivery order, delivery ticket, report of loading, weighbridge ticket and other invoices, as example at invoices of CSPK certified delivery on 28 June 2022. The information provided on invoices are:

- The name and address of the buyer (PT SMART Tbk – Belawan, Sumatera Utara);
- The name and address of the seller (PT Socfin Indonesia, Seumanyam POM – Nagan Raya District)
- The loading or shipment / delivery date (28 June 2022);
- A description of the product supply chain model (Identity Preserved)
- The date on which the documents were issued (28 June 2022);
- The quantity of the products delivered (27.61 ton);
- Any related transport documentation (transport by Pengangkutan Alex);
- A unique identification number (300027019);
- RSPO certificate number (Mutu-RSPO/154);
- etc.

**3.8.9**

The unit of certification has legal ownership of CPO and PK and did not outsource its milling activities. Only transportation of certified products (CPO and PK) is outsourced to the third parties. Currently, there is 3 contractors for CPO and PK transport, for instance as shows through several Work Order Letter as follows:

- PT Putra Kelapa Gading Indah (CPO transporter), agreement No. PD-GM/X/584/2021 dated 29 November 2021 valid thru 31 December 2022.
- Pengangkutan Alex (PK transporter), agreement No. PD-GM/X/142/2022 dated 8 April 2022 valid thru 31 December 2022.
- PT Pancaran Maritim Transportindo (CPO transporter - Shipping), agreement No. PD-GM/X/259/2021 dated 24 May 2021 valid thru 31 December 2022.

To ensure the contractors complies with the RSPO Supply Chain, in the agreement, there is a letter of commitment from each contractor stating that they are committed to supporting the implementation of the RSPO SCCS system including the willingness to provide proper access to accredited CBs in order to be able to access their operations and systems along with any information in their possession, if the audit is notified in advance and based on interview with contractor regarding the clausal in the contract that allow CB to access the contractor, they acknowledge and understand about the provisions.

**3.8.10 and 3.8.11**

The Mill has the record of details of the contractor, covers the contractor company profile, address, contact person, email and phone number, contract agreement and period. There are 2 new contractors from the previous assessment and unit certification has inform the CB for the new contractor. The list of contractors of CPO transporter are:

1. PT Putra Kelapa Gading Indah (CPO transporter)
2. Pengangkutan Alex (PK transporter)
3. PT Pancaran Maritim Transportindo (CPO transporter - Shipping)

**3.8.12**

The company has had the up-to-date record and report that are kept in mill office, complete, accurate and up-to-date. All the record can be accessed by the auditor, such as record of certified product shipping, sales contract, delivery order/invoice, production report and product sales. Based on document verification on supply chain procedure, retention time for all records and report regarding to supply chain are kept for 5 years.

For instance, record of all certified palm oil/palm kernel oil volumes purchased (input) and claimed (output) for period of 19-months before audit (December 2020 – June 2022):

**CSPO**

Month	CPO (ton)		Total
	Certified	Non-Certified	
Stock from Nov 2020	441.62	-	441.62
Dec 2020 - June 2022	40,539.35	-	40,539.35
<b>Total</b>	<b>40,980.97</b>	<b>-</b>	<b>40,980.97</b>

Month	CSPO Despatch (ton)			Total
	RSPO	Other Scheme	Non-Certified	
Dec 2020 - June 2022	40,795.77	-	-	40,795.77

**CSPK**

Month	PK (ton)		Total
	Certified	Non-Certified	
Stock from Nov 2020	103.71	-	103.71
Dec 2020 - June 2022	6,724.86	-	6,724.86
<b>Total</b>	<b>6,828.58</b>	<b>-</b>	<b>6,828.58</b>

Month	CSPK Despatch (ton)	Total
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	<b>RSPO</b>	<b>Other Scheme</b>	<b>Non-Certified</b>	
Dec 2020 - June 2022	<b>6,776.86</b>	-	-	<b>6,776.86</b>

### 3.8.13 and 3.8.14

The conversion rate of production of CPO (OER) and PK (KER) were based on actual daily, monthly and yearly production. The extraction rate follows the actual data for a 19-month period for December 2020 until June 2022 i.e OER 22.97% and KER 3.81%. Periodically update of extraction is actual extraction.

### 3.8.15

SCSS module used in Seumanyam POM is Identity Preserved (IP), because only received FFB from the estate which has been certified with RSPO i.e Seumanyam Estate.

The Mill has SOP for the implementation of supply chain in the identification procedure and Traceability. Result of verification to the SOP and document review shown there was no uncertified FFB process by Mill, as well as separated during transportation.

### 3.8.16

RSPO IT Platform member registration number for Seumanyam POM is RSPO\_PO1000001777. The Mill carry out shipping announcement in the RSPO IT platform when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch. For example:

- Certified CPO sold to PT Musim Mas - Belawan dated 16 June 2022 for 1,648 ton and transaction creates in IT Palm Trace dated 22 June 2021.
- Certified PK sold to PT SMART Tbk (Belawan Refinery) dated 26 May 2022 for 73.78 ton and transaction creates in IT Palm Trace dated 22 June 2022.

### Removing Stock

For the certified CPO and PK, the company sold all the CSPK and CSPO as RSPO Certified product, so there is no removing stock

### 3.8.17

Based on announcement and transaction report documents review, it concluded that all RSPO certified products submitted are in compliance with the RSPO Rules on Market Communications and Claims.

**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 Human Rights Defender Policy which was passed on June 1, 2019. In the policy it is explained that Socfindo is committed to resolving any conflict through peaceful means that promote the dignity of people and respect the rights of all people. Violence and threats have no place at Socfindo and any form of violence, harassment or intimidation against any individual or group is strictly prohibited, including reprisals against human rights defenders. The PIC for complaints or reports related to human rights violations are Site Management, Askep, Assistant and KTU.

The policy has been socialized to employees, for example:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo's policy on November 25, 2021 to 49 workers

Based on the results of the verification of the complaint book and interviews with trade unions, it is known that so far there have been no complaints related to human rights violations committed by the company.

#### 4.1.2

Human rights policy was documented in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated June 2019. It stated



that company recognizes and upholds human rights and basic human freedom which must be protected, respected and enforced. Besides that, the company also has a commitment to resolve the conflict and dispute peacefully and without violence. The valid channels of the settlement will be used as a means for peaceful and legal settlement agreed upon by both parties. The company opposes the use of weapons and the military in resolving conflicts and disputes. The PIC for complaints or reports related to human rights violations are Site Management, Head of Assistant, Assistant and KTU.

The policy has been socialized to employees, for example:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo's policy on November 25, 2021 to 49 workers

Based on the results of the verification of the complaint book and interviews with trade unions, it is known that so far there have been no complaints related to human rights violations committed by the company. In addition, the results of interviews with representatives of surrounding villages and employees revealed that there has never been a company intimidating in carrying out its operations.

**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**

The company has established a system for handling complaints and complaints for all affected parties which is documented in the Procedure for Handling Social Complaints - SOC/PSM/9.02 Rev.07 dated 15 April 2022. The person in charge of complaints and complaints has been appointed by the organization, namely the Estate Manager. It is also explained in the Job Description of the Estate Manager and the letter of appointment from the Head of the General Department.

The socialization of procedures has been carried out to workers, namely:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo's policy on November 25, 2021 to 49 workers

The company has a system in place to ensure that complaints or grievances are handled or resolved in an effective, timely and appropriate manner. Evidence that the procedure has been carried out is the complaint logbook. Records are monitored regularly every month.

Mechanisms and procedures provide a way for workers to report complaints against supervisors to someone other than the supervisor. The system enables effective and appropriate dispute resolution by classifying complaints into internal and external, appointing a person who is responsible for handling complaints, including the level of officials who make decisions for complaint resolution.

Non-retaliation or non-reprisal policy that protects complainants or whistle-blowers was described in the ethical policy of PT Socfin Indonesia. Privacy of parties who submitted the complaint and aspiration were protected if necessary. If no resolution is found jointly through deliberation between the two parties, then the issue can be resolved through mediation/third party authority, resolved through applicable law or through the RSPO Complaints System.

Based on field observations and interviews with several workers and union administrators, it is known that all workers have also understood the complaint and complaint mechanism. The company also has a Communication Procedure which explains that the company also facilitates the delivery of information to affected parties, including those who cannot read/write by conveying it through pictures, videos and posters.

### **4.2.2**

The company has a Social Communication procedure No. SOC/PSM/9.01 edition 01 revision 06, effective April 1, 2020. At point 6.2.1.4 in the procedure, it is explained that if there are stakeholders who cannot read and write, the socialization method is carried out through representatives who can read and write.

**4.2.3**

The company can show evidence of socialization of PT Socfindo Policy to stakeholders, including:

- Evidence of socialization of PT Socfindo's Policy to representatives of the Simpang Deli Kilang Village community on 21 June 2021 and 27 May 2022.
- Evidence of socialization of PT Socfindo's Policy to Stakeholder representatives such as PT Telkom Indonesia, Nagan Raya Regency Environmental Service, Nagan Raya Regency Plantation Office, Land Office, Nagan Raya Regency Manpower Office on July 13-15 2022.
- Evidence of socialization of PT Socfindo's Policy to community representatives from Panton Bayu Village, Pulo Tengah Village, Suka Mulia Village, Karang Anyar Village on August 18, 2021.
- Evidence of socialization of PT Socfindo's Policy to the Nagan Raya Resort Police on August 19, 2021.
- Evidence of socialization of PT Socfindo's Policy to representatives of the Blang Baro Village community on August 28, 2021.

The company shows the book "Request for information on Seumanyam plantations", it is known that in the 2022 period there are 2 data requests for information from stakeholders, namely:

- On June 8, 2022, there was a request for information regarding Stock Tank Capacity Data from Brigadier Bintaro Polres Nagan and the Company responded to it on June 8, 2022 via whats app message.
- On June 14, 2022, there was a request for information regarding Manpower Data from the Manpower Office of Nagan Raya Regency and the company responded to it on June 27, 2022 via an online letter sent via whats app.

The Auditor Team has also verified the external complaint record document owned by the company for the period 2021 and 2022. The results of the verification revealed that there were no complaints submitted in the period 2021 and 2022.

Based on the results of interviews with internal stakeholders such as the gender committee and trade unions, it was found that the interviewees understood the company's complaint procedures. So far, every complaint has always been well conveyed and responded to by the company. During the year 2021-2022 there have been no complaints submitted by the resource persons.

**4.2.4**

The company has a procedure for handling social complaints. Document number SOC/PSM/9.01 edition 01 revision 07 dated April 15, 2021. In the procedure it is explained that if the settlement of the complaint is not agreed by both parties, the complaint can be resolved by a technical or independent mediator or a third party who legitimate.

The Auditor Team has also verified the external complaint record document owned by the company for the period 2021 and 2022. The results of the verification revealed that there were no complaints submitted in the period 2021 and 2022.

**Status: Comply**

**4.3**

**The unit of certification contributes to local sustainable development as agreed by local communities.**

**4.3.1**

The certification unit has community development program on 2020, as follows:

- Education sector.
- Religious sector.
- Health sector.
- Sport sector.
- Infrastructure sector.
- Economic development sector.

Seumanyam POM also continuing the community development program for period of 2021 and 2022, as follows:

- Education sector : Funding for Schools around Deli Kilang Village, Teungoh Village, and other Village around Unit Certification area, Computer donation for two different school in Nagan Raya District, Scholarship to selected students in Nagan Raya District
- Religious sector : Funding and Al-qur'an donation for Pulo Teungoh Village, Funding for Maulid day (moslem big day) for Pesantren Hidayatul Fatah in Sumber Bakti Village and Pulo le Village

- Health sector : Posyandu assistance for children around companies area (including medical check up, imunitation, and other health services for kids and mothers)
- Sport sector : Funding for Badminton Court in Sukajadi Village, Funding for Soccer for youth community in Pulo Tengah Village
- Infrastructure sector : Fund and weight equipment for Road Grader in Suka Raja, and Pulo Tengah Village
- Economic development sector : Funding for Media Cyber Online to trained and improved reporter's competency under Narasiterkini.com Aceh's province area.

Based on interview with community leaders from Karang Anyar and Pulo le Village sighted that there is routine meeting between community and company every once per four months.

**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 Free, Prior and Informed Consent (FPIC).**

##### 4.4.1

The area operational that managed by Seumanyam Estate - PT Socfin Indonesia covers an area of **4,446.63 Ha**, located in Nagan Raya District, Aceh Province. The certificate holder already has land use title from related agencies, here's the detail:

- Decree of the Minister of State for Agrarian Affairs/Head of the National Land Agency Number 14/HGU/BPN/98 concerning the Granting of HGU located in Aceh Barat District, Special Region of Aceh Province covering an area of 360.5 ha dated April 13, 1998, is valid for 30 years (2028). Then issued HGU Certificate No. 30 dated June 23, 1998 from the National Land Agency (BPN) of West Aceh Regency, valid for 30 years until June 21, 2028, covering an area of **360.5 Ha**.
- Decree of the Minister of State for Agrarian Affairs/Head of the National Land Agency number 147/HGU/BPN/97 located in Aceh Barat Regency, Special Region of Aceh Province covering an area of 3,395.23 ha, valid from 27 November 1997 for 25 years. Then issued HGU Certificate No. 29 dated March 5, 1998 from the National Land Agency of Aceh Barat, valid for 25 years until January 1, 2024, covering an area of **3,395.23 Ha**.
- Decree of the Minister of State for Agrarian Affairs/Head of the National Land Agency number 30/HGU/KEM-ATR/BPN/2016 located in Nagan Raya Regency, Aceh Province covering an area of 690.9 ha dated June 6, 2016 is valid for 25 years. Then issued HGU Certificate No. 6 dated 7 September 2016 from the Land Agency of Nagan Raya Regency valid until 7 September 2041 with an area of **690.9 ha**.

##### 4.4.2, 4.4.3, 4.4.4, 4.4.5 and 4.4.6

Based on information obtained from historical documents of the company, information in Land Use Title and clarification from management representative, Seumanyam Estate – PT Socfin Indonesia had long existed before Indonesia independence. Based on consultation with Village Head of Karang Anyar Village and Pulo le Village, known that there was no customary land in the PT Socfin area. The plantation is an area of former Erfpacht rights and has been around since 1935. So that the acquisition of land is not through the compensation against individuals or to customary land.

Based on a copy of the Decree of the Minister of Home Affairs Number SK.31/HGU/DA/85 dated September 3, 1985, it is known that the land being applied for is state land which was the former Erfpacht Vorp Rights. No. 40, 41 according to SKPT (Letter of Land Tenure) dated March 20, 1985 No.13/Agr/1985 and 14/Agr/1985, covering an area of ± 240 ha and ± 440 ha with a total area of ± 680 ha. Located in Darul Makmur District, West Aceh Regency, Aceh Special Region Province. Whereas the Land Committee (Committee B) of the Province of the Special Region of Aceh in the minutes of land inspection dated February 9, 1984 No.1/PPT/B/1984 concluded that the application for PT Socfin Indonesia could be approved on the grounds that the land had no problems with other parties and in the public interest.

**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; 4.5.2; 4.5.3; 4.5.4; 4.5.5; 4.5.6; 4.5.7; 4.5.8

There is no new planting activity during this audit. Based on document Identification of HCV and stakeholder consultation,

there was not found customary/indigenous rights in operational area. Based on consultation with Village Head of Karang Anyar Village and Pulo le Village, known that there was no customary land in the PT Socfin area. The plantation is an area of former Erfpacht rights and has been around since 1935.

**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; 4.6.2, 4.6.3 and 4.6.4

Procedure for identification and calculation of land compensation with document number SOC/PSM/9.05 Edition 01, Revision 01, effective date April 1, 2015 approved by the General Manager and Principal Director.

Based on consultation with Village Head of Karang Anyar Village and Pulo le Village, known that there was no customary land in the PT Socfin area. The plantation is an area of former Erfpacht rights and has been around since 1935. So that the acquisition of land is not through the compensation against individuals or to customary land.

**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; 4.7.2 and 4.7.3

Procedure for identification and calculation of land compensation with document number SOC/PSM/9.05 Edition 01, Revision 01, effective date April 1, 2015 approved by the General Manager and Principal Director.

Based on consultation with Village Head of Karang Anyar Village and Pulo le Village, known that there was no customary land in the PT Socfin area. The plantation is an area of former Erfpacht rights and has been around since 1935. So that the acquisition of land is not through the compensation against individuals or to customary land.

**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, 4.8.2, 4.8.3 and 4.8.4

Based on public consultation with related government agencies of Nagan Raya District and village representatives (Karang Anyar Village and Pulo le Village) known that there is no land dispute case for the last 2 years until this assessment conducted in the scope certification area. The plantation is an area of former Erfpacht rights and has been around since 1935. Based on interviews with management of unit certification and the results of the auditor's search on online media, there is no historical or current land dispute in unit certification.

**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

Based on document verification, interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Deuli Kilang Village, Panton Bayu Village, Pulo Tengah Village.. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance. The validity period of this cooperation agreement is 5 years since the signing of the first contract in 2019.

Based on the explanation above, it is known that the Certification Unit did not have any obligation to informed smallholders group about current and previous period prices paid for FFB to the member of smallholders group. However, all the needed information related to FFB prices could be accessed publicly from the local government's official website.

**5.1.2**

Based interview result with Head of Plantation Nagan Raya Regency, Mill Manager, Estate Manager, Community leader from Deuli Kilang Village, Panton Bayu Village, and Pulo Tengah Village. It was obtained information that there are no FFB received from surrounding village farmers. However, there are agreement on September 2019 between company and seven independent smallholders' group, such as: Sido Muncul (68.70 Ha), Ingin Maju (84.00 Ha), Maju Tani Sejahtera (495.50 Ha), Maju Tani (34.00 Ha), Sejahtera Bersama (21.00 Ha), Makmue Beusare (249.20 Ha) and Harapan Tani (55.50 Ha) smallholders' groups.

Based on the explanation above, it is known that the Certification Unit did not have any obligation to regularly explain the FFB pricing to smallholders.

**5.1.3**

Based on document verification, interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Deuli Kilang Village, Panton Bayu Village, Pulo Tengah Village. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance. The validity period of this cooperation agreement is 5 years since the signing of the first contract in 2019.

Based on interview results with company's management representatives, it is known that there was no third party FFB Supplier in Seumanyam POM. So, that this indicator was not applicable for the Certification Unit.

**5.1.4**

Based on document verification, interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Deuli Kilang Village, Panton Bayu Village, Pulo Tengah Village. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance. The validity period of this cooperation agreement is 5 years since the signing of the first contract in 2019.

As mentioned on Indicator 5.1.2, there is an agreement between Certification Unit with Kelompok Tani Ingin Maju dated 9 September 2019 and valid until 9 September 2024. This smallholders group are consist from 41 member, including female member listed on the member list in the contract.

Based on this explanation, it is known that the Certification Unit already has involved all parties included women representatives of smallholders group's member.

**5.1.5**

Based on document verification, interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Deuli Kilang Village, Panton Bayu Village, Pulo Tengah Village. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance. The validity period of this cooperation agreement is 5 years since the signing of the first contract in 2019.

Based on interview results with company's management representatives and from document review, it is known that there is agreement document between Certification Unit and seven smallholders group around company's operational area. These contracts are fair, legal and transparent and have an agreed timeframe for both parties.

**5.1.6**

Based on document verification, interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Deuli Kilang Village, Panton Bayu Village, Pulo Tengah Village. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance. The validity period of this cooperation agreement is 5 years since the signing of the first contract in 2019.

Based on interview results with company's management representatives, it is known that there was no outside FFB Supplier in Seumanyam POM. So, that this indicator was not applicable for the Certification Unit.

#### 5.1.7

The company owns one unit of weighbridge located at the Seumanyam Palm Oil Mill, owned by PT Socfin Indonesia. The company has calibrated weighing equipment regularly once a year by an independent third party that has been accredited by the government, namely UPTD Metrology Legal Meulaboh. The evidence for the calibration of the weighing equipment can be shown through the following documents:

- Certificate of Calculation Results Number: 0867/UPTD-Metrology-AB/SKHP.MT/VIII/2020 dated September 1, 2020 from UPTD Legal Metrology, West Aceh District Trade Office. Maximum Capacity 40,000 Kg/Smallest Scale: 10 Kg; with a calibration date of 27 August 2020, valid till 9 August 9, 2021.
- Certificate of Calculation Results Number: 0971/UPTD-Metrologi-AB/SKHP.MT/VIII/2021 dated August 12, 2021 from UPTD Metrology Legal, Trade Office of West Aceh Regency. Maximum Capacity 40,000 Kg/Smallest Scale: 10 Kg; with a calibration date of August 9, 2021, valid till 27 September 2022.

#### 5.1.8

Based on document verification, and interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Karang Anyar Village, and Pulo le Village. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance. The validity period of this cooperation agreement is 5 years since the signing of the first contract in 2019.

