

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

### [✓] **Recertification**

Name of Management : Pondok Labu Palm Oil Mill, PT Paripurna Swakarsa subsidiary of Sime Darby Plantation Berhad  
 Plantation Name : PT Paripurna Swakarsa: Binturung Estate, Sesulung Estate, Pondok Labu Estate & Rampa Estate  
 Location : Pondok Labu Village, Pamukan Selatan Sub District, Kotabaru District, Kalimantan Selatan Province, Indonesia  
 Certificate Code : **MUTU-RSPO/016**  
 Date of Initial Registration : 16 March 2012  
 Date of Certificate Issue : 03 October 2022      Date of License Issue : 16 November 2022  
 Date of Certificate Expiry : 02 October 2027      Date of License Expiry : 02 October 2023

\*License expired in 15 March 2021, however due to pandemic Covid-19 situation the license extended until 15 November 2022

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.4 (Remote Audit)	23 to 24 March 2021	Arif Faisal Simatupang (Lead Auditor), Radytio Puspanjana, Rahmat Abdiansyah, Sentot Adi Subandono.	Ardiansyah	Octo H.P.N Nainggolan
ASA-1.4 and RC-2 (Onsite Audit)	09 to 13 August 2022	Rizliani Aprianita Hasibuan (Lead Auditor), Bayu Yogatama, Septian Maulana, Sabiah Dhiningtyas Utami		

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.4 and RC-2	03 October 2022

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Figure 1. Location Map of PT Paripurna Swakarsa

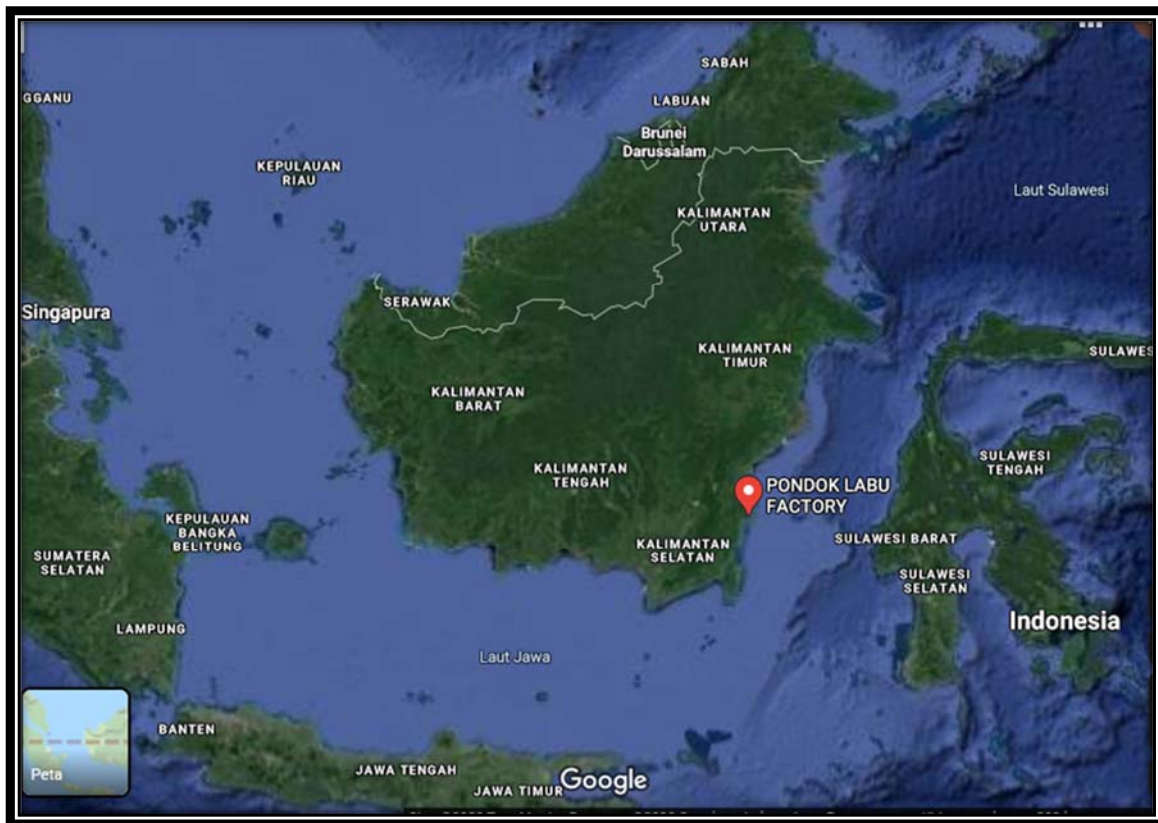
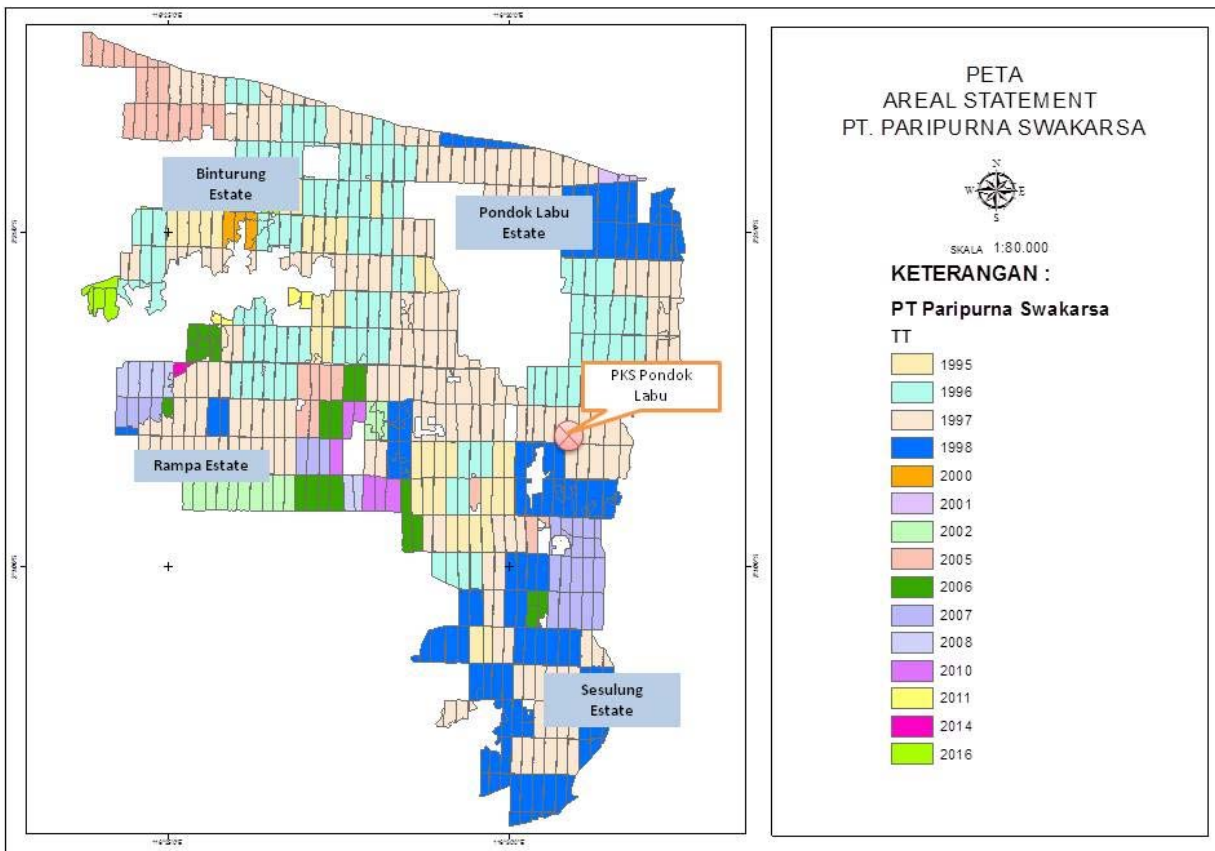


Figure 2. Operational Map of PT Paripurna Swakarsa



**Abbreviations Used**

AMDAL	:	<i>Analisis mengenai Dampak Lingkungan</i> (Environment Impact Assessment)
ARM	:	Agricultural Reference Manual
ASA	:	Annual Surveillance Assessment
BMP	:	Best Management Practices
BNE	:	Binturung Estate
BOD	:	Biological Oxygen Demand
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> / Social Insurance
BPN	:	<i>Badan Pertanahan Nasional</i> / National Land Agency
BSS	:	Block Spraying System
CEO	:	Chief Executive Officer
CH	:	Certificate Holder
CLA	:	Collective Labor Agreement
CITES	:	Convention on International Trade in Endangered Species
CPO	:	Crude palm oil
CSPK	:	Certified sustainable Palm Kernel
CSPO	:	Certified Sustainable Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunch
EHS	:	Environment, Health and Safety
EIA	:	Environmental Impact Assessment
FFB	:	Fresh Fruit Bunch
GHG	:	Green House Gas
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Tittle)
HIRAC	:	Hazard identification Risk Assessment Risk and Control
HRD	:	Human Resources Development
HRM	:	Human Resources Manager
IDR	:	Indonesian Rupiah
IPM	:	Integrated Pest Management
ISPO	:	Indonesia Sustainable Palm Oil
KER	:	Kernel Extraction Rate
KKPA	:	Cooperative of Primary Credit for Members (smallholder scheme)
KUD	:	<i>Koperasi Unit Desa</i> (village unit cooperatives)
LD	:	Lethal Dose
LKUP	:	<i>Laporan Kegiatan Usaha Perkebunan</i> (Plantation Business Activity Report)
LSU	:	Leaf Sampling Unit
LUCA	:	Land Use Change Analysis
MCU	:	Medical Check Up
MSDS	:	Material Safety Data Sheet
MSPO	:	Malaysia Sustainable Palm Oil
MT	:	Metric Ton
NGO	:	Non-Government Organization
NPP	:	New Planting Procedure
OER	:	Oil Extraction Rate
OFI	:	Opportunity for Improvement
OHS	:	Occupational Health and Safety
OPEX	:	Operating Expenditure
P2K3	:	<i>Panitia Pelaksana Kesehatan dan Keselamatan Kerja</i> (OHS Guiding Committee)
PA	:	Plantation Advisory

PIC	:	Person In Charge
PKB	:	<i>Perjanjian Kerja Bersama</i> / Collective Labor Agreement
PK	:	Palm Kernel
PKO	:	Palm kernel Oil
PKWT	:	<i>Perjanjian Kerja Waktu Tertentu</i> / Contract Worker
PKWTT	:	<i>Perjanjian Kerja Waktu Tidak Tertentu</i> / Permanent Worker
PLE	:	Pondok Labu Estate
PLF	:	Pondok Labu Factory
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective equipment
PSA	:	Paripurna Swakarsa
PSD	:	Plantation Sustainable Department
PSQM	:	Plantation Sustainability and Quality Management
PWC	:	Price waterhouse Coopers
RaCP	:	Remediation and Compensation Procedure
RKL	:	<i>Rencana Pengelolaan Lingkungan</i> (Environment Management Plan)
RPE	:	Rampa Estate
RPL	:	<i>Rencana Pemantauan Lingkungan</i> (Environment Monitoring Plan)
RSPO	:	Roundtable Sustainable Palm Oil
RTE	:	Rare Threatened Endangered
SCA	:	Sungai Cengal Plasma
SCCS	:	Supply Chain Certification Standard
SDP	:	Sime Darby Plantation
SIA	:	Social Impact Assessment
SKU-B	:	<i>Syarat Kerja Umum – Bulanan</i>
SKU-H	:	<i>Syarat Kerja Umum – Harian</i>
SOP	:	Standard Operational Procedure
SSE	:	Sesulung Estate
SSU	:	Soil Sampling Unit
UKL-UPL	:	<i>Usaha Kelola dan Pantau Lingkungan</i> / Environment management and monitoring plan
WHO	:	World Health Organization
WLTK	:	<i>Wajib Laporkan Tenaga Kerja</i> / Employment Report
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

<b>1.0</b>	<b>SCOPE of the CERTIFICATION ASSESSMENT</b>		
<b>1.1</b>	<b>Assessment Standard Used</b>	<ul style="list-style-type: none"> <li><i>Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020.</i></li> <li><i>RSPO Certification Systems for Principles &amp; Criteria and RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on 12 November 2020.</i></li> </ul>	
<b>1.2</b>	<b>Organisation Information</b>		
1.2.1	Organisation name listed in the certificate	PT PARIPURNA SWAKARSA subsidiary of Sime Darby Plantation Bhd	
1.2.2	Contact person	Alagendran Maniam	
1.2.3	Organisation address and site address	RSPO registered company: No 2, Plantation Tower, PJU 1A/7Street, Petaling Jaya, Malaysia 47301.  Liaison Office: The Plaza Office Tower, 36 <sup>th</sup> Floor J.L. MH Thamrin Kav. 28-30, Jakarta 10350.	
1.2.4	Telephone	(+62-21)-29926000	
1.2.5	Fax	(+62-21)-29922686	
1.2.6	E-mail	<a href="mailto:alagendran.maniam@sime-darbyplantation.com">alagendran.maniam@sime-darbyplantation.com</a>	
1.2.7	Web page address	<a href="http://www.sime-darbyplantation.com">www.sime-darbyplantation.com</a>	
1.2.8	Management Representative who completed the application for certification	Alagendran Maniam (Head Sustainability & Quality Management)	
1.2.9	Registered as RSPO member	1-0008-04-000-00 – 7 September 2004	
<b>1.3</b>	<b>Type of Assessment</b>		
1.3.1	Scope of Assessment and Number of Management Unit	One (1) palm oil mill and four (4) oil palm estate. Pondok Labu Mill, Binturung Estate, Sesulung Estate, Pondok Labu Estate and Rampa Estate	
1.3.2	Type of certificate	Single	
<b>1.4</b>	<b>Locations of Mill and Plantation</b>		
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Pondok Labu	Pondok Labu Village, Pamukan Selatan Subdistrict, Kotabaru District, Kalimantan Selatan Province, Indonesia	S 02° 27' 33"      E 116° 31' 08"
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Sesulung Estate	Sesulung Village, Pamukan Selatan Subdistrict, Kotabaru District, Kalimantan Selatan Province, Indonesia	S 02° 29' 40"      E 116° 30' 38"

	Pondok Labu Estate	Pondok Labu Village, Pamukan Selatan Subdistrict, Kotabaru District, Kalimantan Selatan Province, Indonesia	S 02° 24' 45"	E 116° 30' 36"		
	Rampa Estate	Rampa Cengal Village, Pamukan Selatan Subdistrict, Kotabaru District, Kalimantan Selatan Province, Indonesia	S 02° 27' 09"	E 116° 26' 11"		
	Binturung Estate	Binturung Village, Pamukan Utara Subdistrict, Kotabaru District, Kalimantan Selatan Province, Indonesia	S 02° 26' 17"	E 116° 26' 32"		
1.5	Description of Area Statement					
1.5.1	Tenure					
	• State		15,876.20 Ha			
	• Community		- Ha			
1.5.2	Area Statement					
	Description	SSE (Ha)	PLE (Ha)	RPE (Ha)	BNE (Ha)	TOTAL
	• Total area	4,578.54	3,569.55	3,656.23	4,071.88	15,876.20 Ha
	• Mature area	4,003.18	3,018.02	2,898.30	2,922.44	12,841.94 Ha
	• Immature area	265.97	470.00	421.14	651.22	1,808.33 Ha
	• Mill	55.23	-	-	-	55.23 Ha
	• Emplacement and Infrastructure	226.53	66.57	143.97	201.37	638.44 Ha
	• Hills, Rivers, Valleys	1.63	14.96	6.57	-	23.16 Ha
	• Nursery	-	-	-	39.85	39.85 Ha
	• Occupation	22.17	-	46.74	-	68.91 Ha
	• Water Catchment Area	3.83	-	-	-	3.83 Ha
	• HCV	-	-	139.51	257.00	396.51 Ha
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Sesulung Estate	Pondok Labu Estate	Rampa Estate	Binturung Estate	Total
	1995	-	-	-	59.00	59.00
	1996	71.86	579.93	161.02	796.00	1,608.81
	1997	1,144.56	1,428.32	898.29	725.00	4,196.17
	1998	1,123.64	671.36	251.76	-	2,046.76
	2001	-	27.70	-	-	27.70
	2002	-	-	419.65	-	419.65
	2005	75.10	-	170.08	465.62	710.80
	2006	158.89	-	244.43	44.81	448.13
	2007	411.09	-	153.37	-	564.46
	2008	-	-	193.64	-	193.64

	2010	-	-	177.27	-	177.27	
	2011	-	-	-	46.00	46.00	
	2015	-	-	15.66	-	15.66	
	2016	217.29	-	-	332.00	549.29	
	2017	622.25	193.26	213.14	240.00	1,268.65	
	2018	178.51	117.44	-	168.00	463.95	
	2019	-	-	-	46.00	46.00	
	Sub Total Mature	4,003.19	3,018.01	2,898.31	2,922.43	12,841.94	
	2018	-	68.62	-	-	68.62	
	2019	204.66	177.65	242.88	131.00	756.19	
	2020	-	223.73	178.26	241.22	643.21	
	2021	61.31	-	-	279.00	340.31	
	Sub Total Immature	265.97	470.00	421.14	651.22	1,808.33	
	TOTAL	4,269.16	3,488.01	3,319.45	3,573.65	14,650.27	
1.6.2	New Planting area after January 2010		- Ha				
1.6.3	Planting Cycle		2 <sup>nd</sup> 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 (%)
	Pondok Labu POM	60	431,286.41	85,426.74	19.81	19,754.74	4.58
*Production data source from March 2020 to July 2022							
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Mature Area (Ha)	FFB (tonnes/year)	Yield (tonnes/h a/year)	Supplied to Mill	
						FFB (tonnes/year )	%
	Sesulung Estate	4,578.54	4,003.19	109,896.42	11.36	109,896.42	100
	Pondok Labu Estate	3,569.55	3,018.01	92,120.98	12.63	92,120.98	100
	Rampa Estate	3,656.23	2,898.31	106,462.62	15.20	106,462.62	100
	Binturung Estate	4,071.88	2,922.43	96,531.14	13.67	96,531.14	100
	TOTAL	15,876.20	12,841.94	405,011.16	13.05	405,011.16	100
*Production data source from March 2020 to July 2022							
1.7.3	FFB description from other source						
	Name of sources/Organisation	Type of Organisation	number of smallholder s	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Scheme smallholder of PT LMR (Certified) (KKPA Sungai Cengal)	Certified associate smallholders	-	688	26,275.25		

	TOTAL			26,275.25				
*Production data source from March 2020 to July 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 (MT)	Last Year Actual Certified Volume (March 2020 – July 2022) (MT)				
	FFB Processed		428,604	431,286.41				
	CPO Production		92,377	85,426.74				
	Palm Kernel (PK) Production		21,161	19,754.74				
1.8.2	Product selling							
	Type of selling product		Actual selling product for last year (March 2020 – July 2022) (MT)					
	CSPO sold as RSPO certified product		1,676.27					
	CSPK sold as RSPO certified product		16,984.15					
	CSPO sold under other scheme		-					
	CSPK sold under other scheme		-					
	CSPO sold as conventional		78,496.68					
	CSPK sold as conventional		2,295.22					
1.8.3	Estimate of Certified FFB Claim							
	Name of Estates	Total Area (Ha)	Mature Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/ year)			
	Sesulung Estate	4,578.54	4,003.19	47,700	11.91			
	Pondok Labu Estate	3,569.55	3,018.01	40,300	13.35			
	Rampa Estate	3,656.23	2,898.31	46,100	16.07			
	Binturung Estate	4,071.88	2,922.43	41,900	14,34			
	TOTAL	15,876.20	12,841.94	176,000	13.70			
	*Projected FFB production for 12 months of next license.							
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
	Pondok Labu POM	60	176,000	36,650	21	8,800	5	IP
	*Projected FFB production for 12 months of next license.							
1.9	Other Certifications							
	Others		Certified ISPO by PT Mutuagung Lestari (MUTU-ISPO/007) issued 20 August 2020					
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						

INDONESIA						
1	Sekunyr Mill PT Indotruba Tengah	2010	Sekunyr	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified
			Seruyan	2010		Certified
2	Manggala Mill PT Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified
			Manggala 2	2010		Certified
			Manggala 3	2010		Certified
3	Bukit Ajong Mill PT Sime Indo Agro	2010	West	2010	Sanggau District, Kalimantan Barat Province	Certified
			West (HGU on process)	2023		-
			East	2010		Certified
			East (HGU on process)	2023		-
			East Associated smallholder	2010		Certified
			West Associated smallholder	2010		Certified
			Sei Mawang	2023		-
4	Teluk Siak Mill PT Aneka Inti Persada	2011	Teluk Siak	2011	Siak District – Riau	Certified
			Pinang Sebatang	2011		Certified
			Aneka Persada	2011		Certified
5	Sungai Pinang Mill PT Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
			Sungai Pinang (HGU on process)	2023		-
			Bukit Pinang	2012		Certified
			Bukit Pinang (HGU on process)	2023		-
6	Pematang Mill PT Teguh Sempurna	2011	Pematang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Kawan Batu	2011		Certified
			Hatan Tiring	2011		Certified
			Batang Garing	2011		Certified
7	Alur Dumai Mill PT Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
8	Teluk Bakau Mill PT Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
			Nusa Perkasa	2011		Certified
			Nusa Lestari	2011		Certified
9	Mandah Mill PT Bhumireksa Nusa Sejati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
			Rotan Semelur	2011		Certified
10	Angsana Mill PT Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
			Gunung Sari	2011		Certified
			Pantai Bonati	2011		Certified
			KKPA-1 PT.SHE	2013		Certified
			KKPA-4 PT.SHE	2013		Certified
11	Mustika Mill PT Sajang Heulang	2013	Mustika	2013	Tanah Bumbu District – South Kalimantan	Certified
			KKPA-2 PT.SHE	2013		Certified
			KKPA-3 PT.SHE	2013		Certified
			KKPA-5 PT.SHE	2013		Certified
			SAP 1	2023		-
12	Gunung Aru. PT Bersama	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
			Gunung Kemas	2011		Certified

	Sejahtera Sakti		Laut Timur	2011		Certified
			Pantai Timur	2011		Certified
			KKPA BSS	2023		-
13	Bebunga Mill. PT Langgeng Muaramakmur	2011	Bebunga	2011	Kotabaru District – South Kalimantan	Certified
			Bakau	2011		Certified
			Sungai Cengal	2011		Certified
14	Sukamandang Mill PT Kridatama Lancar	2011	Sukamandang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Sapiri	2011		Certified
			Barasdanum	2011		Certified
			Kuala Kuayan	2011		Certified
15	Pondok Labu Mill PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
			Pondok Labu	2012		Certified
			Rampa	2012		Certified
			Sesulung	2012		Certified
16	Rantau Mill PT Laguna Mandiri	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
			Matalok	2012		Certified
			KKPA Sungai Cengal (1,382 SH)	2014		Certified
			Selabak (PT SAA)	2012		Certified
			Randi (PT SAA)	2012		Certified
			Sangkoh (PT SAA)	2012		Certified
			Lanting (PT LMR)	2012		Certified
17	Betung Mill PT Laguna Mandiri	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
			Sekayu	2012		Certified
18	Ungkaya Mill PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
19	Ladang Panjang Mill PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
			Ladang Panjang (HGU on process)	2023		-
20	Rantau Panjang Mill PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
			Rantau Panjang (HGU on process)	2023		-
			Bumi Ayu	2012		Certified
			Karang Ringin	2012		Certified
			Napal	2012		Certified
			Napal (HGU on process)	2023		-
			Mangun Jaya	2012		Certified
			Mangun Jaya (HGU on process)	2023		-
			Sungai Jernih	2023		-
			GPI KKPA	2023		-
21	Blang Simpo Mill PT Perkasa Subur Sakti PT Padang Palma Permai PT Perkebunan Sri Kuala	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Aceh	Certified
			Batang Ara (PT PSK)	2013		Certified
			Blang Simpo-01	2013		Certified
			Blang Simpo-02	2013		Certified
22	Lembiru Mill PT Sandika Nata	2014	Lembiru	2014	Ketapang District – Kalimantan Barat	Certified
			Awatan	2014		Certified

	Palma		Karya Palma	2023		-
			KKPA SNP	2023		-
			Pelanjau (PT BAL)	2019		Certified
			Sungai Putih (PT BAL)	2023		-
			Baturus (PT BAL)	2023		-
			KKPA BAL	2023		-
MALAYSIA						
1	Sg Dingin SOU 1	2010	Bukit Hijau	2010	Kerangan, Kedah	Certified
			Padang Buluh	2010		Certified
			Bukit Selangor	2010		Certified
			Sg Dingin	2010		Certified
			Jentayu	2010		Certified
			Anak Kuli	2010		Certified
	Somme	2010		Certified		
2	Chersonese SOU 2	2011	Chersonese	2011	Kuala Kurau, Perak	Certified
			Holyrood	2011		Certified
			Kalumpang	2011		Certified
			Tali Ayer	2011		Certified
3	Elphil SOU 3	2011	Kinta Kellas	2011	Sg Siput, Perak	Certified
			Elphil	2011		Certified
			Kamuning	2011		Certified
4	Flemington SOU 4	2011	Flemington	2011	Teluk Intan, Perak	Certified
			Bagan Datoh	2011		Certified
			Sabak Bernam	2011		Certified
			Sg Samak	2011		Certified
5	Seri Intan SOU 5	2011	Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
			Sabrang	2011		Certified
			Sg Wangi	2011		Certified
			Sogomana (Main Division)	2011		Certified
6	Selaba SOU 5	2011	Seri Intan (Selaba Division)	2011	Teluk Intan, Perak	Certified
			Sogomana (Cashwood & Sg Beruas Division)	2011		Certified
			Bikam	2011		Certified
			Clumy	2011		Certified
7	Tennamaram SOU 6	2011	Tennamaram	2011	Bestari Jaya, Selangor	Certified
			Sungei Buloh	2011		Certified
			Bkt Talang	2011		Certified
8	Bkt Kerayong SOU 7	2011	Bkt Kerayong	2011	Kapar, Selangor	Certified
			Bkt Cherakah	2011		Certified
			Bkt Rajah	2011		Certified
			Bkt Lagong	2011		Certified
			Elmina	2011		Certified
9	East SOU 8	2010	East	2010	Carey Island, Selangor	Certified
			Dusun Durian	2010		Certified
			Sepang	2010		Certified
10	West - SOU 9	2010	West	2010	Carey Island, Selangor	Certified
11	Bukit Putri - SOU 10	2011	Bukit Putri	2011	Raub, Pahang	Certified
12	Kerdau	2011	Kerdau	2011	Temerloh, Pahang	Certified

	SOU 11		Jentar	2011		Certified
			Mentakab	2011		Certified
			Sg Mai	2011		Certified
			Chenor	2011		Certified
13	Jabor - SOU 12	2011	Jabor	2011	Kuantan, Pahang	Certified
14	Labu SOU 13	2011	Labu	2011	Nilai, Negeri Sembilan	Certified
			New Labu	2011		Certified
			Bradwall	2011		Certified
15	Tanah Merah SOU 14	2010	Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
			Sua Betong	2010		Certified
			Bukit Pelandok	2010		Certified
16	Sua Betong SOU 15	2014	Salak	2014	Port Dickson, Negeri Sembilan	Certified
			Sengkang	2014		Certified
			Siliau	2014		Certified
			PD Lukut	2014		Certified
			Sungai Baru	2014		Certified
			Tampin Linggi	2014		Certified
17	Kok Foh SOU 16	2011	Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified
			Kok Foh	2011		Certified
			Muar River	2011		Certified
			St. Helier	2011		Certified
			Pertang	2011		Certified
			Sg Gemas	2011		Certified
			Sg Sebalang	2011		Certified
			Sg Senarut	2011		Certified
18	Kempas SOU 17	2010	Kempas	2010	Jasin, Melaka	Certified
			Kemuning	2010		Certified
			Tangkah	2010		Certified
19	Diamond Jubilee SOU 18	2011	Bukit Asahan	2011	Jasin, Melaka	Certified
			Diamond Jubilee	2011		Certified
			Serkam	2011		Certified
20	Pagoh SOU 19	2014	Pagoh	2014	Muar, Johor	Certified
			Lanadron	2014		Certified
			Pengkalan Bukit	2014		Certified
			Welch	2014		Certified
21	Chaah SOU 20	2010	North Labis	2010	Chaah, Johor	Certified
			Cha'ah	2010		Certified
			Sg Simpang Kiri	2010		Certified
22	Gunung Mas SOU 21	2010	Gunung Mas	2010	Kluang, Johor	Certified
			Kempas Klebang	2010		Certified
			Bukit Paloh	2010		Certified
			Yong Peng	2010		Certified
23	Bukit Benut SOU 22	2011	Bukit Benut	2011	Kluang, Johor	Certified
			CEP Niyor	2011		Certified
			Lambak / Elaeis	2011		Certified
24	Ulu Remis SOU 23	2011	Pekan	2011	Layang-layang, Johor	Certified
			Sembrong	2011		Certified
			Tun Dr. Ismail	2011		Certified
			Ulu Remis	2011		Certified
			Bukit Badak	2011		Certified
			Cenas	2011		Certified
25	Hadapan	2011	CEP Rengam	2011	Layang-layang, Johor	Certified

	SOU 24		Kulai	2011		Certified
			Layang	2011		Certified
			Seri Pulai	2011		Certified
26	Sandakan Bay SOU 26	2008	Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
			Tunku	2008		Certified
			Tigowis	2008		Certified
			Sentosa	2008		Certified
			Saguliud	2008		Certified
27	Melalap SOU 27	2011	Melalap	2011	Tenom, Sabah	Certified
			Sapong	2011		Certified
28	Binuang SOU 28	2009	Tingkayu	2009	Kunak, Sabah	Certified
			Sungang	2009		Certified
			Jelata Bumi	2009		Certified
			Binuang	2009		Certified
29	Giram SOU 29	2009	Mostyn	2009	Kunak, Sabah	Certified
			Giram	2009		Certified
30	Merotai SOU 30	2009	Imam	2009	Tawau, Sabah	Certified
			Merotai	2009		Certified
			Table	2009		Certified
			Tiger	2009		Certified
31	Lavang SOU 31	2011	Belian	2011	Bintulu, Serawak	Certified
			Kelida	2011		Certified
			Lavang	2011		Certified
			Lavang (SE)	2011		Certified
			Rasan	2011		Certified
			Chartquest	2011		Certified
			Dulang	2011		Certified
			Peroh	2011		Certified
			Pekaka	2011		Certified
			Ruai	2011		Certified
32	Rajawali SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
			Samudera	2011		Certified
			Semarak	2011		Certified
			Bayu	2011		Certified
33	Derawan SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
			Damai	2011		Certified
			Derawan	2011		Certified
			Sahua	2011		Certified
<b>P &amp; G (New Britain Palm Oil)</b>						
1	Poliamba	2012	Kara	2012	Keviang, New Ireland Province, P&G	Certified
			West Coast	2012		Certified
			Nalik	2012		Certified
			Noatsi	2012		Certified
			Madak	2012		Certified
			North (Smallholders)	2012		Certified
			South (Smallholders)	2012		Certified
			West (Smallholders)	2012		Certified
2	Tetere	2011	Tetere	2011	Gudaicanal, Solomon Island	Certified
			Ngalimbiu	2011		Certified
			Mbalisuna	2011		Certified

			West Zone (Smallholders)	2011		Certified
			Central Zone (Smallholders)	2011		Certified
			MBA East (Smallholders)	2011		Certified
			MBA West (Smallholders)	2011		Certified
3	Sangara, Sambiripa & Mamba	2013	Sangara	2013	Higaturu, Popondetta, Oro, P&G	Certified
			Sumberipa	2013		Certified
			Ambogo	2013		Certified
			Embi	2013		Certified
			Mamba	2013		Certified
			Sorovi (smallholders)	2013		Certified
			Igora (smallholders)	2013		Certified
			Saiho (smallholders)	2013		Certified
			Aeka (smallholders)	2013		Certified
			Ilimo (smallholders)	2013		Certified
4	Gusap	2010	Dumpu	2010	Madang, P&G	Certified
			Surinam	2010		Certified
			Jephcott	2010		Certified
			Gusap	2010		Certified
			Paddox	2010		Certified
			Ngaru	2010		Certified
			Madang VOP (smallholders)	2010		Certified
			Morobe VOP (smallholders)	2010		Certified
5	Hagita	2013	Giligili	2013	Milne Bay, P&G	Certified
			Hagita	2013		Certified
			Waigani	2013		Certified
			Sagarai	2013		Certified
			Padipadi	2013		Certified
			Mariawatte	2013		Certified
			East Gurney	2013		Certified
			West Gurney	2013		Certified
			East Sagarai	2013		Certified
			West Sagarai	2013		Certified
6	Mosa Kumbango Kapiura Namumdo Waraston	2008	Bebere	2008	West New Britain	Certified
			Kumbango	2008		Certified
			Togulo	2008		Certified
			Dami	2008		Certified
			Waisisi	2008		Certified
			Kautu	2008		Certified
			Karaususu	2008		Certified
			Moroa	2008		Certified
			Bilomi	2008		Certified
			Loata	2008		Certified
			Haella	2008		Certified
			Garu	2008		Certified
			Daliavu	2008		Certified
			Sapuri	2008		Certified

		Malilimi	2008		Certified
		Rigula	2008		Certified
		Nomundo	2008		Certified
		Navarai / Karato ME	2008		Certified
		Volupai . Lotomgam / Natupi / Goruru	2008		Certified
		Lolokoru	2008		Certified
		Silovoti	2008		Certified
		LSS Hoskin (1,877 Smallholders)	2008		Certified
		VOP East (1,815 Smallholders)	2008		Certified
		VOP Central (1,958 Smallholders)	2008		Certified
		VOP West (1,277 Smallholders) Kaulong / Akamie / Pusiki / Repamira / Sakapei / KDC ME (21 large smallholders)	2008		Certified
		LSS Kapiura (847 Smallholders)	2008		Certified
		VOP Kapiura (551 Smallholders)	2008		Certified
	<p>TBP on January 2022.</p> <p>Sime Darby has achieved 34 management units in Malaysia, 25 management units in Indonesia, 10 management units in P&amp;G that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in P&amp;G. There is change of time bound plan, with detail:</p> <ol style="list-style-type: none"> <li>1. Uncertified area in PT Sedjahtera Indo Agro: postpone become 2023 due to HGU process</li> <li>2. Uncertified area in PT Bina Sains Cemerlang: postpone become 2023 due to HGU process</li> <li>3. Uncertified area in PT Bahari Gembira Ria: postpone become 2023 due to HGU process</li> <li>4. Uncertified area in PT Budidaya Agro Lestari: postpone become 2023 due to HGU process</li> <li>5. For Liberia operations: As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI).</li> </ol> <p><a href="https://www.simedarbyplantation.com/media/pressreleases/sime-darby-plantation-completesdivestment-of-its-liberia-operation">https://www.simedarbyplantation.com/media/pressreleases/sime-darby-plantation-completesdivestment-of-its-liberia-operation</a></p>				
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	The part area of associated smallholder (KKPA Sungai Cengal under PT LMI) which supplied to Rantau POM has been certified under PT LMI-Rantau POM (Certificate No. SGS-RSPO/PC22-00042 dated 8 July 2022).				

