

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

[✓] Initial Certification

Name of Management Organization : **Gunung Meliau Palm Oil Mill – PT Perkebunan Nusantara XIII subsidiary of PT Perkebunan Nusantara III**

Plantation Name : PT Perkebunan Nusantara XIII - Gunung Meliau Estate

Location : Village of Meliau Hilir, Sub District of Meliau, District of Sanggau, Province of Kalimantan Barat, Indonesia

Certificate Code : MUTU-RSPO/176

Date of Certificate Issue : 01 December 2022 Date of License Issue : 01 December 2022

Date of Certificate Expiry : 30 November 2027 Date of License Expiry : 30 November 2023

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
IC	18 to 22 July 2022	Haikal Ramadhan Kharismansyah (<i>Lead Auditor</i>), Arief Tajalli, Naila Karima and Kiki Fadli	Harso Yuli Antena	Leonada

Assessment	Approved by MUTUAGUNG LESTARI on:
IC	01 December 2022

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 on March 12th, 2014 with registration number *ASI-ACC-055*

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Figure 1. Location Map of PT Perkebunan Nusantara XIII – Gunung Meliau

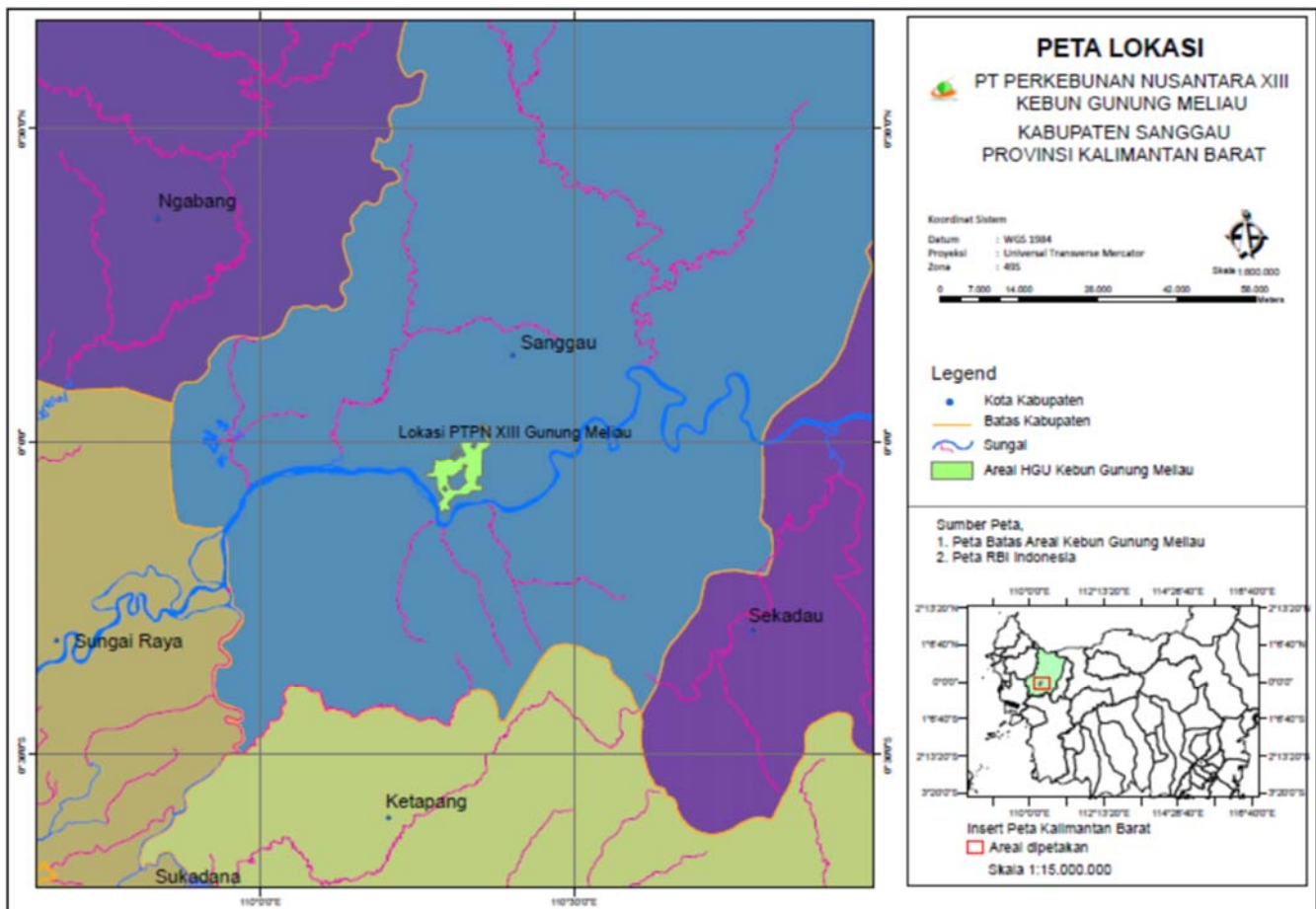
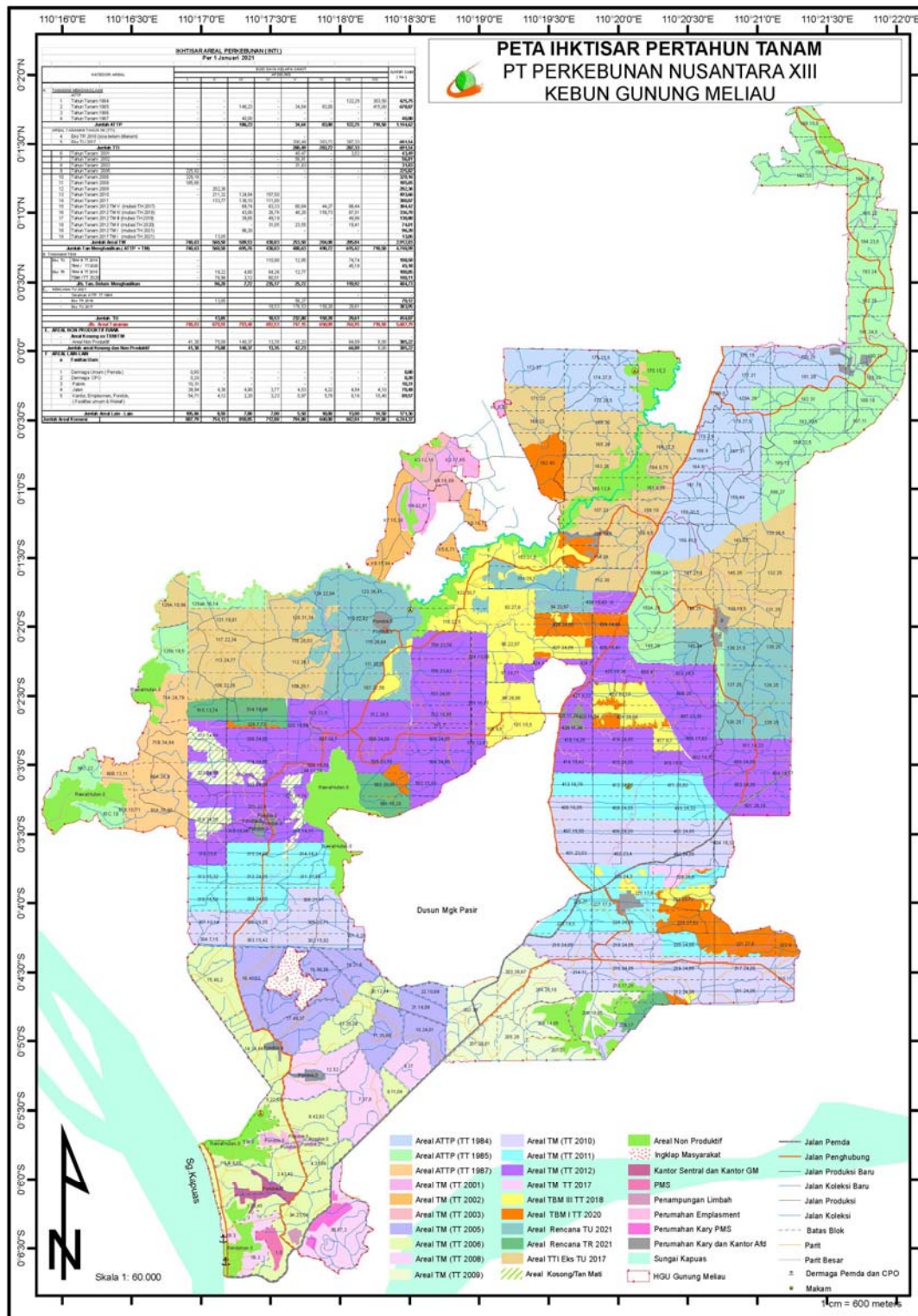