This agreement includes of following content such as:

- Company obligation to provide training and guidance on good oil palm cultivation practices
- Develop a coaching program aimed at increasing the production of oil palm farmers belonging to the Farmers Group
- Provide assistance for the construction and repair of roads and drainage if needed for the management of oil palm plantations within the company's capacity.
- Assist in obtaining title certificates on behalf of the farmer group at the expense of the farmer group
- Assist and facilitate farmer groups to obtain assistance from third parties in accordance with applicable regulations

Based on the description above, the company is known to have supported farmer groups around the company's area and has implemented partnership agreements with farmers in coaching and training assistance to improve the competence of farmer groups to become independent farmers. It is intended that these farmer groups can run the Internal Control System, and participate in RSPO certification in the future.

#### 5.1.9

Based on the explanation on indicator 5.1.8, it is known that certification unit did not receiving any FFB from near independent smallholders. However, the certification unit has a cooperation agreement with seven smallholders group to transfer knowledge and heavy equipment assistance.

As explained on the previous indicator, grievance, complaint and request for information procedures was being written and informed in the agreement document.

From the explanation above, we can conclude that certification unit already has a grievance mechanism for smallholders and to all related stakeholders.

**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

As explained on Criteria 5.1, Information was obtained that currently there is no FFB receipt from close farmers. There were only agreements with seven farmer groups, among others, as follows:



- Provide training and guidance on good oil palm cultivation practices.
- Develop a coaching program that aims to increase palm oil production.
- Provide assistance in roads & drainage maintenance if needed.
- Assisting in processing land title certificates.
- Assist and facilitate a second party to get assistance from a third party.

This agreement was signed by both parties, acknowledged by the Village Head and the Nagan Raya Regent. Therefore, as an example for Kelompok Tani Ingin Maju's agreement document with The Certification Unit dated 9 September 2019, It is known that there are 41 member, including female member listed consist from 41 member, including female member listed on the member list in the contract.

Based on this explanation, although there was no FFB supplier from outside parties, Certification Unit still provide some support for seven smallholders group that are around company's operational area, and not limited only to male member but also included female member of smallholder's group.

### **5.2.2**

The Company has conducted socialization related to RSPO that aims to encourage the community to participate in obtaining RSPO certificate, and also provide some trainings related to best practice's management to seven smallholder's group as mentioned on Criteria 5.1 also to local community around Company's operational area.

The training programs carried out throughout 2021 totaled 12 activities aimed at stakeholders (internal and external) and were carried out by the company's internal parties. The socialization and trainings include:

- Fertilization Training and Socialization of PSM/IK Fertilization on 15 January 2021 and was attended by 20 participants
- Training on Palm Oil Production, aspects of harvesting, harvesting systems and techniques for using harvesting tools and fruit cutting Work Instruction on 10 February 2021 and was attended by 40 participants
- Integrated Pest Control and Socialization of Integrated PSM/IK Pest Control on 27 March 2021 and was attended by 22 participants
- Training on spraying, pesticide use and socialization of PSM/IK Spraying on 28 June 2021 and was attended by 59 participants

Based on the document review of the socialization material, it is known that one of the materials provided is related to the handling and how to apply pesticides safely. In addition, the company also presented a list of attendees, documentation and socialization materials.

### **5.2.3**

As explained on criteria 5.1, it is known that the Certification Unit provides support to smallholders to promote legality of FFB production. One of the supports as shown in Company's socialization documents related to RSPO such as Training and Socialization of Supply Chain Certification Standard for Palm Oil Industry on 10 August 2021 and was attended by 21 participants.

### **5.2.4**

The certification unit has provided training on pesticide handling to workers, communities and farmers around the company's area on a regular basis at least once a year. For example, the implementation of the 2021 pesticide handling training was carried out on June 28, 2021 and was attended by 59 participants.

### **5.2.5**

Based on document verification, interview with Head of Plantation Agency of Nagan Raya Regency, Technicer 1, Estate Manager, community leaders from Deuli Kilang Village, Pantan Bayu Village, Pulo Tengah Village. It was obtained information that currently there is no receipt of FFB from near smallholders. There is only agreement with seven smallholders group to transfer knowledge and heavy equipment assistance as explained on Criteria 5.1.

Therefore, the Certification Unit did not have any obligation to regularly reviews and publicly reports on the progress of

the smallholder support program. However, they always review the success of the program and report it in a continuous improvement action document as material for preparing the supporting program for the next period.

**Status: Comply**

## **PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS**

### **6.1**

#### **Any form of discrimination is prohibited.**

##### **6.1.1**

The company has a Non-Discrimination and Equal Opportunity Policy which was updated in April 2021. In this policy, it is explained that at PT Socfindo every employee has the right to equal treatment and Socfin does not discriminate based on religion, race, sexual orientation, gender, national origin, caste, record, gender identity, union membership, political affiliation or age. PT Socfindo is committed to ensuring a safe and open work environment for all employees.

The policy has been socialized to employees, for example:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo's policy on November 25, 2021 to 49 workers

Based on the results of interviews with unions and workers in the plantations and factories, it is known that so far there have been no cases of discrimination committed by the company. In recruiting employees, the company recruits openly and transparently.

##### **6.1.2**

There are no problems or conflicts related to discrimination and other employee diversity parameters. In addition, there are no migrant workers at PT Socfin Indonesia.

The results of the verification of the employee list of PT Socfin Indonesia for the period of June 2022 revealed that the composition of workers differed in terms of gender, religion, educational background and ethnicity. Even though it is dominated by local residents, every employee has the same opportunity to work with the company as long as it meets the set requirements. The results of interviews with local village representatives and the Manpower Office in Nagari Raya Regency, it is known that information about recruitment is transparent to the village community and is conveyed through the Village Head. There has never been a problem or conflict related to the discrimination and diversity parameters of these employees.

##### **6.1.3**

The company can show that all employees have equal career opportunities, as long as they meet the company's requirements. This is evidenced by the results of interviews with Labor Unions and Plantation and Mill Employees.

Companies can also show examples of employment documents, for example:

- Job Vacancies Notification Letter to Village Heads around the Company with the number SY/X/Bi/256/21 dated 17 November 2021 regarding information on job vacancies as harvesters.
- Transfer of Division II Employees to the Mill Division with the initials DNT based on a letter from the Management with the number SY/Div/Bi/908/21 dated December 23, 2021.
- The increase in the Employee Class (Permanent Daily Employees) to become plantation employees who have been approved by the General Manager on January 18, 2022 as many as 6 workers.

##### **6.1.4**

The company does not conduct pregnancy tests to be a discriminatory measure. Pregnancy testing is only carried out for employees who apply pesticides to prevent employees who are pregnant from being exposed to pesticides. Based on the results of interviews with the gender committee and employees of the Plantation, it was found that at the time of recruitment there were no requirements given by the company to take a pregnancy test and women who were pregnant could also be accepted to work at the time of employee recruitment.

**6.1.5**

The company has a gender committee to address gender issues. The company shows the composition of the gender committee, which was set on April 9, 2022. The stages of handling complaints about gender issues are as follows:

- Receive complaints regarding gender issues including complaints regarding sexual harassment and protection of reproductive rights
- Conduct investigations/clarifications on gender-related complaints received
- Submitting the complaint to the head of the company
- Together with the company's leadership to resolve complaints regarding gender

Based on the results of the verification of the Gender Committee evaluation documents in 2021 and 2022, it was found that there were no cases of sexual harassment and acts of violence at PT Socfin Indonesia. The results of interviews with the gender committee revealed that the gender committee was formed as a forum for both male and female employees to address gender issues such as sexual violence or sexual harassment, domestic violence, etc. The gender committee routinely carries out socialization to employees related to the protection of women against acts of violence, for example the socialization conducted on June 24, 2022 to employees of the Plantation and Mill.

**6.1.6**

There is no indication of discrimination against wage payments. The company has paid equal wages for the same scope of work. As for the difference is the group of workers based on work experience, position, work performance and others. Example of payment of wages for engine room station workers for the period of May 2022:

- In June Employees with worker code 1107801 with basic wages + rice Rp. 3,380,864, Overtime Rp. 1,961,015, other income Rp. 135,000, lost to Rp. 126,688.60 BPJS discount Rp. 126,688.60, pieces of rice Rp. 14,836, other deductions Rp. 505,890 with a net salary of Rp. 4,317,308
- In June Employees with worker code 1107623 with basic wages + rice Rp. 3,380,864, Overtime Rp. 3,097,302, other income Rp. 180,000, lost to Rp. 120,922 BPJS discount Rp. 126,688.60, pieces of rice Rp. 14,836, other deductions Rp. 505,890 with a net salary of Rp. 5,229,595.

**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**

Work agreements/contracts for workers have been included in the work contract or in the PKB (Joint Work Agreement) 2018 - 2020, the rights and obligations of workers are stated in detail, such as not providing underage workers, the company must provide PPE during working hours, overtime, maternity leave, facilities provided to employees (housing, social insurance, etc.).

The types of work agreements in the company are permanent (Employees and Employees) and contract workers. Salaries and conditions for permanent workers are provided in the Collective Labor Agreement (CLA), such as working hours, deductions, overtime, sickness, holidays, maternity leave, reasons for dismissal, notice period, etc.

The company shows documentation of the application of wages, such as:

- Aceh Governor Decree No. 560/1707/2021 dated November 19, 2021 regarding the Determination of the Minimum Wage for Aceh Province in 2022. The UMP in 2022 is Rp. 3,166,460.
- Memo No. UM/PB/R/054/22 dated February 3, 2022 concerning the Non-Staff Salary Scale in 2022. Based on the memo, it is known that the smallest group of workers with Employee status is I/1 with a wage of Rp. 3,231,000 and the highest is class VIII/10 with a wage of Rp. 5,274,900.
- Letter No. UM/KK/Bi/1539/22 dated April 7, 2022 regarding the Determination of the 2022 KHT Wage. Based on the letter, the KHT wage is set at Rp. 3,167,460 consisting of Rp. 3,024,810 and the supply value of 15 kg of rice is Rp. 142,650.

Sample salary slip for June 2021

- In June Employees with worker code 1107801 with basic wages + rice Rp. 3,380,864, Overtime Rp. 1,961,015, other

income Rp. 135,000, lost to Rp. 126,688.60 BPJS discount Rp. 126,688.60, pieces of rice Rp. 14,836, other discount Rp. 505,890 with a net salary of Rp. 4,317,308

- In June Employees with worker code 1107623 with basic wages + rice Rp. 3,380,864, Overtime Rp. 3,097,302, other income Rp. 180,000, lost to Rp. 120,922 BPJS discount Rp. 126,688.60, pieces of rice Rp. 14,836, other discount Rp. 505,890 with a net salary of Rp. 5,229,595.

Based on the results of interviews with seedling workers and harvest workers, it is known that the company has provided wages to workers in accordance with the minimum wage set by the government and the wages received by workers are not below the minimum wage.

### 6.2.2

The Collective Labor Agreement used by the company refers to the PKB BKS PPS in North Sumatra, Riau, and NAD. The CLA in question is for the period 2018 – 2020 and has been agreed upon by representatives of workers and representatives of employers. PKB has regulated the Rights and Obligations of Workers. For example working hours, wages, overtime, leave, to termination of employment. The ratification of the PKB shown is Decision No. KEp 88/PHIJSK-PKKAD/PKB/VI/2015 dated June 18, 2015 for the PKB for the 2015 – 2017 period. The ratification of the PKB for the 2018 – 2020 period is still in progress. The PKB for the 2018 – 2020 period is still agreed to be valid because the outline of the contents of the agreement is more or less the same as the previous PKB.

Based on employment documents and interviews with management, information was obtained that there were PKWT workers working in March – June 2021. These PKWT workers were employed for harvesting activities that were experiencing peak harvests. The company can justify the use of PKWT employees for harvest work because the estimated production in the first semester of 2022 is around 54,311,284 tons and harvest rotation is above 7-8 days, which is 12-14 days. The company can show the realization of the work of harvest employees (permanent employees) for the period of January 2022 and February 2022 of 6,910.45 tons and 8,084.37 tons, respectively. So that the company estimates that using permanent employees will not be able to harvest the estimated production until June 2022. With the addition of PKWT employees as harvest workers, the realization for the period March - June 2022 is 12,137.26 Tons, 10,655.67 Tons, 10,158.02 Tons, and 10,715.93 Tons.

As for PKWT workers, the work requirements including wages are explained in the SPK. For example, a certain time employment agreement no. SY/X/PKWT/Bi/088/22 dated March 1, 2022 with a validity period until June 30, 2022. The SPK has explained the duties and responsibilities of workers, work locations, wages, premiums, BPJS employment and health, working hours, weekly breaks and more. The SPK was also known by the Manpower and Transmigration Office of Nagang Raya Regency on July 8, 2022.

The company can also show some examples of employee leave, for example as follows:

- Maternity leave initials SRT employees aged 34 years are given leave for 45 days starting April 14, 2022 until May 28, 2022 and has been approved by the company leadership.
- Maternity leave with the initials of 37 years old SPN employees are given leave for 45 days starting from May 12, 2022 to June 25, 2022 and has been approved by the company leadership.

There is no change in employee policy. The workers' policies are listed in the Collective Labor Agreement (PKB) for the 2018 - 2020 period and it is agreed that they are still valid because the outline of the contents of the agreement is more or less the same as the previous PKB. The worker policies listed in the PKB are available to workers and trade unions and have been socialized to workers both at the plantation and at the mill.

Regarding penalties, there are deductions/penalties for workers in the form of cuts to absenteeism (not coming to work). The penalty/deduction has been explained in the contract and Collective Labor Agreement.

Payroll documents owned by the company have provided compensation information for all jobs. Based on document verification, it is known that in the payroll document it is explained such as basic wages, detailed overtime, deductions, and net wages received by workers.

**6.2.3**

The company can show proof of legal compliance for regular working hours, deductions, employee overtime. The following is an example of calculating the salary and overtime carried out by the company, for example for workers at the engine room station for the period of June 2022:

- In June Employees with worker code 1107801 with basic wages + rice Rp. 3,380,864, Overtime Rp. 1,961,015, other income Rp. 135,000, lost to Rp. 126,688.60 BPJS discount Rp. 126,688.60, pieces of rice Rp. 14,836, other discount Rp. 505,890 with a net salary of Rp. 4,317,308
- In June Employees with worker code 1107623 with basic wages + rice Rp. 3,380,864, Overtime Rp. 3,097,302, other income Rp. 180,000, lost to Rp. 120,922 BPJS discount Rp. 126,688.60, pieces of rice Rp. 14,836, other discount Rp. 505,890 with a net salary of Rp. 5,229,595.

The results of the verification of work hours attendance documents, security shifts and interviews with management revealed that the engine room station's working hours were divided into 2 work shifts. The team of auditors has simulated the calculation of Engine Room overtime. From the simulation results of overtime calculations for security workers, it is known that the fixed premium value given is still greater than the provisions for calculating overtime.

**6.2.4**

The company can show the list of facilities and infrastructure to the company. The facilities and infrastructure provided by the company are:

Facility	Amount	Unit
Total Housing	354	Unit
Residential housing	179	Unit
Mosque	5	Unit
Soccer field	2	Unit
Volleyball court	4	Unit
Employee hall	4	Unit
Water tank	5	Unit
Grave	3	Location
School bus	1	Unit
Medical clinic	1	Unit
Daycare	4	Unit
PAUD	4	Unit
Badminton court	2	Unit
Breastfeeding Corner	4	Unit

Based on the results of field observations at the Mill and Estate employee housing, it is known that the housing conditions provided by the company are in good and well-maintained condition. In addition, the company has also provided worship facilities and child care.

**6.2.5**

Company policy and the results of interviews with workers state that workers will be given an additional 15 kg of rice (if the worker is not married) and if the worker has a family they will be given an additional 15 kg of rice, 9 kg of rice for his wife and 7.5 kg of rice for each child, maximum 3 children. In addition, additional foods are given regularly to workers (high risk) such as milk and mung bean porridge.

Evidence that has been examined such as payroll in June 2022 (payroll contains salary, premiums and other benefits) and based on interviews with workers and review of salary slips.

Based on interviews with harvest workers in Block 33, it is known that CH provides access to workers to meet their daily needs by providing transportation to shop at nearby markets, including Pulo Tengan Market, Ambili Market and Pantan Banyu Market.

**6.2.6**

The company has assessed the prevailing wages and in kind benefits of PT Socfindo in 2022 which was set on January

20, 2022. The details of the assessment of prevailing wages are as follows:

- Basic salary
- Rice allowance
- Yearly bonus
- Holiday allowance
- BPJS Health
- BPJS Employment
- Water
- Meat money and spectacle money (given during Eid al-Fitr)
- medical care
- House
- Severance pay, Jubilee (25 years of service), and Good Will (30 years of service).

Based on the results of document verification, it is known that the calculation of the prevailing wages for 2022 given by the company is above the minimum wage set by the Aceh Provincial Government. The DLW calculation provided by the company is based on the actual price at the company's location, especially in accordance with the actual price in Nagan Raya Regency.

#### 6.2.7

Based on employment documents and interviews with management, information was obtained that there were PKWT workers working in March – June 2021. These PKWT workers were employed for harvesting activities that were experiencing peak harvests. The company can justify the use of PKWT employees for harvest work because the estimated production in the first semester of 2022 is around 54,311.284 tons and harvest rotation are above 7-8 days, which is 12-14 days. The company can show the realization of the work of harvest employees (permanent employees) for the period of January 2022 and February 2022 of 6,910.45 tons and 8,084.37 tons, respectively. So that the company estimates that using permanent employees will not be able to harvest the estimated production until June 2022. With the addition of PKWT employees as harvest workers, the realization for the period March - June 2022 is 12,137.26 Tons, 10,655.67 Tons, 10,158.02 Tons, and 10,715.93 Tons.

As for PKWT workers, the work requirements including wages are explained in the SPK. For example, a certain time employment agreement no. SY/X/PKWT/Bi/088/22 dated March 1, 2022 with a validity period until June 30, 2022. The SPK has explained the duties and responsibilities of workers, work locations, wages, premiums, BPJS employment and health, working hours, weekly breaks and more. The SPK was also known by the Manpower and Transmigration Office of Nagan Raya Regency on July 8, 2022.

**Status: Comply**

#### 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

The company has an association Policy which was passed on June 1, 2019 which explains that:

- Socfindo respects all employees' rights to freedom of association and the right to collective bargaining in Indonesian or another language of their choice as human rights.
- All employees have the right to join and participate in a legally independent representative union, group or other organization of their choice.
- All employees have the right to collective bargaining free from coercion in any form
- Socfindo is committed to applying this policy to all employees

The company has disseminated the policy to employees, for example:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo's policy on November 25, 2021 to 49 workers



Based on the results of interviews with trade unions, it is known that the company supports freedom of association for its workers. In addition, the company does not intervene to the union in terms of the election of the chairman or the decisions of the union.

### 6.3.2

The company can show the minutes of the meeting between the certification unit and the representatives of the workers (union) for the 2022 period, for example:

- The bipartite meeting to determine the Eid al-Adha holiday and changing the working day took place at the Management Office on July 8, 2022. The meeting was attended by 13 people who are members and management of the trade union as well as company representatives.
- The Bipartite Meeting proposed by Premium took place at the Management Office on January 7, 2022. The meeting was attended by 9 people who are members and administrators of trade unions as well as company representatives.

### 6.3.3

Documents for the formation of a Bipartite Trade Union / LKS:

- Decree number Kep 06671-A/PP-FSP.PP/SPSI/12/2017 regarding the management of the work unit of the agricultural and plantation workers unions of the All-Indonesian Workers Union Plantation Seumanyam PT Socfindo Simpang Kilang Village, Darul Makmur District, Nagan Raya Regency for the period 2017 – 2022 on December 4, 2017.
- Registration of PUK.SPPP-SPSI PT Socfindo Seumanyam for the period 2018 – 2023 by the Department of Manpower and Transmigration of Nagan Raya Regency with number 560.470.1/245/KEP/2018 dated 23 April 2018.
- The list of SPSI members for the 2020 period is 844 people.

Based on document verification and interviews with the Trade Unions and company representatives, it is known that the Chairperson of the Trade Union and the Management do not have a conflict of interest with the company. The company does not have the authority and does not intervene in the determination of the management of the labor union.

**Status: Comply**

## 6.4

**Children are not employed or exploited.**

### 6.4.1

The company has a child protection policy that was passed on June 1, 2019 which explains that:

- Socfindo will not tolerate the use of child labor on its plantations and facilities
- Socfindo does not employ or allow any work to be carried out by individuals under the age of 18 which is in line with the United Nations Convention on the Rights of the Child which defines a child as anyone under the age of 18.
- This policy extends to socfindo's suppliers and contractors who must ensure that all workers are above the minimum age required by Indonesian labor laws and regulations.