<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-1.4 Remote</b>	<ol style="list-style-type: none"> <li><b>1. Arif Faisal Simatupang (Lead Auditor)</b> Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has successfully completed an RSPO endorsed P&amp;C Lead Auditor Training, RSPO SCCS endorsed Lead Auditor Training, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor Training, Management System Certification ISO 9001-2008 Lead Auditor Training, Environmental Management System ISO 14001 Lead Auditor Training, ISO 17021 and ISO 17065 Awareness Training, Management of High Conservation Value (HCV) Training, Social Accountability SA 8000 Training. He has four years of working experience as a Field Assistant on oil palm plantation company in Indonesia. Since 2014, he works as an auditor of RSPO and ISPO in the aspects of legal, social, best management practices of mill and estate, OHS, employment, and environmental. In this audit, he was assessing the aspects of best management practices of agronomy and processing. During this assessment, he verified the aspects of plantation legality and supply chain.</li> <li><b>2. Radytio Puspanjana (Auditor).</b> Indonesian Citizen. Bachelor of agriculture, majoring in Soil Science. Agriculture Faculty. He was working as honorarium Officer at the Riau Province Plantation Agency in the division of huge estate for 1 year. The participated trainings are Survey and Mapping (GIS) Training which was held by National GMT, ISPO auditor training, ISO 9001/2008 auditor training, ISO 14001/2004 auditor training, IHT Geospatial Information System, IHT High Conservation Value, IHT Environmental Impact Assessment, IHT Green House Gas and RSPO Lead Auditor Course by Checkmark Training. Since 2015 has been following many audit as auditor base on Best Management Practice and Environment. During this assessment, he verified the aspects of Environmental and Social.</li> <li><b>3. 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, 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 verify related worker welfare and OHS.</li> <li><b>4. Sentot Adi Subandono (Trainee Auditor).</b> Indonesia citizen, Bachelor of Agriculture, Department of Agricultural Cultivation. He has five years of experience working since 2005 as Plantation Operational Staff and nine years as Internal Auditor in private oil palm plantations in Indonesia. The training that has been attended includes the Basic Management Development Program of Palm Oil Plantation, Use of Limited Pesticides, Best Practices in Internal Auditing, Fraud Auditing: Prevention, Detection, and Investigation, Operational Risk Approach in Internal Auditing, General Occupational Health and Safety Expert, ISPO, ISO 9001: 2015. During this assessment, he verified the aspects of BMP under the supervision of the Lead auditor.</li> </ol>
<b>ASA-1.4 and RC Onsite</b>	<ol style="list-style-type: none"> <li><b>1. 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, SA 8000, Lead Auditor ISO 9001:2008, ISO 14001:2004, RSPO SCCS Training, 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 Legal, TBP, Social, SCCS and Transparency.</li> <li><b>2. Bayu Yogatama (Auditor).</b> Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. Has attended the ISO 9001: 2015 Quality Auditor / Lead Auditor Course Quality Management System (QMS) course and ISO 19011: 2011 Guidelines for Auditing Management System, ISPO Lead Training, RSPO Lead Training, Green Industry Lead Training, SA 8000, IHT RSPO NPP, IHT RSPO RaCP, RSPO SCCS Training, IHT ISO 17021, and IHT ISO 17065. Having experience working in plywood field as Inspector in foreign private company. Currently working for an independent certification body. During this assessment, he verified the Environmental, GHG, Waste management aspects and SCCS</li> <li><b>3. Septian Maulana (Auditor).</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;</li> </ol>

	<p>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; ISO 14001:2015; 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 Aspect, Long-term Management Plan and worker welfare.</p> <p><b>4. Sabiah Dhiningtyas Utami (Trainee Auditor).</b> Indonesian Citizen. Bachelor of Agriculture, Department of Agrotechnology, Padjadjaran University. Has attended training on <i>Awareness</i> ISO 9001:2015, <i>Awareness</i> ISO 19011:2018, <i>Awareness</i> ISO 14001:2015, <i>Awareness</i> ISO 45001:2018, <i>Awareness</i> ISO 17021:2015, <i>Awareness</i> ISO 17065:2012 dan <i>Awareness</i> RSPO. She has participated in several simulations of audit activities related to the certification system for sustainable palm oil plantations with labor and social aspects. During this audit, she was assigned to verify labor and transparency under supervision by the 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-1.4 Remote</b>	<p>Number of auditors: 3 auditors and 1 auditor trainee</p> <p>Number of days for remote <b>ASA-1.4</b>: 2 days.</p> <p>Number of working days for remote <b>ASA-1.4</b>: 6 Working days.</p>
<b>ASA-1.4 and RC Onsite</b>	<p>Number of auditors: 3 auditors and 1 auditor trainee</p> <p>Number of days for <b>RC</b> at site: 5 days.</p> <p>Number of working days for <b>RC</b> at site: 15 Working days.</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-1.4 Remote</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Paripurna Swakarsa to the requirements of <b>Principles and Criteria for the Production of Sustainable Palm Oil 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020 and RSPO Certification System for Principles and Criteria, 14 June 2017.</b></p> <p>For this section (Remote Audit ASA-1.4) The assessment was conducted in One method: document review, aiming to observe the sufficiency of types or substances from required documents. Some opportunities for improvement of the results ASA-1.4 Remote Audit by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-1.4 Onsite Audit. Improvement of findings from ASA-1.3 findings were observed by auditors at this ASA-1.4 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of Recertification.</p> <p>The opening meeting was held on Wednesday 23 March 2021 at 08 am through a teleconference (zoom meeting). As for the participants who attended the opening meeting included the Mill Manager, Estate Manager, Supported Team from sustainability department and other relevant staff. While the closing meeting will take place on Thursday 24 March 2021 at 16 pm. attended by the same participants as the opening meeting.</p> <p>The assessment program please find Appendix 2.</p>
<b>ASA-1.4 and RC Onsite</b>	<p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results RC delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-2.1.</p> <p>Improvement of findings from ASA-1.3 and ASA-1.4 (remote audit) findings were observed by auditors at this RC assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of RC.</p>

	<p>The opening meeting was held on August 8<sup>th</sup>, 2022. As for the participants who attended the opening meeting included the General Manager, Estate and Mill Managers, Support Team from Jakarta and other staff. Closing meeting was held on August 13<sup>th</sup>, 2022, attended by the same participants as the opening meeting. The management of PT Paripurna Swakarsa accept all the onsite recertification audit results.</p> <p>The assessment program please find Appendix 2</p>
<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA-1.4 Remote</b>	Will be completed during the onsite audit
<b>ASA-1.4 and RC Onsite</b>	<p>The sampling location consider the issue arose 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><u>Pondok Labu Factory</u></b></p> <ul style="list-style-type: none"> <li>• <b>Grading Station.</b> Observations related to occupational safety and health, the environment and established work procedures.</li> <li>• <b>Loading Ramp Station.</b> Observations related to occupational safety and health, the environment and established work procedures.</li> <li>• <b>Sterilizer Station.</b> Observations and interviews related to occupational safety and health, environment and employment as well as established work procedures.</li> <li>• <b>Kernel Station.</b> Observations and interviews related to occupational safety and health, environment and employment as well as established work procedures.</li> <li>• <b>Press Station.</b> Observations and interviews related to occupational safety and health, environment and employment as well as established work procedures.</li> <li>• <b>Boiler Station.</b> Observations and interviews related to occupational safety and health, environment and employment as well as established work procedures.</li> <li>• <b>Engine Room Station.</b> Observations and interviews related to occupational safety and health, environment and employment as well as established work procedures.</li> <li>• <b>Hydrant Simulation Station.</b> Observations and interviews related to occupational safety and health, environment and employment as well as established work procedures.</li> <li>• <b>Security post.</b> Observation and Interview related to work procedure, emergency response, worker welfare, OHS implementation in mill, and supply chain aspect.</li> <li>• <b>Weighbridge station.</b> Observation and Interview related to supply chain aspect and worker welfare.</li> <li>• <b>CPO dispatch station.</b> Observation related to OHS implementation in mill, and supply chain aspect</li> <li>• <b>Workshop.</b> Observation and interview related to work procedure, OHS implementation and workers welfare aspect.</li> <li>• <b>Grading Station.</b> Observations and interviews related work procedure, safety aspect, worker welfare etc.</li> <li>• <b>Land Application Block K46</b> Observation of POME management in the company area.</li> <li>• <b>WWTP</b> Waste Management Observations, and interviews with workers regarding working hours, overtime, and wages</li> <li>• <b>EBA</b> Observation of POM's solid waste management</li> <li>• <b>Hazardous waste Warehouse</b> Observation of hazardous waste management, recording, storage, and emergency response facilities</li> <li>• <b>WTP</b> Observation of waste management, management of chemical use, use of PPE for workers and availability of flowmeters</li> <li>• <b>Warehouse</b> Observation of OHS facilities, waste management and availability of PPE</li> <li>• <b>Workshop</b> Observation of OHS facilities, waste management and use of PPE by workers</li> </ul> <p><b><u>Pondok Labu Estate</u></b></p>

- **Spraying Division 4 Blok J021.** Observations and interviews related to aspects of BMP, OHS, Manpower and the Environment.
- **Manuring Division 4 Blok J19.** Observations and interviews related to aspects of BMP, OHS, Manpower and the Environment.
- **Housing complex Division 4.** Observations related to aspects of BMP, OHS, Manpower and the Environment.
- **Harvesting Division 4.** Observations and interviews related to aspects of BMP, OHS, Manpower and the Environment.
- **Barn Owl box Divisi 4 Blok J19.** Observations related to the application of biological pest control.
- **Replanting Area Division 4 Blok J21.** Observations related to soil and water conservation in replanting activities.
- **HGU Stakes No. 25 block F44 Division II.** Observation related to stake condition and boundary area
- **HGU Stakes No. 26 block F47 Division IV.** Observation related to stake condition and boundary area
- **HGU Stakes No. 27 block F48 Division III.** Observation related to stake condition and boundary area
- **Landfill block E20.** Observation related to waste handling.
- **Agrochemical storage.** Observation and interview about storage condition, agrochemical stock, OHS implementation and work procedure.
- **Cleaning house for spraying and manuring worker.** Observation about condition of the house, waste management, emergency response facility and employment.
- **PPE storage for spraying and manuring worker.** Observation and interview about condition of the storage and emergency response facility
- **Workshop.** Observation and interview related to work procedure, OHS implementation and workers welfare aspect.
- **Hazardous waste storage.** Observation and interview about storage condition, hazardous waste stock, emergency response facility, waste management and employment.
- **Fertilizer storage.** Observation and interview about storage condition, fertilizer stock, and OHS implementation.

#### **Binturung Estate**

- **Harvesting, Block F011, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Manuring, Block F009, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Spraying, Block F010, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Nursery Area, Block H005, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **EFB Application and Immature Area, Block H28, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Barn Owl Box, Block H28, Division 3.** Field observation regarding Owl activities in IPM.
- **Beneficial Plant.** Field observation about maintenance the beneficial plant (*Turnera subulate* and *Antigonon leptopus*)
- **HGU stake No. 15 block E14/15 Division 4** Observation of legal boundaries, location suitability and marking.
- **HGU stake No. 60 block E14 Division 4** Observation of legal boundaries, location suitability and marking.
- **HGU stake No. 61 block E14 Division 4** Observation of legal boundaries, location suitability and marking.
- **HGU stake No. 14 block E14/15 Division 4** Observation of legal boundaries, location suitability and marking.
- **BOB blocks F13 and G5 Division 3** Observation of BMP natural pest management
- **HCV Area Block G1 Division 4** Observation of HCV Area management and its supporting facilities.
- **HCV Area Block H3 Division 1** Observation of the management of the HCV Area and its supporting facilities.
- **Block G5 Replanting Area Division 3** Observation of the replanting area, ensuring that there is no burning and no clearing of HCV areas
- **HCV Area Block G5 Division 3** Observation of HCV Area management and its supporting facilities.
- **Transit Hazardous waste warehouse** Observation of waste management and supporting facilities.
- **Fuel tank** Observation of chemical management and emergency response facilities.

- **PPE warehouse** Observation of the availability of PPE for workers
- **Chemical Warehouse** Observation of OHS facilities, waste management and availability of PPE
- **Oil Warehouse** Observation of OHS facilities, waste management and availability of PPE
- **Firehouse Warehouse** Observation of the availability of fire emergency response facilities.
- **BSS & BMS** Observations and interviews with workers regarding mechanisms for workers who encounter chemicals.
- **Landfill block D22 Division 2.** Observation of Domestic Waste Management

#### Sesulung Estate

- **Spraying Division 2 Blok O46.** Observations and interviews related to aspects of BMP, OHS, Manpower and the Environment.
- **Harvesting Division 4.** Observations and interviews related to aspects of BMP, OHS, Manpower and the Environment.
- **Loose fruit picker Division 4.** Observations and interviews related to aspects of BMP, OHS, Manpower and the Environment.
- **Replanting Area Divisi 3.** Observations related to soil and water conservation in replanting activities.
- **Landfill Divisi 3.** Observations related to domestic waste management.
- **Housing Complex Divisi 4.** Observations related to labor aspects and domestic waste management.
- **HGU Stakes No. 26 block N/O Division I.** Observation related to stake condition and boundary area
- **Occupation area.** Observation related to the area condition.
- **Agrochemical storage.** Observation and interview about storage condition, agrochemical stock, OHS implementation and work procedure.
- **Cleaning house for spraying and manuring worker.** Observation about condition of the house, waste management, emergency response facility and employment.
- **PPE storage for spraying and manuring worker.** Observation and interview about condition of the storage and emergency response facility
- **Workshop.** Observation and interview related to work procedure, OHS implementation and workers welfare aspect.
- **Hazardous waste storage.** Observation and interview about storage condition, hazardous waste stock, emergency response facility, waste management and employment.
- **Fertilizer storage.** Observation and interview about storage condition, fertilizer stock, and OHS implementation
- **First Aid Post.** Observation and interview related to first aid.

#### Rampa Estate

- **Harvesting, Block K011, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Harvesting, L004 and L005, Division 1.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Pick Up Loose Fruit, Block J004, Division 1.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Manuring, Block J014, Division 3.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect
- **Pruning, J006, Division 1.** Field observation and interview related to technical work according to procedures, OHS, employment, and social aspect.
- **Barn Owl Box, Block K011, Division 3.** Field observation regarding Owl activities in IPM.
- **Fire Tower, Block L014, Division 3.** Field observation about fire emergency response condition.
- **Beneficial Plant.** Field observation about maintenance the beneficial plant (*Turnera subulate* and *Antigonon leptopus*).
- **HCV Swamp Area Block N27 block M08/09** Observation of HCV Area management and its supporting facilities.
- **HGU stakes No. 48, 49, 50 Blok M08** Observation of legal boundaries, location suitability and marking.
- **Fertilizer Warehouse** Observation of OHS facilities, waste management and availability of PPE

	<ul style="list-style-type: none"> <li>• <b>Chemical Warehouse</b> Observation of OHS facilities, waste management and availability of PPE</li> <li>• <b>PPE warehouse</b> Observation of OHS facilities, waste management and PPE availability</li> <li>• <b>Oil Warehouse</b> Observation of OHS facilities, waste management and availability of PPE</li> <li>• <b>Firehouse Warehouse</b> Observation of the availability of fire emergency response facilities.</li> <li>• <b>Daycare</b> Observations and interviews with workers regarding the facilities in daycare.</li> <li>• <b>Clinic</b> Observation and interviews with officers regarding work accidents, medical facilities and waste management</li> <li>• <b>Elementary &amp; Kindergarten School</b> Observation of educational facilities.</li> <li>• <b>Workshop</b> Observation of OHS facilities, waste management and use of PPE by workers</li> <li>• <b>WTP</b> Observation of waste management, management of chemical use, use of PPE for workers and availability of flowmeters</li> <li>• <b>Genset Station</b> Observation of waste management, availability of PPE and emergency response facilities.</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>
<b>ASA-1.4 Remote</b>	Will be completed during the onsite audit
<b>ASA-1.4 and RC Onsite</b>	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Paripurna Swakarsa was held by:</p> <ul style="list-style-type: none"> <li>• Public Notification on RSPO website on July 13<sup>th</sup>, 2022.</li> <li>• Public Notification on Mutuagung Lestari Website on July 13<sup>th</sup>, 2022.</li> <li>• Public consultation meeting with government institution on August, 9 2022</li> <li>• Public consultation meeting with communities including previous land owner on August, 9 2022</li> <li>• Public consultation meeting with internal stakeholders and contractor on August, 9 2022</li> <li>• Public consultation with NGOs (by email) such as WALHI, WWF, and Sawit Watch on August, 1 2022</li> </ul> <p>Numbers of input from stakeholders were clarified by PT Paripurna Swakarsa</p>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
<b>ASA-1.4 Remote</b>	Will be completed during the onsite audit
<b>ASA-1.4 and RC Onsite</b>	Please find appendix 1
<b>2.4</b>	<b>Determining Next Assessment</b>
<b>RC</b>	The next visit ( <b>ASA-1.1</b> ) 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 Pondok Labu POM – PT Paripurna Swakarsa operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were No Nonconformities and six (6) opportunity for improvement were identified.

further explanation of the non-conformity raised, and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action that had been reviewed and accepted by Auditors in form of documentation evidence) e.g. (*document record/photographic/etc.*).

MUTUAGUNG LESTARI found that Pondok Labu Factory – PT Paripurna Swakarsa complied with the requirements of **Principles and Criteria for the Production of Sustainable Palm Oil 2018, the Indonesian National Interpretation, Endorsed by RSPO Board of Governors on 20<sup>th</sup> April 2020 and RSPO Certification System for Principles & Criteria and RSPO Independent Standard, Endorsed by RSPO Board of Governors on 12 November 2020.**

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **Issued**

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>	The company has a SOP for Request for information (012/PSA-INF/C10 effective from February 20, 2016) explaining the grouping of lists of documents that can be accessed by the public, including: Land area, evidence of payment for social insurance, evidence of payment for employee medical treatment, employee public facilities, data Pests and Diseases Attacks, CSR data that have been carried out, Types of fertilizers used, Types of Agrochemicals used, Employee Data, OHS data, Social impact assessment, HCV document, complaint data, negotiation procedure, continuous improvement plan, certification assessment report, human rights policy, etc..
<b>1.1.2</b>	The unit of certification can show evidence that information has been received in an appropriate form and language related to stakeholder involvement, unit of certification rights and obligations that are conveyed to all relevant stakeholders, including: <ul style="list-style-type: none"> <li>The land use report for the 2021 period is submitted to the National Land Agency of Kotabaru Regency with letter No. 004/PSA/PSD KSP/II/2022 on January, 2022</li> <li>The Plantation Business Development Report for the first semester of 2022 was submitted to the Kotabaru District Agriculture Office on 27 July 2022.</li> <li>etc</li> </ul>
<b>1.1.3</b>	There is a procedure for information and transparency (SOP No.012/PSA-INF/10 dated 20 February 2016) which explain the mechanism of communication and handling of complaint. Any requests for information from stakeholders are recorded on the logbooks of information request stored at Estate Office. The information request has been responded in accordance mechanisms established by the Company. It's declared either when interviews with government agencies, local communities, and local contractors. The officer who responsible for handling request information is Human Resources Administrative Assistant. Records of requests and responses of stakeholder information is stored at Estate Office. Based on the SOP, the response time to requests for information is 1 week.
The company shows a logbook of incoming mail. From the results of the verification of the incoming letter documents, it is known	

that the incoming letter is related to a request for assistance and has been responded to by the company. For example :

- Letter No. 002/PPHR/VI/2022 dated June 30, 2022 regarding the request for repair of the futsal goalposts dated June 30, 2022. The letter has been responded by the Minutes of the handover of work for repair of the futsal goalposts No. 006/PLE-CSR/VII/2022 dated July 5, 2022.

Based on interviews with government agencies, local communities, local contractors, and internal stakeholder known that the company has responded to every information request as long as each request is submitted in accordance with the procedure and the requested type of information is publicly available information.

#### 1.1.4

The company shows communication procedures with number 05 / PSA / Kom-SOP / 14 revision number 00 dated January 1, 2014. The scope includes internal or external communications relating to *K3LL* (Safety, Occupational Health and Environmental Protection) and RSPO. The PICs who are in charge of communicating and consulting based on job descriptions are managers and Section Heads. In addition, the company also has PSD staff, one of whose duties is to establish communication with the surrounding community and related agencies.

Based on the results of interviews with local contractors, village around, and government agencies, it is known that the stakeholders already know the mechanism for requesting and providing information as well as communicating and submitting complaints to the company, namely verbally through direct meetings or telephone and can also be through letters.

#### 1.1.5

The unit of certification has provided an updated list of stakeholders in 2022 for PT PSA which consists of legal entities, worker organization, supplier, contractor, villages, and others (including NGO). The document contains a list of names, types of relevant stakeholders, stakeholder address and stakeholder contacts.

Based on the stakeholder list document, it is known that these contacts can be contacted through interviews with representatives of internal and external stakeholders, for example, interviews with the Land Agency of Kotabaru Regency. The results of the interview can be seen in section 3.5 Summary of Arising Issues from Public and Auditor Verification.

<b>Status: Comply</b>
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### 1.2

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

#### 1.2.1

The unit of certification is committed to integrity and ethical behavior in all operational activities. This commitment is stated in the Code of Business Ethics which refers to the August 2020 edition of Sime Darby Plantation's Code of Business Conduct Handbook. The policy states that the management unit develops business ethics by taking into account the expectations of the certification unit and stakeholders on how to enforce ethics including monitoring, reporting, and sanctions for violations of the code of ethics. In addition, the policy also explains the work ethic that regulates individual basic attitudes and individual behavior inside and outside the certification unit, including respecting human rights, non-discrimination, absence of harassment/violence/criminalism, prohibiting the use or trading of drugs/illegal substances, pay attention to the environment, occupational safety and health, and protect the privacy/confidentiality of personal data. The code of business ethics policy also explains the prevention of bribery and corruption. It states that the Sime Darby Plantation group will not tolerate bribery and corruption practices, and is committed to being professional, fair and full of integrity in all business dealings and relationships wherever the Group operates and implementing and enforcing effective systems to fight bribery and corruption. The Sime Darby Plantation Group has also adopted a No-Gift Policy and prohibits any form or use of corporate hospitality to influence business decisions.

Based on the review of work agreement documents with employees and/or third parties (for example: contractors), it is known that the points related to the code of ethics policy have been stated in the work agreement. The results of interviews with workers and representatives of contractors also revealed that they already understand the code of ethics policies that apply in the certification unit for all operations and business transactions.

#### 1.2.2

The unit of certification has a mechanism to monitor compliance and the implementation of ethical business policies and practices

through compliance checks and evaluations. For example, the certification unit conducts periodic internal audits to ensure operational units comply with policies and SOPs. The scope of the internal audit is the compliance of each unit in the plantation and mill to all aspects contained in the RSPO P&C such as aspects of employment, environment, BMP and other aspects. The latest internal audit was carried out on June 8<sup>th</sup> – 11<sup>th</sup>, 2022, it was found that there were 2 non-conformities in principle 7 and it was fulfilled on June 30<sup>th</sup>, 2022.

The unit of certification ensures that its contractors and suppliers know and understand the Code of Business Ethics applicable to the unit of certification. Based on the results of interviews with contractors, it is known that the policy has been socialized at the signing of the contract. Then, the informant also stated that the certification unit has evaluated compliance once a year with applicable labor laws such as providing PPE for contractor workers, absence of child labor, protection of contractor workers through the *BPJS* program, prohibiting acts of corruption/bribery, etc.

In addition, based on interviews with workers in factories and plantations, information was obtained that they are aware of the Code of Business Ethics to respect human rights and commitment to ethical behavior in all work operations. This is in line with the socialization that was carried out to workers in division 2 of the PLE unit on December 11<sup>th</sup>, 2021 and was attended by 64 workers.

**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 certification unit is under the unit of certification PT Paripurna Swarkarsa in compliance with the terms the unit of certification has complied with all relevant laws and regulations, namely by having the following documents:

#### **Compliance with employment aspect:**

- Employment report (*WLTK*) for Pondok Labu POM unit with reporting number 10350.20211007.0001, reporting date on October 7<sup>th</sup>, 2021 and the obligation to report back on October 7<sup>th</sup>, 2022.
- Employment report (*WLTK*) for Pondok Labu Estate unit with reporting number 10350.20211024.0003, reporting date on October 24<sup>th</sup>, 2021 and the obligation to report back on October 24<sup>th</sup>, 2022.
- Employment report (*WLTK*) for Binturung Estate unit with reporting number 72169.20212022.0001, reporting date on October 22<sup>nd</sup>, 2021 and the obligation to report back on October 22<sup>nd</sup>, 2022.
- Employment report (*WLTK*) for Sesulung Estate unit with reporting number 10350.20220809.0006, reporting date on August 9<sup>th</sup>, 2022 and the obligation to report back on August 9<sup>th</sup>, 2023.
- Employment report (*WLTK*) for Rampa Estate unit with reporting number 10350.20220808.0001, reporting date on August 8<sup>th</sup>, 2022 and the obligation to report back on August 8<sup>th</sup>, 2023.
- The company has complied with the implementation of minimum wages for all employees in accordance with applicable regional regulations (South Kalimantan Governor's Decree on District/City Minimum Wages in Kotabaru Regency, South Kalimantan Province year of 2022).
- All employees have been registered in *BPJS* Employment and *BPJS* Health social security.

#### **Compliance with Legal aspect:**

##### **Land Use Title**

There is no change in the total area managed by the company since the previous assessment, which amount **15,876.20 ha**. All area has had land titles of HGU. The HGU area consist of several certificates, that are:

- HGU Certificate No. 14 of 1997 amount of 14,892.00 ha and valid until 22 November 2032.
- HGU Certificate No. 204 of 2019 amount of 14.63 ha and valid until 27 March 2054
- HGU Certificate No. 205 of 2019 amount of 50.29 ha and valid until 27 March 2054
- HGU Certificate No. 206 of 2019 amount of 64.00 ha and valid until 27 March 2054
- HGU Certificate No. 207 of 2019 amount of 69.75 ha and valid until 27 March 2054
- Decree of the Minister of Agrarian & Spatial Planning/Head of the National Land Agency No. 57/HGU/KEM-ATR/BPN/IX/2021 dated 7 September 2021 for an area of 785.53 Ha and valid for up to 30 years.

The HGU certificate for an area of 785.53 Ha, until the recertification audit has not been issued by the authorized agency.

**Compliance with Best Management Practice and OHS aspect:**

- The Company has implemented integrated pest management, biological control and only uses pesticides that are listed on the pesticide government website.
- Workers has had PPE in accordance with working type
- Specific operator has had license
- Medical surveillance has been conducted routinely

**Compliance with Environmental aspect:**

- The company already has an AMDAL/EIA document that has been approved by the relevant agency
- The company already has a permit for temporary storage of Hazardous waste.
- Land Permit for POME Application has expired in December 2021 (the company is in the process of extension management, the stage that has been obtained is that the SLO technical approval has not yet been issued)

The company has a permit for the utilization of wastewater to the ground on the Palm Oil plantation activities of PT PSA located in Pamukan Selatan District, Kotabaru Regency in accordance with the Regent's Decree No. 503/05/IPAL-BPPTPM/2016 valid for 5 years from December 21, 2016 in which the permit is has expired on December 21, 2021. Based on this, the management unit has carried out the process of managing Land Application Permits in accordance with the latest regulations, several things have been done including:

- Letter from the President Director of PT. Plenary Swakarsa Number: 326/PSA/UM/PSD/XII/2021 dated December 13, 2021 regarding the application for a technical approval letter and the issuance of an operational feasibility letter (SLO) for the utilization of palm oil liquid waste.
- Technical Approval for Fulfillment of Quality Standards for Utilization of Wastewater to Land for Plantation and Palm Oil Mill activities. 660.3.4/317/DLH-PPKL.PLA/IV/2022 dated April 18, 2022 from the Kotabaru Regency Environmental Service.

Until the audit activity is carried out, the SLO has not yet been issued. The results of an interview with the Kotabaru District Environmental Office, so far only technical approval has been issued, while the SLO has not yet been issued. This is constrained by the new environmental regulations, where the SLO will later be integrated into the Environmental Agreement. While PT PSA Environmental Documents are Joint Environmental Documents for 4 PTs (LMI, LMR, SAA, PSA) on behalf of PT. INDOAGRI INTIPLANTATION which was published in 1994.