The policy has been socialized to workers, for example:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo's policy on November 25, 2021 to 49 workers

The company can show a cooperation agreement with a contractor, for example: Palm Oil Transport Agreement (MKS) between PT Socfin Indonesia and PT Putera Kelapa Gading Indah Number PD-GM/X/584/2021 on November 29, 2021 which is effective from January 1 2022 to 31 December 2022. The SPK has explained several regulatory obligations, such as:

- Meet the applicable minimum wage
- Do not employ children under 18 years old
- Involving workers in BPJS Employment and health
- Prohibition of forced labor and human trafficking.
- Comply with relevant laws and regulations.
- And others.

**6.4.2**

Based on the verification of the employee list document for June 2022, it is known that the youngest worker is 20 years old at the time of entering/joining the company, namely a worker with employee number 1108023.

**6.4.3**

Based on document verification, it is known that the youngest age of the employee at the time of employment is 20 years old. The results of interviews with trade unions revealed that there had never been any child labor employed at PT Socfin Indonesia.

**6.4.4**

Based on the results of interviews with employee cooperatives and the community around the plantation, it is known that the company has conducted socialization related to the company's policy of not employing children. Companies can show documentation and attendance lists from the socialization, namely:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo and PKB policies on November 25, 2021 to 49 workers.
- Evidence of PT Socfindo's Policy Socialization to Pantan Bayu Village, Pulo Tengah Village, Suka Mulia Village, Karang Anyar Village on August 18, 2021.

**Status: Comply**

**6.5**

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

**6.5.1**

The company has a Policy on Prevention of Sexual Violence and Harassment which was passed on June 1, 2019 which explains that Socfindo recognizes that all violence and harassment including sexual harassment is a violation of human rights. Socfindo is committed to preventing all appropriate violence, abuse and harassment of any kind against its workers.

The policy has been socialized to workers, for example:

- Socialization of PT Socfindo's policy on October 20, 2021 to 71 Mill workers
- Socialization of PT Socfindo and PKB policies on November 25, 2021 to 49 workers.

The company has a gender committee to address gender issues. The company shows the composition of the gender committee, which was set on April 9, 2022. The stages of handling complaints about gender issues are as follows:

- Receiving complaints about gender issues including complaints regarding sexual harassment and protection of reproductive rights
- Conduct investigations/clarifications on gender-related complaints received
- Submitting the complaint to the head of the company
- Together with the company's leadership to resolve complaints regarding gender

**6.5.2**

The company has a Reproductive Rights Policy that was passed on June 1, 2019 which explains that PT Socfindo is committed to recognizing the reproductive rights of all people especially women and ensuring that women workers are entitled to their rights.

Based on interviews with management, it is known that menstrual leave is given to workers who are sick. The mechanism for granting menstrual leave/rest is by first conducting a clinical examination. If from the results of the clinical examination, the female worker is declared sick due to menstruation, she will be given leave/rest time at the clinic. The results of interviews with nursery employees revealed that the company provides menstrual leave to female workers as evidenced by the results of examinations conducted at the clinic. If it is stated that you are sick due to menstruation, you will be given leave/rest time at the clinic.

**6.5.3**

The company has identified the need for new mothers coordinated by the Gender Committee. Media interviews use questionnaires to make it easier to dig up information. The company conducted interviews with 4 mothers with the following

results:

- Provision of breastfeeding corners in each afdeling.
- Provision of TPA as a means of child care.
- The arrangement of work assignments for "young mothers" is prioritized around the TPA/ASI Corner.
- Improved understanding of young mothers regarding: child health, family health, breastfeeding, parenting patterns, and complementary foods (MPASI)
- Supporting posyandu activities in the form of supplementary feeding for infants and pregnant women
- PAUD facilities for employees' children

Based on the results of interviews with the gender committee and female employees in the Nursery Area, it is known that the company has provided for the needs of new mothers to be able to support their needs.

#### 6.5.4

Company mechanism regarding complaints (internal and external) documented in the procedure "Handling Social Complaints" No Doc: SOC/PSM/9.02 First Edition, Rev 7, April 15, 2022. In the procedure it is stated that every employee can report a complaint in writing to the appointed officers (KTU, Assistant, Askep, Engineer and Management). The Complaint Form has been checked and no complaints have been received.

The procedure for the complaint mechanism is listed in point 5 of the description of the procedure, as follows:

- Complaints against the company can be in the form of complaints from internal (workers) and external complaints, namely from stakeholders or residents around the oil palm location.
- Complaints from workers/stakeholders submit a written complaint to the company through KTU, Assistant, Engineer, Askep or Site Management/Management
- Site Managers/Managers study complaints made by stakeholders and provide follow-up instructions to technicians, Askeps, Assistants, KTU or other staff according to the type of complaint.
- It is clear that the problem of complaints and their resolution does not require large resources and is still within the authority of the Site Manager/Administration, can be directly followed up by the Site Manager.
- Complaints that require further clarification and communication with the complainant will be communicated to the complainant in accordance with the Social Communication Procedure. Special staff/personnel will be appointed to carry out this communication.
- For internal complaints, communication with the union is also required
- Staff/personnel appointed to be communicated to the complainant to obtain more complete information about the complaint, the desired settlement and so on.
- The results of the communication with the complainant are submitted to the Site Manager/Administration to discuss the follow-up. If the follow-up does not require large resources and is still within the authority of the Site Manager, it can be followed up by the Site manager.

In point 5.1 of the procedure, it is stated that the Company acknowledges personal confidentiality for complaints including whistle blowers, Human rights defenders, sexual violence, intimidation, and persecution by protecting the identity of the complainant.

**Status: Comply**

#### 6.6

#### **No forms of forced or trafficked labour are used.**

##### 6.6.1

The company has a no forced labor policy that was passed on 1 June 2019 which explains that Socfindo is committed to creating a fair and decent place to work for all its workers. Socfindo prohibits all forms of forced labor or human trafficking and all work at Socfindo is voluntary.

The results of interviews with management and verification of labor register documents revealed that there were no migrant workers working in the company's operational areas.

##### 6.6.2

Based on employment documents and interviews with management, information was obtained that there were PKWT workers working in March – June 2021. These PKWT workers were employed for harvesting activities that were experiencing peak harvests. The company can justify the use of PKWT employees for harvest work because the estimated production in the first semester of 2022 is around 54,311.284 tons and harvest rotation is above 7-8 days, which is 12-14 days. The company can show the realization of the work of harvest employees (permanent employees) for the period of January 2022 and February 2022 of 6,910.45 tons and 8,084.37 tons, respectively. So that the company estimates that using permanent employees will not be able to harvest the estimated production until June 2022. With the addition of PKWT employees as harvest workers, the realization for the period March - June 2022 is 12,137.26 Tons, 10,655.67 Tons, 10,158.02 Tons, and 10,715.93 Tons.

As for PKWT workers, the work requirements including wages are explained in the SPK. For example, a certain time employment agreement no. SY/X/PKWT/BI/088/22 dated March 1, 2022 with a validity period until June 30, 2022. The SPK has explained the duties and responsibilities of workers, work locations, wages, premiums, BPJS employment and health, working hours, weekly breaks and more. The SPK was also known by the Manpower and Transmigration Office of Nagan Raya Regency on July 8, 2022.

The results of document verification and interviews with company representatives show that fulfilling the rights of PKWT workers is equated with permanent employees, such as using the minimum wage for Aceh Province, being paid by BPJS Kesehatan and Manpower and receiving compensation if the work agreement has expired in lieu of annual bonuses and pension benefits.

**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 unit of certification has determined the Person in Charge of Occupational Safety and Health (OHS) which is legalized by the Manpower Office based on:

- There is an approval of the P2K3 structure of PT. SOCFINDO Seumanyam Estates 2021-2024 with no 560/949/2021 Committee for Safety and Health (P2K3) Aceh Province, dated August 31, 2021 with organizational structure including chairman on behalf of Dwi Hendro P (ASKEP) and secretary on behalf of OK Hery Zulfan Hanif (Engineer I / General OHS Expert).
- Secretary is a OHS Expert and Decree of Appointment as OHS Expert a/n OK Hery Zulfan Hanif with number Ser.26278/PK3/AJ/12/2021/P2, valid for October 25, 2024 and Decree of the Minister of Manpower of the Republic of Indonesia number 5/13318/AS.02.04/ X/2021.

P2K3 Quarterly Report documents are also available from January 2022 to March 2022, with letter number: 038/SY/VI/2022 containing the performance of SMK# and recordings of periodic meetings between the person in charge of P2K3 and the workers, including the date:

OHS monthly meeting (January, February and March 2022)

- The P2K3 meeting for the January 2022 period on January 15, 2022, took place on the tennis court and was attended by 16 P2K3 administrators and members.
- The P2K3 meeting for the period of February 2022 on February 18, 2022, took place on the tennis court and was attended by 18 P2K3 administrators and members.
- The P2K3 meeting for the March 2022 period on March 11, 2022 took place on the tennis court and was attended by 20 P2K3 administrators and members.

All meetings consistently discuss the socialization of Hazard Source Identification and Risk Control to employees, company OHS performance, cleanliness of public facilities and housing as well as socialization of OHS in company activities. Minutes of monthly P2K3 meetings are well recorded and documented such as information; list of attendees; meeting agenda and meeting minutes.

**6.7.2**

The unit of certification shows emergency and work accident response procedures which are documented in Indonesian and are listed in SOP for Emergency Preparedness and Response (SOC/PSM/4.08), Accident Reporting and Investigation Procedure (SOC/PSM/4.14), Occupational Disease Diagnosis and Reporting Procedure (SOC/PSM/4.23), LK3 Monitoring and Measurement Procedure (SOC/PSM/4.09).

In the previous assessment, there was OFI associated with a light fire extinguisher position that was too high. From the results of the auditor's verification in this audit, it can be concluded that the installation of the light fire extinguisher has complied with the applicable regulations.

Decree No. SY/Div/Bi/506A/22 Regarding the Appointment of First Aid Officers at PT. Socfindo Kebun Seumanyam as Responsible for:

- Carry out the first handling of work accidents that occur in the work area
- Handling those who have work accidents to the clinic/hospital if they must be handled by the Medics Team
- Informing the workplace accident to superiors for investigation
- Provide detailed, accurate and reliable information for investigation needs.

Decree No. SY/Div/Bi/533/22 Regarding the Appointment of Person in Charge of the First Aid Medicine Box/Bag PT. Socfindo Seumanyam Estate is in charge of the first aid kits at these locations and monitors the use, completeness of contents, and expiration date of the first aid kits on the medicine boxes. The number of officers consisted of Siti Suardi (nurse), Gusriani (nurse), Pipit Rahmayanti (nurse), Yusnaini (nurse) and M. Ikbal (Head of Polyclinic).

Officers who monitor the completeness of Emergency Response facilities and infrastructure through Decree No. SY/Div/Bi/534/22 duties and responsibilities of each team, consisting of 5 people representing the Estate and POM Division, including the following: Dedy Pranata (office officer), Yogi Prasetiawan (office officer), Jumadi (office officer), Hermanto (Mantri Census), Muhammad (civil repairman).

The certification unit has provided first aid kits in the workplace, for example, based on the document monitoring the contents of the first aid kits, it is known that there are 15 first aid boxes in the work area such as post security, warehouses, workshops, POM office rooms, divisions/afdeling, foremen under during field work. Based on interviews with several officers who brought first aid bags, they understood the function of each content of the first aid bag and had also received training on the use of each content of the first aid bag.

Based on the Recapitulation of the 2022 Work Accident Report document for the Seumanyam Plantation Division, the 2022 Frequency Rate and Severity Rate document, it is known that there was one (1) work accident during the January – June 2022 period. On behalf of: Irawan, 35 years old, No. KJP: 08015900718, Job Clarification Operator Employee, address: Simpang Deli Kilang Village.

Proof of work accident claim in 2022:

- For internal complaints, communication with the union is also required
- The work accident chronology of PT Socfindo (Seumanyam Plantation) on behalf of Irawan who had a work accident on January 14, 2022 at 17.02 WIB. In the oil tank work area. At the time of the incident, Irawan saw the level of clarity from the side of the Collecting Tank, then Irawan made sure the oil product that came out from the front side of the collecting was clearer or not, but when he saw the condition of the product, hot oil sprayed towards the face, hands and body, causing blisters on the face, hands and body. Then the victim was taken to the Polyclinic to get first aid and continued his referral to the Iskandar Muda Hospital for further treatment and care.
- The Investigation Report to COP is stated in the SOC/PSM/4.23-01 document on January 18, 2022 which was signed by Bobby Hercules (Estate Manager) and Muhammad Ikbal (Head of Clinic)

Based on the results of the field visit, it was also found warnings of evacuation routes and gathering points in the Estate Office and Mill areas.

### **6.7.3**

The unit of certification demonstrates the procedure for the Identification of Occupational Safety and Health Environmental

Aspects Procedure for the Identification of Occupational Safety and Health Environmental Aspects (SOC/PSM/4.04). Based on this, the identification of key OHS aspects in the List of Important Occupational Safety and Health Aspects documents (SOC/Form/ 4.04-06) then document the results of the important OHS assessment in the Impact Assessment Table (SOC/Dp/4.04-01). Furthermore, the company stipulates Guidelines for Personal Protective Equipment (SOC/PSM/4.21).

Field verification that workers have used appropriate individual Personal Protective Equipment (PPE), which is provided free of charge to all workers in the workplace. Such as workers on behalf of Mrs. Rubiah and Julianti in the nursery, Mr. R. Tiato, harvest officers, Mrs. Susanti and Saino, officers of the pest census, Mrs. Sumianti, Sarina, Suriasin and Susiani, chemist officers, all equipped with PPE appropriate to their work risks, such as helmets, boots, Goggles, Gloves and especially Chemis and Fertilizer officers wear Avron as protection in all potentially hazardous operations. Based on interviews with spray workers, it is known that if there is PPE that is damaged, it can be asked to be replaced directly, for example PPE that breaks quickly such as rubber gloves and masks.

All chemist (pesticide) applicator and fertilizing applicator are provided with a rinse house, so that they can remove their clothes from the house before work and remove PPE and clean themselves and put on their personal clothes after work.

The company has provided PPE to all workers free of charge. Based on the results of interviews with the company, it is known that in harvesting activities, the PPE used is Helmets, Shoes, and Glasses. From the results of field observations in harvesting activities at Seumanyam Estate Block 33 Division 2, it is known that of the 5 workers encountered by the Auditor, there is 1 worker who is harvesting without wearing glasses. The company can show the LK3 Patrol Checklist (Occupational Health and Safety Environment) document for the June 2021 period. The results of the LK3 patrol carried out there are notes that there are still workers who have not consistently used PPE. The results of the patrol have been evaluated by the Company which is listed in the OHS program evaluation document where the company has determined a "Punishment" agreement that will be accepted by workers when they are not disciplined in using PPE and the agreement has been submitted to the Workers Union. Unit certification are encouraged to ensure that the results of the evaluation of the OHS program carried out can run effectively so that consistency and discipline in the use of PPE by employees is formed. **OFI**

#### **6.7.4**

The company can show proof of payment of BPJS health and BPJS Employment for employees, namely:

Proof of payment for BPJS Employment for the period of June 2022 (along with attachments)

- Proof of payment of BPJS Employment for the period of June 2022 with a value of Rp 227,659,409 which was paid on July 11, 2022 for 735 employees via Bank Mandiri transfer with Transaction Number 202207111509639982. Based on the results of document verification, it is known that all permanent employees have been paid by BPJS Ketenagakerjaan by the company as much as 735 employees.
- Proof of payment of BPJS Employment for PKWT employees for the period of June 2022 with a value of Rp 2,501,010 which was paid on July 11, 2022 for 94 PKWT employees via Bank Mandiri transfer with Transaction Number 202207111535649775.

#### **BPJS Health**

- Proof of payment of BPJS Health for the period of June 2022 with a value of Rp 129,234,839 which was paid on July 8, 2022 for 810 employees and 1,656 dependents via Bank Mandiri transfer with transaction number 2022077081413629475. Based on the results of document verification, it is known that all permanent employees have been paid by BPJS Ketenagakerjaan by the company.
- The company does not pay BPJS Health payments for PKWT employees because the PKWT employees have been registered in the Healthy Indonesia Card (KIS) program which has been paid for by the Aceh Government.

There are 3 BPJS claims made by the Company, namely a.n Suranto on 20 May 2021, a.n Wine Mujiono on 17 April 2021, and a.n Misriono on 23 June 2021. The following is an example of a work accident claim submitted by the company:

- The chronology of the work accident of PT Socfindo on behalf of Suranto (Mill Employee) who had a work accident on May 20, 2021 where when installing the Van-Belt at the Pulley Ripple Mill, the victim was too late to withdraw his hand when the Van-Belt was already sitting on the Pulley. This caused the little finger of the right hand to be caught



between the Van-Belt and Pulley, causing a 2 cm tear on the nail and the little finger of the right hand.

- Emergency Incident Investigation Report on May 20, 2021 at the Mill there was a work accident where when installing the Van-Belt on the Pulley Ripple Mill, the victim was too late to withdraw his hand when the Van-Belt was already sitting on the Pulley. This caused the little finger of the right hand to be caught between the Van-Belt and Pulley, causing a 2 cm tear on the nail and the little finger of the right hand.
- Work Accident Report with number SY/X/Bi/090/21 dated May 20, 2021 to BPJS Ketenagakerjaan, CC: General Section, Group Manager I, Head of the Manpower Office who explained that there had been a work accident where when installing the Van-Belt in the Pulley Ripple Mill, the victim was too late to withdraw when Van-Belt was already sitting on the Pulley. This caused the little finger of the right hand to be caught between the Van-Belt and Pulley, causing a 2 cm tear on the nail and the little finger of the right hand.
- Work Accident Report to BPJS Ketenagakerjaan using Form 3 KK 1 dated 20 May 2021 to BPJS Ketenagakerjaan.
- Submission of work accident claim with document number SY/X/Bi/046/20 dated August 3, 2021 on behalf of Suranto with number KPJ 95A12010509 to BPJS Ketenagakerjaan.
- Work Accident Case Report Phase II to BPJS Employment using Form 3a KK 2 dated 20 May 2021 to BPJS Employment.

#### 6.7.5

The certification unit keeps records related to work accident data and the calculation of Lost Time Accident (LTA). All information on work accidents, their impacts and investigations into the causes of these accidents are recorded and evaluated and also conduct safety briefings to prevent accidents or work accidents are also carried out and the evidence is documented and maintained. The company can show the Lost Time Accident calculation for the period January 2021 to June 2022, with the LTA calculation as follows:

##### Lost Time Accident 2021

- Period: January – December 2021
- Number of Workers: 754 people
- Number of Work Accidents: 3 cases
- Total Working Hours: 1,542,801 hours
- Total lost working hours: 455 hours
- FR: 7.43
- SR: 294.98
- Number of Work Days Lost: 30 days
- Missing working days up to this month: 65 days

##### Lost Time Accident 2022

- Period: January – June 2022
- Number of Workers: 844 people
- Number of Work Accidents: 1 case
- Total Working Hours: 2,066,671 hours
- Total lost working hours: 455 hours
- FR: 8.7
- SR: 325.16
- Number of Work Days Lost: 15 days
- Missing working days up to this month: 96 days

**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.**

##### **7.1.1**

The unit of certification indicates an IPM plan that is implemented and monitored to ensure effective pest control, including

shown in the document:

1. Integrated Pesticide and Pest Management Plan 2022, which among others describes the Goals, Targets, Capacity Standards, Legal Requirements Compliance Standards and Programs
2. The Program is:
  - a. Beneficial plant planting and monitoring (assistant) Jan – Dec 2022
  - b. Tyto Alba breeding and monitoring (Assistant) Jan – Dec 2022
  - c. Application of the fungus *Beauveria* sp. as biological control of caterpillar pests in MP and TG Plantations as well as monitoring. (Assistant) Jan – Dec 2022
  - d. Development of *Sicanus* sp. at MP, TG, BB and AL plantations (Assistant) Jan – Dec 2022
  - e. Trial of the introduction of the rang-rang ant (*Oecophylla* sp.) (Assistant) Jan – Dec 2022

For the mechanism and method of controlling the certification unit, it also provides and implements the SOP for Integrated Pest Control for Oil Palm Leaf-eating Caterpillars (SOC/PSM/7.10-13).

The company can show documentation related to the implementation of the IPM plan, including:

- Recapitulation of rat eradication document in 2021 until June 2022, was known that have no attacks.
- The caterpillar attack document in 2021 until June 2022 was known that have no attacks.

Based on field observations of harvesting, spraying and manuring activities, there was no visible pest attack in the field, so it can be concluded that the results of pest detection listed in the document are in accordance with the actual in the field.

### 7.1.2

The unit of certification has implemented recognized IPM techniques by combining biological, mechanical and chemical methods to minimize the use of chemicals. Based on the Invasive Species List document in accordance with the Minister of Environment and Forestry Regulations No. P.94/MENLHK/SETJEN/KUM.1/12/2016 at PT Socfindo Seumanyam in 2022, it is known that the certification unit uses *Cassia tora* and *Turnera ulmifolia* as biological control agent plants or biological methods in controlling oil palm leaf-eating caterpillar pests. Besides, there is no more invasive species that used by UoC.

1. The unit of certification implements a plan to prevent and monitor its spread, including by carrying out maintenance and monitoring its development.
2. This is evidenced, among others, by the 2022 Pest and Disease Control Work Program document dated March 1, 2022 which was signed by the Head of Plants Division, Head of IA Sustainable and General Manager at PT. SOCFINDO Seumanyam
3. The program consists of:
  - Beneficial plant planting and monitoring (assistant) Jan – Dec 2022
  - Tyto Alba breeding and monitoring (Assistant) Jan – Dec 2022
  - Application of *Beauveria* sp. as biological control of caterpillar pests and monitoring. (Assistant) Jan – Dec 2022
  - Development of *Sicanus* sp. in MP, TG, BB and AL plantations (Assistant) Jan – Dec 2022
  - Trial of the introduction of the rang-rang ant (*Oecophylla* sp.) (Assistant) Jan – Dec 2022
4. The plan and realization of host plant care is carried out every month covering an area of 1,857.69 ha in Divisions I, II, III and IV and is realized 100% every month

### 7.1.3

The company has established procedures for integrated pest control. The results of document verification and the condition of the field that is being replanted, there is no use of fire:

- In pest control as well as for replanting
- Has a policy not to use fire in pest control activities, one of which is stated in the sop for the integrated pest control of oil palm leaf-eating caterpillars' article 5 (policy) "it is not allowed to use fire to control caterpillar pests"

The unit of certification indicates an IPM plan that is implemented and monitored to ensure effective pest control, including shown in the document:

1. Integrated Pesticide and Pest Management Plan 2022, which among others describes the Goals, Targets, Capacity Standards, Legal Requirements Compliance Standards and Programs
2. The Program is:
  - Beneficial plant planting and monitoring (assistant) Jan – Dec 2022
  - Tyto Alba breeding and monitoring (Assistant) Jan – Dec 2022
  - Application of *Beuveuria* sp. as biological control of caterpillar pests in MP and TG Plantations as well as monitoring. (Assistant) Jan – Dec 2022
  - Development of *Sicanus* sp. in MP, TG, BB and AL plantations (Assistant) Jan – Dec 2022
  - Trial of the introduction of the ant-rang ant (*Oecophylla* sp. (Assistant) Jan – Dec 2022

For the mechanism and method of controlling the certification unit, it also provides and implements the SOP for Integrated Pest Control for Oil Palm Leaf-eating Caterpillars (SOC/PSM/7.10-13).

**Status: Comply**

## 7.2

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

### 7.2.1

The company shows the data on the pesticide stock of the Seumanyam Plantations in June 2022 and the justification for the use of pesticides, as follows

No.	Name	Stock	Unit	Application Target
1	Starane	38.66	Liter	Liters Broadleaf weeds, shrubs and mucuna brachateata
2	Amistartop	4.18	Liter	Culvaria maculana, Pestalotiopsis palmarum, seeds of weeds with narrow and broad leaves
3	Starthene	6.7	Kg	Bagworm, Fire Caterpillar, Feather Caterpillar
4	Becano	6.51	Liter	of subterranean termites
5	Cypertop	11.5	Liter	Oryctes rhinoceros
6	Garlon Mix	16.3	Liter	Kids wood
7	Gallant	7.35	Liter	Fully grown systemic herbicide
8	Regent	3.5	Liter	of subterranean termites
9	Racumin	304.1	Kg	Rat pest
10	Round Up	3187.36	Liter	of Imperata, broadleaf weed
11	Dacomin	89.8	Liter	Broadleaf weed
12	Ally 20 WG	17.387	Kg	Culvaria maculana, Pestalotiopsis palmarum, narrow and broad leaf weed seeds

Based on a review of the list of pesticides used at PT Socfindo in 2021 as well as the planning and realization of pesticides for 2020 – 2024 Seumanyam Estate until July 2022, it is known that the company has used specific selective pesticide products to deal with weeds or pests, including the following

No.	Name	Stock	Unit	Application Target
1	Garlon Mix	16.3	Liter	Kids wood
2	Gallant	7.35	Liter	Fully grown systemic herbicide
3	Ally 20 WG	17.387	Kg	Sapling, Mucuna Brachateata, Stenochlaena palustri, Dicronopteris linearis
4	Starane	38.66	Liter	Broadleaf weeds, shrubs and mucuna brachateata
5	Regent	3.5	Liter	of subterranean termites
6	Racumin	304.1	Kg	Rat pest
7	Amistartop	4.18	Liter	Culvaria maculana, Pestalotiopsis palmarum, weed seeds narrow and broad leaved
8	Starthene	6.7	Kg	Bagworm, Fire Caterpillar, Feather Caterpillar
9	Becano	6.51	Liter	of subterranean termites
10	Cypertop	11.5	Liter	Oryctes rhinoceros
11	Starane	38.66	Liter	Broadleaf weeds, shrubs and mucuna brachateata
12	Amistartop	4.18	Liter	Culvaria maculana, Pestalotiopsis palmarum, narrow and broad leaf weed seeds

**7.2.2**

The company shows a record of pesticide use described in the pesticide toxicity document for 2020 and 2021. The document describes the active ingredient used, the LD50 of the active ingredient, and the number of pesticide applications per hectare of the pesticide used,

- The company has an MSDS (Material Safety Data Sheet) for each type of agrochemical (Pesticide) which explains the instructions for storing and handling materials, handling in the event of an accident (First Aid efforts), Hazard identification, action against spills and leaks, personal protective equipment, physical and chemical properties, reactivity and stability, toxicological information, ecological information, waste disposal and transport.
- The company also has an MSDS for each type of fertilizer used. The MSDS describes production identification, fertilizer composition, fire and explosion hazards, stability and reactivity, health hazards, special concerns and leaks, spills and disposal.
- The company has guidelines for the use of pesticides which are documented in the attachment to the SOP for the Handling of Hazardous Chemicals (SOC/PSM/4.10). In that procedure there are several guidelines, namely how to choose selectively, store, use, deal with contamination, understand the signs and symptoms of pesticide poisoning, instructions for first aid and instructions for medical treatment for poisoning.
  - o List of hazardous chemicals (SOC/Form/4.10-01)
  - o Chemical Information Sheet/LIBK (SOC/Form/4.10-02)
  - o Procedures for handling hazardous chemicals (SOC/DP/4.10-01)
  - o Classification and symbols of hazardous chemicals (SOC/DP/4.10-02)

As an example:

Pesticide Toxicity Document 2020:

<b>Trade Name</b>	:	Ally 20 WDG	Amistartop 325 SC
<b>active ingredients</b>	:	Metil Metsulfuron	Azoxistrobin 200g/l; Difenokonazol 125 g/l
<b>LD50</b>	:	5000	2000
<b>Pesticide used</b>	:	92.44 Kg	25.19 L
<b>active ingredients used</b>	:	18.488 Kg	5.038 Kg
<b>Application Area (Ha)</b>	:	5402.19	115.86
<b>Total active ingredients/Ha</b>	:	0.00342 Kg/Ha	0.0435 Kg/Ha

**7.2.3**

The company has established a plan and part of the plan, all pesticide use is minimized, or if possible, eliminated, in accordance with the IPM plan.

Realization Program		Program Plan		
2020	2021	2022	2023	2024
9,405.52	8,297.68	10,135.00	9,975.00	9,851.00

From the planning and realization data, it can be seen that there is a decrease in the use of pesticides.

And the commitment of the management of the company will continue to reduce the use of pesticides through:

- Placement of the midrib that is more spread out with a U shape layout pattern
- Carry out mechanical cleaning of dishes

**7.2.4**

Based on the results of interviews with management, they no longer use pesticides in prevention activities.

IPM has been implemented properly, programmed, carried out by personnel who have received training and documents are well maintained.

The unit of certification indicates an IPM plan that is implemented and monitored to ensure effective pest control, including shown in the document:

1. Integrated Pesticide and Pest Management Plan 2022, which among others describes the Goals, Targets, Capacity Standards, Legal Requirements Compliance Standards and Programs
2. The Program is:

- Beneficial plant planting and monitoring (assistant) Jan – Dec 2022
- Tyto Alba breeding and monitoring (Assistant) Jan – Dec 2022
- Application of *Beuveuria* sp. as biological control of caterpillar pests in MP and TG Plantations as well as monitoring. (Assistant) Jan – Dec 2022
- Development of *Sicanus* sp, in MP, TG, BB and AL plantations (Assistant) Jan – Dec 2022
- Trial of the introduction of the ant-rang ant (*Oecophylla* sp. (Assistant) Jan – Dec 2022

For the mechanism and method of controlling the certification unit, it also provides and implements the SOP for Integrated Pest Control for Oil Palm Leaf-eating Caterpillars (SOC/PSM/7.10-13).

#### **7.2.5**

The company has shown the integrated pesticide and pest management plan on March 1, 2022 which was approved by the General Manager. With the target of optimizing the use of natural predators to reduce the use of pesticides. The unit of certification indicates an IPM plan that is implemented and monitored to ensure effective pest control, including shown in the document:

1. Integrated Pesticide and Pest Management Plan 2022, which among others describes the Goals, Targets, Capacity Standards, Legal Requirements Compliance Standards and Programs
2. The Program is “
  - o Beneficial plant planting and monitoring (assistant) Jan – Dec 2022
  - o Tyto Alba breeding and monitoring (Assistant) Jan – Dec 2022
  - o Development of *Sicanus* sp, (Assistant) Jan – Dec 2022
  - o Trial of the introduction of the ant-rang ant (*Oecophylla* sp. (Assistant) Jan – Dec 2022

For the mechanism and method of controlling the certification unit, it also provides and implements the SOP for Integrated Pest Control for Oil Palm Leaf-eating Caterpillars (SOC/PSM/7.10-13).

Based on the document review according to indicator 7.2.1, it is known that until June 2022 the company does not use pesticides with active ingredients that fall into WHO classes 1a and 1b as well as paraquat.

#### **7.2.6**

Based on interviews and document verification as well as direct confirmation with pesticide spraying workers, the following information was obtained:

- The company conducts routine training related to spraying and handling pesticides as an effort to periodically update personnel.
- Companies can show records of routine training for example as follows:
- Training on pesticide spraying and dissemination of work instructions for spraying which was held on 27 March 2022 attended by 22 participants and H. Ricky Irawan (manager/manager).
- Socialization of integrated pest control IK on May 20, 2022, resource person Dwi Henra 21 participants.
- 2022 Training Programs such as:
  - Fertilization Training
  - Pest Control Training
  - Spraying Training
  - Training on the Use of Pesticides and Socialization of PSM / IK Spraying
  - First aid training

#### **7.2.7**

MSDS documents are available at the Seumanyam Mill chemical warehouse location for all chemicals stored in the warehouse. The MSDS document describes: Ingredient Name, Chemical Formula, Ingredient Description, Hazards and Symbols, Warning, Storage, PPE, First Aid, Emergency Handling.

Based on a field visit at the chemical warehouse of the Seumanyam POM and Estate, the chemical warehouse has been equipped with the symbol Hazardous Waste, equipped with ventilation, equipped with OHS facilities such as a first aid kit, fire extinguisher, and eyewash shower.

**7.2.8**

Based on field observation to the chemical store sighted that there are no used pesticide containers. All of pesticide containers are properly disposed to the hazardous and toxic waste store on the mill. While based on document verification sighted that all pesticide containers were disposed to the license transporter with license plate number BK 9760 MP dated 6 June 2022 with total volume 338.7 kg.

Based on field observation to Block 42 Division 2, it is known that the pesticides containers are properly handled and disposed to hazardous and toxic waste store on the mill. There were no used pesticides containers found in any area of unit certification (estate, emplacement, or in mill).

Besides that, company also has training and socialisation program related to pesticides handling, how to apply pesticides safely, and procedures to disposed used pesticides containers. In addition, the company also presented a list of attendees, documentation and socialization materials. For example, Socialisation and Training on spraying, pesticide use dated on 28 June 2021 and was attended by 59 participants.

Based on the explanation above, it is known that the Certification Unit properly disposed all pesticides containers according to the standard operational procedures.

**7.2.9**

The company's men explained that the company did not apply pesticides through the air, but sprayed them with a knapsack sprayer.

The results of the company's document verification have also shown that the policy and SOP for not spraying through the air, one of which is stated in the SOP for Integrated Pest Control of Oil Palm Leaf-Eating Caterpillars Point 5.6 "It is not allowed to spray through the air to control pest attacks".

Verification with chemist officers, namely: Mrs. Sumiati ML, Sarina, Sumiasi and Susiani.

Socialization related to MSDS, SOPs, used pesticide containers and K3 have also been provided

**7.2.10**

The company shows evidence that the MCU has been carried out for 2022 on May 25, 2022, in collaboration with the Anugerah Ibu Specialist Clinic, the number of participants is 173 people.

Participants who take part are chemist officers

1. Susiani (37 years, 7 months, 1 day) MNM 190901567
2. Sarinah (30 years, 97 months, 4 days) MNM 190901141
3. Sumiati ML (31 yrs, 12 mths, 3 hrs) MNM 190901565
4. Sriyatin (52 yrs, 12 mths, 24 hrs) MNM 191000033

Based on the results of interviews with spray workers in the nursery and spray workers in Division 2, information was obtained that the health checks had been carried out, but they did not yet know the results of the health checks. An explanation from the management is that if the results of the medical examination are not notified, it is a sign that the results of the health examination are good.

Companies are encouraged in the future that the health checks can be informed to workers directly even though the results are good so that workers can know for sure the results of the health checks. **OFI**

**7.2.11**

The policy of prohibiting pregnant and lactating women from work related to pesticides, has been verified directly with female workers in the field such as workers in the oil palm nursery in the Block 36 Division 2 Nursery Area and Chemical Spraying Applicators in Block 45 Division 3.

From the results of the interview, they understand and have carried out regular monitoring to ensure that breastfeeding workers are not allowed to carry out work activities related to chemicals, for example spraying and fertilizing. If it turns out that you are pregnant and breastfeeding, the company will temporarily hire you to a work area that is in accordance with



working conditions that are not related to chemicals/pesticides and fertilizers.

**Status: Comply**

### 7.3

**Waste is reduced, recycled, reused and disposed of in ways that are environmentally and socially responsible manner.**

#### 7.3.1.

Identification of waste and pollution sources from Seumanyam Mill and Estate activities was evident. The source of pollution, type and control method of waste was recorded (SOC/Form/4.11-01 – Waste Register).

The waste products from estate generally were domestics waste and several hazardous wastes from estate operations activities as detailed below (but not limited):

- Ex-pesticides containers (bottles and jerry cans)
- Used battery from the heavy vehicles
- Plastics
- Medical waste (first aid usage)
- Polybag
- Rags and fertilizer containers
- Welding materials from workshop activities
- Lubricants from workshop materials
- Contaminated rags from workshop activities
- Usage lamps
- Tires

While at the Mill it was several hazardous wastes generated from the mill operations, in detailed below (but not limited):

- POME
- Palm shell
- Fibre
- Empty bunch

Besides, the company already has a domestic wastewater disposal permit based on the Decree of the Head of DPMPTSP No. 503/02/IPALD/2021 dated February 15, 2021. Based on the results of the review of the RKL-RPL Report for Semester II of 2020 and management interviews, the company has conducted monthly monitoring of the quality of liquid waste in the period July-December 2020 and the quality of river water in 2020. Based on these monitoring results, the quality of liquid waste has met the specified quality standards. Therefore, based on the two analysis results, it can be concluded that there is no significant effect of the liquid waste disposal process on the cultivation of fish, animals and plants.

However, this result was not concluded in RKL-RPL monitoring report. Based on recommendation by Environmental Agency, this issue related to water pollution by the Company need to be concluded in the RKL-RPL Monitoring report for Semester II. Therefore, this has become the opportunity for improvement (OFI) during previous audit RC audit assessments.

Based on ASA 1.1 + ASA 1.2 Audit assessment, through document verification, public consultation, interviews with company representatives, and local community, it is known that there was repeatedly issue that has been arised based on public consultation with Environment Agency of Nagan Raya District related to water pollution. Based on field observation, and from company's verification, there was some testing being held in certain point of Alue Geutah river on November 2021, and it's laboratorium results shown that all the specified parameters are accordance to the government rules. Interviews with HCV Officer, and to local community representatives, it is known that there was some habitual activity to poison the river to fishing by some local people outside of company's area. This issue, was being the main reason of dead fishes found leads to water pollution indication by the company. This fenomena, has to be monitored by the Company's also by the local community in company's surroundings.

Based on documents review, especially on RKL-RPL recent Monitoring Reports, on 2021 Semester I and on 2022 Semester II of Seumanyam Estate's monitoring report, it has been clear, that the pollution issue was not come from within the company's surrounding itself. It has come from outside parties that are still untraceable. This explanation already being included as in mentioned reports. This reports also providing more information of testings, monitoring, and all of activities that are being held by companies as efforts to managing environmental qualities by the company. All of the testing reports that has been concluded in those reports, shown that there were no results above the threshold.

Based on field observations, it is known that there was already Officers for patrol for riparian side's security. This effort was being held by the companies in order to prevent any polluting action by outside parties. Based on clarification with Unit Certification's representatives and with Environment Agency of Nagan Raya District, it is known that this issued has been clarified and proved was not by company's doing. Therefore, this issued was cleared. As explained above, it can conclude that the Unit Certification already has waste management plan, and disposal based on toxicity and characteristics was documented and implemented in accordance to government regulations.

### 7.3.2

The certification unit has managed the hazardous waste in accordance to national regulations and their procedure. For example, the latest disposal on 19 May 2020 to the PT Amindy Barokah (transporter licensed) for each of waste types. The manifestation was recorded on the estate office, such as: Manifest AVT 0015854 for oil filter: 60 Kg, AVT 0015851 for medical waste: 1.9 Kg, AVT 0015852 for contaminant drums: 196 Kg, AVT 0015853 for contaminant goods: 1.5 Kg; AVT 0015850 for used batteries: 33 Kg, and AVT 0015855 for lubricant oil: 200 liters.

Based on interview results with Company's representatives and based on field observation to Division I, Division IV Housing near Estate's Office and Housing Complex in Division IV, it is shown that the waste disposal already implied properly and understood by the officer. From interview results with resident, it is known that they already understood about domestic waste disposal to the specified garbage bin (organic and an-organic waste).

Based on notes that were found during previous assessment, it is known that there were several houses that was not applied domestic waste properly according to specified garbage bin as its function. Therefore, this was become an opportunity for improvement (OFI) for the company in previous assessment (RC audit assessment). Based on field observation, during this assessment there was no found any indication that domestic waste disposal handling not implied as according to the procedure.

As explained above, we can conclude that company's already shown improvement compares to previous assessment and all the waste handling was implied as written on the procedure. This also proved, that there was a procedural waste handling that are being fully understood and demonstrated by all unit's certification managerial and workers.

### 7.3.3

The results of field visits in several areas of estate or Mill did not find any indications of waste destruction by open burning.

**Status: Comply**

## 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

The results of document confirmation and field visits obtained the following data:

Implementation of the Best Plantation Management by implementing:

- SOP for Oil Palm Cultivation Procedure (SOC/PSM/ 7.10) revise 02, valid April 1, 2015
- Soil Analysis Procedure No. SOC/PSM/7.10-15, Revision 03 effective 1 November 2018.
- Leaf Analysis Procedure No. SOC/PSM/7.10-16, Revision 01 effective April 1, 2015.
- Marginal Land Management Procedure in Oil Palm Plantation No. SOC/PSM/7.10-14, Revision 02 effective April 1,

2015

- Mechanical Fertilization Work Instruction No. SOC-KKS/IK/20, Revision 00 effective date 10 July 2014
- Solid Application Work Instruction No. SOC-KKS/IK/15, Revision 02, effective April 1, 2015
- Empty Employment Application Work Instruction No. SOC-KKS/IK/12, Revision 04, effective April 1, 2015

The unit of certification shows a record of the implementation of practices according to established procedures, including:

- Preparation of fertilizer recommendations based on the results of the 2021 leaf and soil analysis issued 17 May 2022
- The results of field observations include symptoms of nutrient deficiency in plants.
- Provision of organic fertilizers (Mill waste) such as empty fruit bunches of oil palm
- Documentation of fertilizer recommendations and realization in 2021 and 2022.

#### 7.4.2

Based on the Palm Leaf Analysis Procedure No. SOC/PSM/7.10-16 dated April 1, 2015 Edition 01 Revision 01, it is known that leaf sampling is carried out every year. The company shows Leaf Analysis Report No. L2021-721/LAB-SSPL/IV/2021 dated 18 August 2021 with a total of 98 samples. The parameters analyzed include N; P; K; Ca; Mg.