Based on the data above, companies are encouraged to continue to communicate with relevant agencies and ensure that the SLO for the application of liquid waste to land can be issued. **OFI**

**2.1.2**

The certificate holder has a documented system to ensure legal compliance listed in the Legal Requirements Procedure, dated on May 1, 2017. The procedures include explaining that regulations can be obtained and updated by contacting government and non-government agencies to ensure that the latest regulations apply, including international, national and local and actively visit related websites. For third parties (contractors), to ensure legal compliance is stipulated in the Contractor's Work Regulations Procedure, February 28, 2019, which among others explains that all contractor employees must follow all OHS regulations applicable in the company, must pay workers' wages in accordance with applicable provisions, is required to register all workers with the social security program (BPJS Employment). In addition, the management unit also monitors the number of contractors, the list of names of contractor workers, the validity period of the employment agreement, legal entity status, social security and wages of contractor workers, and special licenses for work that require these requirements.

The certificate holder also has conducted internal audit to ensure legal compliance. The last RSPO internal audit was carried out on 8 - 11 June 2022 with the result that there were 2 non-conformities. All non-conformities have been closed with resolutions through quick fixes, identification of root causes and corrective actions.

**2.1.3**

The company has a procedure related to maintenance of boundary stakes No. LGL revision 00 which was ratified on May 12,

2011. In the procedure, it is explained that periodic inspection of boundary stakes is carried out a maximum of once a year by designated officer.

The company has shown records of maintenance of boundary stakes, for example:

- Records of monitoring of boundary stakes for Binturung Estate on January 4, 2022 with a total of 23 BPN stakes and 88 auxiliary stakes. Of the total 23 BPN stakes, there is 1 missing stake and it is planned to replace the stake in the second semester of 2022.
- Records of monitoring of boundary stakes for Pondok Labu Estate for the period of July 2022 with a total of 31 BPN stakes and 149 auxiliary stakes. Of the total 31 BPN stakes, all are known to be in good condition.
- etc

The results of field observations to the area of HGU boundary stakes, it is known that all stakes were found in a well-maintained condition. In addition, there is no indication of planting 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 certification unit has a list of contractors that informs the contractor's name, NPWP, address, telephone number, job description and others. The list of contractors is in line with the information in the list of stakeholders and all third party has been listed such as hazardous waste contractor, machineries maintenance in mil etc. The list of contractors at PT PSA for the 2022 period, which has been recapitulated by each plantation and mill unit, is as follows:

- There are 5 contractors in the PLF unit consisting of PT Jaya Mulia Bintang Borneo, CV Sesulung Putra, CV Putra Fajar Binturung, BUMDES Pondok Labu Jaya and BUMDES Pada Elo.
- There are 6 contractors in the PLE unit consisting of PT Jaya Mulia Bintang Borneo and CV Multi Makmur Mandiri, CV Borneo Agro Lestari, CV Pondok Labu Mandiri, BUMDES Pondok Labu Jaya and CV Magfhirah.
- There are 2 contractors in the SSE unit consisting of PT Jaya Mulia Bintang Borneo and CV Multi Makmur Mandiri.
- There are 2 contractors in the RPE unit consisting of PT Jaya Mulia Bintang Borneo and CV Multi Makmur Mandiri.
- There are 6 contractors in the BNE unit consisting of PT Jaya Mulia Bintang Borneo, PT Amartomoro Manunggal Jaya, CV Multi Makmur Mandiri, CV Borneo Agro Lestari, CV Berkah Jaya Abadi and CV Eka Muara Rampa.

### 2.2.2

In monitoring the use of contractors for plantation and mill activities, the unit of certification has properly documented the list of contractors, the number of workers they have, contact persons, work agreements, and ensured other matters related to compliance with laws and regulations in Indonesia. The following are some examples of evidence of compliance by third parties with applicable regulations:

- Proof of payment of *BPJS* Employment for 14 contractor workers of CV Pondok Labu Mandiri for the period August 2022 on August 6<sup>th</sup>, 2022, via bank transfer.
- Payment of basic wages to contractor workers CV Berkah Jaya Abadi with the initials IRH in July 2022, which is in accordance with the applicable UMK, which is IDR 3,048,796.

Evaluation of legal compliance to contractors has also been carried out by the certification unit, for example in the evaluation report document for CV Borneo Agro Lestari contractors who obtained good assessment results in quality of work such as paying their workers to the *BPJS* program, providing PPE for worker safety, and being competent in operate heavy equipment.

### 2.2.3

Unit of certification shows a contract document of a work agreement with the contractor, for example:

- Work agreement number 043/BNE/SPK-LKL/VII/2022-*Perawatan* Nursery between CV Berkah Jaya Abadi and PT PSA unit BNE to carry out maintenance work in the nursery section from July 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022.
- Work agreement number 023/RPE/SPK-LKL/VI/2022-Lokal between CV Multi Makmur Mandiri and PT PSA RPE unit for rental of heavy equipment starting from July 1<sup>st</sup>, 2022 until December 31<sup>st</sup>, 2022.

There are clauses regarding the fulfillment of applicable legal requirements in the contractor agreement as shown in the work

agreement contract document, including:

- Labor social security for the workers employed for the execution of the work, becomes the full burden and responsibility of the second party.
- The second party guarantees that both the second party and the manpower provided by the second party have all permits, certificates, classifications and qualifications in accordance with the applicable laws and regulations.
- The second party (contractor) guarantees that the workforce involved in this work will be equipped with sufficient PPE and meet company standards.
- The second party guarantees not to employ minors.

Based on interviews with contractors, it is known that contractors can explain some of the prohibitions in accordance with the labor law, for example, will not accept workers under the age of 18 years, do not perform forced labor, do not accept workers from human trafficking, etc.

**Status: Comply**

### 2.3

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

#### 2.3.1

The results of supply chain document verification and interviews at the FFB reception location (security and weighbridge operator) revealed that FFB entering PLF came from own plantations (Binturung Estate, Pondok Labu Estate, Sesulung estate and Rampa Estate) and plasma plantations (KKPA Sungai Cengal). The KKPA has obtained RSPO certification which is included in the scope of PT LMI – Rantau POM (Certificate No. SGS-RSPO/PC22-00042 dated 8 July 2022).

The company shows the location of plasma coordinate points (KKPA Sungai Cengal), including:

Source	Location	Coordinate	
		Latitude	Longitude
KKPA Sungai Cengal	Sesulung	-2537818	116.478898
	Pondok Labu	-241864	116.5098
	Binturung	-2511802	116.2428326

#### 2.3.2

The results of supply chain document verification and interviews at the FFB reception location (security and weighbridge operator) known that there is no FFB originating from outside which is obtained indirectly. FFB entering PLF came from own plantations (Binturung Estate, Pondok Labu Estate, Sesulung estate and Rampa Estate) and plasma plantations (KKPA Sungai Cengal).

**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 shows a year plan that informs Production Projections (FFB, CPO and PK), price estimates, and financial indicators. For example, the period 2022 – 2026 is as follows:

Item	2022	2023	2024	2025	2026
FFB Production (Ton)	210,506	200,305	177,604	157,987	147,296
OER (%)	21.00	21.00	21.50	21.50	21.50
KER (%)	4.50	4.50	4.50	4.50	4.85
Production CPO (Ton)	47,142	45,152	41,507	38,329	37,809
Production PK (Ton)	10,102	9,675	41,507	38,329	37,809
Replanting Program (Ha)		1,634	2,228	1,951	2,286

#### 3.1.2

One of the replanting programs has been included in the long-term plan document for the period 2022 – 2026 as follows:

Item	2022	2023	2024	2025	2026
Replanting Program (Ha)		1,634	2,228	1,951	2,286

The company shows a replanting review, for example as contained in the Minutes of Land Clearing for replanting activities, for example contained in the fourth (last) Payment Request document for replanting activities in Division 3 Sesulung Estate dated 15 November 2021 according to Work Agreement No. Award Letter No.13/MMTC-AWD/XI/2020/Plant. Based on the document, it is known that replanting activities are not carried out by burning, while the types of work in replanting activities include: felling, grazing, making harvest roads, digging and closing holes, building roads, making terraces, etc.

### 3.1.3

Management reviews have been carried out by the company on a regular basis, including:

- Performance Monitoring Unit Visit Summary of Sesulung Estate in June 2021 which includes evaluating related to replanting, manuring, building facility management, mature upkeep and field categorization & verification action plan.
- Performance Management Report Assessment Rampa Estate in May 2022 which evaluates related to replanting, manuring, building facility management, mature upkeep and field categorization & verification action plan.
- Performance Management Report Assessment Pondok Labu Factory in May 2022 which evaluates related to replanting, manuring, building facility management.
- Performance Management Report Assessment Binturung Estate in May 2022 which evaluates related to replanting, manuring, building facility management, mature upkeep and field categorization & verification action plan.
- Management Review Paripurna Swakarsa dated January 15, 2022 with review points including: Production estate performance, process and product performance, fertilization program, road maintenance, budding, follow-up from previous management reviews, system influences and changes, internal audit, customer/stakeholder complaints and recommendations for improvement.

**Status: Comply**

### 3.2

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

#### 3.2.1

The company has taken actions for continuous improvement in environmental aspects, for example:

- 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.

#### 3.2.2

The company has shown the auditor regarding the RSPO metric template Version 2.1 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. Based on team auditor's review, the information has been match with others document, such as supply chain record, demographic workers, work accident, etc.

**Status: Comply**

### 3.3

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

#### 3.3.1

The company has a documented procedure for the mill and estate. The estate procedure starts from the procedure of plant material, then the technique of nursery, fertilization, weed control, integrated pest management to harvesting and transporting it contained in the document of Standard Operating Procedure (SOP) of Agronomy Reference of Oil Palm Plantation, document number 110 / EST- ARM / 13, signed by Head Plantation Upstream Indonesia Minamas. The document has been distributed on September 16, 2013 to all leaders of the estate and mill units. The company also has a procedure for the process of receiving fresh fruit bunches to dispatch the CPO and kernels listed in the technical guidelines of the palm oil mills Part I and II, Minamas Plantation dated April 30, 2007. The operational procedures in general have been socialized to all employees in accordance with their respective fields of work.

Based on the results of interviews with workers, for example, grading workers, it is known that workers already know and can explain the stages and work procedures in their work area.

**3.3.2**

As a mechanism to check the implementation of procedures consistently, the company conducts internal audit activities. In addition, to examine the implementation of procedures for work carried out by contractors/third parties, the company evaluates contractors and conducts inspections when submitting minutes of work completion at each stage of payment.

**3.3.3**

The company can show follow-up records including:

- Performance Monitoring Unit Visit Summary of Sesulung Estate in June 2021 which includes evaluating related to replanting, manuring, building facility management, mature upkeep and field categorization & verification action plan.
- Performance Management Report Assessment Rampa Estate in May 2022 which evaluates related to replanting, manuring, building facility management, mature upkeep and field categorization & verification action plan.
- Performance Management Report Assessment Pondok Labu Factory in May 2022 which evaluates related to replanting, manuring, building facility management.
- Performance Management Report Assessment Binturung Estate in May 2022 which evaluates related to replanting, manuring, building facility management, mature upkeep and field categorization & verification action plan.

**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 & 3.4.2**

There are no new plantings or new operational activities including the New POM. The scope of certification in the RC assessment is still the same as the ASA-4. The Company had environmental documents that has been include all area and activities, as follows:

- Environmental Impact Assessment document (EIA) of Oil Palm Plantations and Plantations on behalf of PT. INDOAGRI INTIPLANTATION (PT Laguna Mandiri, PT Langgeng Muara Makmur, PT Paripurna Swakarsa and PT Swadaya Andika) Year 1994. The scope of acreage for PT. Paripurna Swakarsa plenary of 22,800 Ha (Survey Result of Land Inspection B No. 04 / RIS-HGU / 1991 dated August 21, 1991) with the capacity of oil palm processing factory installed 60 tons of FFB / hr.
- Environment Management Plan, Environment Monitoring Plan Oil Palm Plantation and Palm Oil Factory PT. Paripurna Swakarsa Pamukan Utara and Pamukan Selatan, District of Kotabaru, Kalimantan Selatan 1994.

The EIA has been include all area and activities as much as 22,800 ha. The types of parameters that are managed and monitored are as follows. Air Quality, Soil Physical and Chemical Properties, Erosion and Sedimentation, Hydrology/Flood, Factory Waste (POME), Vegetation and Wildlife are protected, public unrest, Employment Opportunity, Community and Employee Income, Farming Business Pattern.

The company has conducted Social Impact Assessments (SIA) on Nov 2009. It assessment gathering all social information from internal stakeholder (workers), external stakeholder (local communities, customary leader, smallholder, village authority) on December 6, 2009. This document has covered all positive and negative social effects that caused and maybe caused by the plantations and mill. Records of participation from local communities and stakeholders during SIA are available. The company has also conducted a social impact assessment due to replanting activities conducted in 2015. This document has covered all positive and negative social effects that caused and maybe caused by the replanting activities.

The SIA management plan for the 2022 period is as follows. Health services, Education, Community Assistance, Community Empowerment Around the Estate, Village Infrastructure Development, Teacher's Help, Plasma Management and Development of Non-Governmental Plasma Farms, Social Effects about Replanting, Improvement of Employee Housing Facilities.

The company didn't open/ development land on 2015, so the HCS is not applicable. The company identified Protected Areas within the plantation area in 2009 in collaboration with the Indonesian Sustainable Palm Oil Foundation (YASBI). Based on the identification, in the working area of PT. The PSA identified a protected area of 1,585.97 ha (10% of 14,892 ha) for HCV 734.63 ha (4.93% of the total work area) consisting of river border areas, swamps and forested areas, springs and beach border. In 2015, the company reorganized the HCV due to the ambiguity between HCV and potential HCV in the HCV identification document. Based on the 2015 determination, the current total actual HCV area (RC) is 396.51 Ha.

Based on interview with Head of Binturung Village, Head of Pondok Labu Village, Pondok Labu Village Traditional Institution, Community Leader of Pondok Labu Village, Village Secretary of Pondok Labu Village and Plasma Member there is no negative social impact affect to villagers and social impact has been identified by company by interview and questionnaire.

### 3.4.3

The management unit shows the realization of Environmental and Social management and monitoring. The realization of environmental management and monitoring can be seen in the RKL-RPL report for the second semester of 2021 and the first semester of 2022. Meanwhile, the SIA implementation report can be seen in the 2021 SIA report.

Based on the results of the document review, it is known that environmental management and monitoring have been carried out in accordance with the RKL-RPL matrix, besides that the report has included an evaluation of both Trend Evaluation, Compliance Evaluation, and Critical Level Evaluation.

The management unit can show the realization of HCV management and monitoring for the period 2021 and 2022 which is contained in the 2021 HCV management implementation report and the 2022 HCV monitoring document. Some of the activities that have been carried out include:

- Monitoring HCV areas
- Carry out wildlife patrols.
- Monitoring HCV facilities such as boundary marking, signboard
- Ensure that HCV areas do not participate in replanting
- Conduct outreach to workers and the community.

Based on the results of field visits to the HCV area in Block G5 Division 3, it is known that the HCV area is in a well-maintained condition, there is no indication of damage and has not participated in replanting (silenced). The results of interviews with workers revealed that workers have understood the restrictions set by management regarding the management of HCV areas.

The plan describes monitoring indicators, monitoring methods, PIC and frequency. Compiled based on the results of reviews of management plan on January 2022, which was conducted in a participatory manner. In the SIA Management and Monitoring Plan, there are 12 social impacts to be monitored during 2022 including the impacts to smallholder's scheme and replanting aspect. The last SIA management plan was reviewed in December 2021 by involving relevant stakeholders consisting of the surrounding community and worker representatives. The Evaluation for environmental monitoring / management plans have been developed on June 2022 (semester 1 year 2022).

<b>Status: Comply</b>
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## 3.5

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

#### 3.5.1.

The unit of certification has procedures for recruitment, promotion, retirement and termination of employees which are contained in:

- SOP for employee recruitment procedures number 02/KSP-KRY/II/2021 dated January 1<sup>st</sup>, 2021, which was legalized by the Area Controller.
- Inter-Office Mail number 019/RSP-i2/VII/2018 dated on July 16<sup>th</sup>, 2018 regarding the increase in the 2018 KSP region SKU Employee class.
- CLA for the period 2022 – 2024 which has been ratified by the head of the Manpower and Transmigration Office of Kotabaru Regency. The document explains all aspects of labor regulations related to worker recruitment, employee appraisal, promotion, transfer/rotation, demotion, retirement and termination of employment.

In the procedure, it is explained that the minimum age for workers is 18 years, recruitment information is carried out openly, recruitment is free of charge, there is no retention of workers' personal documents, and the mechanism for employee recruitment through the administrative selection stage, written test/field practice, interviews and medical examination results. Likewise, employee promotions are assessed through the stages of performance evaluation based on ability, knowledge, cooperative initiative, work ethic, responsibility, etc. In addition, pensions and layoffs for workers are carried out based on the applicable labor laws and regulations.

All policies and procedures have been socialized to workers and all 3rd parties, for example the socialization that was held on February 3<sup>rd</sup>, 2022. This is in line with the results of interviews with workers who stated that all workers understand the applicable labor procedures. For example, during the recruitment process there are no things that burden workers with recruitment fees and the certification unit also does not hold documents. The recruitment process has been carried out based on applicable procedures, workers send job applications and will then be selected based on the administrative selection stage, interviews, etc. Then the resource person added that the promotion/appointment of contract workers to permanent workers was assessed through performance evaluation. Then, if there are layoffs for workers, for example absent from work, the certification unit will provide a warning letter (SP) periodically before the end of their working period.

### 3.5.2

The unit of certification always documents all labor procedures that have been carried out correctly such as recruitment, promotion, performance appraisal, and others. The following are some examples of labor procedures that have been well implemented and documented by the certification unit, for example:

- Document of acceptance of workers in 2022, for example recruitment of workers with initials SH who has sent an application letter on May 6<sup>th</sup>, 2022 by attaching identification (e-KTP, photo and family card), certificate of graduation (diploma), results of health examination as well as other prerequisite documents. The worker has been accepted as a teacher in the PLE unit with a work agreement letter number 27/kantor-PLF/VI/2022 The worker concerned is accepted through stages according to procedures, for example: administrative selection, interview, etc.
- Employee performance evaluation document with the initials UM in the BNE unit for the period 2021 – 2022 which contains assessment criteria in the form of ability, responsibility, discipline, etc.
- Promotion document for workers with the initials SS in the PLF unit as stated in the Decree No. 007/PLF-FM/VI/2022 dated July 1<sup>st</sup>, 2022. The worker is promoted from contract workers (PKWT) to permanent workers (SKU-H).
- Employee early retirement documents with MTM initials listed in the minutes of the handover of severance pay, years of service and compensation for early retirement employee rights on February 19<sup>th</sup>, 2022. The certification unit has provided severance pay, long service awards, and compensation for employee rights whose calculations have been adjusted to the applicable laws and regulations.
- A worker's death layoff document with the initials HTNH listed in the statement of termination of employment number 019/RPE/SKBK/II/2022/s on February 22<sup>nd</sup>, 2022. The certification unit has provided severance pay, service award money, and compensation for employee rights whose calculations have been adjusted to the applicable laws and regulations.

The explanation above proves that the unit of certification has implemented labor procedures properly and is documented for each employee.

<b>Status: Comply</b>
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## 3.6

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

### 3.6.1

The company shows the Hazard Identification Form, Environmental Impact Analysis and OHSE Risk Assessment which was updated in 2022 and has covered all aspects, which was prepared by OHS Estate and Mill Experts with activities/work processes including land clearing, seeding, planting, land maintenance, harvesting and transportation, fertilization, spraying, warehouses, fueling stations, hazardous waste warehouses, polyclinics, electrical installations, generator houses, lawn mowers, infrastructure (heavy equipment, road maintenance), infrastructure (civil), estate offices, workshops, harvest mechanization, housing, fire patrol, environmental monitoring.

The results of risk identification and implementation plans are disseminated to management and workers, for example through the placement of HIRAC documents at each Process Station in the POM.

Based on the results of interviews with workers, for example in the Spraying Activity (Sesulung Estate) and St. Sterilizer (Pondok Labu POM), it is known that workers have knowledge and understanding of the hazard identification documents, risks and control plans, and are able to implement them in the field. Based on the explanation above, it is known that there are results of risk identification and implementation plans that are socialized to management and workers.

### 3.6.2

The company demonstrates monitoring of the effectiveness of OHS to handle OHS risks in people including:

- The company showed a recording of the completeness check of the contents of the Estate and Mill First Aid Boxes every month.
- The company has monitored the adequacy of the Certificates and Licenses of personnel and their validity period.
- The company has monitored the inspection period for the OHS equipment and heavy equipment.
- The company showed monitoring of the condition and adequacy of emergency response equipment including fire extinguishers, hydrants and fire prevention and control facilities and infrastructure every month.

Based on the results of field observations, several facts were found including:

#### Adequacy of Licensed Operators

- Results of field visits and interviews at St. Engine Room PLF, found facts including:
  - Working time in St. Engine Room is divided into 4 shifts in 1 day with each shift operated by 1 operator.
  - Operators at St. There is only 1 person in the Engine Room that has an SIO for Production Power Planes.
- The company has shown evidence that this has been identified by the company by showing documents including:
  - Documents regarding the Award Letter Inhouse Training for Minamas Plantation Operator Certification in the KSP Region in 2022 from the KSP Region Tender Committee No. RTC-AWDS/005/III/2022 dated March 8, 2022, includes the certification of 25 Genset Operators and has been received by PJK3 on March 9, 2022.
  - Training Plan for 3 Pondok Labu Mill Engine Room Operators, each planned for September, October and December 2022.

#### Medical Check-Up

Based on the results of document review and interviews, it is known that the company has carried out regular (general) health checks for all Mill and Estate workers in 2022. However, the company has not carried out special health checks for workers with certain risks due to the COVID-19 pandemic and will be held in August 2022.

The company shows a letter from the Simpang Clinic Manager dated August 2, 2022, which informs that the Annual MCU implementation plan, one of which will be in the Pamukan Area, will be held on August 12-16, 2022.

Based on the explanation above, the company has opportunities for improvement including: **(OFI)**

- Meeting the adequacy of licensed operators, one of which is in the Engine Room by realizing generator operator training according to the plan that has been made.
- Realizing special health checks for workers with certain risks according to the schedule that has been prepared while still paying attention to health protocols and carrying out follow-up inspections if workers are found to have health problems.

**Status: Comply**

### **3.7**

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

#### **3.7.1**

PT Paripurna Swakarsa has identified the need for training programs for all staff and workers according to their positions and types of work based on aspects of the RSPO P&C. Training programs that will be implemented in 2022, for example spray training, harvesting, fertilizer, emergency response simulation, first aid, hazardous and toxic waste management, electrical work safety, HIRAC, general OHS experts, firefighters, socialization of process operator SOPs, policy socialization of certification unit, etc.

The certification unit has also identified training/socialization programs for contractors and local communities in 2022. For example, socialization of PPE, OHS and certification unit policies such as business ethics and human rights policies. In addition, the management representative stated that the company has provided training for plasma farmers around the company whose implementation is stated in the minutes of training realization.

#### **3.7.2**

The unit of certification shows a document of minutes of the realization of the training program in 2021-2022, for example:

- Refreshing fertilizer competencies and safety as well as buffer zone socialization which was held on February 14<sup>th</sup>, 2021 and was attended by 13 fertilizer workers.
- Refreshing the competence and safety of sprays, handling pesticides and socializing the buffer zone which was held on May 9<sup>th</sup>, 2021 and was attended by 23 spray workers.

- Refreshing competence and harvest safety which was held on August 23<sup>rd</sup>, 2021 and attended by 19 harvest workers.
- Integrated Pest Management (IPM) competency and safety refresh which was held on January 13<sup>th</sup>, 2022 and was attended by 9 maintenance and IPM workers.
- Administrative training for the data input process which was held on September 10<sup>th</sup>, 2021 and attended by 11 admin/payroll workers.
- First aid training and socialization which was held on June 18<sup>th</sup>, 2022 and attended by 20 foremen and assistants.
- Fire fighting training at the Rampa Estate unit which was held on April 14<sup>th</sup>, 2022 and was attended by 15 representatives from the RPE fire fighting team, representatives from the Assisted Village and the Pamukan Selatan Police.
- Socialization of plasma farmer training which was held on April 18<sup>th</sup>, 2022 and attended by 15 representatives from company staff and the surrounding community such as village heads, chairman of the neighborhood, *Bumdes*, etc.

Based on the results of interviews with workers and stakeholders around the certification unit, it is known that the certification unit has provided training related to the activities carried out. For example, during a field visit to the spray team at block F010 division 3, workers can explain the technical aspects of spraying based on the 6T principle (right target, right quality, right type of pesticide, right time, right dose/concentration and right way of use). In addition, based on the results of interviews with contractors, information was obtained that contractor workers had received socialization related to compliance with applicable regulations in the company such as the use of PPE and OHS while working.

From the description above, the certification unit has proven that there are training activities for all staff, workers, and stakeholders. Records of the training activities have been maintained in the official report document.

### 3.7.3

Company showed the training documentation of supply chain aspect which conducted on April, 21 2022 attended by 13 participants/workers. Then, based on interview with security and weighbridge operator, it is known that they understand about the supply chain aspect.

**Status: Comply**

## 3.8

### Supply Chain Requirements for Mills

#### 3.8.1 & 3.8.2

The results of supply chain document verification and interviews at the FFB reception location (security and weighbridge operator) revealed that FFB entering PLF came from own plantations (Binturung Estate, Pondok Labu Estate, Sesulung estate and Rampa Estate) and plasma plantations (KKPA Sungai Cengal) which is certified. The KKPA has obtained RSPO certification which is included in the scope of PT LMI – Rantau POM (Certificate No. SGS-RSPO/PC22-00042 dated 8 July 2022). The product produced by Pondok Labu Factory is IP Product

#### 3.8.3

During the assessment, estimates of CPO and PK produced by Pondok Labu Factory obtained from the projection based on actual data before audit activities, here's the detail:

Product	Last Year Projected Certified Volume (Ton)	Actual Production (March 2020 – July 2022)	Estimate Production of 12 month further (MT)
FFB	428,604	431,286.41	175,970
CSPO	92,377	85,426.74	36,954
CSPK	21,161	19,754.74	8,799

#### 3.8.4

The Mill has registered as RSPO member under Sime Darby Plantation Berhad number 1-0008-04-000-00, and also registered in RSPO Palm Trace as Pondok Labu POM – PT PSA with License ID CB102841, and Member ID RSPO\_PO1000000327. The reporting requirements has been conducted by the Mill through RSPO Palm Trace.

#### 3.8.5

Pondok Labu Factory has had procedure for SCCS No. SCCS-Std/RSPO/PSQM/02 rev02 dated on 22 March 2021 which described the duties and responsibilities of each part; the identification of raw materials and products; and performs supply chain system. The procedures have explained related to the duties and responsibilities of each part. The manager has the highest authority to approve this Manual which is integrated with the policy. Policies and procedures written and / or referenced in this document must be followed in order to achieve, maintain and ensure the quality of products produced by unit management, and meet customer requirements. Department of PSQM are responsible to conduct internal audit annually for SCCS and the Marketing Dept are responsible to validate the supplier/buyer and reporting/announce all the transaction to RSPO IT Platform. Based on interview with supply chain PICs, they have understood the mechanism of supply chain in IP module.

### 3.8.6

The company has procedure related to Internal audit that ruled in SCCS No. SCCS-Std/RSPO/PSQM/02 rev02 dated on 22 March 2021 on clausal 4.2.2. The procedure explains that internal audit that conducted once a year.

For Pondok Labu Factory the last RSPO internal audit was carried out on 8 - 11 June 2022 with the result that there were 2 non-conformities. All non-conformities have been closed with resolutions through quick fixes, identification of root causes and corrective actions. As for the supply chain, there were no non-conformities during the internal audit.

### 3.8.7

The Mill has maintain the record of goods in such as in FFB Delivery Note and Balance sheet data, as well as the certified products (CSPO and CSPK), shown as follows :

Months (2020)	FFB Received (MT)		Total
	Certified	Non-certified	
March	10,451.47	-	10,451.47
April	12,902.67	-	12,902.67
May	12,893.27	-	12,893.27
June	13,287.44	-	13,287.44
July	11,599.01	-	11,599.01
August	15,648.80	-	15,648.80
September	17,858.47	-	17,858.47
October	19,608.26	-	19,608.26
November	21,873.63	-	21,873.63
December	19,188.00	-	19,188.00
<b>TOTAL</b>	<b>155,311.02</b>	<b>-</b>	<b>155,311.02</b>

Months (2021)	FFB Received (MT)		Total
	Certified	Non-certified	
January	17,387.46	-	17,387.46
February	15,102.28	-	15,102.28
March	16,954.87	-	16,954.87
April	16,473.20	-	16,473.20
May	14,253.77	-	14,253.77
June	15,201.65	-	15,201.65
July	14,867.60	-	14,867.60
August	14,440.70	-	14,440.70
September	14,636.73	-	14,636.73

October	14,886.48	-	14,886.48
November	14,713.93	-	14,713.93
December	14,314.06	-	14,314.06
<b>TOTAL</b>	<b>183,232.73</b>	-	<b>183,232.73</b>

<b>FFB Received (MT)</b>			
<b>Months (2022)</b>	<b>Certified</b>	<b>Non-certified</b>	<b>Total</b>
January	12,791.65	-	12,791.65
February	10,164.43	-	10,164.43
March	9,938.85	-	9,938.85
April	10,928.43	-	10,928.43
May	14,190.87	-	14,190.87
June	17,872.33	-	17,872.33
July	16,856.10	-	16,856.10
<b>TOTAL</b>	<b>92,742.66</b>	-	<b>92,742.66</b>

In addition, in the SOP of SCCS No. SCCS-Std/RSPO/PSQM/02 has been explained that if there are non-conformance on products or documents, verification will be carried out by the mill manager and Marketing Dept in Jakarta Office, if the document or product quality is not suitable it will be returned to the supplier.

### 3.8.8

The CSPO and CSPK from the Mill were sold has met the requirements of certified product information. Supporting documents shown were contract agreement, delivery order, delivery ticket, report of loading, weighing minutes, and delivery order. Those documents cover information's of delivery date, description of product and supply chain model, product quantity, identification number, certificate number, sender's name and address of the seller. Company showed the example for selling document such as:

- Minutes of Kernel Delivery No. 001/BAP.IKS/PLF-KCPR/IV/2022 dated April, 24 2022 informed about quantity of product, supply chain model, RSPO certificate number, and others information.
- Shipping announcement No. TR-21196d1b-2636 informed about seller and buyer name, quantity of product, supply chain model, shipping date.
- Delivery Order No. 00425/00399/04/22/L-PSA-KERNEL informed about seller, buyer name, supply chain model, quantity, etc.

### 3.8.9

Pondok Labu POM showed list of contractor handling of RSPO certified product and there only 4 contractors namely:

- Bumdes Pada Elo
- Bumdes Pondok Labu Jaya
- CV Putra Fajar Binturung
- CV Sesulung Putra

Example Agreement:

- Agreement with Sesulung Putra Contractor No. 006/PLF/SPK-LKL/IKS/IV/2022 dated May 1, 2022.

To ensure the contractors complies with the RSPO Supply Chain, in the agreement has described to set obligations of the contractor to comply with the requirements of this RSPO Supply Chain Certification (Point 2.2 G). The results of interviews with PK transport contractor, it is known that the contractor has been working with PT PSA for a long time in the field of CPO and PK transport. From the results of the interview, also known that the contractor had known that the certification body has access to the contractor if an audit was deemed necessary.

**3.8.10 & 3.8.11**

There is no new contractor for processing or physical handling of RSPO certified product. The Mill has the records of details of the contractors (including contractor that handling RSPO certified product physically) that covers the contractor's company profile, address, contact person and phone number.