Based on the Soil Analysis procedure No. SOC/PSM/7.10-15 dated November 1, 2018 Edition 01 Revision 03, it is known that soil sampling is carried out every 10 – 12 years on blocks that have been determined as fertility monitoring blocks. The company shows the Soil Analysis Report No. S15-011/LAB-SSPL/IV/2015 dated April 16, 2015 with a total of 62 samples. The parameters analyzed include: pH-H<sub>2</sub>O, pH-KCl, Sand, Silt, Clay, N-K<sub>j</sub>h, C-Org, P-Bray, P-Olsen, CEC, K, Ca, Mg and Na

#### 7.4.3

The results of interviews and confirmations with the company that consistently carry out activities that provide a nutrient recycling strategy, one of which is the recycling of empty leaves. The company can show records of EFB and Solid applications as alternative nutrients and nutrient recycling strategies, for example application records for July 2021 as of June 2022 as follows:

Nutrient	Realization 20 July 2022		
	Ton	Ha	Ton/Ha
EFB	12,724.11	382.68	33.25
Solid	3,292.00	131.68	25.00

#### 7.4.4

The company has conducted leaf and soil analysis. Soil analysis is carried out every six (6) years. The company shows the Soil Analysis Report document of Bangun Bandar Analytical Laboratory on May 17, 2022. Based on the results of the leaf and soil analysis, the management provides the type and dose for the fertilization program.

Fertilizer Usage Data in 2021

Fertilizer Type	Quantity (Ton/Year)
Urea	10.48
MOP	7,404
GRP	7,357
Kieserita	154,792
Borate	9,895
NPK 12-12-17-2	4,035.26

The results of fertilizer recommendations are available in the document "Average Dosage of Fertilizer SY 2021":

- New Crop Fertilization Program (N.0) 2021
- 2021 N-0 Crop Fertilization Program
- 2021 N-1 Plant Fertilization Program
- N-2 Plant Fertilization Program (20021
- 2021 TSM Fertilization Program

Based on the results of the verification of fertilization realization data for the 2021 period, it was concluded that the application of fertilization was in accordance with the fertilization program and recommendations that had been set.

**Status: Comply**

## **7.5**

**Practices minimise and control erosion and degradation of soils.**

### **7.5.1**

Confirmation and review of documents in the area of the unit of certification, does not have peat land.

A review of the map data of the certification unit shows the Seumanyam/Tripa Soil Type Map 1:25000 Scale, the map identifies the soil types found in the company, as follows:

- USDA Types:
- Aquic Eutrudept,
- Aquic Hapludult,
- Aquic Paleudult,
- Typic Dystrudept,
- Typic Endoaquept,
- Typic Hapludult,
- Typic Paleudult,
- Typic Udorthen,
- Typic Paleudalf.

### **7.5.2**

Company information from verification of data as well as document review and field visits to Block 33/34 Division I, obtained information and data that the company only carried out replanting activities and did not carry out new land development activities.

### **7.5.3**

The company's statement as well as the verification of data and the results of the document review, it was found that the company only carried out replanting activities and did not carry out new land development activities.

**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**

The company's statement as well as the verification of data and the results of the document review, it was found that the company only carried out replanting activities and did not carry out new land development activities.

### **7.6.2**

The results of the verification of map document data and permits since 1930, there have been no new plant activities since January 2010.

### **7.6.3**

The company was founded in 1930 and there were no new planting activities after January 2010.

**Status: Comply**

## **7.7**

**No new planting on peat, regardless of depth after November 15<sup>th</sup>, 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**

Based on the results of the study of the soil type map document, it is known that there is no type of peat soil in the company area. The types of soil found in the company are as follows: Aquic Eutrudept, Aquic Hapludults, Aquic Paleudults, Typic Dystrudepts, Typic Endoaquepts, Typic Hapludults, Typic Paleudult, Typic Udorthents, Typic Paleudalf. Based on the document, it is known that there is no peat soil so that this indicator not applicable.

**Status: Comply**
**7.8**
**Practices maintain the quality and availability of surface and ground water**
**7.8.1**

The company has a policy related to preserving and maintaining the quality of ground and surface water, which is stated in the Non-Deforestation, Peat Development and Environment Policy signed by the Principal Director in Medan on June 1, 2019. The policy describes Best Management Practices as follows:

- Maintain soil fertility and minimize erosion on any land under the control of Socfindo.
- Preserving and maintaining groundwater and surface water quality
- Minimizing the use of chemicals through integrated pest management
- To ensure all waste discharged into the environment meets relevant compliance standards to avoid and minimize impacts on rivers and watercourses
- Ensure optimal use of renewable resources and minimize usage non-renewable resource

The company has analysed river water quality and ground water quality in an accredited laboratory in 2021 which still in accordance with established quality standards, for example:

- River Water Quality Analysis in January 2021

Parameter	Standard Specification		Result	
			Upstream	Downstream
PHYSICS				
Dissolve Substance	1000	mg/L	160	363
Temperature	+ - 3	oC	25.5	26
CHEMICAL				
pH H <sub>2</sub> O	6-9	-	6.67	6.60
BOD	3	mg/L	2.20	2.40
COD	25	mg/L	10.60	19.30
Disolve Oxygen	4 (min)	mg/L	8.9	8.80
Fosfat as P	0.2	mg/L	<0.1	<0.1
NO <sub>3</sub>	10	mg/L	0.44	0.42
NO <sub>2</sub>	0.06	mg/L	0.05	0.03
NH <sub>4</sub>	-	mg/L	0.84	5.34
SO <sub>4</sub>	-	mg/L	7.66	8.84
Cl	600	mg/L	2.25	3.93
Fe	-	µg/L	4.04	1.03
Mn	-	µg/L	0.08	0.05
BOD	1	µg/L	<0.1	<0.01
Pb	30	µg/L	0.03	0.05
Cu	20	µg/L	<0.08	<0.08
Cd	10	µg/L	-	-
Cobalt	200	µg/L	<0.01	<0.01
Se	50	µg/L	<0.08	<0.08
Cr	50	µg/L	0.01	0.06
Hg	2	µg/L	0.89	0.51
Zn	50	µg/L	<0.01	<0.01
Cn	0.02	µg/L	6.67	6.60
MICROBIOLOGY				
Fecal Coliform	1000	Tot/100 ml	0	0
Total Coliform	5000	Tot/100 ml	0	0
Oil and Grease	1	mg/L	<0.5	<0.5

*Standard: Government Regulation No. 82 of 2001*

**Ground Water Quality Analysis in February 2021**

Parameter			Standard Specification		Result		
					Div. I	Div. II	Div.III
PHYSICS							
Smell	Odorless	-	Odorless	Odorless	Odorless	Odorless	
Taste	Tasteless	-	Tasteless	Tasteless	Tasteless	Tasteless	
Colour	50	TCU	0	0	0	0	
Turbidity	25	NTU	0.01	0.29	0.08	1.76	
Disolve Substance	1000	mg/L	77	173	197	417	
Hardness	500	mg/L	9.6	57.2	58.8	105	
CHEMICAL							
pH H <sub>2</sub> O	6.5-8.5		7.39	6.94	7.02	6.98	
NO <sub>3</sub>	10	mg/L	0.24	0.07	0.12	1.02	
NO <sub>2</sub>	1	mg/L	0.07	0.05	0.05	11.43	
NH <sub>4</sub>	400	mg/L	0.56	0.28	0.62	0.64	
SO <sub>4</sub>	1000	mg/L	0.50	6.19	7.55	2.84	
Fe	500	mg/L	4.94	3.44	0.51	0.67	
Mn	50	mg/L	<0.01	<0.01	<0.01	<0.01	
Pb	5	mg/L	<0.08	<0.08	<0.08	<0.08	
Cd	10	mg/L	0	0	0	0	
KMNO <sub>4</sub>	15000	mg/L	0.32	0.69	0.77	0.04	
Zn	1	mg/L	0.02	0.06	0.04	0.02	
Hg	0.1	mg/L	0	0	0	0	
Cn	10	mg/L	0	0	0	0	
Se	50	mg/L	<0.08	<0.08	<0.08	<0.08	
Cr	50	mg/L	<0.01	<0.01	<0.01	<0.01	
As	1.5	mg/L	0.03	0.01	0.02	0.02	
MICROBIOLOGY							
Total Coliform	50	Tot/100 ml	0	0	0	0	

*Standard: Health Ministry Regulation No. 32 of 2017*

Based on field observation to the several sources, such as riparian area on Block 83 Division IV and Block 2 Division I, it is known that officers has understand the policy of water sources border management and has already having HCV boundary pole to prevent the chemical applications in those area.

**7.8.2**

The certification unit has identified riparian zone in accordance to the HCV identification report year of 2014. Based on document verification and field observation to the Alue Geutah River, Alue Rumbiya River and Alue Serdang River sighted that the river width below of 10 meters. The width of riparian is between 10 meters till 30 meters. Therefore, the riparian zone well maintained, HCV warning sign installed, and no chemical application.

**7.8.3**

The certification unit has license for effluent discharge in accordance to Decree Letter of the Investment and One Stop Integrated Services Agency number 503.11/00/2019 dated 9 January 2019, concerning the Seumanyam POM effluent discharging permit with validity period of 5 years. There is effluent quality testing result every month on the outlet pond with BOD and COD parameter result on below of limited. For example, BOD and COD testing result on July 2021 are 94.6 mg/l and 194.30 mg/l. The certification unit also conducted surface water quality test on the Alue Geutah River, for example: BOD testing result on January 2021 is 2.20 mg/l at the upstream and 2.40 mg/l at the downstream.

**7.8.4**

POM water uses in 2020 is 125,846 m<sup>3</sup> for FFB production: 107,643.160 MT or equivalent to 1.17 m<sup>3</sup>/Ton FFB. Meanwhile, for the period from January to December 2021, there has been 114,630 m<sup>3</sup> of water usage. For FFB



production: 109,339.520 MT or equivalent to 1.1 m<sup>3</sup>/TonFFB. Then for the period January to June 2022 there has been a water use of 62.457 m<sup>3</sup>/Ton FFB. For FFB production: 58,661.700 MT or equivalent to 1.1 m<sup>3</sup>/TonFFB.

The water budget set for 2020-2022 is 1.3 m<sup>3</sup>/Ton FFB. Based on this data, water use in POM in the period January-December 2020, January-December 2021, January-June 2022 is still below the water budget set by the company.

The company has shown the WTP Flowmeter Monitoring document which is carried out every month at the locations of Feed Water Tanks, River Pumps, Domestic, and CSR. Based on the results of monitoring in the January-June 2022 period, it is known that the flowmeter is in good condition.

However, based on results of previous audit assessment (RC Audit assessment) it is known that monitoring document and record of water use in Water Treatment Plan was not recorded during the mall function of waterflow meter in WTP area. Waterflow meter was broken and not properly function to record of inlet and outlet of water usage for Mill Processing. This improperly working water flowmeter was not being monitored and handled well by unit certification. Therefore, this has become an opportunity for improvement (OFI) for the Company on RC Audit assessment. Based on the results of field observations during this assessment, it is known that the flowmeter on the WTP is still functioning properly, and routine recording of water usage for Mill Processing has been carried out and the results of the recording have been monitored by company.

**Status: Comply**

## 7.9

### **Efficiency of fossil fuel use and the use of renewable energy is optimized.**

#### 7.9.1

Seumanyam POM has implemented a program for monitoring the use of renewable energy and has analyzed the efficiency of the use of fossil fuels to optimize the use of energy to replace fossil fuels.

Calculation of monitoring the use of renewable energy and analysis of its efficiency, for example from January to December 2021 as follows:

- FFB Process: 109,339,520 Kg
- CPO Production: 25,089,882 Kg
- Shell Production: 5,973,820 Kg
- Fiber Production: 13,667,440 Kg
- Shell Usage: 4,768,868 Kg
- Fibre Usage: 13,667,440 Kg
- Excess of Shell: 1,204,952 Kg
- Energy Usage (Shell: 18,550,896,520 Kcal dan Fiber: 31,571,786,400 Kcal; total: 50,122,682,920 Kcal)
- Percentage of Energy Usage: 91%
- Energy/ton CPO (Kcal/ton FFB): 1,997.7 Kcal/Ton CPO

The calculation for monitoring the use of renewable energy and analyzing its efficiency, for example from January to June 2021, is as follows:

- FFB Process: 58,889,5960 Kg
- CPO Production: 13,505,963 Kg
- Shell Production: 3,139,485 Kg
- Fiber Production : 7,361,245 Kg
- Shell Usage : 2,839,354 Kg
- Fibre Usage: 7,361,245 Kg
- Excess of Shell: 300,131 Kg
- Energy Usage (Shell: 11,045,087,060 Kcal dan Fiber: 17,004,475,950 Kcal; total: 28,049,563,010 Kcal)
- Percentage of Energy Usage: 96%
- Energy/ton CPO (Kcal/ton FFB): 2,076.8 Kcal/Ton CPO

Based on the description above, it can be seen that the company has made efforts to increase the efficiency of the use of fossil fuels by utilizing the use of shells and fiber as boiler fuel. The amount of shell and fiber produced as waste from FFB production at Seumanyam POM has been documented and its use monitored. As for the shell waste produced, some of it is sold to outside parties. For example, for the period Jan – Dec 2021, out of a total of 5,973,820 Kg of Shells produced, 4,768,868 Kg of Shells were used as boiler fuel and 1,506,100 Kg of Shells were sold to outside parties.

Based, on the explanation above, it is known that renewable energy was optimized by utilizing shells and fiber as replacement for fossil fuels in Seumanyam POM. All amount of shell and fiber produced and used already monitored and reported in Environmental Report such as in *Laporan RKL/RPL* of Seumanyam POM.

**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

The unit of certification has plans for reducing greenhouse gases and energy efficiency as follows:

- Consistency of checking the nozzle of the transport engine, calibration of the fuel injection pump, and calibration of the fuel dispenser to prevent wasting diesel fuel in the combustion chamber.
- Optimizing the use of compound fertilizers as a substitute for single fertilizers
- Tyto alba breeding as a biological pest control for rat
- Efficiency of water use (reuse from rinse room for spraying activities, recording of water for afdeling and domestic needs, use of water dilution from fresh water to ex condensate decoction, use of ex vacuum water to vibrating moderbak, consistency in inspection and maintenance of shoot blowing conditions and their operation to increase the efficiency of the steam boiler so that water consumption can be reduced.
- Consistency in inspection and maintenance of shoot blowing conditions and their operation to improve steam boiler efficiency so that the use of shell/fiber as fuel can be reduced.

The company shows identification documents of activities that produce emissions for the period 2021 for Mill and Estate. Sighted the result of identification of emissions and pollution as well as its sources, such as in estate emissions sources are from fossil fuel usage for transportation and generator, emission from fertilizer usage, pesticide usage and electricity usage. Identified the sources of emission and pollution from mill such as fossil fuel usage, electricity usage and effluent.

GHG calculation on 2020 shown net emission of GHG are decreasing compared to 2019 net GHG is 0.61 tCO<sub>2</sub>e/t product meanwhile for year 2019 period while period 0.78 tCO<sub>2</sub>e/t product. Meanwhile the GHG Calculation on 2021 shown net emission of GHG are shown increasing from the previous year. 2021 Calculation GHG for January to December period shown that net emission is 0.81 tCO<sub>2</sub>e/t product.

Based on document review, as explained on indicator 3.2.1, it is known that there was some improvement related to reduction of emission production such as:

- Reducing the use of chemicals, in 2020 the use of chemicals in Seumanyam Estate as much as 9,405.52 liter decreased to 8,297.68 liter. This has an impact on reducing the resulting greenhouse gas emissions.
- Reduction of fuel consumption in generator operations, in 2020 the use of generators is 3,864 liters, while in 2021 the use of generators is 1,985 liters. This shows that there is a decrease in the amount of fuel consumption for generator operations which has an impact on reducing greenhouse gas emissions.

Calculation of GHG and its monitoring has conducted by sustainable department. GHG emission calculated using RSPO palm GHG calculator 4.0 Summary of GHG emission for Seumanyam POM and its supply base are listed as follows:

Summary Emission:

Emission Production	tCO <sub>2</sub> e/t Product
CPO	0.81
PK	0.81

Extraction	%
------------	---

OER	22.94
KER	3.78

Land use	Ha
Oil palm planted on mineral soil	4,390.18
Total oil palm planted area	4,390.18
Conservation area (Non-Forested)	37.63

**Mill Emissions and Credit**

Description	tCO2e	tCO2e/tFFB
<b>Emission Sources</b>		
POME	13,035.99	0.12
Fuel consumption	84.57	0.00
Grid Electricity Utilization	161.11	0.00
<b>Credits</b>		
Export excess electricity to housing & grid	0.00	0.00
Sale of PKS	-2,323.42	-0.02
Sale of EFB	0.00	0.00
Total	10,958.24	0.10

**Estate Field Emissions and Sinks**

Description	tCO2e	tCO2e/t ha	tCO2e/t FFB
<b>Emissions sources</b>			
Land conversion	31,583.12	7.19	0.29
CO2 emission from fertilizer	5,298.69	1.21	0.05
N2O emission from peat	0.00	0.00	0.00
N2O emission from fertilizer	3,031.70	0.69	0.03
Fuel consumption	587.04	0.13	0.01
Peat oxidation	0.00	0.00	0.00
<b>Sinks</b>			
Crop sequestration	-27,662.99	-6.30	-0.25
Sequestration in Conservation area	0.00	0.00	0.00
Total	12,837.56	2.92	0.12

**Emission from Palm Kernel Crusher**

Emission source	tCO2e
PK from own mill	0.00
PK from other sources	0.00
Fuel consumption	0.00
Total crusher emissions	0.00

**Production**

Production	t/yr
FFB processed	109,340
CPO Produced	25,082

Based on the explanation above, it is known that the Certification unit already identified GHG emission sources and also monitored the net emission through Palm GHG Calculator and Publicly reported.

**7.10.2**

The certification did not acquire any new land after November 2005. It was noted that there was no ongoing progress of new land acquisition during interview with stakeholders. There has been concession area before 1960. At the time, plantation at Seumanyam Estate have planting in 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018 and 2019. For in 2006 – 2019 was replanting. The unit certification has also reported the liability & disclosure to RSPO secretariat dated 5 August 2014 with result zero liability.

**7.10.3**

Identification of pollutant sources towards GHG is present in document SOC/DP/4.09.01 dated 1 January 2015 about monitoring of environment and OHS.

Mitigation of pollution is presented in several documents, as follows:

- Utilization of by-products such as fiber and kernel shell as an alternative renewable energy source. Monitoring has also conducted to determine efficiency on the usage per annum against fossil fuels consumption.
- Record of fertilizer application as refers to agronomist recommendation, included by products application such as EFB mulching and land application.
- Monitoring on pesticide application in term of dosage, placement, target, selective weeding.
- Monitoring and conduct tree planting on the riparian zone.
- Socialization to employee and housing complex occupants towards waste management, riparian and conservation area management, efficiency on electricity usage.

Plans to reduce or minimize have been implemented and monitored as explained in RKL-RPL semester I and semester II the year 2021. According to RKL-RPL report, the company conducted routine environmental quality test regularly once in three to six months for the following parameters:

- Wastewater quality testing
- Ambient air quality testing
- Air quality testing (generator, boiler, transportation)
- Stench quality testing
- Noise (machinery) testing
- Building shock vibration testing
- River water quality testing (biological/plankton/bentos, chemical compounds)

From all the quality testing that has been conducted as explained above by the company with help from third party (in this case, accredited laboratory), it is known that the results of the tests were still in accordance with the applicable standards.

Based on the results of field visits and interviews with workers and the surrounding community, it is known that the company already has the results of pollutant identification, and has a management plan to reduce and minimize the production of these pollutant substances and regularly monitor the quality of the emissions produced.

**Status: Comply**

**7.11**

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

**7.11.1**

The company has a policy regarding the prohibition of burning for new land clearing, which is stated in the Non-Deforestation, Peat Development and Environment Policy which was signed by the Principal Director in Medan on June 1, 2019 and was reviewed in October 2021. The policy contains several part, one of which is on the point of explanation of the Combustion Policy. This section contains some important information including:

- Prohibition of not practicing burning in new planting, replanting and other development activities
- Conduct active socialization to avoid burning household waste in landfills
- Prohibition of using fire (burning) for pest control, except in exceptional circumstances where no other effective method is available

Based on the results of field observations in the Seumanyam Estate area, there were no traces of burning, nor any traces

of new land clearing in that location. This is also supported by the results of interviews with workers and representatives of company management, who stated that so far the practice of burning for rejuvenation or other development activities has never been carried out.

Based on the description above, it can be seen that the company does not burn land for the company's operational activities.

#### **7.11.2**

AS Explained on Indicator 7.11.1, It is known that the company already has a policy related to burning which contains the following points:

- Prohibition of not practicing burning in new planting, replanting and other development activities
- Conduct active socialization to avoid burning household waste in landfills
- Prohibition of using fire (burning) for pest control, except in exceptional circumstances where no other effective method is available

In addition to being stated in the policy, the company also explains the Zero Burning policy in the Code of Ethics policy document with Number SOC/Dp/4.01-64. The policy explains that replanting activities do not involve land burning, but through cutting and chipping of old palm tree mechanically.

There was no land preparation for replanting by burning. Replanting was held along year 2016 at Division I (34.01 Ha) and II (22.4 Ha), 2017 (September) at Division I Block 23/24 (71.24 Ha), 2018 covered area of 82.90 ha and 2019 covered area of 106 ha. There was "replanting work plan and the progress report". For period 2016-2019, replanting was conducted by cutting, unloading the ex ganoderma and palm tree, harrow, create ditch, etc. Replanting was conducted manually.

The company has also routinely carried out socialization related to the no burning policy for all activities around the company's operational areas, as was held on January 27, 2022 and was attended by 25 participants.

Based on results of field visits, to Seumanyam Estate and also to housing locations, it was found that there was no indication of land burning, nor waste destruction by burning. Based on the results of interviews with community representatives in Division IV housing, it is known that the informants have known and understood the Zero Burning policy well.

Based on the explanation above, it is known that the Certification Unit already committed to Zero Burning Policy.

#### **7.11.3**

The company has an Emergency Response Team organizational structure consisting of 140 people, as follows:

- Person in Charge of Emergency Response Team : 1 Person
- Deputy Person in Charge of Emergency Response Team : 1 Person
- Firefighters : 1 Chief and 41 Members
- Security Officer : 1 Chairman and 23 Members
- Communications Officer: 1 Chair and 26 Members
- Rescue and Evacuation Officers : 1 Chair and 32 Members
- First Aid Officer: 1 Chair and 11 Members

In addition, the company also has a list of Fire Facilities and Infrastructure that has adjusted to the provisions of the laws and regulations in Indonesia, namely Minister of Agriculture 5 of 2018. The company also monitors the condition of fire infrastructure on a regular basis at least once a month. In addition, the company also has a list of important numbers for emergency conditions in the event of a fire.

The company has involved stakeholders on locations border operational areas as an effort to prevent and control fires through socialization and simulation of land fires such as on:

- Socialization and simulation of land fires on 15 April 2020 involving Simpang Deli Kilang Villages.

- Socialization and simulation of land fires on 14 Desember 2021 involving Local Community.

The agenda for these activities consists of:

- An explanation of fire-prone points around the company's operational areas, and an explanation of the various causes of fires as well as an appeal to avoid activities that can cause fires
- Explanation of fire fighting simulation scenario
- Practice using fire extinguishers, pontoon tanks, and emergency response equipment
- The division of roles in simulation activities by involving the surrounding community to participate in the implementation of the simulation
- Explanation of evacuation procedures in case of fire, such as directions to the assembly point, provision of first aid in case of fire
- As well as evaluation of the implementation of the fire simulation

Based on the results of the Auditor team's observations regarding the implementation of fire simulations/fire suppression simulations using hydrants during a field visit to Seumanyam POM, it was found that the company's fire emergency response team was able to extinguish the fire in accordance with the established procedures, with the condition of the fire fighting equipment still functioning properly.

Based on the description above, it is known that the certification unit already has adequate facilities and infrastructure as well as a fire emergency response team if at any time a fire occurs in the company's operational area. The company has also participatively involved stakeholders (such as local community) in taking steps to prevent and control fires.

**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**

The certification did not acquire any new land after November 2005. It was noted that there was no ongoing progress of new land acquisition during interview with stakeholders. There has been concession area before 1960. At the time, plantation at Seumanyam Estate have planting in 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018 and 2019. For in 2006 – 2019 was replanting. The unit certification has also reported the liability & disclosure to RSPO secretariat dated 5 August 2014 with result zero liability.

Based on the description above, the company is known to have not changed land use for the operation of oil palm plantations owned by PT Socfindo Indonesia – Seumanyam Estate. This means that the company does not have the obligation to carry out the Historical Land Use Change Analysis as required by the RSPO.

##### **7.12.2**

The unit of certification carried out an HCV Assessment in 2013, and the final report published in February 2014 with RSPO HCV by the approver assessor.

Based on explanation on 7.12.1, Certification Holder did not conduct any new land clearing after November 2005. Therefore, made the Certification Holder did not have any obligations to conduct HCS assessments since this assessment only required for any land clearing after 15 November 2018.

The HCV Identification Report was conducted by a consultant (Aksenta) in February 2014, the drafting team consisted of Iwan Setiawan, Fersely G.F. Salmon, Muayat Ali Mushshi, and Muhammad Juan Ardha. The study was conducted in a participatory manner on 6-19 October 2013, where public consultation activities were carried out on 12 & 19 October 2013. The indicative areas include:

1. Alue Geutah (HCV 1.2; 1.4; & 4.2): 47.97 Ha
2. Alue Jepang (HCV 1.2; 1.4; 4.1; & 4.2): 2.61 Ha
3. Alue Serdang (HCV 1.2; 1.4; 4.1; & 4.2): 1.60 Ha



4. Alue Rumbiya (HCV1.2; 1.4; 4.1; & 4.2): 5.66 Ha
5. Alue Raya (HCV1.2; 1.4; 4.1; & 4.2): 2.35 Ha
- Total HCV: 60.19 Ha

The company has re-measured the HCV area boundary in 2020 which is stated in the Seumanyam Estate HCV Delineation Minutes document. Based on the results of the document review, the HCV area in the company after the re-measurement was 46.67 Ha, which was divided into 34.13 Ha in the planted area and the rest in non the planted area. Following are the details of the indicated area of the HCV area:

1. Alue Geutah (HCV 1.2; 1.4; & 4.2): 34.38 Ha
2. Alue Gergah (HCV 1.2; 1.4; & 4.2): 2.39 Ha
3. Alue Jepang (HCV1.2; 1.4; 4.1; & 4.2): 2.05 Ha
4. Alue Serdang (HCV1.2; 1.4; 4.1; & 4.2): 1.34 Ha
5. Alue Rumbiya (HCV1.2; 1.4; 4.1; & 4.2): 4.82 Ha
6. Alue Raya (HCV1.2; 1.4; 4.1; & 4.2): 1.69 Ha
- Total HCV: 46.67 Ha

Based on the results of field observations and interviews with company representatives and village communities, it is known that the company has identified HCV areas, and has installed HCV boundary markers, posted warnings for socializing HCV types, posted information warnings on protected wildlife found in the company's HCV areas, and carried out routine monitoring of HCV management programs.

Based on the description above, it can be seen that the company has identified the HCV area around the company's operational area, and has been known by all workers and local communities and has had an HCV area management program.

### **7.12.3**

Based on the document submitted by Proforest namely RSPO No deforestation consultancy: high forest cover country, Consultancy report on definitions and recommendations to the RSPO June 2018 as known not set HFCL for Indonesia. Thus, made this indicator was not applicable.

### **7.12.4**

The company has prepared an integrated management plan to protect or enhance the sustainability of the HCV area which is carried out regularly every year. The preparation of this plan is based on the results of a review of the evaluation of the implementation of the HCV management program which is carried out regularly every year at the end of the program implementation period. As stated in the 2021 Seumanyam Estate HCV Management Evaluation Report which involves not only internal parties from the company but also external parties such as local communities around the company's area and related stakeholders. The form of community involvement in the annual evaluation of the implementation of the HCV management program is through the implementation of HCV socialization which is routinely carried out at least once a year by the company. As well as the implementation of HCV Socialization on June 14, 2021, to the community of Karang Anyar Village as many as 10 participants, and HCV Socialization to Stakeholders at the Keuchik office on April 5, 2022, attended by 7 participants from Keucik Serbajadi, Keucik Serbaguna, Keucik Sukajadi, Keucik Alue Billie, Keucik Blang Baso, Keucik Gunung Air.

Some of the things that were conveyed in the socialization were as follows:

- Location point and size of the company's HCV area
- Type of HCV owned by the company
- Species of protected animals found in the area around the company
- Prohibition of hunting and catching, prohibition of application of chemicals, prohibition of polluting water bodies/riverside,
- Prohibition of planting oil palm trees on the riparian side/cultivating crops in HCV areas, instead replacing them to preserve natural vegetation without disturbance
- Respect the boundaries of the grave area and do not carry out activities outside the interests of maintaining the existence of the tomb

- Prohibition not to move graves
- Make grave boundaries with fences or trenches and carry out regular cleaning
- Do not pollute the area around the tomb, and respect the existence and religious traditions of the tomb area
- Explain how to conserve the HCV area in the Seumanyam plantation, among others (Japan Alue River, Alue Gum River, Serdang Alue River, etc.)
- Calling on the community, company stakeholders (internal and external), and all workers around the company's HCV areas to report to the HCV management officer/PIC if there are indications of pollution, hunting, or destruction of company conservation areas.

In addition, the company also has a policy related to conserving and maintaining the quality of ground and surface water, which is stated in the Non-Deforestation, Peat Development and Environment Policy which was signed by the Principal Director in Medan on 1 June 2019 and was reviewed again on 1 October 2021. In the Policy in the section "No Deforestation Activities (Deforestation) and Protection of High Conservation Value (HCV) & High Carbon Stock (HCS) areas, several points are explained as follows:

- No development or deforestation of primary forest or areas identified as high conservation value (HCV).
- No development or deforestation of high carbon stock (HCS) forests as defined by the HCS approach.
- Any new land clearing or new planting (in existing plantations or new plantations) is preceded by an HCV-HCS assessment as required by the RSPO and GPSNR.
- Existing HCV and HCS areas are identified, clearly delineated, actively protected and monitored for the presence of areas and HCVs within Socfindo's operational areas known to the surrounding community. HCV social areas remain accessible to the community.

In addition as explained above, the company also carries out routine monitoring as follows:

- Monitoring the presence of protected animals on a regular basis every month, for example for monitoring the period Jan-Jul 2022 animals encountered by long-tailed monkeys, rice field snakes, bush lizards, Labi-Labi, and others
- Monitoring the condition of the graves in block 39, and block 50 of the Seumanyam Estate with monitoring parameters ensuring that there is no disturbance of livestock, no disturbance of people, the cleanliness of the tomb is maintained, the condition of the tomb barrier is still in good condition, the warning conditions are still in good condition and can still be used. clearly read.
- Monitoring the presence of woody plants around the river border every month to ensure that the conditions of the plants planted in the area around the riverbank are growing and not dying. If dead plant species are found, insertion or planting of new plants will be carried out.

Based on the results of consultations with the company and related stakeholders (local communities, for example), it is known that the company already has a policy related to the management of HCV areas and has implemented these policies in program preparation and implementation of HCV area management. Therefore, Certification holder has implemented HCV management in accordance with management plan and procedure such as mentioned in monitoring program, and policy socialization as explained above.

This process has involved the aspirations of the local community around the company's operations, both in program preparation, program implementation, and evaluation of the success rate of implementation of the company's HCV area management program.

#### **7.12.5**

The certification unit did not acquire any new land after November 2005. It was noted that there was no ongoing progress of new land acquisition during interview with stakeholders. There has been concession area before 1960. At the time, plantation at Seumanyam Estate have planting in 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018 and 2019. For in 2006 – 2019 was replanting. The unit certification has also reported the liability & disclosure to RSPO secretariat dated 5 August 2014 with result zero liability.

Based on the results of interviews with company representatives as well as community representatives from Karang Anyar Village and Pulo le Village, it is known that there is no community-owned land that is part of the company's HCV area.

The resource person explained that the company had conducted socialization to encourage community involvement in the maintenance and management of conservation areas. The socialization was carried out on June 14, 2021, and July 15, 2022. The information conveyed at the socialisation included the following:

- Location point and size of the company's HCV area
- Type of HCV owned by the company
- Species of protected animals found in the area around the company
- Prohibition of hunting and catching, prohibition of application of chemicals, prohibition of polluting water bodies/riverside,
- Prohibition of planting oil palm trees on the riparian side/cultivating crops in HCV areas, instead replacing them to preserve natural vegetation without disturbance
- Respect the boundaries of the grave area and do not carry out activities outside the interests of maintaining the existence of the tomb
- Prohibition not to move graves
- Make grave boundaries with fences or trenches and carry out regular cleaning
- Do not pollute the area around the tomb, and respect the existence and religious traditions of the tomb area
- Explain how to conserve the HCV area in the Seumanyam plantation, among others (Japan Alue River, Alue Gum River, Serdang Alue River, etc.)
- Calling on the community, company stakeholders (internal and external), and all workers around the company's HCV areas to report to the HCV management officer/PIC if there are indications of pollution, hunting, or destruction of company conservation areas.

Based on the explanation above, the company has identified an HCV area that is known to be free from land disputes with the community and has involved the community in efforts to conserve the HCV area of PT Socfin Indonesia – Seumanyam Estate.

#### 7.12.6

Based on the results of the 2014 HCV area identification study, it is known that there are several protected species and their protection status as follows:

Num	Group	Number of Species	Status				
			IUCN			CITES	UU
			CR	EN	VU		
1	Mamals	10	0	0	2	0	3
2	Aves	33	0	0	2	3	5
3	Herpetofauna	16	0	0	0	4	0
<b>Jumlah</b>		<b>62</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>8</b>

Explanation: IUCN = Explanation of IUCN Status: Cr = Critically Endangered, EN = Endangered, VU= Vulnerable, CITES: Appendix Status for International Trade, UU = Status Based of Indonesian Government Provision as Protected Species in Indonesia.

These species, 4 are found to be vulnerable (2 species of mammals and 2 species of herpetofauna) and 7 species that are protected by law (3 species of mammals and 5 species of birds). For example, the Labi-labi (*Amyda cartilaginea*), Monyet Ekor & Kucing Hutan (*Prionailurus bengalensis*).

Certification unit also has a socialization program for employees regarding the prohibition of capturing, storing, and trading protected species. As an example of the realization of socialization to employees and other stakeholders as follows:

- Socialization on HCV on June 14, 2021 to 8 participants and 19 June 2021 to contractors as many as 19 participants
- Socialization on HCV on June 14, 2021 to the community of Karang Anyar Village as many as 10 participants
- Socialization regarding HCV on 18 January 2021 to 17 participants of spray and fertilizer Division III employees
- Socialization regarding HCV on January 12, 2021 to Division I spray employees as many as 7 participants
- Socialization on HCV on January 20, 2021 to 13 participants for Division I fertilizer workers
- Socialization on HCV on June 14, 2021 to 8 participants and 19 June 2021 to contractors as many as 19 participants
- Socialization of HCV to the Sido Jadi Village Community on April 14, 2022 which was attended by 10 people

- Socialization on HCV on 13 April 2022 at the Div II office attended by 15 workers
- Socialization on HCV to stakeholders at the keuchik office on 5 April 2022, attended by 7 participants from Keucik Serbajadi, Keucik Serbaguna, Keucik Sukajadi, Keucik Alue Billie, Keucik Blang Baso, Keucik Gunung Air
- Socialization of HCV to the community on 15 July 2022, which was attended by 10 participants at the Sukajadi village office and attended by the Sukajadi Village community
- Socialization of HCV to workers on April 5, 2022 block 59, attended by 10 assistants of SY Division III.

Based on the results of field observations, in Division IV Block 83, and block 2 Division I, it was found that there were warnings explaining information on protected animals found around the company's area. There are also warnings regarding the prohibition of hunting, catching, as well as an appeal to conserve the HCV area and the prohibition to pollute the HCV area.

Based on the results of public consultations with the Environmental Agency of Nagan Raya Regency, it is known that so far the company has been monitoring the presence of protected animals regularly every month and reported through the HCV Management Report and in the RKL/RPL Report to the relevant agencies. It was also informed that so far there has never been an issue or conflict between residents and wild animals.

Based on the results of interviews with Seumanyam Estate workers, office workers, management representatives as well as representatives of the communities of Karang Anyar and Pulo IE villages, it is known that the informants have understood all information related to prohibitions and appeals to conserve wildlife and natural vegetation around the company's HCV area. The informants have also understood the reporting procedures if there are indications of hunting, illegal logging, as well as attempts at burning and pollution or other nature destruction activities carried out by any party.

Based on the explanation above, it can be seen that the company has made efforts to conserve and protect rare, threatened or endangered species, and protected species around the HCV area of Seumanyam Estate.

#### **7.12.7**

The certification unit has shown some documentation of HCV monitoring in 2020, 2021, and 2022, where all of this monitoring is carried out routinely once a month. The forms of monitoring carried out by the company are as follows:

- Monthly monitoring of HCV Riverside's boundary, show that they are in good condition
- Monthly monitoring of the presence of wildlife (biodiversity of animal species), in general, show that the most common found species are: raja udang meninting, monyet ekor panjang, ular sendok, dan labi-labi
- Socialization of HCV to stakeholders (internal and external)
- Socialization of HCV to PICs who are tasked with supervising the management of HCV areas
- Installation and maintenance of warning signs every month, show that they are still in good condition.
- Prohibition of chemicals usage in HCV areas
- And so on, besides that, it can also be explained in more detail regarding the realisation of the implementation of the HCV management program from the period 2020 to 2022,

The company is known to have several types of animals that fall into the category of protected animals such as Monyet Ekor Panjang, Labi-labi, Ular Sendok, Elang tikus, and etc. As a form of effort in maintaining and monitoring the presence of these protected animals, the company carries out routine monitoring of protected animals once a month by HCV officers and reports on findings from the field in the HCV Management Report. The results of the monitoring of protected animals are as follows:

- Monitoring for the 2021 period of protected animals that are still being found in monitored include: monyet ekor panjang, cekakak belukar, ular sawah, raja udang, dsb
- Monitoring for the 2022 period of protected animals that are still being found in monitored include: monyet ekor panjang, ular sawah, cekakak belukar, labi-labi dan lainnya

Based on the field observation results, the company has issued a warning regarding the types of protected animals found in the company's HCV area, completed with protection status as well as a prohibition on hunting and an appeal to preserve the existence of these species. Based on the interview results with workers, local communities, and representatives of company management, it is known that the procedures and programs for managing the HCV area have been understood

by all communities, workers, and representatives of company management. It is also known that so far there has never been a conflict with wild animals or cases of hunting of protected animals in the company's area. This is in line with the socialisation's content related to the HCV area which was conveyed to all parties and contained this following information:

- Location point and size of the company's HCV area
- Type of HCV owned by the company
- Species of protected animals found in the area around the company
- Prohibition of hunting and catching, prohibition of application of chemicals, prohibition of polluting water bodies/riverside,
- Prohibition of planting oil palm trees on the riparian side/cultivating crops in HCV areas, instead replacing them to preserve natural vegetation without disturbance
- Respect the boundaries of the grave area and do not carry out activities outside the interests of maintaining the existence of the tomb
- Prohibition not to move graves
- Make grave boundaries with fences or trenches and carry out regular cleaning
- Do not pollute the area around the tomb, and respect the existence and religious traditions of the tomb area
- Explain how to conserve the HCV area in the Seumanyam plantation, among others (Japan Alue River, Alue Gum River, Serdang Alue River, etc.)
- Calling on the community, company stakeholders (internal and external), and all workers around the company's HCV areas to report to the HCV management officer/PIC if there are indications of pollution, hunting, or destruction of company conservation areas.

Based on the description above, it can be seen that the company has made efforts to monitor the management of conservation areas, one of which is routine monitoring once a month on the presence of RTE species in the company area. The results of this monitoring are always evaluated in the POM Seumanyam HCV Management Implementation Evaluation Report and are used as the basis for follow-up plans for management improvements and the preparation of HCV management programs in the following years.

#### **7.12.8**

The certification unit did not acquire any new land after November 2005. It was noted that there was no ongoing progress of new land acquisition during interview with stakeholders. There has been concession area before 1960. At the time, plantation at Seumanyam Estate have planting in 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018 and 2019. For in 2006 – 2019 was replanting. The unit certification has also reported the liability & disclosure to RSPO secretariat dated 5 August 2014 with result zero liability.

Based on the explanation above, it is known that the certification unit didn't have the obligation to apply Remediation and Compensation Procedure (RaCP).