**3.8.12**

The Mill has maintained accurate, complete, and up to date records related RSPO Supply Chain implementation that kept at least 2 years in accordance with Mill's procedure. The Mill balancing the certified products and dispatch on a monthly basis. The summary of data 29 months previous the audit can be seen on the table below:

**CPO**

Period (2020)	CPO Production (MT)		Total	CPO Dispatch (MT)		Total
	Cert	Non Cert		RSPO	Conventional	
March	2,266.77	-	2,266.77	-	2,004.90	2,004.90
April	2,738.13	-	2,738.13	-	2,302.45	2,302.45
May	2,571.76	-	2,571.76	-	2,201.68	2,201.68
June	2,674.50	-	2,674.50	1,495.70	1,908.75	3,404.45
July	2,166.99	-	2,166.99	-	1,800.96	1,800.96
August	2,885.50	-	2,885.50	-	2,707.45	2,707.45
September	3,337.14	-	3,337.14	-	3,576.82	3,576.82
October	3,731.22	-	3,731.22	-	3,845.69	3,845.69
November	4,145.15	-	4,145.15	-	3,697.48	3,697.48
December	3,571.76	-	3,571.76	-	4,200.02	4,200.02
<b>Total</b>	<b>30,088.92</b>	<b>-</b>	<b>30,088.92</b>	<b>1,495.70</b>	<b>28,246.18</b>	<b>29,741.88</b>

Period (2021)	CPO Production (MT)		Total	CPO Dispatch (MT)		Total
	Cert	Non Cert		RSPO	Conventional	
January	3,266.84	-	3,266.84	-	2,392.79	2,392.79
February	3,035.41	-	3,035.41	-	3,707.10	3,707.10
March	3,458.96	-	3,458.96	-	2,978.16	2,978.16
April	3,309.21	-	3,309.21	-	3,002.25	3,002.25
May	2,871.19	-	2,871.19	-	2,700.58	2,700.58
June	3,173.65	-	3,173.65	-	3,209.23	3,209.23
July	3,033.27	-	3,033.27	-	3,144.56	3,144.56
August	2,943.16	-	2,943.16	-	3,148.45	3,148.45
September	2,816.52	-	2,816.52	-	2,901.95	2,901.95
October	2,990.49	-	2,990.49	180.57	3,155.89	3,336.46
November	2,944.79	-	2,944.79	-	1,948.17	1,948.17
December	2,953.48	-	2,953.48	-	4,397.63	4,397.63
<b>Total</b>	<b>36,796.97</b>	<b>-</b>	<b>36,796.97</b>	<b>180.57</b>	<b>36,686.75</b>	<b>36,867.32</b>

Period (2022)	CPO Production (MT)		Total	CPO Dispatch (MT)		Total
	Cert	Non Cert		RSPO	Conventional	
January	2,540.47	-	2,540.47	-	1,701.21	1,701.21

February	2,081.57	-	2,081.57	-	1,901.62	1,901.62
March	2,028.35	-	2,028.35	-	2,705.05	2,705.05
April	2,153.08	-	2,153.08	-	1,652.64	1,652.64
May	2,782.85	-	2,782.85	-	2,002.07	2,002.07
June	3,687.56	-	3,687.56	-	1,200.81	1,200.81
July	3,266.98	-	3,266.98	-	2,400.35	2,400.35
<b>Total</b>	<b>18,540.86</b>	-	<b>18,540.86</b>	-	<b>13,563.75</b>	<b>13,563.75</b>

**PK**

Period (2020)	PK Production (MT)			PK Dispatch (MT)		
	Cert	Non Cert	Total	RSPO	Conventional	Total
March	488.31	-	488.31	-	524.01	524.01
April	578.37	-	578.37	-	-	-
May	535.96	-	535.96	-	-	-
June	600.49	-	600.49	1,201.96	-	1,201.96
July	542.15	-	542.15	202.8	-	202.8
August	742.90	-	742.90	1,195.49	-	1,195.49
September	885.74	-	885.74	845.63	-	845.63
October	945.92	-	945.92	939.18	-	939.18
November	1,101.05	-	1,101.05	960.64	-	960.64
December	934.68	-	934.68	1,039.42	-	1,039.42
<b>Total</b>	<b>7,355.57</b>	-	<b>7,355.57</b>	<b>6,385.12</b>	<b>524.01</b>	<b>6,909.13</b>

Period (2021)	PK Production (MT)			PK Dispatch (MT)		
	Cert	Non Cert	Total	RSPO	Conventional	Total
January	800.76	-	800.76	747.41	-	747.41
February	682.63	-	682.63	-	-	-
March	783.29	-	783.29	997.11	-	997.11
April	780.98	-	780.98	-	-	-
May	649.17	-	649.17	600.21	-	600.21
June	702.04	-	702.04	500.03	-	500.03
July	697.60	-	697.60	-	-	-
August	669.17	-	669.17	-	-	-
September	667.41	-	667.41	2,973.53	-	2,973.53
October	693.07	-	693.07	-	541.46	541.46
November	674.49	-	674.49	-	-	-
December	632.70	-	632.70	2,582.12	-	2,582.12
<b>Total</b>	<b>8,433.30</b>	-	<b>8,433.30</b>	<b>8,400.41</b>	<b>541.46</b>	<b>8,941.87</b>

Period (2022)	PK Production (MT)			PK Dispatch (MT)		
	Cert	Non Cert	Total	RSPO	Conventional	Total
January	527.02	-	527.02	411.14	-	411.14
February	419.11	-	419.11	-	-	-
March	413.57	-	413.57	760.78	-	760.78
April	451.51	-	451.51	420.17	-	420.17

May	575.79	-	575.79	606.53	-	606.53
June	836.63	-	836.63	-	643.07	643.07
July	742.25	-	742.25	-	586.68	586.68
<b>Total</b>	<b>3,965.88</b>	<b>-</b>	<b>3,965.88</b>	<b>2,198.62</b>	<b>1,229.75</b>	<b>3,428.37</b>

**3.8.13**

Extraction rates from CPO and PK production are based on actual production data. Over the past 29 months, the extraction rate for CPO was 19.81 % and PK was 4.58 %.

**3.8.14**

Estimates for extraction rates are based on actual production of CPO and PK from the previous month. Apart from production, it is also affected by the age of the oil palm plantations. The estimation of OER is 21 % and KER is 5 %.

**3.8.15**

The Mill only received FFB from certified sources and not received non-certified sources. The FFB sourced from own estates and own estates (Binturung Estate, Pondok Labu Estate, Sesulung Estate & Rantau Estate) and scheme smallholders (KKPA Sungai Cengal-LMR). The scheme smallholders have obtained RSPO certification which is included in the scope of PT LMI - Rantau POM (Certificate No. SGS-RSPO/PC22-00042 dated 8 July 2022).

**3.8.16**

The unit certification has been registered in IT platform palm trace RSPO <https://palmtrace.rspo.org/web/rspo/member-directory> which information as follows:

- Member Name: Sime Darby Plantation - Pondok Labu POM, PT PSA
- Membership No: 1-0008-04-000-00
- Member ID: RSPO\_PO1000000327
- License ID: CB102841

Whole transaction of CSPO/CSPK has been declared in RSPO IT Platform.

For license period (16/06/2020 - July 2022), it was known that Pondok Labu POM has reported sales transactions (announcements) through the RSPO IT Platform, as follows:

- CSPO volume sold: 1,676.27 MT: 2 transactions were reported, for example: Transaction ID TR-1648bba4-38d1 on June 25, 2020 to the buyer PT. Sime Darby Oils Indonesia and TR-dc40e868-8d7d on October, 1 2021 to the buyer PT. Sime Darby Oils Pulau Laut Refinery.
- CSPK volume sold: 16,984.15 MT: 41 transactions were reported, for example: Transaction ID TR-e838b99c-3e59 on March, 31 2022 to the buyer PT. Laguna Mandiri - Rantau Kernel Crushing Plant, etc.

As for shipping announcement carried out not more than 3 month after dispatch. For example : Shipping Announcement with Transaction TR-21196d1b-2636 with creation date on May 19 2022 and actual dispatch on 12-24 April 2022 based on Minutes of Kernel Delivery No. 001/BAP.IKS/PLF-KCPR/IV/2022 dated April, 24 2022.

CSPO also has been allocated as credit as much as 10,000 MT and have been removed from the RSPO IT Platform with amount 68,278.73.

**3.8.17**

All CSPO and CSPK are claims as IP product and the claim has been conducted in accordance with RSPO on communication and claim rules.

**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 unit of certification has a policy to respect human rights which includes preventing retaliation against human rights defenders.

The human rights policy is stated in the Sime Darby Plantation Code of Business Ethics policy document August 2020. The policy states that the certification unit is committed to human rights which includes the right to provide equal opportunities, the right to respect freedom of association, eliminate all forms of exploitation, ensure working conditions appropriate measures, improve occupational safety and health, respect community rights and indigenous peoples' rights, protect the rights of vulnerable people, protect children's rights and eliminate sexual violence and abuse. The policy applies to all people within the scope of work of the certification unit, which includes all employees, partners of the certification unit, and the community/community around the business operations.

The policy has been socialized in each plantation and mill unit, for example on February 3<sup>rd</sup>, 2022 which was attended by workers and staff. The policy has also been socialized to stakeholders, for example to contractors when signing contracts and to contractor workers before starting work.

Based on interviews with representatives of labor unions, contractors, and village community leaders, it was found that there were no incidents of human rights violations in the certification unit, no employees were intimidated and/or subjected to violent treatment by the certification unit. The human rights policy also explains that the unit of certification does not tolerate retaliation against someone who discloses violations or allegations with good intentions.

#### 4.1.2

The unit of certification has no record related to the use of force/mercenaries/paramilitary in resolving existing conflicts/problems between the unit of certification and workers or stakeholders. This is in line with the commitment of the certification unit as stated in the Sime Darby Plantation Code of Business Ethics Policy and the Inter-Office Mail number 031/SSE-int/II/2019/s dated February 2nd, 2019, which explains the prohibition on the use of mercenaries and paramilitaries in operations. company. The company also does not condone violence in conflict resolution.

Based on the results of interviews with workers, representatives of labor unions, gender committees, contractors, local community leaders and related agencies in Kotabaru Regency, it is known that there was no intimidation by the certification unit against workers or stakeholders. Then, the informant also added information that the certification unit did not use paramilitaries or mercenaries in the operational area of the certification unit. If there are problems, they will be resolved by deliberation without using violence. The resolution of conflicts/problems using this deliberation has been quite effective.

<b>Status: Comply</b>
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#### 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 unit of certification has a mutually agreed system that is open to all parties which is listed in the complaint handling procedure as follows:

- CLA for the period 2022 – 2024 which has been ratified by the Head of the Manpower and Transmigration Office of Kotabaru Regency. The procedure explains that complaints from workers can be submitted orally/in writing to their superiors or through the labor union.
- SOP for Stakeholder Grievance and Complaint Handling Mechanism Procedures. The procedure explains that the unit of certification provides an overview of information regarding the submission of complaints to stakeholders (internal and external).

The above procedure has explained the person in charge of receiving and resolving complaints (external and internal officials including HRD), response period, confidentiality of the reporter and the reporter, so that further complaint handling can be carried out at the tripartite level (mediation and settlement by the government). Procedures are available in Indonesian and if there is a complaint for which a resolution is not found together, the complainants can bring the compliance to the RSPO Complaints System.

##### 4.2.2

Below is the procedure for handling complaints for workers, consist of:

- Every complaint from workers is sought first to be discussed and resolved with workers and their superiors. If it cannot be resolved, the employee can submit a complaint verbally or in writing to a higher superior.
- If it still cannot be resolved, workers can report the complaint to the labor union to resolve it together in a bipartite forum.

- After serious negotiations but still not resolved, the complaint will be considered as an industrial relations dispute and can be resolved by referring to the labor regulations.

Meanwhile, the procedures for handling complaints for stakeholders are:

- Any complaints from stakeholders are submitted directly or through the company's call center. Then it will be recorded by the communication staff.
- Complaints received will be reported to the complaints committee and will be followed up by the relevant PIC who will conduct field verification together with the reporting party.
- During the complaint resolution process, the communications staff will coordinate with the grievance committee, the relevant PIC and the complainant.
- After the complaint resolution can be received by the reporting party, the communication staff will make a complaint settlement report (F-SUST.GN-002.R0) and update it into the complaint database.

Based on the results of interviews with representatives of labor unions, information was obtained that the Union held regular meetings with workers, one of the agendas of which was to accommodate issues and complaints which would later be addressed to the certification unit. Workers who cannot read/write can submit complaints through the union or superior verbally. Then, from interviews with local stakeholders, information was obtained that the certification unit has appointed staff who function as companions & communicators for stakeholders, so that people who cannot read/write can submit information or complaints to the communicator.

#### 4.2.3

Based on the review of the complaint documents from the surrounding community, no complaints were found from external parties. For complaints from internal parties, there are several well-documented complaints and their responses. Complaints submitted and recorded are complaints related to employee welfare facilities that require improvement. The following is an example of a record of employee complaints and complaints for the past 1 year, namely:

- Application for home repairs submitted by workers with the initials SPR on April 21<sup>st</sup>, 2022. The complaint has been received and responded to by the assistant who stated that he would see the condition of the damaged wall of the house and make repairs to the damage. Then on April 23<sup>rd</sup>, 2022, the walls of the workers' houses have been repaired.
- The application for completing the sports field facilities was submitted by the children of employees of division 3 PLE units on February 16<sup>th</sup>, 2022. The complaint has been received and responded to by Foreman 1 who stated that the report would be submitted first to the leadership. Then on March 27<sup>th</sup>, 2022, the sports field has been equipped with facilities that can be used for futsal, volleyball and badminton.

All complaints from workers have been completely resolved by the certification unit by showing proof of completion in the form of documentation and direct responses to complaints received from external or internal parties. This is supported by the results of interviews with workers who stated that the unit of certification always records all complaints submitted by workers and within a reasonable period of time the complaints have been properly resolved. From the description, it is known that the certification unit has informed the progress of handling complaints from worker/third parties including agreed timeframe and the results have been communicated to the parties.

#### 4.2.4

In the procedure for handling complaints to workers and stakeholders, it is explained that if there are unresolved complaints between the complainant and the company, the dispute can be resolved as well as possible with the applicable labor regulations. This is in line with the results of interviews with management that obtained information that if there is a conflict, the complainant can request legal assistance from an independent party or appoint a mediator to mediate. In addition, interviews with government agencies, local communities, and workers revealed that they have understood the person in charge and the complaint mechanism protected by the identity of the complainant and can obtain legal assistance from an independent party or appoint a mediator to mediate.

<b>Status: Comply</b>
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### 4.3

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

#### 4.3.1

Unit Certification has efforts to overcome negative issues and maintain/enhance positive aspects are outlined in the Social Impact

Management and Monitoring Plan and evaluated regularly in a participatory manner with the community. The document has regulated the type of activity, the implementation timetable, the parties involved, and the PIC from the company. Company showed stakeholder consultation (*Musrembang*) for example in Sesulung Village conducted on January, 10 2022.

This management and monitoring plan was later reduced to a smaller program, namely the annual Corporate Social Responsibility (CSR) program, which covers aspects of education, health, infrastructure, economic empowerment, socio-culture, religion, etc. The company has demonstrated its annual CSR program for the period 2021 and 2022.

One of the ways to minimize negative impacts is to recruit local workers, use local contractors and local purchases, as well as other aspects that are included in the CSR program.

The company also shows examples of CSR realization such as:

- Road repair assistance on May 25, 2021
- car vehicle unit assistance on June, 22 2021
- village development fund assistance on July, 21 2022
- heavy equipment assistance for road maintenance on January 2022
- and others

The results of interviews with stakeholders revealed that the company in general has made efforts to improve the quality of life and the environment that is beneficial for employees and the surrounding community such as recruiting local workers, implementing CSR programs etc.

**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

##### **Location Permit & Forest Area Release Permit**

The unit of certification shows location permits, including:

- Permit to reserve an area for plantations covering an area of  $\pm$  22,800 ha in the Districts of Pamukan Selatan and Pamukan Utara from the Governor of South Kalimantan in accordance with No. 08/PL.84/1989/BPN-43 dated 31 May 1989.
- Permit to release forest area from the Minister of Forestry through the Decree of the Minister of Forestry No. 523/KPTS-II/1994 dated November 16, 1994 for an area of 21,744 ha
- PT. PSA obtained a location permit for an oil palm plantation of 1,514 ha from the Regent of Kotabaru through Letter No. 389 of 2006 in Pamukan Selatan District and Pamukan Utara District on behalf of PT Paripurna Swakarsa.

##### **Plantation Business Permit**

- Plantation Business Registration Letter (SPUP) No. 460/Menhutbun-VII/2000 for an area of 14,892 ha and 1 factory.
- Re-registration of Plantation Business Permit (IUP) No. 356 of 2006 for oil palm cultivation covering an area of 14,892 ha and a factory with a capacity of 60 tons of FFB/hour. Stipulated by the Regent of Kotabaru August 28, 2006.
- Approval of re-registration of Plantation Business Permit (IUP) No. 188/45/388/KUM/2009 for oil palm cultivation with an area of 16,011.97 ha and a processing plant with a capacity of 60 tons of FFB/hour. The decision was made by the Regent of Kotabaru on October 15, 2009.

##### **Land Use Title**

There is no change in the total area managed by the company since the previous assessment, which amount **15,876.20 ha**. All area has had land titles of HGU. The HGU area consist of several certificates, that are:

- HGU Certificate No. 14 of 1997 amount of 14,892.00 ha and valid until 22 November 2032.
- HGU Certificate No. 204 of 2019 amount of 14.63 ha and valid until 27 March 2054
- HGU Certificate No. 205 of 2019 amount of 50.29 ha and valid until 27 March 2054
- HGU Certificate No. 206 of 2019 amount of 64.00 ha and valid until 27 March 2054
- HGU Certificate No. 207 of 2019 amount of 69.75 ha and valid until 27 March 2054
- Decree of the Minister of Agrarian & Spatial Planning/Head of the National Land Agency No. 57/HGU/KEM-ATR/BPN/IX/2021

dated 7 September 2021 for an area of 785.53 Ha and valid for up to 30 years. The HGU certificate for an area of 785.53 Ha, until the recertification audit has not been issued by the authorized agency.

**4.4.2**

There was no new development and planting by PT PSA until the recertification assessment. The land granted for PT PSA's location permit comes from a convertible production forest (HPK) according to the 1982 Forest Use Agreement. The company has obtained a forest area release permit from the Minister of Forestry through the Decree of the Minister of Forestry No. 523/KPTS-II/1994 dated 16 November 1994 for an area of 21,744 ha.

The land acquisition for the community has been carried out from 1995 – 2008. The last compensation activity was carried out on November 18, 2008 in the area of Binturung Estate Block H17-19 covering an area of 25 Ha. All land compensation documents are documented by PSD. The compensation documents are also known by local government agencies such as village heads and sub-district heads.

**4.4.3**

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The land acquisition for the community has been carried out from 1995 – 2008 and has involved affected parties. The land compensation process has been completed with a map signed by the village and the land owner. The last compensation activity was carried out on November 18, 2008 in the area of Binturung Estate Block H17-19 covering an area of 25 Ha. All land compensation documents are documented by PSD. The compensation documents are also known by local government agencies such as village heads and sub-district heads.

From the results of interviews with relevant stakeholders, it is known that there is no customary land in the unit of certification's operational area. Based on the review of the HGU map document which has referred to the map of land rights owned, there is no information on the existence of customary rights and other rights over the legality of the land owned by the company. Based on a review of the HGU map issued by National Land Agency, review of operational map with a scale of 1:35,000 and observations of HGU stakes such as stake No. 25-27, also known that there is no planting outside the HGU.

**4.4.4**

The land granted for PT PSA's location permit comes from a convertible production forest (HPK) according to the 1982 Forest Use Agreement. The company has obtained a forest area release permit from the Minister of Forestry through the Decree of the Minister of Forestry No. 523/KPTS-II/1994 dated 16 November 1994 for an area of 21,744 ha.

The land acquisition for the community has been carried out from 1995 – 2008 and has involved affected parties. The last compensation activity was carried out on November 18, 2008 in the area of Binturung Estate Block H17-19 covering an area of 25 Ha. All record of compensation process made in Bahasa and also known by local government agencies such as village heads and sub-district heads.

Based on the results of interviews with previous land owners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process.

**4.4.5**

The land granted for PT PSA's location permit comes from a convertible production forest (HPK) according to the 1982 Forest Use Agreement. The company has obtained a forest area release permit from the Minister of Forestry through the Decree of the Minister of Forestry No. 523/KPTS-II/1994 dated 16 November 1994 for an area of 21,744 ha.

The land acquisition for the community has been carried out from 1995 – 2008 and has involved affected parties. The last compensation activity was carried out on November 18, 2008 in the area of Binturung Estate Block H17-19 covering an area of

25 Ha. All record of compensation process made in Bahasa and also known by local government agencies such as village heads and sub-district heads.

Based on the results of interviews with previous land owners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community. The previous land owner added that the compensation process was carried out by the company with a mechanism of negotiation without coercion, joint measurements were carried out, price-fixing discussions involving relevant agencies and payments to the direct owner or a designated group representative.

#### 4.4.6

The company has several policies, as well as SIA management and monitoring plan, that has some purposes. One of them to review agreement with affected parties such as acceptance of local workers if needed, business opportunities, increasing accessibility etc. Based on interview with surrounding communities known that company has provided village with economic development program and any other CSR programs.

**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 – 4.5.8

The results of the verification of legality documents and interviews with relevant stakeholders, it is known that there are no new development areas or no new planting in the scope of certification. The land compensation process for the certification unit has been carried out from 1995 – 2008. The unit of certification has shown documentation of land compensation and land rights as described in criterion 4.4.

Based on the results of interviews with previous land owners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process. In addition, the compensation process has also involved the local government.

**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

The company has a procedure for identification, calculation and compensation for the loss of legal rights and traditional rights in the form of SOP for Identification and Land Compensation Standards (001/PSD-L&AS) dated June 3, 2011 which was prepared by PSD and approved by management. The procedure describes the mechanisms to identify and calculate the land compensation. In this procedure was explained that the process of identifying the unit of certification's land involves the community, the village administration and the Sub district Government.

Based on the results of interviews with previous land owners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process. In addition, the compensation process has also involved the local government. Based on the results of interviews with relevant stakeholders such as government agencies and surrounding villages, information was obtained that the entire operational area of PT PSA has been compensated by the company.

##### 4.6.3

The land compensation process for the certification unit has been carried out from 1995 – 2008. Based on the land compensation recapitulation, also found woman as the previous land owner which compensated. For example woman as the previous land owner which have been compensated on 1997 with initial ID (1 Ha), NS (1 Ha), YL (0.5 Ha) etc.

**4.6.4**

The results of the verification of legality documents and interviews with relevant stakeholders, it is known that there are no new development areas in the scope of certification. The land compensation process for the certification unit was carried out from 1995 - 2008. The unit of certification has shown documentation of land compensation and land rights as described in criterion 4.4.

Based on the results of interviews with previous land owners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process. In addition, the compensation process has also involved the local government. Based on the results of interviews with relevant stakeholders such as government agencies and surrounding villages, information was obtained that the entire operational area of PT PSA has been compensated by the company

<b>Status: Comply</b>
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**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**

The company has a procedure for identification, calculation and compensation for the loss of legal rights and traditional rights in the form of SOP for Identification and Land Compensation Standards (001/PSD-L&AS) dated June 3, 2011 which was prepared by PSD and approved by management. The procedure describes the mechanisms to identify and calculate the land compensation. In this procedure was explained that the process of identifying the unit of certification's land involves the community, the village administration and the Sub district Government.

**4.7.3**

The results of the verification of legality documents and interviews with relevant stakeholders, it is known that there are no new development areas or no new planting in the scope of certification. Based on the results of interviews with previous land owners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process. In addition, the compensation process has also involved the local government.

From the results of the interview, information was also obtained that one of the benefits of the existence of plantations is that there are associated smallholder development partnership which is currently still going well namely KKPA Sungai Cengal that has been RSPO certified.

<b>Status: Comply</b>
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**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**

The results of verification of incoming documents known, that there are land claims that had occurred from 2016 at Pondok Labu Estate and were informed at the time of the previous audit. The company has shown all documentation for the land claims from 2017 (land claims by the Dayak Customary Institution). The documentation for the settlement of land claims up to the recertification audit is explained as follows:

- On September 17, 2019, the Dayak Customary Institution again submitted a letter to the company regarding the settlement of land claims.
- The results of interviews with representatives of the Dayak Customary Institution (Information from surveillance 1.3), conveyed that there was a meeting with both parties regarding the resolution of the land claim problem in January 2020 and indeed there was no agreement. The results of the interview with the Dayak Customary Institution, said that the Dayak Customary Institution requested land for village expansion and development.
- During the recertification audit, the company showed the Minutes of the Meeting on Settlement of Indigenous Peoples' Claims on June 18, 2021. From the minutes of the meeting, it was explained that in South Kalimantan there was no customary land rights and the company had completed the compensation for the people's land used. The government provides an opportunity if in the future there is evidence that there is people's land that has not been compensated to be submitted to the government. The meeting was attended by representatives of the National Land Agency, the Department of Agriculture, the Regional Administration Section, the Head of Pondok Labu Village and others.

- The results of interviews with PT PSA management, when the recertification audit was carried out there were no more demands from the community/customary institution representatives.

#### **4.8.2**

The results of the verification of land dispute documents, interviews with management, interviews with representatives of villages around, Kotabaru District National Land Agency revealed that there was no land dispute in PT PSA. All disputes have been resolved by the unit of certification and the disputing parties. Based on verification of document and interviews with management, it is known that there are occupation areas in the certification unit area. The area is an area which has not been compensated by the company and is fully controlled/managed by the local community.

#### **4.8.3**

Based on the results of interviews with previous landowners from Pondok Labu Village, information was obtained that compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process. In addition, the compensation process has also involved the local government.

From the results of the interview, information was also obtained that one of the benefits of the existence of plantations is that there are associated smallholder development partnership which is currently still going well namely KKPA Sungai Cengal that has been RSPO certified.

#### **4.8.4**

The results of the verification of land dispute documents, interviews with management, interviews with representatives from villages around, Kotabaru District National Land Agency revealed that there was no land dispute in PT PSA. All disputes have been resolved by the unit of certification and the disputing parties.

**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, 5.1.2, 5.1.3**

The results of document verification and interviews revealed that PT PSA received FFB from its nucleus and plasma plantations (KKPA Sungai Cengal) and did not receive fruit from independent smallholders. The FFB price follows the FFB price issued by the South Kalimantan Provincial Plantation Service. The company shows the FFB price document from the Plantation Office for the period of May and June 2022 along with proof of payment to plasma in that period which is contained in the LPKP document (Plasma Plantation Development Report) along with proof of transfer/payment. From the results of the document review, it is known that the payment is in accordance with the FFB price set by the Plantation Service.

##### **5.1.4 & 5.1.6**

All records of farmer payments are contained in the Plasma Estate Management Report and Cash Vouchers Out. The results of the verification of the 2022 Plasma Estate Management Report document have informed all items of income and plantation management costs. All records such as Management Reports and Cash Vouchers are out until the June 2022 period. Based on the results of interviews with the chairman of the cooperative, it is known that the management of the cooperative is given the freedom and authority to ask for help or assistance from other third parties, if necessary.

##### **5.1.5**

The certification unit has a cooperation agreement between PT PSA and the Bina Swadaya Karya Cooperative in the context of developing and managing oil palm plantation projects with a core-plasma partnership pattern No. 001 / PK-PSA / X / 2008 dated 11 August 2008 with a period of agreement until the palm oil ceases to produce (25-30 years).

##### **5.1.7**

The certification unit shows the results of the weigh bridge calibration in the form of a Temporary Calibration Certificate carried out by Office of Cooperatives, Industry and Trade, Legal Metrology Unit of Kotabaru Regency on 31 December 2021 which is valid until December 20, 2022. Calibration Certificate, with number: 510.3/116/DISKOPERINDAG/XII/2021.

**5.1.8**

The unit of certification does not accept fruit from independent smallholders. The entire supply of FFB comes from nucleus and plasma plantations which are fully managed.

**5.1.9**

The mechanism for managing complaints from stakeholders (including the public) is described in SOP No. 077 / PSA / Stkhl / 10/15 revision 01 dated 7 October 2015. Based on the SOP, it is explained that:

- All complaints / suggestions / aspirations that enter the operational unit through the Assistant, Senior Assistant, or Head of the Office / KTU & a collection of letters entered in the box / suggestion letter is available in each unit every 1 week.
- Management ensures the security and confidentiality of whistleblowers from all parties
- All complaints from the parties will be documented in the Community Aspirations Record book which is kept in major offices and divisions
- All answers to complaints / aspirations to be submitted to the parties must be signed by the Operations Unit Manager
- Answers to complaints / aspirations that have been approved no later than 2 weeks (14 days) from the date the letter / complaint is received by the operational unit.

The results of verification of the 2022 Plasma Plantation Management Report document signed by the Certification Unit and Cooperative, an explanation of the certification unit representative, and a stamp on the bailout payment receipt voucher, it can be concluded that there are no complaints regarding the payment of FFB from plasma farmers.

**Status: Comply**

**5.2**

**The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.**

**5.2.1, 5.2.2, 5.2.3**

The company has facilitated farmers around PT PSA and other PTs in the Minamas Group with the KKPA program which has carried out certification. There are no independent farmers who are specially assisted by the company. Based on the results of interviews with community representatives, it was stated that currently they are not interested in joining the RSPO certification program.

**5.2.4**

The company has facilitated farmers around PT PSA and other PTs in the Minamas Group with the KKPA program which has carried out certification. There are no independent farmers who are specially assisted by the company. Special training on pesticide handling for farmers was not carried out because the pattern of cooperation between the Minamas group and KKPA is full management, in which all operational activities in the KKPA area are managed by Minamas management.

**5.2.5**

The company has facilitated farmers around PT PSA and other PTs in the Minamas Group with the KKPA program which has carried out certification. There are no independent farmers who are specially assisted by the company. The progress of facilitation for the construction of plasma gardens or KKPAs can be seen in the company's LKUP or LPKP reports which are reported periodically to the Plantation Service.

**Status: Comply**

**PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS**
**6.1**

**Any form of discrimination is prohibited.**

**6.1.1**

PT Paripurna Swakarsa already has a policy regarding equal opportunity and treatment in employment opportunities, which is listed in the SOP for Sustainable Management Guidelines, Sub-Chapter on Social Policy at point 1 (No. Policy 724/TQEM-SPMS/09 dated 27/08/2010). At this point it is explained that all staff/employees must be treated fairly and fairly in matters relating to recruitment, advancement, conditions and job descriptions, regardless of race, degree, ethnicity, gender, skin color, physical (disability) /imperfection), sexual orientation, organizational membership, political views, religion and age.

The results of the study of labor documents prove that the unit of certification does not discriminate and treats all workers equally, the following evidence can be shown by the unit of certification:

- Composition of workers consisting of various ethnicities, religions, genders and origins of workers. The existing workforce does not only come from one area but comes from several areas spread throughout Indonesia such as Java, Sumatra, Kalimantan and others.
- Recruitment of workers based on selection results based on administrative selection, interviews, results of medical examinations, etc.
- Placement and training of workers is carried out according to their expertise/type of work, such as prospective sprayer workers being placed as sprayer workers and receiving training on handling and managing pesticides on a regular basis.
- Female workers are given the same rights, wages and opportunities for promotion as male workers of the same type of work, for example there are several foremen for spray and fertilizer work who are female workers.

The results of interviews with workers (harvesters, sprayers, and factory operators) during field visits in each unit, interviews with representatives of labor unions and representatives of the gender committee also obtained information that there were no indications of acts of discrimination based on religion, ethnicity, gender and regional origin in job acceptance process.