**Status: Comply**

**3.2 Conformity Checklist of Certificate and Trademark Use**

<b>1.</b>	<b>Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client</b>	<b>X or √</b>
<b>ASA-1.1 &amp; ASA-1.2</b>	The Mill does not use RSPO Trademark on its product (on-product) and non-product (off-product). PT Socfin Indonesia (Parent Company: Socfin SA) has Trademark License with number 1-0269-19-100-00	✓
	<b>Status: Comply</b>	
<b>2.</b>	<b>Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use</b>	<b>X or √</b>
<b>ASA-1.1 &amp; ASA-1.2</b>	The Mill does not use RSPO Trademark on its product (on-product) and non-product (off-product). PT Socfin Indonesia (Parent Company: Socfin SA) has Trademark License with number 1-0269-19-100-00	✓
	<b>Status: Comply</b>	
<b>3.</b>	<b>Implementation of Certificate and Trademark is not used on product</b>	<b>X or √</b>
<b>ASA-1.1 &amp; ASA-1.2</b>	The Mill does not use RSPO Trademark on its product (on-product) and non-product (off-product). PT Socfin Indonesia (Parent Company: Socfin SA) has Trademark License with number 1-0269-19-100-00	✓
	<b>Status: Comply</b>	
<b>4.</b>	<b>Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.</b>	<b>X or √</b>
<b>ASA-1.1 &amp; ASA-1.2</b>	The Mill does not use RSPO Trademark on its product (on-product) and non-product (off-product). PT Socfin Indonesia (Parent Company: Socfin SA) has Trademark License with number 1-0269-19-100-00	✓
	<b>Status: Comply</b>	



### 3.3 Summary of RSPO Partial Certification.

Compliance of the uncertified management units of Socfin SA against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below.

Socfin SA Time Bound Plan (TBP) is explained in table 1.10. Socfin SA has eight (8) management units with twenty-three (23) mills. Socfin SA has informed the TBP progress, MUTU has considered that Socfin SA is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Socfin SA on 23 June 2022.

MUTU has verified partial certification for un-certified unit's subsidiary of Socfin SA based on their Time Bound Plan. There are three (3) uncertified mills and eleven (11) uncertified estates of Socfin SA. 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 two significant land conflicts which have not been declared above
- The Final LUCA reports have not been sent to RSPO because waiting for meeting and LUCA training with RSPO.
- There are two labour disputes that are 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.

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?	The Company was been conducted internal assessment for uncertified units on July until October 2021 and has a positive assurance statement to certified.
2.1.2	No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3 (it has changed be Criterion 7.12 in P&C 2018)	Most of uncertified unit still have LUCA in progress, such as: <ul style="list-style-type: none"> <li>• Okomu Extension 1 &amp; 2 Mill and Estate: LUCA status still reviewed by RSPO.</li> <li>• Socapalm Kienke Mill and Estate: LUCA status still reviewed by RSPO.</li> <li>• Socapalm Eseka Mill and Estate: LUCA PASS and still RaCP process</li> <li>• Brabanta Mill and Estate: LUCA PASS and still RaCP process</li> <li>• PSG Mill and Estate: LUCA status still not complete.</li> <li>• Agripalma mill and Estate: LUCA status still reviewed by RSPO.</li> <li>• Safacam Mill and Estate: LUCA status still reviewed by RSPO.</li> <li>• SOGB Mill and Estate: LUCA status still reviewed by RSPO.</li> </ul>
2.1.3	Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<b>Okumu Extension 1 Estate and 2 Estate.</b> Since NPP was not followed for the land clearance since May 9, 2014, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0. This will be done after the final LUCA report has been submitted to the RSPO.

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p><b>Agripalma.</b> Since NPP was not followed for the land clearance between Jan 1, 2010, and May 9, 2014, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated 455 ha). This will be done after the final LUCA report has been submitted to the RSPO.</p> <p><b>Brabanta.</b> Since NPP was not followed for the land clearance between Dec 1, 2007 – May 9, 2014, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated at 156 ha). This will be done after the final LUCA report has been submitted to the RSPO. LUCA report not yet completed.</p> <p><b>PSG.</b> Since NPP was not followed for the land clearance between Jan 1, 2010 – Current, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated at 1,140 ha). This will be done after the final LUCA report has been submitted to the RSPO.</p> <p><b>SAC.</b> Since NPP was not followed for the land clearance between Jan 1, 2010 – Current, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated 100 ha). This will be done after the final LUCA report has been submitted to the RSPO. SAC conducted an HCV assessment in February 2019. The SAC non-ALS HCV report has been approved by RSPO.</p> <p><b>Safacam</b> Since NPP was not followed for the land clearance between Dec 1, 2007 – Dec 31, 2009, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated at 613 ha). This will be done after the final LUCA report has been submitted to the RSPO.</p> <p><b>Socapalm.</b> Since NPP was not followed for the land clearance between Nov 1, 2005 – Current, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated at 7,521 ha). LUCA report has been sent to RSPO on August 2020.</p> <p><b>SOGB.</b></p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>Since NPP was not followed for the land clearance between Nov 1, 2005 – Current, remediation and compensation procedures will need to be followed for those areas with a coefficient higher than 0 (estimated 2,003 ha). This will be done after the final LUCA report has been submitted to the RSPO. A HCV scoping assessment was conducted in April 2019. LUCA report has been approved by RSPO.</p>
2.1.4	<p>Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO criteria 2.2, 6.4, 7.5 and 7.6 (it has changed be Criterion 4.8, 4.7 and 4.5 in P&amp;C 2018).</p>	<p><b>SAC Estate</b> There is currently 1 open land dispute which is undergoing resolution processes. The complaint is from the Malen Affected Land Owners Association (MALOA), who are protesting against the expansion of SAC in the Malen Chiefdom. The discussion for this complaint has been going on for a long time, and to aid in the resolution, the Government has appointed a Technical Committee to examine the issues and make proposals to the mediation team. The first of ten visits were carried out on the 23<sup>rd</sup> of March.</p> <p><b>Okumo Extension 1 Estate.</b> There is an ongoing dispute regarding land conflict on Extension 1, which is meant for rubber cultivation. The land was acquired rightfully from its previous tenants for the remainder of the lease, however, upon acquisition, it was identified that 5 different communities had encroached the land. 4/5 communities accepted a compensation, however, one, Hassan Camp, did not.</p> <p>Attempts for negotiations were made, however, Hassan Camp wanted to take the case to court. At this moment it is under sub judice.</p> <p>Once the court has spoken, new attempts can be made to resolve the issue following an acceptable conflict resolution process.</p> <p>For other plantations, there are no Land conflict.</p>
2.1.5	<p>Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3 (it has changed be Criterion 4.2 in P&amp;C 2018).</p>	<p><b>Okumo Extension 1 and 2 Estate.</b> OOPC operations at Extension 1 in Okomu and Extension 2 in the Owan Forest Reserves necessitated both physical and economic displacement. While the Extension 2 only affected economic displacement and the farmers are generally content with the crop compensation process undertaken, there has been an ongoing and protracted issue with some communities affected at Extension 1 on area meant for rubber plantings. Compensation was not required under Nigerian law because the communities were considered illegal settlers on the private property of OOPC. There is</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>evidence (time stamped satellite images) that they settled in the area after the acquisition by Okomu. Whiles four (Fatai, Olowu, Sunday and Olomu Camps) out of the 5 communities that were within the boundaries of the Extension 1 have moved out of the concession after three years of consultations, and after compensations have been paid to the farmers, the people of Hassan Camp which is the largest of the five communities have refused compensations from OOPC because they claim that part of the land belongs to them and therefore will not move out of the land. They have subsequently taken the case to court with the claim that they own the land (Latest court case update: OKOMU_Updates on Court Cases Extension 1). Thus, the whole issue is now sub judice until the court has made its decision.</p> <p>OOPC has a Community Liaison Team, who is the main line of communication of the company with the local communities. The team visits villages within a radius of 10 km around the concession, to disseminate information and to engage in dialogue in order attend to any issues that may arise between the Company and local communities.</p> <p>There are currently no labour disputes for other plantations.</p>
2.1.6	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1 (it has changed be Criterion 4.2 in P&C 2018).	All plantations are complying to most national laws and regulations and has a system in place to follow all current laws and regulations.

### 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 Recertification

<b>NCR No.</b>	<b>: 2020.01</b>	<b>Issued by</b>	<b>: Trismadi N</b>
<b>Date Issued</b>	<b>: 18 September 2020</b>	<b>Time Limit</b>	<b>: 17 December 2020</b>
<b>NC Grade</b>	<b>: Major/Critical</b>	<b>Date of Closing</b>	<b>: 19 November 2020</b>
<b>Standard Ref. &amp; Requirement</b>	<b>3.4.3.</b> <b>The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in participatory way.</b>		
<b>Evidence observed (filled by auditor):</b> Based on document verification by the auditor team, there is environment management and monitoring plan realization report on the first semester of 2020. There are several parameter evaluations, such as: a. Air quality: there has not been emission and Ambient quality test result. b. High noise level: Chapter II were explained about high noise impact on 15 location points, however result of high noise testing is same with 2 <sup>nd</sup> Semester of 2020. For example: noise level on boiler station: 88 dB; digester station: 95 dB; generator turbine stations: 90.5 dB. In addition, there is no attachment result of noise testing in 1 <sup>st</sup> Semester of 2020. Therefore, based on interview with the officer who made the report explained that in the 1 <sup>st</sup> Semester of 2020 there are no conducted high noise level testing. c. Effluent quality: there are effluent quality testing on the outlet pond. All parameter is still complying with the regulations. d. Surface water quality: there are result of surface water quality test on the upstream and downstream Alue Getah River. All parameter is still complied with the regulations. e. Ground water quality: there are result of ground water quality test on the five points. All parameter is still complying with the regulations. f. Hazardous Waste: there are record of hazardous waste management, such as: logbook, waste balance, waste manifest from transporter. g. Solid waste: there are solid waste management and monitoring records. h. Public health: there are disease trend in the estate clinic.  Therefore, there are two parameters which are monitored every three years, such as: job opportunities and community perceptions. The latest monitoring had been conducted on December 2017 and reported on the 1 <sup>st</sup> Semester of 2020. Next monitoring and management will be conducted on the 2 <sup>nd</sup> Semester 2020.			
<b>Non-Conformance Description (filled by auditor):</b> Based on above explanations, it concluded that environmental management and monitoring have not been entirely using updated data.			
<b>Root Cause Analysis (filled by organization audited):</b> a. The tender is carried out at the beginning of each semester, there are need process and testing result issuance is delayed. b. The environment monitoring and management reporting is not well prepared as a guideline for the estate in taking measurements.			
<b>Correction (filled by organization audited):</b> a. Showing emission and ambient quality test result on Semester 1 <sup>st</sup> , 2020. b. High noise level measurement on the mill and afdeling. c. Prepare an environment monitoring and management report, in accordance to matrix as follows: - Emissions test result on Semester 1 <sup>st</sup> , 2020.			

- High noise test result
- Solid waste
- Liquid waste
- Hazardous & toxic waste
- Employment opportunity
- Public relation

**Corrective Action (filled by organization audited):**

- a. Conduction emission test tenders for a three-semester period, such as: semester 2<sup>nd</sup>, 2019; semester 1<sup>st</sup>, 2020; and semester 2<sup>nd</sup>, 2020. For next measurement contract is still tender process.
- b. The emission test schedule is conducted at the beginning of the semester.
- c. Develop a monitoring and management program in accordance to the RKL-RPL matrix and reporting lists.

**Assessor Evaluation and Conclusion (filled by auditor):**
**Verification on 19 November 2020**

The certification unit showing several evidences as follows:

1. The reporting list for Seumanyam POM & Estate on the year of 2021, it consists of 23 reports with the respective reporting frequency and PIC. For example: RKL-RPL is carried out every semester with Head of Administration as PIC.
2. The schedule of implementation of Semester 2<sup>nd</sup>, 2020 emission test. Seumanyam POM will be carried out on 8-10 October 2020.
3. Environmental testing program in Seumanyam POM period of 2021. For example: ambient and air emissions testing will be conducted on March and September 2021; high noise level will be conducted on April 2021 (once a year).
4. Agreement between company and PT Sucofindo Medan for 14 Estates with time period maximum on 31 December 2020.
5. Environment monitoring and management implementation report period of July till October 2020. On the report been included air quality and high noise level. Such as:

**Air Quality**

Parameter	Unit	Semester I			Semester II		
		Boiler I	Boiler II	Boiler P. Kayu	Boiler I	Boiler II	Boiler P. Kayu
Particulat	mg/m <sup>3</sup>	90.2	83.5	219.8	81	84.2	59.1
NO2	mg/m <sup>3</sup>	82.4	81.7	23.9	78	80	18

**Ambient**

Parameter	Unit	Semester I			Semester II		
		Location 1	Location 2	Location 3	Location 1	Location 2	Location 3
SO	µg/m <sup>3</sup>	61.35	33.40	70.20	95.97	59.26	88.57
Noise	dB	62.9	48.5	54.6	62.6	51.6	59.2

6. High noise level test on June 2020 at 15 locations, for example: digester one area: 83.2 dB; digester 2: 84.5 dB; and digester 3: 86.9 dB.

**Auditor Conclusions:**

Based on above explanation, this nonconformity is **closed**.

**Verified by** : **Trismadi N**

**NCR No.** : **2020.02** **Issued by** : **Yudhi Yuniarto**



<b>Date Issued</b>	<b>: 18 September 2020</b>	<b>Time Limit</b>	<b>: 17 December 2020</b>
<b>NC Grade</b>	<b>: Major/Critical</b>	<b>Date of Closing</b>	<b>: 24 November 2020</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 3.7.1</b> <b>A documented programme that provides training is in place, which is accessible to all staff, workers, scheme smallholders, and outgrowers taking into account gender-specific needs, and which covers applicable aspects of P&amp;C Principles, in a form they understand and includes assesment of the training</b>		
<b>Evidence observed (filled by auditor):</b> 1. The company has compiled a training program for 2020 as follows: <ul style="list-style-type: none"> <li>• Supply Chain Certification Standard training planned for September 2020.</li> <li>• First aid kit use training planned for September 2020.</li> <li>• Spray training, use of pesticides and socialization of spraying SOPs planned for October 2020.</li> <li>• Socialization of administrative and administrative procedures planned for November 2020.</li> <li>• Fire fighting training planned for December 2020.</li> </ul> 2. Based on document verification and interviews with engine room operators known that the operator who has license is only one person with the initials EH. 3. Based on document verification and field observations in the mill area known that the company has 2 turbine engines with capacities of 677 KW/850 KVA and 800 KW/1000 KVA respectively. There should be two licensed operators with that engine capacity.			
<b>Non-Conformance Description (dilengkapi oleh auditor):</b> The company has not been able to show sufficient evidence that it has identified the training needs of all employees according to the RSPO principles and criteria.			
<b>Root Cause Analysis (filled by organization audited):</b> Personnel qualifications are not used as the basis for fulfilling the competence of every worker.			
<b>Correction (filled by organization audited):</b> a. Evidence of generator operator training in accordance with <i>Permenaker</i> No. 38 of 2016 b. Evaluation of personnel qualifications			
<b>Corrective Action (filled by organization audited):</b> a. Evaluation of training needs based on personnel qualifications b. List of training needs as a basis for determining the following year's training program.			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on 24 November 2020</b> The company showed evidence of improvement, among others: <ol style="list-style-type: none"> <li>1. Certificate from PT Safindo Raya with number Ket.97/SR-MDN/X/2020 dated 3 October 2020 which states that 14 employees of PT Socfindo have passed and participated in coaching for the starter operator certification which was held on 30 September 2020 - 3 October 2020. It was further explained that the licenses of 14 employees are in the process of being processed at the Indonesian Ministry of Manpower.</li> <li>2. Evaluation of Personnel Qualifications for the period November 2020.</li> <li>3. List of Training Needs for 2021.</li> <li>4. The 2021 Training Program includes training on fertilization, harvesting, IPM, welding, use of pesticides, handling B3, SCCS, first aid workers and fire fighters.</li> </ol> Based on above explanation, this nonconformity is closed.			

<b>Verified by</b>	<b>: Yudhi Yuniarto</b>
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<b>NCR No.</b>	<b>: 2020.03</b>	<b>Issued by</b>	<b>: Trismadi Nurbayuto</b>								
<b>Date Issued</b>	<b>: 18 September 2020</b>	<b>Time Limit</b>	<b>: ASA-1.1</b>								
<b>NC Grade</b>	<b>: Minor/Non-Critical</b>	<b>Date of Closing</b>	<b>: 24 November 2020</b>								
<b>Standard Ref. &amp; Requirement</b>	<b>: 7.2.4</b> <b>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in Indonesia best practice guidelines.</b>										
<b>Evidence observed (filled by auditor):</b> During the audit activity, the auditor team verifies the evidence as follows: <ol style="list-style-type: none"> <li>Standard Operating Procedure Integrated Pest Control of <i>Oryctes rhinoceros</i> No. SOC/PSM/7.10-11, Edition 01, Revision 06, Dated January 01, 2020. The SOP explains the following:            Point 6 Procedure            Point 6.2.5.1 Control Criteria            From planting to plants 60 months after planting (BST), control of <i>Oryctes rhinoceros</i> carried out by application of insecticides. Furthermore, after the plants were &gt;60 BST, control was carried out based on the percentage of attacks on the plants.           <table border="1"> <thead> <tr> <th>Age (BST)</th><th>Frequency of Insecticide Application</th></tr> </thead> <tbody> <tr> <td>0-6</td><td>Every 7 days</td></tr> <tr> <td>&gt;6-12</td><td>Every 10 days</td></tr> <tr> <td>&gt;12-60</td><td>Control is carried out 1-2 times a month</td></tr> </tbody> </table>           Notes:            For plants &gt; N5, control / spraying is carried out once a month if found an attack of <i>Oryctes</i> with a percentage attack 4%         </li> <li>Based on the document of the <i>Oryctes rhinoceros</i> attack Seumanyam 2020, it shows that there is no attack for the <i>Oryctes rhinoceros</i> period January-August 2020.</li> <li>Based on the spray plan and realization document <i>Oryctes</i> in 2020, it shows the use of the chemical cypermethrin for pest control activities <i>Oryctes rhinoceros</i>. For example, in May 2020 there was the use of cypermethrin in Division II Block 49 with an area of 34.24 Ha.</li> <li>The use of the chemical cypermethrin for pest control activities <i>Oryctes rhinoceros</i>, for example up to 9 September 2020 there were 7.3 liters.</li> <li>The 2020 Pesticide Toxicity Document for the January to August 2020 period there are 68.90 Liters of pesticide use in Seumanyam Estate.</li> </ol>				Age (BST)	Frequency of Insecticide Application	0-6	Every 7 days	>6-12	Every 10 days	>12-60	Control is carried out 1-2 times a month
Age (BST)	Frequency of Insecticide Application										
0-6	Every 7 days										
>6-12	Every 10 days										
>12-60	Control is carried out 1-2 times a month										
<b>Non-Conformance Description (filled by auditor):</b> Based on the above audit evidence, it is known that the company uses a pesticide with the active ingredient cypermethrin for prophylactic purposes (prevention) of <i>Oryctes rhinoceros</i> pests, not based on the results of the pest census that has been conducted.											
<b>Root Cause Analysis (filled by organization audited):</b> Sustainability staff has not conducted joint identification with Plant Staff to ensure that all pest control procedures do not use pesticides for prophylactic purposes											
<b>Correction (filled by organization audited):</b> Revised <i>Oryctes</i> Control Procedure											
<b>Corrective Action (filled by organization audited):</b>											

- a. Procedure Revision:  
*Oryctes* Control; Caterpillar control; Rat control.
- b. Minutes of identification results of pest control procedures for which prophylactic rules are required.
- c. Minutes of the Briefing dated October 5<sup>th</sup>, 2020 regarding the Revised Procedure for Caterpillar, Rats and *Oryctes* control, which was attended by 9 people consisting of Management, Plant Staff, Askep, Sustainability, IA-Sustainability, and Assistants Division 1-4.

**Assessor Evaluation and Conclusion (filled by auditor):**
**November 19, 2020**

The Company showed the following evidence:

1. Minutes of briefing regarding PT Socfindo's Pest Control dated September 20, 2020, minutes of briefing discussing, among others:
  - Control mechanisms with prevention.
  - It is prohibited to use pesticides as a preventive measure in pest control.
  - List of pests at PT Socfindo (*Oryctes rhinoceros*, rats and caterpillars).
  - The use of chemicals is not carried out for preventive purposes, prioritized due diligent control.
  - Pest and disease staff will develop revised procedures for control of rhinoceros *oryctes*, rats and caterpillars.
2. Integrated Pest Control Procedure *Oryctes Rhinoceros* No. SOC/PSM/7.10-11 Edition 01 Revision 05 Effective Date October 1, 2020. Describes matters including:
  - Point 5.1 It is prohibited to use pesticides preventively to control pests and diseases (prophylactic).
  - Point 5.2 Census should be carried out regularly to determine the timing of control.
  - Point 6 The procedure describes the implementation of the census, the criteria for attack, and the stages of work for chemical control.
3. Integrated Control Procedure for Palm Leaves Eater Caterpillars No. SOC/PSM/7.10-13 Edition 01 Revision 06 Effective Date January 13, 2020, explaining matters including:
  - Point 5.1 It is prohibited to use pesticides preventively to control pests and diseases (prophylactic).
  - Point 5.4 Chemical control of caterpillars is carried out on the criteria for moderate to severe attack, for the criteria for light attack biological control is carried out with the fungus *Beauveria bassiana*.
4. Integrated Rat Pest Control Procedure No. SOC/PSM/7.10-21 Edition 01 Revision 03 Effective Date January 13, 2020, explaining matters including:
  - Point 5.1 It is prohibited to use pesticides preventively to control pests and diseases (prophylactic).
  - Point 6.2.3 Control, describes the stages of control in Biology and Chemical based on the level of attack.