#### **6.1.2**

Unit of certification shows a job vacancy document in the Binturung Estate unit for the period August 2022 in which there are no conditions that indicate discrimination. The job vacancy document informs the requirements that must be complied with by prospective workers, for example related to the age limit of prospective workers.

This is in line with the results of interviews with workers which stated that the certification unit does not discriminate against workers, including in the recruitment or promotion process. The unit of certification also never incurs recruitment fees and retains identity documents in the worker recruitment process.

#### **6.1.3**

Based on the results of the verification of worker recruitment documents, it is known that the recruitment of workers is based on their skills, abilities and records of health examination results. Likewise, promotions are carried out in accordance with the results of the assessment on performance evaluation.

The results of interviews with management representatives, obtained information that the recruitment process for all workers is carried out through the same process where prospective workers must meet requirements in the form of administrative selection (application letter, graduation letter, photocopy of self and family identity), psychological test (for certain positions), interviews and health check results. To increase the career path, responsibility, authority and scope of an employee, the certification unit provides promotions that are carried out on the basis of ability, knowledge, work initiative, work ethic, responsibility, etc.

#### **6.1.4**

Pregnancy tests for female workers are carried out every month only to ensure that pregnant workers are not allowed to work with chemicals, not as a basis to discriminate against these workers. If declared pregnant, the worker will be transferred to a safer job but remain the same in terms of wages and other benefits, so there is no discriminatory action. This is made clear by the results of interviews with female spray workers and representatives of the gender committee in each plantation and mill unit which stated that female workers are required to take monthly pregnancy tests at the clinic to ensure that no pregnant/breastfeeding female workers are exposed to the virus. chemical material. Pregnancy testing is not a discriminatory measure given by the company.

Then from the results of a review of the latest employee recruitment documents and interviews with female workers, it was not found that there was an obligation for prospective female workers to take a pregnancy test when recruiting workers. They explained that at the time of acceptance of workers there was no pregnancy test, but only physical health tests, administration and interviews of prospective leaders. This is in line with the SOP for Employee Recruitment number 01/KSP-KRY/II/2021 and the SOP for the Protection of Women and Children Number 01/KSP-Social/01/2021.

#### **6.1.5**

The unit of certification has established a gender committee in each unit which has functions including gender equality, protection

of women's rights, protection from incidents of harassment, and others.

The certification unit shows the document for determining the Organizational Structure of the PT PSA Gender Committee from each plantation and mill unit for the 2022 period consisting of representatives of each gender (male and female). The organizational structure consists of chairman, vice chairman, secretary, treasure, and head of division (health division, domestic violence division, public relation division, education division, sport division, etc.)

The work program of the gender committee in 2022 for all units at PT PSA, including socialization of women's human rights, socialization of harassment/violence against women, complaint reporting mechanisms, socialization of the cleanliness of the housing environment, integrated healthcare center, etc.

The certification unit shows the realization of the program and the results of the gender committee meeting listed in the work program document and the realization of the PT PSA gender committee in 2021 – 2022, for example:

- PLE Unit: Socialization on prevention of violence against women and children which was held on 3 August 2022 attended by female workers and workers' wives.
- BNE Unit: *Posyandu* activity in June 2022 attended by toddlers, children, pregnant women, integrated healthcare center administrator and medical personnel.

Based on interviews with representatives of the gender committee, information was obtained that the work program in 2021 – July 2022 has been carried out without any problems. And for the past year, there have been no complaints from workers regarding sexual harassment/violence.

#### 6.1.6

In the policy of Sime Darby Plantation's Code of Business Ethics for the August 2020 edition, it is explained that the unit of certification will ensure decent living and working conditions, one of which is the provision of fair wages for all workers. Fair wages have been paid by the unit of certification correctly, taking into account ability, performance, expertise, length of service, and other factors as the basis for remuneration. So that the payment of wages given is in accordance with the burden, task and type of work of each. This is stated in the Inter-Office Mail document number 018/HRM-IS.1/XII/2021 dated on December 20<sup>th</sup>, 2021, which informs the structure of the wage scale for workers with SKU-B status. The lowest basic wage is in the G1 group of IDR 3,075,367 and the highest wage is in the A8 group of IDR 3,509,157. In addition, it is known that the company pays wages to workers with SKU-H status in accordance with the minimum wage regulations in force in Kotabaru Regency, which are IDR 3,048,796.

Then, based on the results of interviews with spray workers with the same tenure and status (SKU-H), it is known that the basic wages and benefits they receive are the same. However, it is different from workers who have SKU-B status.

From the description above, it can be concluded that the unit of certification has proof of payment of equal wages for the same scope of work.

**Status: Comply**

#### 6.2

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

##### 6.2.1

The unit of certification shows the procedure/policy of wages and work requirements in accordance with the labor provisions that have been contained in the national language (Indonesian) which is contained in several documents, namely:

- The minimum wage regulation from the government contained in the Decree of the Governor of South Kalimantan number 188.44/0757/KUM/2021, which is IDR 3,048,796 which is effective as of January 1<sup>st</sup>, 2022.
- Salary Guide in unit number 03/PPU/VII/2014 which was legalized on August 11<sup>th</sup>, 2014 by the Head of Plantation Upstream Indonesia.
- CLA for the period 2022 – 2024 which has been ratified by the Head of the Manpower and Transmigration Office of Kotabaru Regency. In the CLA document, it is explained about the wage mechanism listed in Article VI.

The company can show documentation of payment of wages every month that informs details of Basic Wage, Premiums, Overtime,

THR/Bonuses, Rice Allowances, *PPh* and *BPJS* Deductions. Based on the results of interviews, workers can explain the basic wages and benefits and deductions received every month. The basic wages received by workers are in accordance with applicable regulations and workers will also receive premiums if their work exceeds the daily target.

### 6.2.2

The unit of certification can show an example of a work agreement document, for example as follows:

- Work agreement letter number 115/SSE-PKWT/IX 2021 dated on September 1<sup>st</sup>, 2021.
- Work agreement letter number 27/Kantor-PL/VI/2022 dated on June 13<sup>th</sup>, 2022.

As for the work agreement document shown, it contains information including the name acting as a management representative and the address of the certification unit, worker information in the form of names and other personal information, employee positions, employee work locations, reporting, work duties and responsibilities, work agreement period, period of employment, salary and other benefits. The work agreement document has been signed by representatives of management and workers. The certification unit also shows supporting evidence that the certification unit has provided 1 (one) copy of the work agreement document to the worker. This is shown in the form of a receipt for the submission of a copy of the work agreement.

As a form of implementation of the work agreement letter, the unit of certification shows payroll documents in July 2022. For example, nursery workers with the initials THT receive a basic salary for July 2022 which is in accordance with the applicable UMK, which is IDR 3,048,797. Based on the review, known that payroll documents give accurate information on compensation for all work performed

Based on interviews with harvest workers in Block L004 and L005 RPE units, it is known that a copy of the employment relationship document has been given at the beginning of the worker's acceptance. Then, workers also understand and can explain the labor regulations listed in the work agreement such as those related to working hours, deductions, overtime, sick leave, leave rights, etc.

### 6.2.3

The unit of certification shows evidence of legal compliance related to the fulfillment of labor rights to workers, for example:

- Maintenance workers (EFB applications) with the initials AAH get a 1-day pay cut for not coming to work without reason (absent), so the basic salary for July 2022 received by the worker is IDR 2,926,845.
- Boiler operator workers with the initials YSH will receive a wage in July 2022 of IDR 5,583,599, which has wage components in the form of basic wages, allowances, deductions (*BPJS*, pension guarantees, loans, etc.), overtime, premiums, and others. The overtime pay earned by workers is IDR 3,135,956, with details of the hourly overtime pay of IDR 17,623, the overtime hours earned are 89.5 hours.
- Security with the initials SNJ earns a wage of IDR 5,072,623, which has wage components in the form of basic wages, allowances, deductions (*BPJS*, pension guarantees, loans, etc.), overtime, premiums, and others. The overtime pay earned by workers is IDR 2,401,478, with details of the hourly overtime pay of IDR 17,623, the overtime hours earned are 67.34 hours.
- An employee's annual leave application form with the initials SRD requesting leave of 12 days out of the total remaining 12 days of leave entitlement. The application was filed on August 9<sup>th</sup>, 2022, and was approved by the RPE Estate Manager on August 9<sup>th</sup>, 2022.
- Maternity leave application form from workers with the initials AS listed in the Maternity Leave Certificate document from the RPE clinic. The worker applied for maternity leave because it has entered the age of 32 weeks of pregnancy and the application has been approved by the Estate Manager of RPE.
- Has provided work accident and health protection for every employee. For example: Enrolling all workers in the *BPJS* Employment and *BPJS* Health programs (explanations regarding *BPJS* can be seen in indicator 6.7.4).

Based on interviews with fertilizer workers in Block J014 RPE units and machine room operators in mil units, information was obtained that workers have 7 hours of work starting at 07.00 – 16.00 WITA with a break of 2 hours. Then workers have a weekly rest day which is on Sunday because workers work from Monday to Saturday. In addition, workers also know wages, deductions, implementation and payment of overtime as well as requests for leave. The informant added information that when workers apply for annual leave, menstrual leave or maternity leave, wages are still paid by the certification unit.

From the description above, the certification unit has documented evidence of legal compliance related to the fulfillment of labor rights to its workers.

**6.2.4**

The company has a list of employee welfare facilities updated in 2022, where there are worker housing facilities with types G1 and G2, clean water facilities, electricity facilities in the form of generators, religious facilities (houses of worship), sports facilities, health facilities in the form of clinics, educational facilities (schools). Kindergarten, Elementary and Middle School), child care and others. The company also has a maintenance program for workers' welfare facilities listed in the facility and infrastructure list document, it is known that semi-permanent houses type G1 and G2 in the SSE unit need to be repaired with minor repairs to major repairs. As for the other units in a decent/good condition. Then, the certification unit has a plan to fulfill a permanent house which will be carried out from 2021 – 2033 by building permanent houses for types G1 and G2 in all PT PSA plantation units.

Based on the results of field observations in employee housing areas in division 4 PLE units and division 4 SSE units, the welfare facilities provided are in decent/good condition, the worker's house consists of 2 bedrooms, 1 bathroom and kitchen, clean water is provided every day, electricity is provided by the company, worship facilities in the form of mosques and churches as well as other facilities. Clinics are available as workers' health facilities that can be accessed by workers and their families. This is supported by the results of interviews with housing residents who stated that the housing facilities provided were in decent condition, one house was occupied by 1 head of the family and so far if there were complaints from workers related to housing facilities, the company would respond and immediately make repairs.

In accordance with the description above, it can be concluded that the company already has facilities and infrastructure for the welfare of workers in decent conditions and can be accessed by workers and their families.

**6.2.5**

Based on the results of interviews with workers and representatives of labor unions, it is known that access to food or daily necessities is very easy to reach because the location of the plantation is close to the market which is located in the capital city of Pamukan Selatan and Pamukan Utara sub-districts. Then in the employee housing area there is also a weekly market every 2 weeks.

**6.2.6**

The certification unit has calculated the prevailing wages & inkind benefits independently based on local prices and tariffs for each plantation and mill unit as indicated in PT Paripurna Swakarsa's 2022 Prevailing Wage Calculation document. The applicable wages are the basic wages which refer to the minimum wages of Kotabaru Regency in 2022, benefits such as rice for workers and their families (wife and children), housing, water, electricity, work/school transportation, medical treatment, and insurance. The amount of the prevailing wages & inkind benefits is different for each unit, for example for the PLE unit it is IDR 4,027,890 and the BNE unit is IDR 4,045,369. Allowances in the calculation of prevailing wages will be given in kind.

**6.2.7**

Based on the results of the review of the worker list documents for July - August 2022, there are a total of 1,762 workers in the plantation and factory units. Of the total workers, there are contract workers (*PKWT*) who are employed by the certification unit in permanent jobs, for example in harvest work, harvest foreman and harvest admin.

The unit of certification shows the ratio of harvest labor requirements for each plantation unit. The actual ratio of harvest labor in the PLE and RPE units is 1:22, while in the BNE and SSE units is 1:20. Below are detailed data on the area and labor requirements for harvesting in each of PT PSA's plantation units:

- The PLE unit with mature area of 3,013 Ha requires 137 harvest workers and currently available are 107 harvesters. There is still a shortage of 30 people.
- The RPE unit with mature area of 2,898 Ha requires 130 harvest workers and currently available are 101 harvesters. There is still a shortage of 29 people.
- The BNE unit with mature area of 2,878 Ha requires 144 harvesting workers and currently available are 109 harvesters. There is still a shortage of 35 people.
- The SSE unit with mature area of 4,003 Ha requires 201 harvest workers and currently available are 168 harvesters. There is still a shortage of 33 people.

From the area data above, it is known that there is still a shortage of the number of harvest workers in all PT PSA plantation units. However, the unit of certification shows documents for PT Paripurna Swakarsa's replanting program which will be implemented in 2023 – 2033 with a total of 10,244 Ha. Based on the results of the study of the replanting program document and the area statement, it is known that the immature area that changes to mature area is smaller than the area to be replanted, so that the area that can be harvested affects the required harvest labor ratio.

Currently, the certification unit also has progress to apply for harvest workers with contract status (*PKWT*) who will be promoted to permanent status (*PKWTT*). Examples are as follows:

- RPE Unit: Based on inter-office mail number 018/RPE-AC Pam2/VI/2022 dated June 7<sup>th</sup>, 2022, there is a proposed appointment of 21 harvest workers and 2 harvest admin who have reached the Regional CEO approval stage on July 14<sup>th</sup>, 2022.
- BNE Unit: Based on inter-office mail number 041/BNE-AC Pam2/VII/2022 dated July 18<sup>th</sup>, 2022, there is a proposed appointment of 12 harvest workers and 1 KKPA harvest foreman which has reached the CEO approval stage on August 11<sup>th</sup>, 2022. Furthermore waiting for the decision letter given by HRD.

From the description above, it can be concluded that the unit of certification has the opportunity to:

- Ensure that contract workers (*PKWT*) are employed only for seasonal or temporary work, not for main work.
- Ensure that the realization of the appointment of contract workers (*PKWT*) into permanent workers (*SKU-H/PKWTT*) can run according to the established plan. **OFl.**

**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 certification unit has a policy related to the formation of an organization or labor union which is stated in the Social Policy document in the SOP for Sustainable Plantation Management No. Policy: 724/TQEM-SPMS/09 No. Revision 00 dated August 27<sup>th</sup>, 2010 approved by the CEO. In point 5 of the policy it is explained that the unit of certification is committed to respecting the rights of every staff/employee to form and join labor unions of their choice and to bargain collectively.

The certification unit has a labor union as a forum for workers to convey their aspirations to the certification unit. The following is a document for the formation of a labor union that has been reported to the Manpower and Transmigration Office of Kotabaru Regency, for example:

- Proof of registration of the Pondok Labu Factory Workers Union of PT PSA with number 568/2031/Disnakertrans on August 13<sup>th</sup>, 2018.
- Proof of registration of the Pondok Labu Estate Workers Union of PT PSA with number 568/92/SP/Dissosnakertrans on February 8<sup>th</sup>, 2018.
- Proof of registration of the Rampa Estate Workers Union of PT PSA with number 568/127/Naker-2/2018 on February 8<sup>th</sup>, 2018.

Based on the results of interviews with representatives of labor unions, it is known that the union holds regular internal and bipartite meetings with the certification unit, one of which is to discuss the resolution of complaints from workers. In addition, the informant also stated that workers can submit complaints through the labor union. If there is a dispute in terms of the working relationship between workers and the certification unit involving the union, the union will be responsible for resolving the issue.

#### 6.3.2

The unit of certification also shows documents of the internal labor union meetings as well as Bipartite meetings with the certification unit which are presented in Indonesian, for example contained in:

- The PLF unit labor union meeting on January 6<sup>th</sup>, 2022, whose agenda was to discuss completing the structure of the union management. The meeting was attended by 16 people.
- The SSE unit labor union meeting on July 31<sup>st</sup>, 2022, whose agenda was to discuss the socialization of the mechanism for submitting and handling complaints from workers through labor union officials and socialization regarding the understanding

of CLA to all workers so that problems that often arise can be minimized. The meeting was attended by 8 people.

### 6.3.3

Based on the verification of the document on the organizational structure of the labor unions in each plantation and mill unit, it is known that the union administrators are workers at PT PSA and there is no representative of the management/staff of the certification unit. Then, based on the results of interviews with representatives of labor unions and union members, it was found that there was no intervention from the certification unit regarding the structural selection of labor unions.

**Status: Comply**

## 6.4

### Children are not employed or exploited.

#### 6.4.1

The unit of certification has a formal policy for child protection and a prohibition on child labor which is indicated in the Social Policy in the SOP for Sustainable Plantation Management No. Policy: 724/TQEM-SPMS/09 No. Revision 00 dated August 27<sup>th</sup>, 2010 approved by the CEO. In chapter I of Social Policy, specifically point 6 stating that Plantation Upstream Indonesia does not utilize underage (children) workers. The certification unit also has the August 2020 edition of the Sime Darby Plantation Code of Business Ethics. In point 5.7 on Human Rights, it is explained about the rights of children, namely the unit of certification will support the welfare of children and protect them from all forms of inappropriate treatment, including sex to children, child trafficking, child labor and child pornography.

In addition to having a policy that regulates the minimum age of workers for workers, the unit of certification also contains clauses on child protection and a prohibition on employing workers under the age of 18 in work agreements with contractors. The policy is socialized to all workers and contractors at the time of signing the work agreement.

#### 6.4.2

Based on the list of employees for the period July – August 2022, it is known that none of the workers were under the age of 18 when they first started working. Then, the results of field visits and interviews with workers in the field, did not find any child laborers or workers under the specified minimum age.

Based on this, it can be concluded that the certification unit has a child protection policy including the prohibition of child labor and has been well documented and known to all workers.

#### 6.4.3

The certification unit shows a list of students who are currently participating in field work/internship activities at PT Paripurna Swakarsa for the period 2021 – 2022, for example those listed in the list of interns in the PLE unit. It is known that there are 2 students majoring in accounting, 2 students majoring in vehicle engineering and 1 student majoring in plantation crop agribusiness who carry out internships from November 2021 - January 2022.

Based on the results of interviews with workers and representatives of the certification unit, it is known that these students carry out field work practices to meet the needs of fulfilling the learning curriculum. They are placed in harmless work or as observers of plantation and mill activities only.

#### 6.4.4

The certification unit can show examples of socialization of Social Policy related to the prohibition of employing minors to the parties, for example the socialization in division 1 of the SSE unit on April 4<sup>th</sup>, 2022 which was attended by 31 workers. In addition, the certification unit has a warning regarding the prohibition of child labor and the prohibition of children being installed around plantation and mill areas.

**Status: Comply**

## 6.5

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

#### 6.5.1

The unit of certification has a policy to prevent sexual harassment and violence which is stated in the Social Policy document in the SOP for Sustainable Plantation Management No. Policy: 724/TQEM-SPMS/09 No. Revision 00 dated on August 27<sup>th</sup>, 2010,

approved by the CEO. In Chapter I, there is a Social Policy, specifically point 4, which explains that the unit of certification will develop and implement policies to protect female workers from crime and sexual harassment and protect rights related to women's reproduction.

To ensure that the policy is implemented, the certification unit has a reporting mechanism in case of harassment in the workplace. Dissemination of the complaint flow if there is a case of harassment in the workplace has been conveyed to all workers, for example the socialization on February 3<sup>rd</sup>, 2022 which was attended by 23 people. In addition, based on interviews with female workers, it is known that socialization related to harassment/threats/maltreatment is routinely carried out every morning before starting work.

Based on the recapitulation of employee complaints and complaints for the last one year period, there were no complaints related to harassment. Then, based on the results of interviews with representatives of the gender committee in the BNE unit, information was obtained that during the last few years there were no cases of sexual harassment between workers. However, in October 2021 there was a case of sexual harassment by a harvest worker in division 2 against his biological daughter. The unit of certification shows documents related to the sexual harassment case. Starting from the receipt of a report to the police, an investigation warrant, an arrest warrant and a detention order for the suspect on October 11<sup>th</sup>, 2021. Currently the suspect has been laid off from the company and is currently in detention at the Kotabaru Police State Detention Center, South Kalimantan Province.

#### **6.5.2**

The unit of certification has procedures for the protection of women and children as listed in the SOP number 01/KSP-Social/01/2021 dated January 1<sup>st</sup>, 2021, which is legalized by the Area Controller. The SOP explains the guidelines for protecting women workers in the company environment. The document also explains procedures for reproductive rights to female workers, for example procedures related to menstrual leave and maternity leave. Then, the certification unit also has a Gender Policy which was signed by the Head of Plantation Upstream Indonesia in April 2011. The policy explains that the certification unit will pay special attention to the protection of the rights of women workers, including the following:

- Strive to prevent sexual harassment and other forms of crime against women, workers and society
- Establish special procedures and mechanisms for complaints and grievances, which are acceptable to all parties for issues related to gender
- Establish a gender committee to implement and monitor gender policies
- Communicate and explain the gender policy so that it can be understood and understood by every staff/employee, including contractors and/or other related parties.

Evidence of the implementation of the policy is contained in the document recapitulation of menstrual leave and maternity leave in 2022. Then, based on the results of interviews with female workers, information was obtained that these workers were aware of reproductive rights related to the rights to menstrual leave and maternity leave rights. The mechanism of giving menstruation is done by checking by a doctor at the clinic first. The resource person also added information that during the past year there were no cases of sexual harassment or other forms of crime within the certification unit.

#### **6.5.3**

The unit of certification through the gender committee has identified the needs for pregnant women/new mothers. Then, the company showed the SOP regarding the protection of women and children with the number 01/KSP-Social/01/2021 dated January 1<sup>st</sup>, 2021 which was ratified by the Area Controller. This document explains the procedure for breastfeeding female workers.

The company, through the gender committee, has conducted an assessment of the needs of new mothers in 2022. Some of the needs of new mothers that have been identified based on the results of consultations with new mothers are as follows:

- Pregnant women / new mothers are given jobs that do not use chemicals.
- Breastfeeding mothers are given certain rest periods so that they can breastfeed their children.
- New mothers are provided with facilities for pre- and post-natal health checks along with *posyandu* activities.
- New mothers are provided with *posyandu* facilities for routine health checks and child development every month.
- Etc.

Based on interviews with representatives of the gender committee and field observations, it is known that the certification unit has provided a special place for breastfeeding in the daycare center. There is no prohibition from supervisors in the field regarding this

matter and especially workers in the field who do not bring vehicles will be delivered/picked up by the foreman at these times.

#### 6.5.4.

The certification unit has procedures related to handling employee complaints listed in the CLA for the period 2022 – 2024 which is legalized by the Manpower and Transmigration Office of Kotabaru. The CLA describes the mechanism for complaints from workers and their resolution. Then, the certification unit also has a policy of the August 2020 edition of the Sime Darby Plantation Code of Business Ethics, in point 5.8 regarding the protection of personal data it is explained that the certification unit respects the privacy and confidentiality of all parties. In the document it is explained that if requested, the unit of certification guarantees the confidentiality of the identity of the reporter and disclosure of disgrace or incident (whistleblower).

Based on interviews with workers and contractor workers, it is known that workers already have a sufficient understanding of the complaint mechanism. Complaints regarding sexual harassment can be submitted to the gender committee.

**Status: Comply**

#### 6.6

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

##### 6.6.1

Based on the review of the employee list document for the period of July - August 2022, there are no migrant workers working in the operational area of the certification unit. All workers come from within one country (albeit from various regions). In addition, each worker has been given a clear employment contract. The rights and obligations of workers are also clearly regulated in collective labor agreements and work agreements. Each worker has an employment agreement that describes a specific job description, there is no replacement of the contract without prior consultation and approval from the worker, for example:

- There is no identity retention, because all labor documents for individuals are photocopies and not original items such as ID cards, diplomas, family cards and others.
- There is no substitution of contracts, because all existing contract workers are currently working in accordance with the existing contracts, such as contract workers for maintenance activities only carrying out maintenance activities and not employing workers other than those stated in the contract.
- Freedom of workers in resigning, because if the worker wants to resign there is no understanding or prohibition from the certification unit to the worker concerned. This is evidenced by the existence of workers who resigned to change jobs and the certification unit gave all their rights as workers who completely resigned without any drawbacks.
- There is no coercion in doing overtime work, workers who work overtime in the certification unit can refuse if ordered to do overtime activities because overtime is not the obligation of workers and the certification unit also does not prohibit it.

Based on field visits and interviews with workers, it is known that most of the workers come from the surrounding community. They have a recruitment process in the certification unit and are in accordance with the applicable recruitment procedures. Based on the results of interviews with workers in plantations and factories, it is known that there are currently no migrant workers, identity retention, payment of recruitment fees, contract substitution, forced overtime, lack of freedom for workers to resign, punishment for termination of employment, debt bondage, and deductions. slavery. This is because the certification unit has carried out its operations in accordance with applicable regulations.

There are no significant obstacles related to employment or violations of the certification unit regulations. For example, for harvesters work every day based on 7 hours of work. The unit of certification provides a target output that can be obtained in less than 7 working hours. If the harvester earns more in time or more than 7 working hours, the harvester will get a harvest premium payment. No penalty is given to harvesters if they do not get results due to natural factors such as rain. Based on the pay list, the harvesters have earned above the minimum wage.

##### 6.6.2

The results of the verification of the labor list document, interviews with workers and management representatives, obtained information that there were no foreign workers working at PT PSA. In addition, the results of the verification of the Specific Time Work Agreement (*PKWT*) document, for example the work agreement number 27/Kantor-PL/VI/2022 on June 13<sup>th</sup>, 2022, it is known that there is no indication of forced labor or wage withholding. The work agreement has explained the position, type of work, rights and obligations of both the employer and the worker. From the following description, it can be concluded that employment procedures have been implemented in accordance with applicable policies.

**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**

Business Actors show the Decree of ratification of the OHS Committee Organization by the relevant agencies in accordance with OHS Committee personnel, including:

- Pondok Labu POM  
Decree of the Head of the Manpower and Transmigration Office of South Kalimantan Province Number 566/B.01/Was-NKT/2022 dated January 3, 2022 with the OHS Committee Secretary namely Qadarisman Ilyas in accordance with OHS Decree Number 5/33347/AS.02.04/XII/2020 valid until December 22, 2023.
- Pondok Labu Estate  
Decree of the Head of the Manpower and Transmigration Office of South Kalimantan Province Number 566/8.153/Was-NKT/2021 in December 2021 with the Secretary of OHS Committee namely Qadarisman Ilyas in accordance with OHS Decree Number 5/33347/AS.02.04/XII/2020 valid until 22 December 2023.
- Binturung Estate  
Decree of the Head of the Manpower and Transmigration Office of South Kalimantan Province Number 547/20/Was-NKT/2021 in December 2021 with the Secretary of OHS Committee namely Margono in accordance with OHS Decree Number 5/10212/AS.02.04/IX/2021 valid until September 10 2024.
- Rampa Estate  
Decree of the Head of the Manpower and Transmigration Office of South Kalimantan Province Number: 566/106/Was-NKT/2019 dated February 6, 2019 with the OHS Committee Secretary namely Arif Sucipto, however the company can show a Letter of Appointment as a Rampa Estate OHS Expert namely Qadarisman Ilyas who has received by the Manpower Office of South Kalimantan Province on May 30, 2022 in which the personnel already has OHS Decree Number 5/33347/AS.02.04/XII/2020 valid until December 22, 2023.
- Sesulung Estate  
Decree of the Head of the Manpower and Transmigration Office of South Kalimantan Province Number 566/224/Was-NKT/2019 dated May 31, 2019 with the Secretary of OHS Committee on behalf of Arif Sucipto, however the company can show a Letter of Appointment as a OHS Expert of Sesulung Estate namely Leonardi Siregar which has been received by the Manpower Office of South Kalimantan Province on February 14, 2022 in which the personnel already has OHS Decree Number 5/9756/AS.02.04/XII/2019 valid until December 16, 2022.

Matters related to OHS have been discussed in OHS Committee meetings which are held every month, for example recording the minutes of the RPE OHS Committee meeting on June 21, 2022, briefly discussed matters including:

- Evaluation of the importance of PPE for RPE employees
- Re-emphasis on the prohibition of playing and activities around water reservoirs (wells) or reservoirs around the employee housing area
- The obligation to turn on the lights for every vehicle
- The obligation to maintain the cleanliness of the cottage environment
- Residential and office security

Based on the explanation above, it is known that an OHS organization has been established with an adequate number of personnel in accordance with the laws and regulations

**6.7.2**

The company has established an emergency response system in accordance with the risks that exist in the company, such as procedures on Occupational Safety and Health (711/TQEMS-P2K3/07), Fire Control SOP No. Policy 7302/PSQM-ESH/14, regarding the General Emergency Preparedness and Response Team and specifically refers to company documents.

Based on the results of the field visit, it is known that the company has placed first aid kits in housing areas, factories, offices and other facilities in accordance with the material identification that has been carried out, in addition to field employees it is also equipped with a first aid bag brought by the foreman. Based on the work accident records, it is known that the number of first aid kits and first aid kits and the equipment provided by the company is sufficient to cover workers in the field. Based on interview with the first aid officer it's known that they can explain how to use the first aid equipment. Based on field observations at Mill and Estate, it is known that evacuation routes and assembly points have been warned and the workers has knowledge about what to

do when an emergency happened.

### 6.7.3

The company shows Memorandum No. 01/EM-Div/II/2019 from the Pondok Labu Manager on 26 February 2019 regarding the Rules for the Use and Replacement of PPE, briefly explaining including:

- The company will provide PPE according to HIRAC
- Workers must properly wear the PPE that has been given.
- The company will replace PPE if it is damaged because it is used for work.

Based on the results of field visits such as operational activities at the Estate (Spraying, Harvesting, Fertilizing) and Mill (Processing Processes), it is known that workers have used adequate PPE and are in accordance with the hazard identification and risk control documents that have been determined. In addition, workers also stated that PPE is provided by the company and will be replaced if it is damaged or does not provide the maximum protection function including PPE that has a short lifetime. Besides that, the auditor team found several facts including:

- The results of the field visit at Sesulung Estate found that several workers did not know the mechanism for replacing damaged PPE (shoes) before they were used up, so they used the PPE provided by themselves.
- Procedure for Personal Protective Equipment No. 739/TQEM-ESH/10 Revision 2 dated November 1, 2016, among others, explains that PPE must be replaced as soon as it is known that it does not provide protection.
- Evaluation & Recommendations for the Application of PPE Shoes for the KSP Region on March 1, 2019 including informing the type of work, type of shoe and frequency of replacement. In addition, it is explained that if there is damage before the time of replacement, it will be carried out according to the replacement procedure.
- The company showed recordings of socialization related to the mechanism for replacing PPE to Sesulung Estate employees, including March 4 and 9, and April 8, 2022, which were attended by a total of 91 workers.

Based on the explanation above, the company has an opportunity for improvement to ensure that the mechanism for replacing PPE that has been damaged before the replacement period has been understood by all workers. **(OFI)**

In addition, based on the results of interviews with workers and field visits, it is known that the company has provided sanitation facilities that can be used by workers to clean themselves, PPE and work equipment in sufficient quantities.

### 6.7.4

The certification unit has a policy to include workers in the social security program listed in the CLA for the 2022 – 2024 period which was approved by the Head of the Manpower and Transmigration Office of Kotabaru Regency on July 16<sup>th</sup>, 2022. As the implementation of this policy, the certification unit has included all its workers into the *BPJS* Employment and *BPJS* Health programs. Then, the unit of certification shows the list of workers for July 2022 and proof of payment of *BPJS* Employment and *BPJS* Health for the same period via bank transfer, for example as follows:

- Pondok Labu Factory:
  - The unit of certification shows the list of workers for the PLF unit for the period of August 2022, which is 106 people.
  - Proof of payment of *BPJS* Employment for the period August 2022 for 106 people on August 6<sup>th</sup>, 2022, via Mandiri bank transfer.
  - Proof of payment of *BPJS* Health for the period of August 2022 for 353 people (including workers' dependents) on August 6<sup>th</sup>, 2022, via Mandiri bank transfer.
- Sesulung Estate:
  - The unit of certification shows the list of workers for the SSE unit for the period of July 2022, which is 489 people.
  - Proof of payment of *BPJS* Employment for the July 2022 period for 489 people on July 6<sup>th</sup>, 2022, via Mandiri bank transfer.
  - Proof of payment of *BPJS* Health for the period of July 2022 for 1,022 people (including dependents of workers) on July 6<sup>th</sup>, 2022, via Mandiri bank transfer.
- Rampa Estate:
  - The unit of certification shows the list of workers for the RPE unit for the period of August 2022, which is 353 people.
  - Proof of payment of *BPJS* Employment for the period August 2022 for 353 people on August 5<sup>th</sup>, 2022, via Mandiri bank transfer.
  - Proof of payment of *BPJS* Health for the period of August 2022 for 693 people (including dependents of workers) on

August 5<sup>th</sup>, 2022, via Mandiri bank transfer.

Based on the results of interviews with nursery workers in Block H005 Division 3 of the BNE unit, information was obtained that the certification unit has provided health insurance for workers and their families (wife and children) and employment insurance for all workers. The workers know the *BPJS* registration number and have their cards in hand. The informant also stated that if a family member is sick, the *BPJS* card can be used.

Then from the results of document review and interviews with management representatives, information was obtained that in 2022 there were work accidents that are major or fatal. Then, the unit of certification shows the documents for handling the case, which are as follows:

- Chronology of events: The worker quoted loose fruit with the initials HTNH who had a work accident on February 21<sup>st</sup>, 2022, at the edge of the ditch collection road Blok M004 Division 1 RPE unit. The victim was declared dead due to drowning being pulled into the water by a crocodile.
- The case has been reported to *BPJS* Employment which is listed in the Work Accident Case Report Phase 1 and Phase 2 which were reported on February 22<sup>nd</sup>, 2022, by attaching a chronology of events and a certificate of work accident examination by a doctor.
- Certificate of heir number .../252/RC-SKAW/2022 to the bereaved family, namely the husband and children of the victim on March 2<sup>nd</sup>, 2022, signed by the Village Head of Rampa Cengal.
- Certificate of cessation of work number 019/RPE/SKBK/II/2022/s on February 22<sup>nd</sup>, 2022, signed by the RPE Estate Manager. Then the certification unit has paid layoffs of workers who died to the heirs (husbands of the victims) in March 2022. The calculation of severance pay has been adjusted to the prevailing laws and regulations.

From the description above, it can be concluded that all workers are provided with health services and are protected by occupational accident insurance.

#### 6.7.5

The company shows the recording of work accidents, for example during 2021 as follows:

UNIT	Year Todate				
	Case	LTI	WH	FR	SR
BNE	8	7	644,084	12	11
PLE	2	1	887,200	2	1
RPE	3	3	804,685	4	4
SSE	5	8	1,057,903	5	8
PLF	0	0	237,335	0	0

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

Procedures related to pest monitoring and control are contained in the Agricultural Reference Manual (ARM) document No. Policy 110/EST-ARM/13 Section 15 on crop protection. These procedures include explaining:

- Oryctes on oil palm tree
- Control of bag worms and needle worms
- Use of beneficial plants for natural leaf pest control
- Rat control in oil palm plantations
- Utilization of owls for rat pest control

- Control of root rot and stem end rot caused by Ganoderma.
- Best practice certification to minimize Ganoderma Inoculum in oil palm replanting.
- The use of Arvicular mycorrhizal fungus for controlling root rot disease.

The document also regulates the stages of identification, monitoring and control of pests and diseases. In principle, the pest and disease census are an early warning measure for diseases and pests. If the census results show that the attack exceeds the threshold, then control is carried out, such as:

- Oryctes: Observation frequency once a month, control threshold 5% / ha
- Oil Palm Leaf Feeding Caterpillar: Observation period is once a month, control threshold for example needles worm *Setora nitens* 5 larvae / midrib
- Rats: Period of observation every 3 months, control threshold 5%

The company shows records of the implementation of pest monitoring and control, for example:

- The Census Report of Needle Worm, Bag Worm, and Rats at Binturung Estate in December 2021 revealed that there were no pests.
- The Pest Census Report of Pondok Labu Estate in July 2022 revealed that there were no pests such as Needle Worm, Bag Worm, Rats, Ganoderma, Termites and Oryctes. In addition, pest control has been provided such as planting beneficial plants (*Cassia cobanensis* 14,050 meters, *Antigonon leptopus* 2,432 meters, *Turnera subulata* 49,000 meters and Barn Owl Box 80 units).
- The results of the Binturung Estate Barn Owl Box census in December 2021, it is known that 77 units of Owl Cages have been installed with an occupancy rate of 48%.

Based on the results of the field visit, it is known that the company has implemented integrated pest control, besides that there is no visible pest attack in massive numbers.

### 7.1.2

Based on the results of interviews and field visits, it is known that the company does not use species that are classified as invasive species according to the Minister of Environment and Forestry Number 94 of 2016.

### 7.1.3

Based on the results of the document review and field visits, it was found that no fire was used for pest control.

**Status: Comply**

## 7.2

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

### 7.2.1

In an effort to minimize the use of pesticides, the company uses selective pesticides according to the target pests/weeds being controlled. The pesticides used by the company for example in 2021/2022 include:

Merk	Bahan Aktif	WHO	Target
Prima Up	Glyphosate, Isopropylammonium 480 g/l	U	Broad leaf weeds and narrow leaf weeds
Marshal 5g	Karbosulfan 5%	II	Bag Worm
Metaprima 20 WD	Metil Metsulfuron 20%	U	broadleaf weed
Basta 150 SL	Ammonium Glufosinate	III	Broad leaf weeds and narrow leaf weeds
Lifeline 280 SL	Ammonium Glufosinate	III	broadleaf weed
Kenlon 480 EC	Triklorpir Butoksi Etil Ester 480 g/l	III	Broad leaf weeds and narrow leaf weeds

Racumin	Kumatetralil	IIB	Rats
Becano 500 SC	Indaziflam	II	Broad leaf weeds and narrow leaf weeds
Capture	Cypermethrin	II	Palm Leaf Eater Caterpillar
Kencepat	Asefat	III	Palm Leaf Eater Caterpillar
Kenrane	Fluroksipir 288 g/l	U	broadleaf weed
Centalon	Triklopir	III	Woody growth

### 7.2.2

The company has a record of the use of each pesticide contained in the Pesticide Usage Record document which is recorded every month. For example, the recording of Prima Up pesticide usage PLE in July 2022 is as follows:

- Merk: Prima Up
- Active Ingredient: *Gliphosate* (490 g/l)
- LD50: 5,000 mg/kg
- Application Volume: 1.56 Ltr
- Application Area: 2.54 Ha
- Active Ingredient/Ha: 300 g/Ha

### 7.2.3

The company shows records of pesticide use, for example in 2021 – 2022 at SSE as follows:

<b>Merk</b>	<b>2021</b>	<b>2022</b>
Basta	490.00	1,118.00
Prima Up	14,317.00	8,043.00
Metaprima	357.94	168.08
Kenrane	426.00	632.00
Capture	1,200.00	1,525.00

Based on the results of the document review, it is known that the company has minimized the use of pesticides, especially for controlling animal pests (Rats), based on field observation this is evidenced maximizes the use of beneficial plants and natural enemies of pests (*tyto alba*). The use of pesticides for weed control carried out based on weed conditions in the field.

### 7.2.4

Based on the results of the document review, it is known that there is no use of pesticides for preventive purposes, pest control using pesticides is only carried out if the level of pest attack exceeds the economic threshold.

### 7.2.5

Based on the results of document review, Records of Pesticide Use and field visits at the Pesticide Warehouse, it is known that there is no use of pesticides that are included in the World Health Organization (WHO) Class 1A or 1B list or included in the Stockholm or Rotterdam Conventions, as well as paraquat.

### 7.2.6

The company shows recordings of periodic pesticide handling training, for example the recording of Refreshment of competence & safety in spraying, handling pesticides and buffer zones training on November 20, 2021 which was conducted by the Divisional Assistant and attended by 13 chemist workers.

**7.2.7**

The results of field observations of chemical storage warehouses, it is known that chemical storage warehouses are in accordance with Government Regulation number 74 of 2001 concerning the Management of Hazardous and Toxic Materials. Among them are equipped with hazard symbols, ventilation, adequate lighting, emergency response facilities and infrastructure, process flow for receiving and releasing chemicals, MSDS, storage of pesticides are grouped by type and available secondary containment which is clean.

**7.2.8**

Based on documents and interviews with management related to pesticide storage SOPs, it is known that there is no change from the previous assessment which is listed in the SOP *Penanganan Bahan Kimia* (PLF / SOP.ESH / 04 dated January 11, 2011).

Based on field observations at the Chemical Warehouse at Pondok Labu Estate, Sesulung Estate and Binturung Estate it was found that the conditions of all pesticides stored were in accordance with recognized best practices, including available MSDS, PPE, first aid kit, spill countermeasures and warehouse personnel were given training on pesticide handling.

Evidence that the pesticide packaging has been stored and discarded and not used for other purposes, that is based on the results of field observations in either PLE, BNE, SSE was not found. Based on the results of interviews with workers on herbicide application activities, for example in PLE and SSE, it is known that the used pesticide packaging is cleaned and collected at hazardous waste temporary warehouse and water used for washing work tools and PPE is reused for mixing spray ingredients.

**7.2.9**

Based on the results of document review and interviews, it is known that the company does not spray through the air.

**7.2.10**

Based on the results of document review and interviews, it is known that the company has conducted regular (general) health checks for all Mill and Estate workers in 2022. However, the company has not carried out special health checks for workers with certain risks due to the COVID-19 pandemic and will be carried out in August 2022. The company shows a letter from the Simpang Clinic Head on August 2, 2022 informing the plan for the implementation of the Annual MCU, one of which will be in the Pamukan Area to be carried out on August 12 – 16 2022, this has become an opportunity for improvement in indicator 3.6.2

**7.2.11**

The results of the study of the SOP Block Spraying System document number PM 0800 dated August 1, 2018, explained that children, pregnant or lactating women and those who were not healthy were not allowed to work. In addition, there are warnings regarding pregnant and lactating women are prohibited from working on chemist spray jobs and fertilizing jobs.

Based on the results of interviews with representatives of the Gender Committee and employees, it is stated that female workers who are pregnant or breastfeeding are not allowed to work related to chemicals and will be transferred to other jobs. Pregnancy checks are only carried out on spray and fertilizer workers every month to find out whether workers are pregnant or not. Based on interview with female workers it is known that there are no pregnant workers that handling pesticides.

<b>Status: Comply</b>
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**7.3**

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

**7.3.1, 7.3.2**

The entire products of waste and its sources have been identified and documented in the identification list document of Environmental Aspects on 2021/2022. The examples of waste products are oil sourced from FFB trucks, emissions/smoke from FFB trucks/CPO, waste sourced from used sacks, emissions/smoke that comes from generators, emissions/smoke coming from the chimney boiler, emissions/smoke coming from EFB fireplace, spilled lubricant /oil sourced from the generator engine, oil drums sourced from the workshop, ex-battery, rags, used lamp sourced from materials warehouse, chemical ex-container from chemical warehouse, effluent that sourced from the chemical ex-bottles derived from laboratory, effluent that comes from FFB processing, and others.

The management unit can show the realization of waste management in accordance with the procedures and management plans they have:

- Storing Hazardous waste in Hazardous waste warehouse
- Recording Hazardous waste and the other waste use in the logbook
- Submit Hazardous waste to Permitted transporter (PT BES) on June 22, 2022 with details

Type of Hazardous waste	Amount	No Manifest	Vehicle number
Used Oil	1000 ltr	GR 0020046	KT 8685 K
Chemical packaging	576 kg	GR 0020047	KT 8685 K
Oil Filter	415 kg	GR 0020048	KT 8685 K
Used Oil	1200 ltr	GR 0020049	KT 8767 LN
Hazardous packaging	375 kg	GR 0020050	KT 8767 LN
Used Battery	557 kg	GR 0020050	KT 8767 LN
Used Jerrycan	277 kg	GR 0020050	KT 8767 LN
Used Rags	15 kg	GR 0020050	KT 8767 LN

In addition, the management unit has recorded Hazardous waste either in the POM or Estate. The Hazardous waste warehouse stock for the July 2022 period is as follows:

- Used Oil 0.8037 ton
- Oil Filter 0.02 ton
- Used Battery 0.12 ton
- Agrochemical Packaging 0.0033 ton
- Used jerry cans 0.0315 tons

#### Utilization of POME and Solid Waste from POM

Year	Shell (ton)	Fiber (ton)	EFB (ton)	POME (M <sup>3</sup> )
2021 (Jan-Des)	9,974	22,738	73,210	376,582
2022 (Jan-Jun)	4,129	9,470	50,712	141,568

Domestic waste from housing and offices has been collected and disposed of at the Landfill in accordance with existing procedures. The results of interviews with management and workers revealed that workers have understood the procedures for managing waste in accordance with the procedures they have.

The management unit has reported waste management to the relevant agencies for example:

- Hazardous waste and POME Management Report for the First Quarter of 2022 to be reported to the Kotabaru Regency Environmental Service on March 25, 2022
- Hazardous waste and POME Management Report for the Second Quarter of 2022 which is reported to the Kotabaru Regency Environmental Service on 21 July 2022.

### 7.3.3

Observations in the residential areas of Binturung Estate, Rampak Estate, Sesulung Estate and Pondok Labu Estate found that domestic waste has been collected and transported once a week. The results of interviews with residents, waste is not burned and there is a prohibition board installed in the housing area regarding the prohibition of burning domestic waste.

**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 company already has a procedure related to fertilization activities contained in the Agricultural Reference Manual (ARM) document (No. Doc. 110 / EST-ARM / 13) Section 8 concerning the Fertilization of Oil Palm Crops which includes technical fertilization, empty fruit bunch application and compost application on Immature plants and mature plants, fertilizer placement and fertilizer application of 'focal feeding' on marginal soils. The implementation of the SOP is monitored periodically with an operational audit or Plantation Advisory. In addition, the implementation of fertilization supervised by the foreman, assistant and re-evaluation by the manager.

**7.4.2**

Based on the Minamas Agricultural Reference Manual for Palm Oil Planting Section 8 Fertilization Point 3.1.1, it is stated that the dose of fertilizer for mature plants above 24 months will be given by an agronomist based on the interpretation of the results of leaf analysis by entering several data such as production, rainfall, soil type and make observations during field visits.

Companies can show records of Leaf and Soil Analysis, for example as follows:

- Companies can show records of Leaf and Soil Analysis, for example as follows:
- Results of Plant Tissue Analysis (LSU) 2015 – 2021 with information on the results of parameter analysis N, P, K, Mg, B.
- SSE Soil Analysis Test Report No. LS/Sr.Mgr.Lab/Pjs.Sr.Mgr.Agr-MRC/041/X/2021 dated 26 October 2021 on 44 samples with analyzed parameters including Texture, pH, C-Organic, P, K, Mg, Ca, Na, Al, H, Pb, Fe, Ni, KB, CEC.
- BNE Soil Analysis Testing Report Number. LS/Sr.Mgr.Lab/Pjs.Sr.Mgr.Agr-MRC/042/X/2021 dated 28 October 2021 on 43 samples with analyzed parameters including Texture, pH, C-Organic, P, K, Mg, Ca, Na, Al, H, Pb, Fe, Ni, KB, CEC.
- RPE Soil Analysis Test Report No. LS/Sr.Mgr.Lab/Pjs.Sr.Mgr.Agr-MRC/018/VI/2021 dated 22 June 2021 on 21 samples with analyzed parameters including Texture, pH, C-Organic, P, K, Mg, Ca, Na, Al, H, Pb, Fe, Ni, KB, CEC.
- SSE Soil Analysis Test Report No. LS/Sr.Mgr.Lab/Pjs.Sr.Mgr.Agr-MRC/035/X/2021 dated October 11, 2021 for 42 samples with analyzed parameters including Texture, pH, C-Organic, P, K, Mg, Ca, Na, Al, H, Pb, Fe, Ni, KB, CEC.

**7.4.3**

The company shows records of nutrient recycling, including:

- EFB applications for the period January – December 2021 amounted to 43,181.09 tons.
- POME applications for the period January 2021 – December 2021 totaling 376,582 M3.
- Based on the results of the field visit, it is known that the company also uses pruned midrib as an alternative nutrient source.

**7.4.4**

Based on the results of the document review, for example in 2021 it is known that the fertilizers recommended and used in 2021 include AC, NPK, Kieserite, RP, MOP, Borate, and ZA, the fertilizer that used and applied is in accordance with recommendation (achievement more than 90%).

The company can show fertilization documentation, for example the total use of BNE fertilizer per December 2021 is 2,808.95 Tons with a production of 173,178 Tons so that the realization of fertilizer use is 0.016 Ton/Ton FFB.

<b>Status: Comply</b>
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**7.5**
**Practices minimise and control erosion and degradation of soils.**
**7.5.1**

The Certification unit shows the land map listed in the Semi-Detailed Survey Soil Report 2016 - 2021 which explains that there is no marginal land such as peat soil. However, there are areas with slopes that have been treated with terrace treatment and contour making. The maps contained in the document include:

- Binturung Estate Land Slope Class Map Scale 1:50,000, with groups 0-4% (Level), 4-12% (Undulating), 12-24% (Rolling), 24-38% (Hilly), and 38-50 % (Somewhat steep).
- Map of Pondok Labu Estate Land Slope Class 1:50,000 Scale, with groups 0-4% (Level), 12-24% (Rolling).
- Rampa Estate Slope Class Map 1:50,000 Scale, with groups 0-4% (Level), 4-12% (Undulating), 12-24% (Rolling).
- Sesulung Estate Land Slope Class Map Scale 1:50,000, with groups 0-4% (Level), 4-12% (Undulating), 12-24% (Rolling), 24-38% (Hilly).
- Binturung Estate Soil Type Map Scale 1:50,000 with soil types including *sulfic endoaquent, typic endoaquept, lithic hapludalf, typic hapludult, typic plinthudult*.
- Soil Type Map of Pondok Labu Estate Scale 1:50,000 with soil types including *typic endoaquept, typic hapludalf, typic hapludult, typic hydraquent, typic plinthudult*.
- Soil Type Map of Rampa Estate Scale 1:50,000 with soil types including *sulfic endoaquent, typic endoaquept, typic hapludult, typic plinthudult, typic sulfaquent*.
- Sesulung Estate Soil Type Map Scale 1:50,000 with soil types including *sulfic endoaquent, arenic hapludults, typic hapludult, typic plinthudult, typic sulfaquent, lithic udorthent*.

**7.5.2**

Based on the results of field visits in replanting areas, for example Planting Year 2020 Division 4 PLE and Planting Year 2021 Division 3 SSE, no extensive replanting was found on land with steep slopes.

**7.5.3**

Based on the results of the study of the area statement documents and field visits, it was found that the company did not carry out any new plantation development activities.

<b>Status: Comply</b>
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**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 Certification unit shows the land map listed in the Semi-Detailed Survey Soil Report 2016 – 2021. Based on the results of the document review, it is known that in general the land in PT Paripurna Swakarsa has an actual S3 land suitability (marginally appropriate), based on the main limiting factor.

**7.6.2; 7.6.3**

Based on the results of the study of the area statement documents and field visits, it was found that the company did not carry out any new plantation development activities.

<b>Status: Comply</b>
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**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; 7.7.7**

Based on field observation and review of the Semi-Detailed Soil Survey Report and land suitability for oil palm plants for the 2016-2021 period of PT PSA carried out by the MRC, it was informed that there was no peat land in the company's operational area.

<b>Status: Comply</b>
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**7.8**

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

**7.8.1**

The company already has a water management plan for mills and plantations listed in the environmental management and monitoring documents as well as riverbank management programs and other water sources. Water management that has been carried out by the factory includes:

- Manage the liquid waste in the WWTP pond before it is used in the garden in accordance with the permit it has.
- Conducting groundwater quality testing in the area of application of liquid waste and groundwater around settlements.
- Prevent leakage at each water installation.
- Determination of the schedule (opening hours) for the distribution of domestic water every day.
- Separation of non-chemical and chemical water

The company demonstrated a surface water quality monitoring program for the first semester of 2022 carried out by an accredited laboratory (LP 242 IDN). Based on the results of testing the quality of surface water in semester 1 of 2022, it is known that the BOD and COD parameters exceed the quality standards, both upstream (Senipah River) and downstream (Separe River). In accordance with the existing trend, the BOD and COD parameters indeed exceed the quality standards, including during the initial baseline assessment.

**7.8.2**

PT. PSA already has SOPs for the management and maintenance of water sources and quality:

- SOP for Buffer Zone Management (034/LMR-PBZ/C7 dated December 1, 2010) which includes River Borders, Reservoir Borders, Spring Borders and Areas to the right and left of the main ditch.
- SOP for Watershed Protection (DAS) No. Document 031/LMR-DAS/C7 dated December 1, 2010, which describes the procedures for protecting the Watershed Area (Buffer Zone).

The company has implemented water management plans for example.

- Based on the document review, the company has consistently monitored the quality of surface water, wastewater, erosion rates in locations in ANDAL documents and Land Application Permits. For example, monitoring the water quality of Senipah river quality and Separe river quality (upstream and downstream).
- The Company has conducted daily monitoring of water by using Flow meter and determining the target of water use.
- The ground water quality testing for on monitoring well on semester 1 2022. The monitoring conducted on block K45, block L40 and M40, based on the result all parameters tested still in accordance with threshold of the Minister of Health No.32 of 2017 concerning environmental health quality standards and health requirements of water for sanitary hygiene.

Based on field visit at Riparian area block G1 Division 4 Separe River in Binturung Estate, there is management of riparian such as there has been a prohibition on spraying, not throwing garbage in the river, not doing chemical activities and chemical application borders.

### 7.8.3

The Company has licensed the utilization of liquid waste to be applied to the land (Land Application) based on the Decree of Regent Kotabaru No.: 503/05/IPAL-BPPTPM/2016 dated 21 December 2016 concerning Permit for Utilization of Wastewater to Land at Oil Palm Plantation Activities PT PSA in Pamukan Utara District, Kotabaru Regency, valid for 5 years. This issue has been explain in indicator 2.1.1 and become OFI.

Monitoring of BOD has carried out every month regularly and reported to Environment Agency every three month. Evaluation and water sampling in WWTP outlet were carried out by accredited laboratory. Based laboratory testing, it could be concluded that testing results from January 2022 to June 2022 were accordance with regulation of the environment minister Number. 28/2003.

### 7.8.4

The procedure of water use monitoring in mill available under document Procedure of Water Treatment Plant. Water consumption monitored by using flowmeters installed in piping system of WTP. According to water use data in last period January to December 2021 average of water use for processing still below the determined budget (0.8 m<sup>3</sup>/ton FFB while budget is 1.50 m<sup>3</sup>/ton). Overall use of water under the budget of company.

	<b>Status: Comply</b>	
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## 7.9

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

### 7.9.1

The Company already maximizing the use of renewable energy (fiber & shell) as boiler fuel. For example, use of shells and fiber period January to December 2021 Pondok Labu POM has produces 2,539,410 kWh of electricity from turbine, while electricity generated from diesel fuel 126,732 kWh. The efficiency renewable energy use per ton of palm product in the mill is 13.86 KWh / tonFFB, while result Direct fossil fuel used is 0.69 KWh / tonFFB.

	<b>Status: Comply</b>	
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## 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, 7.10.2

The CH does not conduct new planting after 2014. Based on the areal statement, the oldest plant in the concession area of PT PSA is the plant in 1995, for planting 2015 is replanting activities on Rampa Estate. PT PSA has identified the entire of pollution and emission source from plantation and processing activity, can be shown the document of identification result which informs: type of emissions, sources, mitigation and management plan. Based of document it was shown that the type of emission generated by PT PSA:

- CO<sub>2</sub> from land preparation, fertilizing, diesel fuel usage for transportation and generator set
- NO<sub>2</sub> from utilization of solid waste (empty bunch) in plantation area
- CH<sub>4</sub> from POME in WWTP and land application (utilization of POME in plantation area)

Based on auditor verification result during audit known data pesticides usages monitoring, data diesel fuel monitoring, HCV identification, data POME, total planted area and etc. found that accurate data has been put into the RSPO palm GHG Calculator. Meanwhile this GHG calculation using options No 2 (Apply November 2005 Cut off for LUC).

Fossil fuel reducing on Pondok Labu palm oil mill have been implemented by fiber/shell usage for boiler. POM Waste water has been monitored every months and monitoring periods January to December 2021 and January to June 2022 shown that all of waste water testing parameters is compliant to the standards quality.

Based on document review for examples: pesticides usages monitoring, diesel fuel monitoring, HCV identification and etc found that accurate data has been put into the RSPO palm GHG Calculator.

The calculation of GHG and its monitoring has conducted by EHS department. GHG emission calculated using RSPO palm GHG calculator 4.0 Summary of GHG emission for Pondok Labu palm oil mill and its supply base period 2021 are listed as follows :

**Summary Emission**

Emission per product	tCO2e/tProduct
CPO	2.46
PK	2.46

Production	t/yr
FFB processed	183,294.26
CPO produced	36,796.96
PK produced	8,433.29

Extraction	%
OER	20.08
KER	4.6

Land use	Ha
Planted area on mineral soil	15,771.16
Planted on peat	0
Conservation Area Forested	396.51
Conservation Area Non Forested	0

**Summary of field emission and Sinks**

Description		Own crop tCO2e/h a	tCO2e/tFFB	tCO2e	Group		Total
Emissions Sources	tCO2e				tCO2e/ha	tCO2e/tFFB	
Land conversion	63946.76	11.19	0.95	11073.62	9.88	1.10	175020.38
CO2 emissions from fertilizer	14096.55	0.96	0.08	1054.59	0.94	0.10	15151.14
N2O emissions from Peat	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N2O emissions from Fertilizer	12440.84	0.85	0.07	891.37	0.80	0.09	13332.21
Fuel consumption	3423.76	0.23	0.02	4.49	0.00	0.00	3428.26
Peat oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sinks							
Crop sequestration	118623.40	-8.10	-0.68	-10496.32	-9.36	-1.04	-129119.72
Sequestration in Conservation area	-3636.00	-0.25	-0.02	0.00	0.00	0.00	0.00
Total	Total	71648.5 2	4.89	0.41	2527.75	2.25	0.25

**Summary Oil Mill Emissions and Credits**

Remarks	tCO <sub>2</sub> e	tCO <sub>2</sub> e/t FFB
Emissions sources		
POME	35,928.78	0.20
Fuel consumption	1194.77	0.01
Grid electricity	0.00	0.00
Credits		
Export of grid electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	37,123.55	0.20

**Palm Oil Mill Effluent (POME) Treatment**

Divert to compost (%)	0
Divert to anaerobic digestion (%)	100

**POME Divert to Anaerobic Digestion**

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

The increase in GHG value from 2020 (2.28 tCO<sub>2</sub>e/tProduct) to (2.46 tCO<sub>2</sub>e/tProduct) in 2021 is due to replanting activities in 2021.

**7.10.3**

The company has a SOP of GHG emission sources inventory inside the SOP No: 700 / PSQM-GHG-01/12, concerning to the GHG Source Inventory. As for the implementation from SOP of GHG inventory, has been identified the sources of GHG. Based on the results of document verification and field observation, CH already has plans and implemented activities to reduce and minimize GHG emissions, among others:

- Application of EFB as utilization of solid waste for organic fertilizer
- Utilization of liquid waste applied for fertilization.
- Utilization of shell and fiber for boiler fuel as efficiency of diesel fuel consumption.
- Planting trees in factory area,
- Conduct air quality monitoring through routine emission testing contained in the RKL-RPL Report
- Monitoring of POME including monitoring of waste discharge into pond, flow meter condition, and waste discharge applied.

**Status: Comply**

**7.11**

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

**7.11.1**

The company already has a procedure for clearing land without burning which is stated in the Policy for Clearing Land without Burning which was approved on July 1<sup>st</sup>, 2020 by the Area Controller. The document explains the company's commitment to clearing land without burning, such as land clearing and carrying out replanting activities by means of mechanization.

Based on field visits and area statements, it is known that the last planting activity was carried out in 2021 and until the recertification assessment was carried out there were no new land clearing activities, but there were mechanical replanting activities using excavators.

**7.11.2**

The company has a fire prevention and control SOP with the number 7302/PSQM-ESH/14 Revision 1 which was approved on August 7, 2014 by the Head Plantation Upstream Indonesia. In this procedure, it is explained related to fire prevention, fire prevention, post-fire management, post-disaster handling, and reporting of fires to agencies.

The company shows the organizational structure of fire management for the 2022 period for each plantation and factory unit at PT Paripurna Swakarsa, for example, the structure of the SSE fire fighting unit consisting of a chairman, vice chairman, equipment coordinator, OHS coordinator, core coordinator, KKPA team coordinator, large office coordinator. Pump team, fog jet/nozzle cleaning team, fire monitoring team, logistics team.

The company shows a list of facilities and infrastructure for the prevention and control of PT PSA's land and estate fires for the 2022 period which was approved by the CEO of Region KSP. Based on the document, it is known that the facilities and infrastructure owned have referred to the Ministry of Agriculture Regulations Number 5 year of 2018.

The company shows reporting on the implementation of fire prevention and control per semester to the relevant agencies listed in:

- Land fire reports for the period January – December 2021 for all Minamas Plantation companies in the KSP region. The document has been submitted to the relevant agencies, such as the Kotabaru Regency Environmental Service, which is contained in letter number 01/KSP-LPKB/I/2022 on January 14<sup>th</sup>, 2022.
- Simulation of PT PSA's firefighter emergency response at the PLF unit on January 15<sup>th</sup>, 2022. This activity was attended by fire management officials and members.
- Fire fighting team training at the RPE unit on April 14<sup>th</sup>, 2022, which was attended by 15 people consisting of a team of firefighters, division assistants, foreman, security and representatives of the Pamukan Selatan Police.

Based on the results of interviews with the PT PSA Fire Department, it is known that the fire team understands the early warning and early detection system, including ensuring that "no burning" warning signs are installed and well maintained in strategic positions, and conducting daily patrols in the company area and its surroundings. If the hotspots are known, the fire team will coordinate with each other to ensure that they are at the location and extinguish them on the spot.

Based on the results of field observations in the fire department warehouse, it is known that the fire control facilities and infrastructure are in accordance with the list shown.

Based on the results of the fire simulation shown at the factory, it is known that the fire control facilities and infrastructure owned are in good condition and suitable for use.

### 7.11.3

The company has provided firefighting training for small fires and land fires for fire-concerned communities on March 16<sup>th</sup>, 2020, and a training certificate for fire-care communities with the initials MM with the number 002/MPA-SSE/III/2020 can be shown.

The company has carried out socialization/counseling related to fire prevention and control to stakeholders around the company. This was shown in the minutes of the fire simulation activity on November 17<sup>th</sup>, 2021, which was attended by the fire brigade team, representatives of the community concerned with fire, staff and company workers.

Based on the explanation above, it is concluded that the certification unit has involved stakeholders in locations around the company for fire prevention and control measures.

<b>Status: Comply</b>
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### 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

Sime Darby Plantation (SDP) has sent a disclosure to RSPO on 15 July 2015 related to reports on land clearing without HCV since Nov 2005 for all units under SDP. Based on these data it is known that there is land clearing since Nov 2005 at PT PSA with a period:

- Nov 2005 – Nov 2007: 1,138 Ha
- Dec 2007 – Dec 2009 : 508.02 Ha

The company has sent a Land Use Change Analysis (LUCA) document to RSPO on September 4, 2015. Based on LUCA data sent by SDP, it is known that raw liability is 508.02 Ha and final liability is 0 ha.