**Verification November 24, 2020**

The Company showed the following evidence:

1. Email dated October 20, 2020 regarding notification of document revisions and notification of how to access the document. The revised documents include:

No	No. Document	Title	Edition	Rev	Description
1	SOC/PSM/7.10-11	Integrated Pest Control Procedure <i>Oryctes Rhinoceros</i>	1	5	Added at point 4.3, 5.1, 5.2, 6.2, dan 6.3
2	SOC/PSM/7.10-13	Integrated Control Procedure for Palm Leaves Eater Caterpillars	1	6	Added at point 3, 4.3, 5.1, 5.6, 6.4.2.3, 6.4.2.4, dan 6.4.2.1.2
3	SOC/PSM/7.10-21	Integrated Rat Pest Control Procedure	1	3	Revision at point 5.1, 6.2.3
4	SOC-KB/IK/02	<i>Pesticide Spraying Work Instructions</i>	1	4	Added at point 8.4.5, dan 8.4.6

2. Minutes of the Briefing dated October 5<sup>th</sup>, 2020 regarding the Revised Procedure for Caterpillar, Rats and Oryctes control, which was attended by 9 people consisting of Management, Plant Staff, Askep, Sustainability, IA-Sustainability, and Assistants Division 1-4.

**Auditor Conclusion:**

Based on the evidence of improvement that has been shown, this non-conformance is declared fulfilled.

<b>Verified by</b>	<b>:</b>	<b>Trismadi Nurbayuto</b>
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**3.4.2. Identification of Findings, Corrective Actions and Observations at ASA-1.1 Remote Assessment**

<b>NCR No.</b> :		<b>Issued by</b> :	
<b>Date Issued</b> :		<b>Time Limit</b> :	
<b>NC Grade</b> :		<b>Date of Closing</b> :	
<b>Standard Ref. &amp; Requirement</b> :			
<b>Evidence observed</b> (filled by auditor):  <b>Non-Conformance Description</b> (filled by auditor):  <i>There is no non-conformity were found in this RSPO ASA-1.1 remote audit.</i>			
<b>Root Cause Analysis</b> (filled by organization audited):			
<b>Correction</b> (filled by organization audited):			
<b>Corrective Action</b> (filled by organization audited):			
<b>Assessor Evaluation and Conclusion</b> (filled by auditor):			
<b>Verified by</b> :			

**3.4.3. Identification of Findings, Corrective Actions and Observations at ASA-1.1 & ASA-1.2 Assessment**

<b>NCR No.</b> :		<b>Issued by</b> :	
<b>Date Issued</b> :		<b>Time Limit</b> :	
<b>NC Grade</b> :		<b>Date of Closing</b> :	
<b>Standard Ref. &amp; Requirement</b> :			
<b>Evidence observed</b> (filled by auditor):  <b>Non-Conformance Description</b> (filled by auditor):  <i>There is no non-conformity were found in this RSPO ASA-1.1 + ASA-1.2 audit.</i>			
<b>Root Cause Analysis</b> (filled by organization audited):			
<b>Correction</b> (filled by organization audited):			
<b>Corrective Action</b> (filled by organization audited):			
<b>Assessor Evaluation and Conclusion</b> (filled by auditor):			
<b>Verified by</b> :			



**3.4.4. Opportunity for Improvement**

No	Ref. Std.	Description
1	6.7.3	<p><b>Workers use appropriate personal protective equipment (PPE) which is provided free of charge to all workers in the workplace, to cover all potentially hazardous operations, such as pesticides application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing</b></p> <p>The company has provided PPE to all workers free of charge. Based on the results of interviews with the company, it is known that in harvesting activities, the PPE used is Helmets, Shoes, and Glasses. From the results of field observations in harvesting activities at Seumanyam Estate Block 33 Division 2, it is known that of the 5 workers encountered by the Auditor, there is 1 worker who is harvesting without wearing glasses. The company can show the LK3 Patrol Checklist (Occupational Health and Safety Environment) document for the June 2021 period. The results of the LK3 patrol carried out there are notes that there are still workers who have not consistently used PPE. The results of the patrol have been evaluated by the Company which is listed in the OHS program evaluation document where the company has determined a "Punishment" agreement that will be accepted by workers when they are not disciplined in using PPE and the agreement has been submitted to the Workers Union.</p> <p><b>Unit certification are encouraged to ensure that the results of the evaluation of the OHS program carried out can run effectively so that consistency and discipline in the use of PPE by employees is formed.</b></p>
2	7.2.10	<p><b>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.</b></p> <p>Based on the results of interviews with spray workers in the nursery and spray workers in Division 2, information was obtained that the health checks had been carried out, but they did not yet know the results of the health checks. An explanation from the management is that if the results of the medical examination are not notified, it is a sign that the results of the health examination are good.</p> <p><b>Companies are encouraged in the future that the health checks can be informed to workers directly even though the results are good so that workers can know for sure the results of the health checks.</b></p>

**3.4.5. Noteworthy Positive Components**

No	Description
1	The company's commitment to implementing a sustainable palm oil management system.
2	Good cooperation with the companion team and have good competence in their aspect
3	Has obtained ISPO certificate
4	The company no longer uses pesticides with the active ingredient paraquat
5	Have a Blue PROPER for the period 2020/2021

**3.5 Summary of Arising Issues from Public and Auditor Verification**

Public Issues (Institution/ NGO/Community)	Auditor Verification
<b>Villages around the Company</b> <b>Interviewees:</b> 1. <b>Karang Anyar Village (Village Head)</b> 2. <b>Pulo le Village (Village Head)</b>  <ul style="list-style-type: none"> <li>The company absorbs workers from the village.</li> <li>There are no land tenure problems and conflicts between the company and the surrounding community.</li> <li>There are no issues regarding environmental pollution for the past 2 year.</li> <li>The company has socialized about protected animals and conservation areas and put-up signs prohibiting hunting of certain animals around the plantation area.</li> <li>Socialization on the prohibition of burning has been carried out for land clearing activities.</li> <li>The company routinely provides assistance to villages in the form of CSR or direct assistance.</li> <li>Communication between the village and the company is very good and the company always responds to requests from the village.</li> </ul>	<p>There are no negative issues from the village community around the company.</p>
<b>Plantation Agency of Nagan Raya District</b>  <ul style="list-style-type: none"> <li>PT Socfin Indonesia – Seumanyam Unit has sent regular reports to the Plantation Office such as the Plantation Business Progress Report every semester.</li> <li>The response from PT Socfin Indonesia – Seumanyam Unit was good enough to respond to requests for information.</li> <li>So far, the PT Socfin Indonesia – Seumanyam Unit area has no history of fire incidents, other than that the infrastructure for fire prevention and control is considered adequate.</li> <li>There is no information on complaints or disturbances felt by the surrounding community due to the company's operational activities.</li> </ul>	<p>There are no negative issues from the Plantation Agency of Nagan Raya District</p>
<b>Land Agency of Nagan Raya District</b> <b>Interviewee: Head of Land Agency</b>  <ul style="list-style-type: none"> <li>The company already has land legality in the form of Land Title Rights (HGU) consisting of 3 HGU certificates.</li> <li>There is 1 HGU certificate which will expire in 2024, but the company has requested an extension of the HGU and is currently in the process of committee A.</li> <li>The company routinely reports the utilization of HGU every year, the latest being reported for the period 2021.</li> <li>There is no land dispute issue that goes to the Land Office of Nagan Raya District.</li> </ul>	<p>There are no negative issues from the land agency.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<b>Manpower of Nagan Raya Regency</b> <ul style="list-style-type: none"> <li>The company has had OHS committee.</li> <li>The company has reported manpower report every year.</li> <li>All workers had register on social insurance program</li> <li>The company has implemented the minimum wage regulation</li> <li>There is no child labour issue</li> <li>The company has provided the adequate PPE's</li> <li>The worker union has registered on the agency.</li> </ul>	<p>There are no negative issues from the Manpower agency</p>
<b>Worker Union</b> <ul style="list-style-type: none"> <li>The company has implemented fair and transparent employment procedures.</li> <li>The company has applied wages in accordance with the provisions</li> <li>The CLA that is still valid is the PKB for the 2018-2020 period.</li> <li>The extension of the PKB is still in process at the Ministry of Manpower</li> </ul>	<p>There are no negative issues from the Labor Union</p>
<b>Gender Committee</b> <ul style="list-style-type: none"> <li>The gender committee was formed to protect both male and female employees from harassment and gender equality.</li> <li>The gender committee includes Mill and Estate employees</li> <li>Breastfeeding mothers are not allowed to engage in chemical-related activities.</li> <li>The gender committee conducts routine socialization to employees every 2 weeks</li> <li>There has never been a case of sexual harassment in the company area.</li> <li>The activities of the gender committee in addition to posyandu activities have processed inorganic waste into seats.</li> <li>Communication between the company and the gender committee is very good.</li> </ul>	<p>There are no negative issues from the Gender Committee</p>
<b>Nagan Raya Environment Regency:</b>  <b>Positive issues:</b> <ul style="list-style-type: none"> <li>The company has obtained social environment impact assessment.</li> <li>There is no additional scope during last year.</li> <li>The company has reported environment monitoring &amp; management plan implementation.</li> <li>The company has effluent discharge license</li> <li>The company has hazardous waste store license</li> <li>There are no open burning issues.</li> <li>The company had obtained <i>PROPER</i> certificate from minister</li> </ul>	<p>Minute of inspection from Environment Agency of Aceh Province dated 12 September 2020:</p> <ol style="list-style-type: none"> <li>Krueung Seumanyam and Kuala Seumanyam River pollution was reported from stakeholders.</li> <li>Effluent discharge flows from estate trenches with distance 200 m.</li> <li>That's trenches flow to the Alue Geutah River, and then the Alue Geutah flows to the Alue Briung River passing several Villages: Pantan Bayu,</li> </ol>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>of Environment and Forestry with a Blue category.</p> <p><b>Negative issues:</b> As informed in this media News on the link <a href="https://acehekspres.com/news/limbah-pmks-pt-socfindo-seumanyam-diduga-cemari-lingkungan/index.html">https://acehekspres.com/news/limbah-pmks-pt-socfindo-seumanyam-diduga-cemari-lingkungan/index.html</a> about indication related to water pollution by PT Socfindo Indonesia-Seumanyam POM.</p> <p>There is grievance from <i>Panglima Laod</i> to the agency regarding to environment pollution for PT Kalista Alam, PT Marga Alam, and PT Socfindo. The environment inspector from Environment Agency of Aceh Province was visit on September 2020 to follow up that report. However, the result of this inspection is still on process, such as: effluent quality test and surface water quality test on laboratory testing process. However, the company to be consider to follow up all advice from that inspector in accordance to the minute of meeting.</p> <p>Same Issues, were brought up by the Agency Representatives</p>	<p>Ujung Tanjung, Sarah Bate, Alue Batumbruk, Blang Luah along 15 Km.</p> <p>d. The Alue Briung River flows into Krueng Seumanyam River towards the Kuala Suemanyam River and ends at the sea.</p> <p>e. The flow of effluent from Seumanyam POM is far enough to the Krueng Suemanyam River and Kuala Seumanyam River, it's not pollution from Seumanyam POM.</p> <p>f. There is statement letter dated 21 August 2020 were signed by <i>Panglima Laod</i> of Kuala Seumanyam, <i>Keuchik Gampong Kuala Seumanyam, Keuchik Gampong Blang Hulu, Keuchik Gampong Alue Bateng Brok, and Keuchik Gampong Ujong Tanjong</i> sent to the Head of Environment Agency of Nagan Raya Regency. They had ratified grievance letter by date 24 July 2020, in accordance to field visit result with the company sighted that the Seumanyam POM don't pollute the Alue Geutah River.</p> <p>Based on Field Observation, and details from Company's representatives it is Known that the Issue was not proven true. And all The Water Quality Test Results shown that there was no pollution regarding to operational Activity from Unit Certification-Seumanyam POM.</p>
<p><b>Durah's Worker Cooperative</b></p> <ul style="list-style-type: none"> <li>The employee cooperative has been established for several years and already has the documents for the formation of the cooperative.</li> <li>Cooperatives already have an organizational structure consisting of a Chairperson, Secretary, Treasurer, and 3 supervisors.</li> <li>Cooperative business sector is engaged in Savings and Loans</li> <li>The company supports the formation of cooperatives both administratively and by providing building facilities, and loan payments through direct deductions through payroll</li> <li>Annual Board Meeting is always held every year in the middle of the year around June/July</li> </ul>	<p>There are no negative issues from the Durah's Worker Cooperative</p>
<p><b>Contractors (CPO and PK Transporter)</b></p> <ol style="list-style-type: none"> <li>PT. Putra Kelapa Gading Indah</li> <li>PT. Pancaran Maritim Transportindo</li> </ol> <ul style="list-style-type: none"> <li>There has been a cooperation agreement document between the company and PT Putra Kelapa Gading Indah for the type of CPO Transport activities</li> </ul>	<p>There are no negative issues from the PT Putra Kelapa Gading Indah and PT Pancaran Maritim Trasnportindo.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<ul style="list-style-type: none"> <li>• The Cooperation Contract is valid for 1 year, and is extended annually</li> <li>• All clauses in the contract contain all information related to obligations and rights, cooperation payment systems, correspondence, mechanisms for submitting information and complaints, certain provisions such as force majeure, and other important information.</li> <li>• The entire content of the contract has been understood by both parties and has been implemented properly</li> <li>• During the period of the cooperation agreement, there are no obstacles in the delivery of information, and the execution of work from the second party, as well as the payment of the second party</li> </ul>	

<b>4.0</b>	<b>CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY</b>
<b>4.1</b>	<b>Formal Sign-off of Assessment Findings</b>
	<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> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p><b>PT Socfin Indonesia – Seumanyam</b>  <b>Head of Sustainability</b></p>  <p><b><u>Andria Zulmanitra</u></b>  Friday, 5 August 2022</p> </div> <div style="text-align: center;"> <p><b>MUTU Internasional</b>  <b>Lead Auditor</b></p>  <p><b><u>Hasiholan Sihombing</u></b>  Friday, 5 August 2022</p> </div> </div>



**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	Land Office	Nagan Raya District	-	Via Phone	19 July 2022	✓	
2	Manpower Agency	Nagan Raya District	-	Via phone	19 July 2022	✓	
3	Environment Agency	Nagan Raya District	-	Via Phone	19 July 2022	✓	
4	Plantation Agency	Nagan Raya District	-	Via Phone	19 July 2022	✓	
5	Karang Anyar Village	Nagan Raya District	-	Via phone	19 July 2022	✓	
6	Pulo le Village	Nagan Raya District	-	Via phone	19 July 2022	✓	
7	SPSI	Nagan Raya District	-	Direct Interview	19 July 2022	✓	
8	Gender Committee	Nagan Raya District	-	Direct Interview	19 July 2022	✓	
9	Durah Worker's Cooperative	Seumanyam Estate Office	-	Direct Interview	19 July 2022	✓	
10	Contractor (PT Putra Kelapa Gading Indah)	Jakarta	-	Via Phone	19 July 2022	✓	
11	Contractor (PT Pancaran Maritim Transportindo)	Jakarta	-	Via Phone	19 July 2022	✓	
12	World Wide Fund	Indonesia	<a href="mailto:wwf-indonesia@wwf.or.id">wwf-indonesia@wwf.or.id</a>	Via email	8 July 2022		✓
13	Wahana Lingkungan Hidup Indonesia	Indonesia	<a href="mailto:informasi@walhi.or.id">informasi@walhi.or.id</a>	Via email	8 July 2022		✓
14	Sawit Watch	Indonesia	<a href="mailto:info@sawitwatch.or.id">info@sawitwatch.or.id</a>	Via email	8 July 2022		✓
15	AMAN	Indonesia	<a href="mailto:rumahaman@aman.or.id">rumahaman@aman.or.id</a>	Via email	8 July 2022		✓

**Appendix 2. Assessment Program**
**Remote Audit**

DATE	23 – 24 August 2021	
Planned Time	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 23 August 2021</b>		
08.00 – 09.00	Remote Audit Opening Meeting by Cisco Webex <ul style="list-style-type: none"> <li>Opening Speech (Introduction of PIC, Profile of Certified Management unit)</li> <li>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</li> </ul>	All Auditor
09.00 – 12.00	Documents verification	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 16.00	Documents verification	All Auditor
16.00 – 17.00	Daily audit progress meeting	All Auditor
<b>Tuesday, 24 August 2021</b>		
08.00 – 12.00	Documents verification	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 16.00	Internal team auditor discussion for closing meeting preparation	All Auditor
16.00 – 17.00	Remote Audit Closing Meeting by Cisco Webex <ul style="list-style-type: none"> <li>Presentation of audit findings (Noteworthy Positive Component, Non-Conformities, OFI, Timeline of CAR's, Conclusion)</li> <li>Comments, Responses and Questions</li> </ul>	All Auditor

**Onsite Audit**

DATE	18 – 23 July 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 18 July 2022</b>		
08.00 – 10.45	<b>JAKARTA → BANDA ACEH (3 auditors)</b> <b>MEDAN → BANDA ACEH (1 auditor)</b>	<b>All Auditor</b>
11.00 – ...	From the airport to the audit location in Nagan Raya District	<b>All Auditor</b>
<b>Tuesday, 19 July 2022</b>		
08.00 – 09.00	<b>OPENING MEETING</b> <ul style="list-style-type: none"> <li>Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</li> <li>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</li> </ul>	<b>Management of Unit Certification</b> <b>All Auditor</b>
09.00 – 12.00	<ul style="list-style-type: none"> <li>Stakeholders' consultation by phone to related agencies</li> <li>Stakeholder consultation to affected communities surrounding the plantations, indigenous peoples, local communities and previous land owners by phone</li> <li>Interview by phone with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Smallholders, Third Party Supplier (if any), local NGO (if any)</li> <li>Document Verification</li> </ul>	<b>All Auditor</b>
12.00 – 14.00	<b>Break</b>	
14.00 – 16.30	<b>Field observation to Seumanyam POM</b> <ul style="list-style-type: none"> <li>Supply Chain verification (FFB Receiving, Weighbridge) and SCCS Verification in <b>CPO transit (bulking)</b> location.</li> <li>Implementation of Occupational Health &amp; Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect, security post, FFB Sorting, Processing Activity, Despatch CPO)</li> <li>Implementation of Environmental aspect, Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond &amp; land application</li> </ul>	<b>HHS</b> <b>HRS</b> <b>RAB &amp; HLM</b>
16.30 – 17.00	<ul style="list-style-type: none"> <li>submission of audit progress</li> </ul>	<b>All Auditor</b>
<b>Wednesday, 20 July 2022</b>		
08.00 – 12.00	<b>Field Observation to Seumanyam Estate</b> Aspect to be verified: <ul style="list-style-type: none"> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries), HCV;</li> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health &amp; Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect</li> <li>Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place).</li> </ul>	<b>HHS &amp; HLM</b> <b>RAB &amp; HRS</b> <b>HHS &amp; HLM</b>
12.00 – 14.00	<b>Break</b>	<b>All Auditor</b>

DATE	18 – 23 July 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 16.30	<ul style="list-style-type: none"><li>Continuing stakeholder consultation (if anything was not done the previous day)</li><li>Continuing Document Verification</li></ul>	All Auditor
16.30 – 17.00	submission of audit progress	
Thursday, 21 July 2022		
08.00 – 11.30	<ul style="list-style-type: none"><li>Continuing stakeholder consultation (if anything was not done the previous day)</li><li>Continuing Document Verification</li></ul>	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 16.30	<ul style="list-style-type: none"><li>Continuing stakeholder consultation (if anything was not done the previous day)</li><li>Continuing Document Verification</li></ul>	
16.30 – 17.00	submission of audit progress	All Auditor
Friday, 22 July 2022		
08.00 – 10.00	Continuing Document Verification	All Auditor
10.00 – 12.00	Interim Meeting (closing meeting preparation)	All Auditor
12.00 – 14.00	Break	
14.00 – 15.00	<b>CLOSING MEETING</b> <ul style="list-style-type: none"><li>Presentation of audit findings (Noteworthy Positive Component, Non-Conformities, OFI, Timeline of CAR's, Conclusion)</li><li>Comments, Responses and Questions</li></ul>	All Auditor and Management of Unit Certification
15.00 – .....	Travel from site to Banda Aceh	
Saturday, 23 July 2022		
10.00 – 10.30	Travel from hotel to the airport in Banda Aceh	All Auditor
11.30 – 14.25	<b>BANDA ACEH → JAKARTA (3 Auditors)</b> <b>BANDA ACEH → MEDAN (1 Auditor)</b>	All Auditor