On June 26, 2016, SDP sent a letter to RSPO regarding raw liability data updates for LUCA, with details as follows:

Estate	Raw Liability (Ha)	
	Nov 2005 – Nov 2007	Dec 2007 – Dec 2009
Binturung	40 Ha	50 Ha
Pondok Labu	-	32 Ha
Rampa	521 Ha	277 Ha
Sesulung	519 Ha	75 Ha

The company is currently in the process of reviewing LUCA with the RSPO, with the last communication submitted by the SDP unit to the RSPO on August 8, 2022 regarding the response from SDP for clarification and providing additional data as requested by the reviewer/RSPO which was submitted on June 6, 2022. The company could ensure that the LUCA review process continues until it gets approval from the RSPO (**OFI**).

#### 7.12.2

The company didn't open/ development land on 2015, so the HCS is not applicable. The company identified Protected Areas within the plantation area in 2009 in collaboration with the Indonesian Sustainable Palm Oil Foundation (YASBI). Based on the identification, in the working area of PT. The PSA identified a protected area of 1,585.97 ha (10% of 14,892 ha) for HCV 734.63 ha (4.93% of the total work area) consisting of river border areas, swamps and forested areas, springs and beach border. In 2015, the company reorganized the HCV due to the ambiguity between HCV and potential HCV in the HCV identification document. Based on the 2015 determination, the current total actual HCV area (RC) is 396.51 Ha.

#### 7.12.3

Indicator 7.12.3. currently irrelevant to Indonesia, until further decisions from the RSPO.

#### 7.12.4

The Company established HCV management plan to maintain the HCV areas in operation area of PT PSA, listed on Management plan HCV 2022 documents. HCV management activities that taken by the management unit are maintain HCV attributes (HCV boundary, sign board), HCV socialization (community and worker), maintain HCV area, regular patrols for maintain HCV security, species monitoring, enrichment in riparian. The management plan of HCV has been review every one year. Because the HCV area is within the scope of the company HGU, the parties involved include the estate including PIC HCV.

Periodic reviews of the HCV Management plan and monitoring of the HCV area involving stakeholders have not yet been carried out, the management unit shows that the minutes of the HCV Management plan cannot be reviewed due to the covid-19 pandemic, where a 5-year management plan review should be scheduled in the month of April-July 2020. As the Covid-19 condition improves, the review plan is scheduled for semester 2 of 2022. **OFI**

#### 7.12.5

Based on the results of document review and interviews with management or with stakeholders, it is known that there are no community rights in the HCV area determined by management.

#### 7.12.6

The company has a flora and fauna protection policy signed by Head Plantation Upstream Indonesia in December 2011. The company have established HCV & RTE management plan, and implemented it well. There is a program to regularly educate the workers on the status of RTE species the socialization conducted every year, the last socialization on November 22, 2021, at main office.

Regularly patrols record shown company has been monitored illegal hunting, and other illegal activities. Monitoring of RTE species has been conducted routinely (every semester), the monitoring result will be the input in the next monitoring plan. All of records for daily patrols on each estate are available and verified by auditors. For example patrols summary results on 09 June 2022 for Conservation PT PSA area such as kijang (*muntiacus muntjak*), Kucing Hutan (*Felis bengalensis*), Kera (*Macaca fascicularis*) dan Beruk (*Macaca remestrian*), meanwhile wild species trap is not presence.

**7.12.7**

The management unit can show the realization of HCV management and monitoring for the period 2021 and 2022 which is contained in the 2021 HCV management implementation report and the 2022 HCV monitoring document. Some of the activities that have been carried out include:

- Monitoring HCV areas
- Carry out wildlife patrols.
- Monitoring HCV facilities such as boundary marking, signboard
- Ensure that HCV areas do not participate in replanting
- Conduct outreach to workers and the community.

Based on the results of field visits to the HCV area in Block G5 Division 3, it is known that the HCV area is in a well-maintained condition, there is no indication of damage and has not participated in replanting (silenced). The results of interviews with workers revealed that workers have understood the restrictions set by management regarding the management of HCV areas.

**7.12.8**

As explained in indicator 7.12.1 the LUCA review process is currently still in progress with the RSPO. RaCP provisions for PT PSA have not yet been determined. This will be in accordance with the results of the LUCA review after the final review and acceptance by the RSPO.

**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>Recertification</b>	The unit of certification does not use RSPO logo.	
	<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>Recertification</b>	The unit of certification does not use RSPO logo.	
	<b>Status: Comply</b>	
<b>3.</b>	<b>Implementation of Certificate and Trademark is not used on product</b>	<b>X or √</b>
<b>Recertification</b>	The unit of certification does not use RSPO logo.	
	<b>Status: Comply</b>	
<b>4.</b>	<b>Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.</b>	<b>X or √</b>
<b>Recertification</b>	The unit of certification does not use RSPO logo.	
	<b>Status: Comply</b>	

### 3.3 Summary of RSPO Partial Certification.

Compliance of the uncertified management units of Sime Darby Plantation Bhd 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.

Sime Darby Plantation Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Bhd has informed the Time Bound Plan progress through representative's office in Indonesia. MUTU has considered that Sime Darby Plantation Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Bhd Indonesian representative on January 2022 by the Head of Sustainability & Quality Management.

MUTU has verified partial certification for un-certified unit's subsidiary of Sime Darby Plantation Bhd based on their Time Bound Plan. MUTU Auditor verified positive assurance against the unit of certification internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified unit of certification partial certification and concludes that:

- PT Budidaya Agro Lestari waiting for land title process to some of its operational area.
- PT Guthrie Pecconina Indonesia – Sungai Jernih Estate currently is in HGU process
- The unit of certification has followed RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labor 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.
- There's extension scope of land use title on PT Bersama Sejahtera Sakti (previously uncertified unit) as amount as 240.12 ha.
- Based on social media verification related to uncertified unit, the issues are related to the issuance of land ownership which is still in process by the local agency.

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the unit of certification conduct an internal audit? If so, has a positive assurance statement been produced?	<p><b>Company Group/Holding Statement:</b> The sustainability unit has conducted the internal audit for 9 units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV area and no new planting after January 1st 2010. Other than that, land conflicts and land disputes also being audited and approved by Head of Sustainability-Indonesia.</p> <p><b>Auditor Verification:</b> Internal Audit report available for uncertified management unit.</p>
2.1.2	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p><b>Company Group/Holding Statement:</b> No replacement of primary forest or HCV or no new planting after Jan 1st 2010 for all uncertified units except for PT Sime Indo Agro, Bukit Ajong Mill East* Estate /Sei Mawang Estate which is currently under RaCP. LUCA submitted and currently under review process by appointed reviewer by RSPO.</p> <p><b>Auditor Verification:</b> Sime Darby Plantation Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2</p>

		December 2014 and 2 <sup>nd</sup> revision on 24 June 2016. Current status of LUCA report of SDP Bhd is having been sent the 19 report of LUCA to RSPO on Aug 2018, responded by RSPO with need clarification. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.
2.1.3	Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<p><b>Company Group/Holding Statement:</b> No new plantings. As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI).</p> <p><b>Auditor Verification:</b> Karya Palma Estate (PT Sandika Natapalma) and Beturus Estate (PT Budidaya Agro Lestari) any new planting after January 1<sup>st</sup> 2010 and due to not conduct NPP it will be object of sanction.</p>
2.1.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p><b>Company Group/Holding Statement:</b> The group has land conflict procedure in place. No Land conflict registered with RSPO Complaints System. No outstanding complaints with the RSPO.</p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the unit of certification statement and there is no conflict in uncertified area.</p>
2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p><b>Company Group/Holding Statement:</b> No stakeholder comments or complaints received.</p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the unit of certification statement. There are no labour dispute in company unit.</p>
2.1.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p><b>Company Group/Holding Statement:</b> None noted. No stakeholder comments or complaints received.</p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the unit of certification statement. There is any legal non- compliance for company under SDP waiting for land title process, i.e.: PT Sime Indo Agro 5,815 Ha</p>

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

#### 3.4.1. Identification of Findings, Corrective Actions and Observations at ASA-1.3

NCR No.	:	2020.01	Issued by	:	Rizliani Aprianita Hasibuan
Date Issued	:	7 February 2020	Time Limit	:	ASA-1.4
NC Grade	:	Non-Critical	Date of Closing	:	26 Maret 2021
Standard Ref. & Requirement	:	2.2.2 All contract, including those FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by third party			
Evidence observed & Non-Conformance Description (filled by auditor):					
<p>The company has a list of contractors in each unit and has been shown to the auditor team. The results of the document verification of the work agreement with the contractor, for example CV Karya Intan Berkah and Lahamuddin stated that "the second party / contractor is obliged to guarantee the welfare of employees in accordance with applicable laws and regulations including <i>BPJS</i> labor and health". In addition, to ensure compliance with regulations by the contractor, the company has SOP for Contractor's Work Regulation No. document 001 / SOP-PKK / II / 2019 dated February 28, 2019. In the procedure it is explained that the contractor is required to fulfill work requirements including:</p> <ul style="list-style-type: none"><li>- Must provide and use PPE</li><li>- Must register workers with <i>BPJS</i> Employment, at least death and work accident insurance</li><li>- Obligated to pay workers' wages in accordance with applicable regulations</li><li>- Etc</li></ul> <p>The procedure also explained that the management unit would monitor the number of contractors, the list of contractor workers' names, the validity period of agreement, legal entity status, <i>BPJS</i>, contractor worker wages and licenses (SIM / SIO). In this regard, the company shows a contractor monitoring form that informs the name of the agreement holder, the agreement, the validity period of the agreement, the name of the employee, and the type of work. The company also showed evidence of payment of <i>BPJS</i> employment for PT Multi Makmur Mandiri, <i>BPJS</i> employment and wage lists for Bumdes Bintang Timur.</p> <p>However, there is not enough evidence yet that all contracts have their own clauses regarding the fulfillment of applicable legal obligations, and evidence of their implementation has been demonstrated by a third party. In addition, the company also has not yet demonstrated monitoring the fulfillment of legal obligations for all contractors in accordance with their procedures.</p>					
Root Cause Analysis (filled by organization audited):					
<p>No evidence has been shown that contracts with third parties have separate clauses regarding the fulfillment of applicable legal obligations and their implementation has been demonstrated by third parties (<i>BPJS</i> for contractor workers) due to a lack of understanding by the contractor and the company about the clauses in the SPK.</p>					
Correction (filled by organization audited):					
<p>Making and / or addendum to the Contractor's SPK clause that is still running related to the fulfillment of human rights aspects, not employing minors, illegal workers and fulfilling contractor worker insurance.</p>					
Corrective Action (filled by organization audited):					
<ul style="list-style-type: none"><li>• Ensure that data on the fulfillment of the contractor's legal obligations are fulfilled and monitored, including both the workers' salary slips and the No. <i>BPJS</i> contractor workers. If not fulfilled, piece work can be temporarily suspended.</li><li>• Outreach to contractors regarding contractors' obligations in employing workers, prohibitions on employing minors, illegal workers, and respecting human rights.</li><li>• If the contractor has difficulty in fulfilling the workers' <i>BPJS</i> payments, the company helps by paying and deducting from the</li></ul>					

BAPP.

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

**Verification on 25 September 2020**

The company shows evidence of improvement in the form of:

- BNE contractor monitoring informing the name of the SPK holder, No. SPK, SPK validity period, name of contractor, type of work, and wages of workers. There is no information on the names of contractor workers, *BPJS* TK workers, licenses (SUM / SIO). And there are 3 contractors whose SPK and BNE have expired.
- PLE contractor monitoring informing the name of the SPK holder, legal entity, No. SPK, SPK validity period, name of worker, type of work, No. *BPJS* TK and workers' wages.
- PLF contractor monitoring informing the name of the contractor, No. SPK, SPK validity period, name of worker, type of work. And there is no information No. *BPJS* TK and workers' wages. All SPKs have also expired in April 2020.
- RPE contractor monitoring informing the name of the SPK holder, legal entity, No. SPK, SPK validity period, name of worker, type of work, and wages of workers. And there is no information No. *BPJS* TK. All SPKs have also expired. Please be able to show proof of SPK with a valid contractor along with the monitoring.
- SSE contractor monitoring informing the name of the contractor, No. SPK, SPK validity period, name of worker, type of work. And there is no information No. *BPJS* TK, licenses (for transportation work) and workers' wages. All SPKs have also expired in April 2020.

In addition, there is no evidence that the contract with a third party has a separate clause regarding the fulfillment of applicable legal obligations and its implementation has been demonstrated by a third party (for example, contractor worker salary slips and contractor worker *BPJS*).

Please complete root cause analysis, correction and corrective action (prevention).

Verification is carried out by looking at the adequacy of clarification of the root of the problem, corrective action (correction) and preventive action (corrective action) sent.

Based on the explanation above, the non-conformity is stated as not being fulfilled.

**Verification on 26 March 2021:**

The company has shown several improvements in the form of:

- Results of Root Cause Analysis, Correction, and Corrective Action.
- Minutes of Socialization of Code of Conduct and Contractor Obligations to Company PIC and Contractor Directors on January 14, 2021.
- Work Agreement Letters of several contractors, for example:
  1. Pondok Labu Factory Contractor: SPK with Serumpun Jaya Cooperative and CV Sesulung jaya. In the SPK, there is a clausal related to the fulfillment of the relevant legal obligations in article 5 paragraph 5.3 concerning laws, regulations and specifications which state that the contractor always obeys and obeys all legal requirements, including regional government regulations that are relevant to the law. the law that applies in every activity carried out, such as health, safety, environment and labor, including but not limited to restrictions on the employment of underage workers and / or illegal workers.
  2. Sesulung Estate: SPK with CV Semeru Jaya Abadi and CV Multi Makmur Mandiri. In the SPK, there is a clause related to compliance with the law, namely in article 6 regarding rights and obligations which states that the contractor is obliged to guarantee the welfare of its employees in accordance with applicable laws, including *BPJS Ketenagakerjaan* and *BPJS* Health membership, not employing minors, illegal workers and respecting human rights. The contractor is also obliged to ensure that workers use PPE and comply with traffic signs and OHS.

3. Rampa Estate: SPK with PT Jaya Mulia Bintang Borneo and CV Multi Makmur Mandiri. In the SPK, there is a clause related to compliance with the law, namely in article 6 regarding rights and obligations which states that the contractor is obliged to guarantee the welfare of its employees in accordance with applicable laws, including *BPJS Ketenagakerjaan* and *BPJS Health* membership, not employing minors, illegal workers and respecting human rights. The contractor is also obliged to ensure that workers use PPE and comply with traffic signs and OHS.
- Proof of payment of the Contractor's Employee Health and Employment *BPJS*, for example:
  1. Proof of payment of *BPJS* Employment and Health for employees of the Serumpun Jaya Cooperative on March 19, 2021.
  2. Proof of payment of *BPJS* Employment and Health for PT Jaya Mulia Bintang Borneo employees on March 19, 2021.
  3. Proof of payment of *BPJS* Employment and Health for employees of CV Semeru Jaya Abadi on February 26, 2021 (*BPJS Ketenagakerjaan*) and February 20, 2021 (*BPJS Kesehatan*).
  4. Proof of payment of *BPJS* Employment and Health for employees of CV Multi Makmur Mandiri on February 8, 2021 (*BPJS Ketenagakerjaan*) and February 20, 2021 (*BPJS Kesehatan*).
- Contractor employee salary slips, for example:
  1. PT Jaya Mulia Bintang Borneo Contractor Employee Salary Slip for the Period of February 2021 a.n W. Purba as an operator gets a wage of Rp. 3,645,000.
  2. CV Multi Makmur Mandiri Contractor Employee Salary Slip for the Period of February 2021 a. Siswanto, as a supervisor, gets a salary of Rp. 6,248,600.
  3. Salary Slip for Serumpun Jaya Cooperative Employees for the Period of February 2021 a.n Sukirman as Helper gets a wage of Rp. 3,666,404.
- Contractor monitoring, for example for Pondok Labu Factory, Sesulung Estate and Rampa Estate which informs the name of the contractor, legal entity, cooperation agreement number, validity period of cooperation, type of work, commitment to legal compliance. Based on the results of contractor monitoring, it is known that all contractors have complied with the law and the validity period of the cooperation agreement is still valid.

Based on the explanation of the evidence above, the nonconformity on this indicator is declared **as Complied**.

**Verified by** : **Rizliani Aprianita Hasibuan & Rahmat Abdiansyah**

<i>NCR No.</i>	:	2020.02	<i>Issued by</i>	:	Brigitta Prita
<i>Date Issued</i>	:	7 February 2020	<i>Time Limit</i>	:	6 May 2020
<i>NC Grade</i>	:	Critical	<i>Date of Closing</i>	:	17 April 2020
<i>Standard Ref. &amp; Requirement</i>	:	<b>3.4.3</b> <b>The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</b>			
<i>Non-Conformance Description &amp; Evidence observed (filled by auditor):</i>					
<ul style="list-style-type: none"><li>• The company shows a report on the implementation of RKL / RPL Semester I &amp; II 2019 with the parameters monitored, including:<ul style="list-style-type: none"><li>- Air quality (emissions, ambient, noise, vibration and odor)</li><li>- Physical and Chemical Properties of Soil</li><li>- The rate of erosion and sedimentation</li><li>- Flood Hazard Potential (including water management)</li><li>- Physical and Chemical Quality of Water (including liquid waste, solid waste and B3 waste)</li><li>- Vegetation and Wildlife (including HCVs, Fire potential)</li><li>- Absorption of Labor</li><li>- Increased Income and Employees</li><li>- Farming Patterns (KKPA Sungai Cengal Area).</li></ul></li></ul>					

- There are Evaluation of trends, critical points and compliance.

However, based on *RKL / RPL* implementation documents, it is known that the evaluation of trends has not been compared to environmental parameters for semester I & II 2019 and the evaluation of critical points in accordance with *KepmenLH* No.45 of 2005 regarding guidelines for preparing *RKL / RPL* implementation reports.

**Root Cause Analysis :**

The PLF Drafting Team did not yet understand the evaluation preparation contained in *KepmenLH No. 45 of 2005* so that in the *RKL/RPL* report the evaluation of trends, critical points evaluation and compliance evaluation had not been included.

**Correction :**

Improvements have been made in the *RKL/RPL* report of semester II of 2019 by adding trend evaluation, critical points evaluation and compliance evaluation by the PLF team (attached).

**Corrective Action:**

Furthermore, *RKL/RPL* will be prepared by including trend evaluation, critical points evaluation and compliance evaluation by the PLF team every semester by comparing the results of data analysis every semester scheduled to be compiled at least 2 months after the end of the semester by comparing the results of the previous semester analysis and also the standards contained in the rules.

**Assessor Evaluation and Conclusion :**
**Verification, March 23, 2020.**

The company showed the *RKL / RPL* report of semester II of 2019 which has informed the evaluation of trends and critical points for environmental parameters consisting of:

- Management of air quality (emission, ambient, noise, vibration and odor).
- Physical and chemical properties of Soil (Liquid waste, solid waste & schedule waste).
- The rate of erosion and sedimentation
- Potential flood hazards (including water management)
- Physical and chemical quality of water (including liquid waste, solid waste and schedule waste)
- Vegetation and Wildlife (including HCV and Fire potential)
- Employment
- Increase in Employee Income
- Farming Business Pattern (Sungai Cengal Area smallholders)

**Verification, April 17, 2020.**

The company has shown evidence of sending the *RKL/RPL* report of semester II 2019 on April 13, 2020 to the Environmental Agency of Kotabaru Regency and South Kalimantan Province. So this non-conformity has been fulfilled.

**Verified by :** Brigitta Prita

<i>NCR No.</i>	:	2020.03	<i>Issued by</i>	:	Briyogi Shadiwa
<i>Date Issued</i>	:	7 February 2020	<i>Time Limit</i>	:	6 May 2020
<i>NC Grade</i>	:	Critical	<i>Date of Closing</i>	:	20 March 2020
<i>Standard Ref. &amp; Requirement</i>	:	3.6.2 Monitoring the effectiveness of the OSH plan in managing health & safety risks is carried out			
<i>Non-Conformance Description &amp; Evidence observed (filled by auditor):</i> the company has conducted regular health check-up activities for employees working in high-risk areas on 9 January 2019, as many as 53 employees of Pondok Labu Factory. However, from the record, there was no evidence of periodic health checks for 4 sterilizer operators, 1 press operator, and 1 boiler operator. This was also confirmed by the results of interviews in the field (PLF), that workers					

<p>admitted not to have periodic health checks.</p> <p>Based on the explanation, there is not enough evidence that all employees who work in high risk areas are in good health and ready to work.</p>	
<p><b>Root Cause Analysis</b> <i>(filled by organization audited):</i></p> <p>Employees who have not done a periodic health check because they are not willing to do a temporary inspection despite the socialization and schedule and the provision of vehicles to get to the location of the examination at the Estate clinic.</p>	
<p><b>Correction</b> <i>(filled by organization audited):</i></p> <p>On February 14, 9 PLF employees were sent to the Simpang Clinic for periodic health checks with the results attached.</p>	
<p><b>Corrective Action</b> <i>(filled by organization audited):</i></p> <p>Furthermore, continue to carry out periodic checks on employees and with a schedule that has been set once a year and ensure that no more employees who do not want to be inspected will be controlled by the Section Head / Assistant and Mill Manager in coordination with the Company Doctor.</p>	
<p><b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i></p> <p><b>Verification 20 March 2020</b></p> <p>The company has shown evidences of corrections to the non-conformity, among others in the form of Records of the results of health checks on February 14, 2020, for employees who had not previously carried out with the details of 9 workers (4 Boiling Operators, 2 Boiler Operators, 1 Press Operators and 2 Chainman) and no serious illnesses were found. The company is also committed to conducting regular health checks once a year and will follow up (follow-up checks and employee transferring) if an employee is identified with a serious illness.</p> <p>Based on that explanation, the non-conformities have been closed with observation.</p>	
<b>Verified by</b>	<b>: Briyogi Shadiwa</b>

<b>NCR No.</b>	<b>: 2020.04</b>	<b>Issued by</b>	<b>: Briyogi Shadiwa</b>
<b>Date Issued</b>	<b>: 7 February 2020</b>	<b>Time Limit</b>	<b>: ASA-1.4</b>
<b>NC Grade</b>	<b>: Non-Critical</b>	<b>Date of Closing</b>	<b>: 5 February 2021</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.2.3</b> <b>The certification unit strives to keep the parties in the complaint case informed of the progress of the case, including related to the agreed schedule, and so that the results are shared with relevant stakeholders.</b>		
<p><b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i></p> <p>From the results of interviews with employees in Rampa Estate and Sesulung emplacement, it was conveyed that workers had submitted complaints related to housing to the company. From the results of the interview, it was conveyed that the response and realization of the complaint had not been realized.</p> <p>The company shows records of complaints contained in the Complaints Logbook, for example in the Rampa Estate Complaints Monitoring and Complaints Monitoring Book (Period 2019/2020). As for complaints / complaints such as damaged house walls, broken toilet etc. However, the document only informs the status of the resolution of complaints such as "not yet repaired" or "already repaired", and no further evidence of progress has been submitted to the submitting party. The responses / actions contained in the document also do not explain when the complaint was responded to.</p> <p>Related to this, there is not enough evidence that the certification unit is trying to keep the parties in the complaint case kept informed</p>			

of the progress of the case.
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> The complaint monitoring form owned by the company has not been added to the settlement status so that the existing complaint information cannot be known about the process because the fulfillment column has not been made.
<b>Correction</b> <i>(filled by organization audited):</i> The management unit has made improvements to the addition of the complaint status so that the existing complaints can be known to the extent of the response process and the resolution process.
<b>Corrective Action</b> <i>(filled by organization audited):</i> Unit staff continue to receive complaints from employees and others for further response and oversee the resolution process for existing complaints.
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>  The company shows evidence of improvement in the form of: <ul style="list-style-type: none"> <li>Monitoring of employee complaints for Pondok Labu Estate 2020.</li> <li>Monitoring of employee complaints for Pondok Labu Factory in 2020</li> </ul> <p>The monitoring explains the date of entry of the complaint, the person in charge, the recipient of the complaint, the content / content of the complaint to the status of settlement.</p> <p>However, the company has not shown monitoring of other units such as Binturung Estate, Rampa Estate and Sesulung Estate.</p> <p>Please complete root cause analysis, correction and corrective action (prevention).</p> <p>Verification is carried out by looking at the adequacy of clarification of the root of the problem, corrective action (correction) and preventive action (corrective action) sent.</p> <p>Based on the explanation above, the non-conformity is stated as not being fulfilled.</p> <p><b>Verification on 5 February 2021</b>          The company has shown evidence of improvement in the form of:         <ul style="list-style-type: none"> <li>Monitoring employee complaints for the Binturung Estate 2020</li> <li>Monitoring of employee complaints for Sesulung Estate in 2020</li> </ul> <p>The recording also informs the employee's complaint record along with the date the company responded to it.</p> <p>The company has explained root cause analysis, corrective action and also future preventive action.</p> <p>Based on the objective evidence, the discrepancies have been fulfilled and will ensure the consistency of their application in surveillance-1.4 activities.</p> </p>
<b>Verified by</b> : <b>Briyogi Shadiwa</b>

<i>NCR No.</i>	: 2020.05	<i>Issued by</i>	: Briyogi Shadiwa
<i>Date Issued</i>	: 7 February 2020	<i>Time Limit</i>	: ASA-1.4
<i>NC Grade</i>	: Non-Critical	<i>Date of Closing</i>	: 5 February 2021

<b>Standard Ref. &amp; Requirement</b>	<b>6.2.7</b> <b>Use permanent and full-time job positions for all core work carried out by the certification unit. Freelance, temporary, and daily workers are used limited only in temporary or seasonal positions.</b>
<p><b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b></p> <p>Based on the results of field observations at Pondok Labu Factory and review of employee registration documents, it is known that there are 2 weighing operators who are still PKWT (Specific Time Work Agreement). Both operators have been employed from March 2, 2018 (2 years of work contract). In addition, based on the management's explanation at this time the company needs for the position of the weighing operator is 2 people (labor ratio).</p> <p>In addition, based on field observation and document review in Binturung estate, the company use contractor for harvesting activities.</p> <p>From this evidence, the company has not used permanent / full time workers for core work, especially weigh operators and harvester.</p>	
<p><b>Root Cause Analysis (filled by organization audited):</b></p> <ol style="list-style-type: none"> <li>1. Kasie's understanding is that before the SKU proposal is carried out, it is carried out first, so that the SKU proposal will be carried out until the PKWT period is over.</li> <li>2. Because the wholesale work has been completed, so in anticipation of other jobs, harvesting wholesale jobs are given so that the existing workforce can still work in the company.</li> </ol>	
<p><b>Correction (filled by organization audited):</b></p> <ol style="list-style-type: none"> <li>1. Proposing SKU for PKS Pondoklabu employees who are still PKWT so that for the core work of the process there are no more PKWTs.</li> <li>2. The termination of wholesale harvesting by BNE and subsequently will be arranged later for jobs other than harvesting in TM</li> </ol>	
<p><b>Corrective Action (filled by organization audited):</b></p> <ol style="list-style-type: none"> <li>1. Head of Section Ensures that each employee replacement in the process position, SKU or SKU submission to Management is carried out</li> <li>2. The assistant ensures that harvest work is not carried out in bulk because harvesting work is the core work in the plantation that must be done by permanent employees.</li> </ol>	
<p><b>Assessor Evaluation and Conclusion (filled by auditor):</b></p> <p>The company has shown evidence of improvement, such as:</p> <ul style="list-style-type: none"> <li>• Application letter for the appointment of 10 PKWT employees to SKU-H by the PLF Manager on August 27, 2020 (No. 081 / PLF / FM-KSP / VIII / 2020).</li> <li>• Letter of Deactivation of Harvest Wholesale Work (No. BNE-SJA / 003 / II / 2020) dated February 7, 2020.</li> </ul> <p>However, the company has not shown supporting evidence that the core work has been done by workers with permanent employee status (e.g. attendance, payroll, decree of appointment).</p> <p>Please complete root cause analysis, correction and corrective action (prevention).</p> <p>Verification is carried out by looking at the adequacy of clarification of the root of the problem, corrective action (correction) and preventive action (corrective action) sent.</p> <p>Based on the explanation above, the non-conformity is stated as not being fulfilled.</p> <p><b>Verification on 5 February 2021</b></p> <p>The company has shown an explanation related to root cause analysis, corrective action and future preventive action plans. The</p>	

company also shows supporting evidence that workers who work at core companies have obtained a letter of appointment as permanent employees (SKU-H), such as:

- Inter-Office Mail NO.001 / PLF-FM / I / 2021 on behalf of Siti Hadijah
- Inter-Office Mail No.002 / PLF-FM / I / 2021 on behalf of Jumratul Aulia

Based on the explanation above, the non-conformity is declared fulfilled and the consistency will be assessed in the next assessment.

**Verified by** : **Briyogi Shadiwa**

<b>NCR No.</b>	<b>:</b>	<b>2020.06</b>	<b>Issued by</b>	<b>:</b>	<b>Brigitta Prita</b>
<b>Date Issued</b>	<b>:</b>	<b>7 February 2020</b>	<b>Time Limit</b>	<b>:</b>	<b>ASA-1.4</b>
<b>NC Grade</b>	<b>:</b>	<b>Non-Critical</b>	<b>Date of Closing</b>	<b>:</b>	<b>ASA-1.4</b>
<b>Standard Ref. &amp; Requirement</b>	<b>:</b>	<b>7.3.2.</b> <b>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</b>			
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> The results of field observations note that: 1. Oil drums were found around Housing of Binturung Division 2. 2. Found jerry herbicides for water reservoirs and filters in a trench in Sesulung Estate. 3. The existence of EFB burning in Block C14 Division 1 Binturung Estate. 4. The existence of a used oil drum is placed near the Rampa Estate housing.  Based on the above, the waste is not managed in accordance with waste management procedures schedule waste and not schedule waste.					
<b>Root Cause Analysis (filled by organization audited):</b> <ul style="list-style-type: none"><li>- Regarding the use of Hazardous waste by employees due to the lack of water storage in the generator room as well as the activities of contractors who have not been disciplined on hazardous waste storage.</li><li>- There was a burning of EFB in the block with employee activities to repel mosquitoes that were abundant on work area.</li><li>- Employees in the Traction area do not fully understand the waste management procedures.</li><li>- Drums of used oil for the use of heavy equipment where after the work is finished the drums are temporarily storage on area of the Binturung Estate Division 2 Housing and the used drums has not collected to hazardous waste storage.</li></ul>					
<b>Correction (filled by organization audited):</b> <ul style="list-style-type: none"><li>- Briefing to employees and contractors for the management of hazardous waste and forbidden for re used.</li><li>- Providing understanding to employees not to burn EFB for any reason in accordance with the zero burning company policy.</li><li>- Perform cleaning in the area.</li><li>- The conducting information on hazardous waste management.</li><li>- Create a memorandum regarding the prohibition of hazardous waste packaging reused.</li></ul>					
<b>Corrective Action (filled by organization audited):</b> <ul style="list-style-type: none"><li>- The assistant always ensures that at the lodge, generators and contractors do not use hazardous waste for other activities and store hazardous waste on storage licensed</li><li>- Assistant Ensure that no more employees burn EFB on the block.</li><li>- The socialization to employees related used oil drums management located on RPE workshop.</li><li>- Outreach to employees regarding fire alert at Division 1 BNE</li><li>- Creating a signboard for prohibiting the use of hazardous waste management on the generator area, hazardous waste warehouse and housing complex.</li><li>- Carry out routine monitoring.</li><li>- The sanctions to employees if using hazardous waste.</li></ul>					

- The sanctions to the contractors regarding hazardous waste management.

**Assessor Evaluation and Conclusion (filled by auditor):**
**Verification 25 September 2020.**

The company shows evidence of improvement consist of:

- Photo documentary evidence of the placement of used oil drums at hazardous storage Rampa Estate and socialization to employees regarding the use of used oil drums located at RPE workshop.
- Photo documentary evidence of collection of oil drums and use as a container for gasoline in a gasoline warehouse.

Based on the explained above, please shown hazardous logbook (ex packaging collected or reused). In addition, there is no evidence of improvement for other non-conformities such as:

- Herbicide jerry cans were found for water storage and water filters in a ditch on Sesulung Estate.
- There was a burning activity on Block C14 Division 1 Binturung Estate.

Based on the explained and the evidence submitted, this NCR stated as not comply.

**Verification ASA 1.4 year 2021.**

The company shows evidence of improvement consist of:

- Documentation of collected the hazardous waste (Herbicide jerry cans) for water storage and water filters in a ditch on Sesulung Estate and updating of record keeping on hazardous storage on PLF.
- Documentation of collected the hazardous waste (oil drum used) on Rampa Estate and updating July 2020 of record keeping on hazardous storage on PLF.
- Documentation of collected the hazardous waste (ex pesticide container) on Sesulung Estate and updating July 2020 of record keeping on hazardous storage on PLF.
- Documentation of collected the hazardous waste (oil drum used) on Housing complex division 2 Binturung Estate and updating July 2020 of record keeping on hazardous storage on PLF.
- The documentation of the socialization activities on the prohibition of burning (EFB), socialization carried out on block C14 division 1 and housing complex Binturung estate.
- Photo signboard on the prohibition of burning information including burning EFB on block GH 34, block C14 division 1 Binturung Estate and housing complex Binturung estate.
- Recapitulation of field monitoring included hotspots for period January to December 2020, it is known that there were no hotspots on Pondok Labu Estate, Binturung Estate, Sesulung Estate, and Rampa Estate.
- Hazardous waste monitoring documents carried out by EHS on Rampa Estate on 18-19 August 2020, while the point being monitored is the storage of hazardous waste which is not placed on hazardous waste storage licensed.
- Hazardous waste monitoring documents carried out by EHS on Sesulung Estate on 10-11 August 2020, while the point being monitored is the storage of hazardous waste which is not placed on hazardous waste storage licensed.
- Photo documentation of the socialization of the prohibition on the use of hazardous waste on 18 June 2020, the socialization was carried out on Binturung Estate Division 2 Housing complex, Sesulung Estate and Rampa Estate housing complex.

Based on the explanation above, the non-conformity is declared fulfilled and the consistency of implementation will be assessed in the next assessment.

**Verified by :** Brigitta Prita & Radytio Puspanjana.

<b>NCR No.</b>	<b>: 2020.07</b>	<b>Issued by</b>	<b>: Brigitta Prita</b>
<b>Date Issued</b>	<b>: 7 February 2020</b>	<b>Time Limit</b>	<b>: 6 May 2020</b>
<b>NC Grade</b>	<b>: Critical</b>	<b>Date of Closing</b>	<b>: 23 March 2020</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 7.10.1. (C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.</b>		

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

Based on GHG report data of 2019 there are differences in data between the basic info data (December 2019 statement area & production data) such as:

Estates	FFB production GHG summary report 2019 (tones)	FFB Production actual (tones)
Binturung	34,226.36	34,226.36
Rampa	55,170.80	55,170.80
Pondok Labu	44,434.45	44,434.45
Sesulung Estate	48,513.03	48,513.03

Description	GHG summary report 2019 (ha)	Area statement actual for December 2019
Planted area	14,215.51 ha	14,649.93 ha
Conservation area	37.46 ha	396.51 ha
OER	21.84 %	20.97 %
KER	5.24 %	4.94 %

In addition, FFB Suppliers to Pondok Labu Mill of *KKPA Sungai Cengal* not yet included 9,335.850 tones (Group Plantations). Based on the description of the identification of GHG emissions that do not accordance to actual conditions. So, the calculation of GHG Palm is not yet right.

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

The previous problem was that the GHG online system after being summarized by the Team could not be downloaded by the auditor as the examiner and after it could be opened there was a difference in the Area Statement data between GHG and Basic info because the GHG statement area data still used the 2016 data.

**Correction (filled by organization audited):**

Resubmitting the actual GHG data is the same as the RSPO data in PT PSA basic info and has been summarized by the PSQM team on March 19, 2020.

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

For the next team PSQM Unit will provide the data area in accordance with the statement contained in the data RSPO and FFB corresponding 12-month period from January to December.

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

**Verification, March 23, 2020.**

The company has calculated GHG emission using Palm GHG Version 4 for period 2019 such as:

**Summary of Net GHG Emissions periode January-December 2019**

Emissions per Product	tCO <sub>2</sub> e/t Product
CPO	1.66
PK	1.66

Production	ton/year
FFB processed	190,174.29
CPO produced	9,473.664
PK Produced	3,946.047

Land Use	Ha
OP planted area	14649.96
OP planted on peat	0
Conservation	396.51

Extraction	%
OER	20.77
KER	4.98

**Summary of Field Emissions and Sinks**

Description	Own Crop			Group		
	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e/t FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e/FFB
Land Conversion	159563.83	10.89	0.88	0	0	0
*CO <sub>2</sub> Emissions from Fertilizer	9115.34	0.62	0.05	0	0	0
**N <sub>2</sub> O Emissions	0	0	0	0	0	0
Fuel Consumption	6418.73	0.44	0.44	0	0	0
Peat Oxidation	0	0	0	0	0	0
Sinks						
Crop Sequestration	-137149.03	-9.36	-0.76	0	0	0
Conservation Sequestration	-3636	-0.25	-0.02	0	0	0
Total	41655.75	2.84	0.23	0	0	0

**Summary Oil Mill Emissions and Credits**

Description	tCO <sub>2</sub> e	tCO <sub>2</sub> e/t FFB
<b>Emissions sources</b>		
POME	37277.38	0.20
Fuel consumption	1247.11	0.01
Grid electricity utilization	0	0
Credits	0	0
Exports of excess electricity to housing & grid	0	0
Sale of PKS	0	0
Sale of EFB	0	0
Total	38524.49	0.20

**Palm Oil Mill Effluent (POME) Treatment**

Divert to compost (%)	0
Divert to anaerobic digestion (%)	100

**POME Divert to Anaerobic Digestion**

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

Verified by : **Brigitta Prita**

NCR No.	: 2020.08	Issued by	: Brigitta Prita
Date Issued	: 7 February 2020	Time Limit	: 6 May 2020
NC Grade	: Critical	Date of Closing	: 14 May 2020
Standard Ref. & Requirement	7.12.8 Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 5 November 2018, the Remediation and		

	<b>Compensation Procedure (RaCP) applies.</b>
<p><b>Non-Conformance Description &amp; Evidence observed :</b></p> <ul style="list-style-type: none"> <li>The Chronology of LUCA submission by SDP update is available until January 2019 where the company has sent the LUCA report to RSPO (19 reports) along with shapefiles in August 2018, in October 2018 RSPO has responded with a note requiring clarification. Based on PT MAL communication with RSPO on February 13, 2019, the RSPO stated that currently the LUCA status for PT PSA is still awaiting finalization and clarification from SDP Berhad.</li> <li>The Land use / cover change analysis (LUCC) reporting checklist from RSPO dated August 9, 2019 there are still data that need to be clarified such as: <ul style="list-style-type: none"> <li><i>I. Provide missing satellite imageries, land cover and vegetation coefficient shapefiles for all 4 estates that covers all 2005, 2007 and 2009 years.</i></li> <li><i>II. Provide substitute satellite imageries for the no-data gaps and artefacts that are observed to be present for all the imageries.</i></li> <li><i>III. Provide the <b>RSPO Remediation and Compensation Liabilities Report PT BSS V1</b> report for reviewers to reference the calculation and validity of the satellite imageries used.</i></li> </ul> </li> </ul> <p>Based on the description above, unit management not yet show evidence of data clarification above and approval of the Land Use Change Analysis (LUCA).</p>	
<p><b>Root Cause Analysis:</b> PT PSA has not received information from Management Sime Darby after August 9, 2019.</p>	
<p><b>Correction:</b> GSQM coordinate with Sime Darby to reporting process and the status of LUCA PT PSA, and obtain a progress status until date on April 16, 2020 and the update report reviews LUCA PT PSA (attached).</p>	
<p><b>Corrective Action:</b> Continue to communicate with Sime Darby by GSQM for status and update LUCA Report to the RSPO.</p>	
<p><b>Assessor Evaluation and Conclusion:</b> <b>Verification, April 21, 2020.</b> The company shows the LUCA report status table for PT PSA dated April 16, 2020 which informed the external audit date of April 20-25, 2020, reviewer by Borneo Future and ERE Consulting Group. However, evidence of clarification to the RSPO has not yet been explained in relation to the data below:</p> <ul style="list-style-type: none"> <li><i>I. Provide missing satellite imageries, land cover and vegetation coefficient shapefiles for all 4 estates that covers all 2005, 2007 and 2009 years.</i></li> <li><i>II. Provide substitute satellite imageries for the no-data gaps and artefacts that are observed to be present for all the imageries.</i></li> <li><i>III. Provide the <b>RSPO Remediation and Compensation Liabilities Report PT BSS V1</b> report for reviewers to reference the calculation and validity of the satellite imageries used.</i></li> </ul> <p>As well as evidence of the approval of the Land Use Change Analysis (LUCA) by the RSPO. Based on the explanation above, this has been still open.</p> <p><b>Verification, May 14, 2020.</b> The company showed an email from the RSPO (aminah.ang@rspo.org) on May 14, 2020, it was stated that there was active involvement between SDP and RSPO, 5 companies including PT PSA were permitted by RSPO to continue certification with the following provisions:</p>	

1. *NC raised to the units with FCL = 0 can be closed and hence proceed with certification.*
2. *NC raised to the units with FCL value, the NC can be left open until the next ASA in which the compensation plan needs to be approved by then*

Since the final liability for PT PSA is 0, this non-conformity is declared to be fulfilled and can be continued for the certification process.

<b>Verified by</b>	<b>:</b>	<b>Brigitta Prita</b>
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**3.4.2. Identification of Findings, Corrective Actions and Observations at ASA-1.4 (Remote)**

<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 not identified Non-conformity during remote audit ASA-1.4</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 1.4 and RC 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> <i>(filled by auditor):</i> <b>Non-Conformance Description</b> <i>(filled by auditor):</i> <i>There is not identified Non-conformity during onsite audit Recertification</i>					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>					
<b>Correction</b> <i>(filled by organization audited):</i>					
<b>Corrective Action</b> <i>(filled by organization audited):</i>					
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>					
<b>Verified by</b>	:				

**3.4.4. Opportunity for Improvement**

No	Ref. Std.	Description
1	2.1.1	<p>The company has a permit for the utilization of wastewater to the ground on the palm oil plantation activities of PT PSA located in Pamukan Selatan District, Kotabaru Regency in accordance with the Regent's Decree No. 503/05/IPAL-BPPTPM/2016 valid for 5 years from December 21<sup>st</sup>, 2016, in which the permit is has expired on December 21<sup>st</sup>, 2021. Based on this, the management unit has carried out the process of managing Land Application Permits in accordance with the latest regulations, several things have been done including:</p> <ul style="list-style-type: none"> <li>Letter from the President Director of PT. Paripurna Swakarsa number 326/PSA/UM/PSD/XII/2021 dated December 13<sup>th</sup>, 2021, regarding the application for a technical approval letter and the issuance of an operational feasibility letter (SLO) for the utilization of palm oil liquid waste.</li> <li>Technical Approval for Fulfillment of Quality Standards for Utilization of Wastewater to Land for Plantation and Palm Oil Mill activities number 660.3.4/317/DLH-PPKL.PLA/IV/2022 dated on April 18<sup>th</sup>, 2022, from the Kotabaru Regency Environmental Service.</li> </ul> <p>Until the audit activity is carried out, the SLO has not yet been issued. The results of an interview with the Kotabaru District Environmental Office, so far only technical approval has been issued, while the SLO has not yet been issued. This is constrained by the new environmental regulations, where the SLO will later be integrated into the Environmental Agreement. While PT PSA Environmental Documents are Joint Environmental Documents for 4 PT (LMI, LMR, SAA, PSA) on behalf of PT. INDOAGRI INTIPLANTATION which was published in 1994.</p> <p>Based on the data above, companies are encouraged to continue to communicate with relevant agencies and ensure that the SLO for the application of liquid waste to land can be issued.</p>
2	3.6.2	<p><u>Adequacy of Licensed Operators</u></p> <ul style="list-style-type: none"> <li>Results of field visits and interviews at St. Engine Room PLF unit, found facts including: <ul style="list-style-type: none"> <li>Working hours at the Engine Room St. is divided into 4 shifts in 1 day with each shift operated by 1 operator.</li> <li>Only 1 operators at the Engine Room St. has operational license for production power plane.</li> </ul> </li> <li>The company has shown evidence that this has been identified by the company by showing documents including: <ul style="list-style-type: none"> <li>Documents regarding the Award Letter Inhouse Training for Minamas Plantation Operator Certification in the KSP Region in 2022 from the KSP Region Tender Committee number RTC-AWDS/005/III/2022 dated March 8<sup>th</sup>, 2022, includes the certification of 25 Genset Operators and has been received by PJK3 on March 9<sup>th</sup>, 2022.</li> <li>Training Plan for 3 Pondok Labu Engine Room Operators, each planned for September, October and December 2022.</li> </ul> </li> </ul> <p><u>Medical Examination</u></p> <p>Based on the results of document review and interviews, it was found that the company has conducted regular (general) health checks for all Mill and Estate workers in 2022. However, the company has not carried out special health checks for workers with certain risks due to the COVID-19 pandemic and will be held in August 20 22.</p> <p>The company showed a letter from the Simpang Clinic Manager dated August 2<sup>nd</sup>, 2022, informing that the annual MCU implementation plan, one of which was in the Pamukan Area, would be held on August 12-16<sup>th</sup>, 2022.</p> <p>Based on the explanation above, the company has opportunities for improvement including:</p> <ul style="list-style-type: none"> <li>Fulfill the adequacy of licensed operators, one of which is in the Engine Room by realizing generator operator training according to the plan that has been made.</li> </ul>

		<ul style="list-style-type: none"> <li>Realizing special health checks for workers with certain risks in accordance with the schedule that has been prepared while taking into account health protocols and carrying out follow-up inspections if workers are found to have health problems.</li> </ul>
3	6.2.7	The company has the opportunity to ensure that the use of PKWT workers is only employed for temporary or seasonal work, not for main work.
4	6.7.3	<p>Based on the results of field observations, interviews and document review, the auditor team found several facts including:</p> <ul style="list-style-type: none"> <li>The results of the field visit at Sesulung Estate found that several workers did not know the mechanism for replacing damaged PPE (shoes) before they were used up, so they used the PPE provided by themselves.</li> <li>Procedure for Personal Protective Equipment No. 739/TQEM-ESH/10 Revision 2 dated November 1<sup>st</sup>, 2016, among others, explains that PPE must be replaced as soon as it is known that it does not provide protection.</li> <li>Evaluation &amp; Recommendation for the Application of PPE Shoes for the KSP Region on March 1<sup>st</sup>, 2019, including informing the type of work, type of shoe and frequency of replacement. In addition, it is explained that if there is damage before the time of replacement, it will be carried out according to the replacement procedure.</li> <li>The company showed recordings of socialization related to the mechanism for replacing PPE to employees of Sesulung Estate, including March 4<sup>th</sup> and 9<sup>th</sup>, and April 8<sup>th</sup>, 2022, which were attended by a total of 91 workers.</li> </ul> <p>Based on the explanation above, the company has an opportunity for improvement to ensure that the mechanism for replacing PPE that has been damaged before the replacement period has been understood by all workers.</p>
5	7.12.1	<p>The company is currently in the process of reviewing LUCA with the RSPO, with the last communication submitted by the SDP unit to the RSPO on August 8<sup>th</sup>, 2022, regarding the response from SDP for clarification and providing additional data as requested by the reviewer/RSPO which was submitted on June 6<sup>th</sup>, 2022.</p> <p>The company has the opportunity to ensure that the LUCA review process continues until it gets approval from the RSPO.</p>
6	7.12.4	<p>Based on the results of the study of the HCV Assessment document, it is known that the assessment was carried out in 2008, until now the 5-year periodic review process of the HCV Management and Monitoring plan has not been carried out due to the constraints of the Covid-19 Pandemic since 2020. The management unit plans a review of HCV management to be carried out at the end of 2022 or 2023.</p> <p>Companies are encouraged to ensure the implementation of the 5-year HCV management plan review by involving all stakeholders in accordance with their plans.</p>

### 3.4.5. Noteworthy Positive Components

No	Description
1	Award from the Ministry of Environment and Forestry (Company Performance Rating Program in Environmental Management – <b>Blue PROPER</b> , 2020 – 2021).
2	Has obtained ISPO Certificate
3	Has carried out the construction of community estates

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

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p><b>Manpower and Transmigration Office Kotabaru Regency</b>  <b>Head of Industrial Relations</b>  <b>9 August 2022</b></p> <p>Based on the results of the interview, information was obtained that the company had completed all the required requirements, for example routinely conducting the Manpower Mandatory Report online according to a predetermined schedule. The source also added that the unit of certification has implemented the minimum wage applicable in Kotabaru Regency and has a wage scale structure for all levels of workers. Then the workers have been registered with BPJS for employment and health in accordance with applicable legislation. Then, reporting and ratification of the Collective Labor Agreement (<i>PKB</i>) has been carried out at the Kotabaru Regency. During the past year there have been no negative issues related to child labor, forced labor, illegal workers, discrimination, sexual harassment, etc.</p>	<p>There are no negative issues that need further verification from the Manpower and Transmigration Office</p>
<p><b>Kotabaru District Environmental Service</b></p> <ul style="list-style-type: none"> <li>• The relationship with the company is well established.</li> <li>• The company has periodically reported to the Department.</li> <li>• In April 2022, an official visit was made as part of the evaluation of activities in the field. the results of the visit there are some minor findings that need to be improved by the management.</li> <li>• Environmental Documents, PT LMR, PT PSA, and PT LMI are combined into one environmental document issued by the Ministry of Agriculture (1995), it is hoped that they will be separated, due to the latest regulations that integrate all environmental-related permits in the Environmental Approval document.</li> <li>• The Land Application Permit has expired in December 2021, the company has applied for an extension, for now the Office has only issued a Technical Approval, while the SLO has not been issued due to problems with company environmental documents that are still incorporated into one document for several companies.</li> <li>• There are no complaints from the community regarding environmental pollution, the PT PSA area is far from the community's location.</li> </ul>	<p>It has been explained in indicator 2.1.1 related to the process of extending the Land Application permit, and this is used as <b>OFl</b>.</p>
<p><b>Labor Union</b>  <b>Head of Labor Union</b>  <b>9 August 2022</b></p> <p>During 2021 – July 2022 there were no issues regarding employment. Matters related to wages, overtime wages/premiums, BPJS, facilities and infrastructure provided</p>	<p>There are no negative issues that need further verification from the Labor Union</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>by the company are considered sufficient for the lives of workers. The resource person also added information about the company's response to the company's quick response if there were complaints from workers related to industrial relations problems or facilities and infrastructure.</p>	
<p><b>Gender Committee</b>  <b>Head of the Gender Committee</b>  <b>9 August 2022</b></p> <p>Based on interviews, information was obtained that the realization of the women's commission work program in 2021 had been carried out without any problems. The resource persons also conveyed information related to work programs that will be implemented in 2022 such as posyandu, health checks for pregnant women/new mothers and socialization regarding sexual harassment and the flow of complaints or complaints. In addition, female workers are also entitled to menstrual leave and maternity leave.</p> <p>Then, information was obtained that there were no cases of sexual harassment between workers during the last few years. However, in October 2021 there was a case of sexual harassment committed by harvest workers in division 2 of the BNE unit to their biological daughter.</p>	<p>The company shows documents related to the sexual harassment case. Starting from the receipt of a report to the police, an investigation warrant, an arrest warrant and a detention order for the suspect on October 11<sup>th</sup>, 2021. Currently the suspect has been laid off from the company and is currently in detention at the Kotabaru Police State Detention Center, South Kalimantan Province.</p>
<p><b>Pondok Labu Mandiri</b>  <b>10 August 2022</b></p> <p>The contractor is a supplier of stone for road repairs that only provides transportation units and materials, not including labor for road repairs.</p> <p>So far, the cooperation with the company has been well established, besides that the company has also provided several socializations related to OHS and compliance with laws and regulations.</p>	<p>There are no negative issues that need further verification.</p>
<p><b>CV Berkah Jaya Abadi</b>  <b>10 August 2022</b></p> <p>The contractor provides labor for plant maintenance activities. Contractor workers already have Work Agreement and have been registered in the BPJS (Health and Employment) program and the application of wages according to the minimum wage.</p>	<p>There are no negative issues that need further verification.</p>
<p><b>Sesulung Village</b></p> <ul style="list-style-type: none"> <li>• There is no new compensation and planting on local people's land.</li> <li>• The unit of certification has never discriminated against one religion, ethnicity or race.</li> </ul>	<p>There are no negative issues that need further verification.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<ul style="list-style-type: none"> <li>• The unit of certification has contributed to community / Village.</li> <li>• There are no negative issues related to land fire and environment pollution or contamination, caused by company operational activities.</li> <li>• No land conflict with community</li> <li>• No issues related to human rights</li> <li>• Company has socialized companies procedures and policies.</li> </ul>	
<b>Pondok Labu Village And Previous Land Owner</b> <ul style="list-style-type: none"> <li>• PIC is one of the community leaders who filed a lawsuit. However, his party has received the results of meetings with relevant stakeholders.</li> <li>• Land conflict has been solved by involving affected parties</li> <li>• Compensation had been carried out based on an agreement with the community and there was no coercion in the compensation process.</li> <li>• There is no new planting on local people's land.</li> <li>• The unit of certification has never discriminated against one religion, ethnicity or race.</li> <li>• The unit of certification has contributed to community / Village.</li> <li>• There are no negative issues related to land fire and environment pollution or contamination, caused by company operational activities.</li> <li>•</li> </ul>	<p>There are no negative issues that need further verification.</p>
<b>National Land Agency of Kotabaru Regency</b> <ul style="list-style-type: none"> <li>• No Land conflict. Land conflict has been solved by involving affected parties.</li> <li>• The company has submitted periodic land use reports.</li> <li>• The company has good communication and coordination with agencies</li> <li>• Company has had HGU and no new development area</li> <li>• No overlapping issues with mining, forest area or others.</li> </ul>	<p>There are no negative issues that need further verification.</p>
<b>Transporter PK (CV Sesulung Putera)</b> <p>During the audit activity, the auditor team conducted interviews with the owner. So far the agreement has gone smoothly and there have been no complaints including late payments.</p>	<p>There are no negative issues that need further verification.</p>

<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 style="text-align: center;">Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>PT Paripurna Swakarsa Head Sustainability &amp; Quality Management</p>  <p><b><u>Alagendran Maniam</u></b> Friday, 26 August 2022</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Rizliani Aprianita Hasibuan</u></b> Friday, 26 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	Pondok Labu POM: - 1 sterilizer operator - 1 kernel operator - 1 boiler operator - 6 grading worker - 2 security - 3 workshop officer - 1 WB officer - 1 WTP Operator - 1 WWTP Operator - 2 Workshop worker	Kotabaru Regency	-	Direct interview	10 August 2022	✓	
2	Pondok Labu Estate: - 2 Spraying operators - 3 Manuring workers - 5 Harvesting workers - 1 Daycare worker - 1 Genset operator - 1 hazardous waste storage officer - 1 BMS and BSS Officer - 9 Workshop officer - 1 chemical/fertilizer storage officer -	Kotabaru Regency	-	Direct interview	10 August 2022	✓	
3	Binturung Estate: - 5 manuring workers - 8 spraying workers - 5 harvest workers - 2 EFB application workers - 8 nursery workers - 1 warehouse worker - 1 Daycare worker	Kotabaru Regency	-	Direct interview	10 August 2022	✓	
4	Sesulung Estate: - 7 Spraying operators - 6 Loss fruit pickers - 7 Harvesting worker - 1 Daycare worker - 2 Workshop officer - 1 storage officer - 1 BMS and BSS Officer -	Kotabaru Regency	-	Direct interview	11 August 2022	✓	
5	Rampa Estate: - 5 harvest workers - 1 loader worker	Kotabaru Regency	-	Direct interview	11 August 2022	✓	

No	Institution/ NGO/ Community	Address	Phone/ Email	Form of Communication	Date of Contact	Response	
						Yes	No
	- 1 pruning worker - 1 pick-up loose fruits worker - 3 manuring workers - 1 storage officer - 1 BMS and BSS Officer						
6	Labor Union	Kotabaru Regency	By Phone	-	9 August 2022	✓	
7	Gender Committee	Kotabaru Regency	By Phone	-	9 August 2022	✓	
8	Manpower and Transmigration Office	Kotabaru Regency	By Phone	-	9 August 2022	✓	
9	Environmental Agency of Kotabaru regency	Kotabaru Regency	By Phone	-	9 August 2022	✓	
10	Pondok Labu Mandiri	Kotabaru Regency	By Phone	-	10 August 2022	✓	
11	CV Berkah Jaya Abadi	Kotabaru Regency	By Phone	-	10 August 2022	✓	
12	Community leader and Previous Land Owner of Pondok Labu Village	Kotabaru Regency	By Phone	-	10 August 2022	✓	
13	Head of Sesulung Village	Kotabaru Regency	By Phone	-	10 August 2022	✓	
14	National Land Agency of Kotabaru Regency	Kotabaru Regency	By Phone	-	10 August 2022	✓	
15	CV Sesulung Putra	Kotabaru Regency	By Phone	-	10 August 2022	✓	
16	CV Putera Fajar Binturung	Kotabaru Regency	By Phone	-	10 August 2022		✓
17	Plantation Agency	Kotabaru Regency	By Phone	-	9 – 10 August 2022		✓
18	WALHI	-	informasi@walhi.or.id	Via email	1 August 2022		✓
19	WWF	-	supporter-service@wwf.or.id	Via email	1 August 2022		✓
20	Sawit Watch	-	info@sawitwatch.or.id	Via email	1 August 2022		✓
21	AMAN	-	rumahaman@aman.or.id	Via email	1 August 2022		✓

**Appendix 2. Assessment Program**
**Remote Audit ASA-1.4**

Date	23 – 26 March 2021	
Audit Program	Clauses To Be Audited	Auditor / PIC
<b>Tuesday, 23 March 2021</b>		
08.00 – 09.00 WIB (09.00 – 10.00 WITA)	<b>Opening Meeting Preparation</b>  <b>Opening Meeting (recorded Video Conference)</b> <ul style="list-style-type: none"> <li>Opening speech and discussion of remote audit mechanism</li> <li>Presentation of audit objective, audit scope, audit plan, determine of audit sample, transparency and confidentiality clarification)</li> </ul>	<b>All Auditor</b>  <b>Faisal</b>
09.00 – 11.30 WIB (10.00 – 12.30 WITA)	<b>Document verification, field observation, interview with management, public consultation</b>  <i>Focus of audit sample: Pondok Labu POM (document, field observation), Pondok Labu Estate (field observation), Binturung Estate (field observation), Sesulung Estate (document), and Rampa Estate (document).</i>	<b>All Auditor</b>
11.30 – 12.30 WIB (12.30 – 13.30 WITA)	<b>Break</b>	<b>All Auditor</b>
12.30 – 15.30 WIB (13.30 – 16.30 WITA)	<b>Document verification, field observation, interview with management, public consultation</b>	<b>All Auditor</b>
15.30 – 16.00 WIB (16.30 – 17.00 WITA)	<b>Presentation of daily audit progress</b>	<b>All Auditor</b>
<b>Wednesday, 24 March 2021</b>		
08.00 – 10.00 WIB (09.00 – 11.00 WITA)	<b>Document verification, field observation, interview with management, public consultation</b>	<b>All Auditor</b>
12.00 WIB 13.00 WITA	<b>Time limit of audit evidences/documents submission</b>	<b>Management Unit</b>
10.00 – 15.00 WIB (11.00 – 16.00 WITA)	<b>Break &amp; auditor internal discussion of closing meeting preparation</b>	<b>All Auditor</b>
15.00 – 16.00 WIB (16.00 – 17.00 WITA)	<b>Closing Meeting (recorded Video Conference)</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>	<b>All Auditor</b>

**Onsite Audit Recertification**

DATE	8 – 13 August 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 8 August 2022		
08.35 – 11.55	JAKARTA (CGK) → BALIKPAPAN (BPN)	All Auditor
12.00 – 12.30	Airport → Semayang Port Balikpapan	
12.30 – 20.00	Semayang Port → Site	
Tuesday, 9 August 2022 (quarantine)		
08.00 – 09.00	Opening meeting (Virtual) <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>	All Auditor
09.00 – 12.00	Public Consultation <ul style="list-style-type: none"><li>Public consultation with stakeholder to relevant agency in Kotabaru Regency by Phone</li><li>Stakeholder consultation to affected communities surrounding the plantations and previous land owner by phone</li><li>Interview with Gender Committee, Worker’s Union, Worker’s Cooperative (if any), Local Contractor (for Mill and Estate), Third Party Supplier by phone</li></ul>	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 16.00	<ul style="list-style-type: none"><li>Document review and completing audit checklist</li></ul>	All Auditor
16.00 – 17.00	<ul style="list-style-type: none"><li>Presentation of Daily Progress.</li></ul>	
Wednesday, 10 August 2022		
08.00 – 12.00	Field Observation to Pondok Labu Estate & Binturung Estate Aspect to be verified : <ul style="list-style-type: none"><li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries);</li><li>Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</li><li>Implementation of Occupational Health &amp; Safety Aspect</li><li>Implementation of Employment Procedure and Mechanism Aspect</li><li>Observation of Workers Facilities (Housing, School, Worship Place)</li><li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li></ul>	RAH  BYT  SPM/SBU
12.00 – 14.00	Break	

DATE	8 – 13 August 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 16.00	<b>Field observation to Pondok Labu POM:</b> <ul style="list-style-type: none"><li>Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO)</li><li>Occupational Health &amp; Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond, LA)</li><li>Implementation of Employment Procedure and Mechanism Aspect</li></ul>	<b>RAH</b>  <b>SPM</b>  <b>BYT/SBU</b>
16.00 – 17.00	Presentation of Daily Progress	<b>All Auditor</b>
Thursday, 11 August 2022		
08.00 – 12.00	<b>Field Observation to Sesulung Estate &amp; Rampa Estate</b> Aspect to be verified : <ul style="list-style-type: none"><li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries);</li><li>Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</li><li>Implementation of Occupational Health &amp; Safety Aspect</li><li>Implementation of Employment Procedure and Mechanism Aspect</li><li>Observation of Workers Facilities (Housing, School, Worship Place)</li><li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li><li></li></ul>	<b>RAH</b>  <b>BYT</b>  <b>SPM/SBU</b>
12.00 – 14.00	<b>Break</b>	<b>All Auditor</b>
14.00 – 16.00	<ul style="list-style-type: none"><li>Document review and completing audit checklist</li></ul>	<b>All Auditor</b>
16.00 – 17.00	<ul style="list-style-type: none"><li>Presentation of Daily Progress.</li></ul>	
Friday, 12 August 2022		
08.00 – 12.00	Document review and completing audit checklist	<b>All Auditor</b>
12.00 – 20.00	<b>PT PSA → Balikpapan</b>	<b>All Auditor</b>
Saturday, 13 August 2022		
09.00 – 11.00	<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>	<b>All Auditor</b>
12.40 – 13.50	<b>BALIKPAPAN (BPN) → JAKARTA (CGK)</b>	