Figure 2. Operational Map of PT Perkebunan Nusantara XIII – Gunung Meliau



Abbreviations Used

Afd	:	Afdeling (division)
ASA	:	Annual Surveillance Assessment
AMDAL	:	<i>Analisis Manajemen Dampak Lingkungan</i> (Environmental Document)
ATTP	:	Area Tanam Tidak Produktif (Non Productive Planted Area)
BOD	:	Biological Oxygen Demand
BPJS TK and KES	:	<i>Badan Penyelenggara Jaminan Sosial Tenaga Kerja dan Kesehatan</i> / Social Security Agency
CD	:	Community Development
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
DLH	:	<i>Dinas Lingkungan Hidup</i> (Environmental Agency)
EBA	:	Empty Bunch Area
EFB	:	Empty Fruit Bunch
EIA	:	Environment Impact Assessment
FFA	:	Free Fatty Acid
FFB	:	Fresh Fruit Bunch
FPIC	:	Free, Prior, Informed and Consent
GHG	:	Green House Gas
GIS	:	Geographic Information System
HCS	:	High Carbon Stock
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Rights)
IPM	:	Integrated Pest Management
IUP	:	<i>Izin Usaha Perkebunan</i> (Plantation Permit)
KER	:	Kernel Extraction Rate
LSU	:	Leaf Sampling Unit
LTA	:	Lost Time Accident
LUCA	:	Land Use Change Analysis
MSDS	:	Material Safety Data Sheet
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
P2K3	:	<i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> OHS Committee
PIC	:	Person in Charge
PK	:	Palm Kernel
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PR	:	Public Relation
SCCS	:	Supply Chain Certification Standard
SIA	:	Social Impact Assessment
SOP	:	Standard Operating Procedure
SSU	:	Soil Sampling Unit
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE OF THE CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used		
		<ul style="list-style-type: none">Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020.RSPO Certification Systems for Principles and Criteria and RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on 12 November 2020.	
1.2	Organisation Information		
1.2.1	Organization name listed in the certificate	Gunung Meliau POM PT Perkebunan Nusantara XIII subsidiary PT Perkebunan Nusantara III	
1.2.2	Contact person	Sutrisno	
1.2.3	Organisation address and site address	Jl. Sultan Abdurrahman 11, District of Pontianak, Province of Kalimantan Barat, Indonesia - 76262	
1.2.4	Telephone	(062 524) 421942	
1.2.5	Fax	(062 524) 731296	
1.2.6	E-mail	ptpn13@ptpn13.com	
1.2.7	Web page address	https://www.ptpn13.com/	
1.2.8	Management Representative who completed the application for certification	Heru Darma Putra	
1.2.9	Registered as RSPO member	1-0030-06-000-00; 13 December 2006.	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Gunung Meliau POM and Gunung Meliau Estate	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Gunung Meliau POM	Village of Meliau Hilir, Sub District of Meliau, District of Sanggau, Province of Kalimantan Barat, Indonesia	S 0° 6' 27.28"E 110°17' 33.36"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			LatitudeLongitude
	Gunung Meliau Estate	Village of Meliau Hilir, Sub District of Meliau, District of Sanggau, Province of Kalimantan Barat, Indonesia	S 0° 6' 3.60"E 110°17' 34.88"
1.5	Description of Area Statement		
1.5.1	Tenure		
	<ul style="list-style-type: none">State (HGU)	17,841.6278 Ha	

	• Community			- Ha			
	Total						
	*Scope of certification is 6,257.32 Ha (Gunung Meliau Estate) rest of area of an 11,584.3078 Ha is for Rimba Belian Estate, Sungai Dekan Estate, and Gunung Emas Estate which out of the scope of certification.						
1.5.2	Area Statement						
	Description			TOTAL (Ha)			
	Total area			6,257.32			
	Mature area			5,215.53			
	Immature area			403.78			
	Mill			10.31			
	Infrastructure (Emplacement, office, etc)			150.83			
	Occupation			23.17			
	HCV			453.70			
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year			TOTAL (Ha)			
	1984			1,462.84			
	1985			678.87			
	1987			40.00			
	2001			43.49			
	2002			56.81			
	2003			31.83			
	2005			225.82			
	2006			329.16			
	2008			185.65			
	2009			202.36			
	2010			493.66			
	2011			380.87			
	2012			950.13			
	2017			13.05			
	2018			120.99			
	Subtotal Mature			5,215.53			
	2018			178.45			
	2020			185.29			
	2021			40.04			
	Subtotal Immature			403.78			
	TOTAL			5,619.31			
1.6.2	New Planting area after January 2010			-			
1.6.3	Planting Cycle			2 nd Cycle			
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)

	Gunung Meliau POM	30	129,328.25	28,084.41	21.72	5,560.80	4.30
	*Production data source from 12 months before assessment (July 2021 to June 2022)						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Production Area (Ha)	FFB (ton/year)	Yield (ton/ha/year)	Supplied to Mill	
						FFB (ton/year)	%
	Gunung Meliau Estate	6,257.32	5,215.53	45,013.99	8.63	45,013.99	100
	*Production data source from 12 months before assessment (July 2021 to June 2022)						
1.7.3	FFB description from other source						
	Name of sources/Organization (RSPO certified / non-certified)	Type of Organization	number of smallholders	Production Area (Ha)	Supplied to Mill FFB (tones/year)		
	RSPO Certified						
	-	-	-	-	-		
	RSPO Non-Certified						
	Mekar Sari (562 Petani)	Independent smallholder	-	1,113.49	41,359.79		
	Mayam Jaya (297 Petani)	Independent smallholder	-	534.47	17,758.42		
	Maksum	Independent Supplier	-	374.36	19,577.52		
	Megaria	Independent Supplier	-	55.00	449.91		
	Marius Armanto	Independent Supplier	-	96.00	347.87		
	Sungai Dekan Estate	PTPN XIII		4,684.80	1,516.84		
	Gunung Emas Estate			5,753.80	3,740.83		
	Rimba Belian Estate			4,593.80	254.88		
	TOTAL					85,006.06	
	*Production data source from 12 months before assessment (July 2021 to June 2022)						
1.7.4	Product categories		FFB, CPO, PK				
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (Ton)		Last Year Actual Certified Volume (Ton)		
	FFB Processed		-		-		
	CPO Production		-		-		
	Palm Kernel (PK) Production		-		-		
	*Will be verified at ASA-1						
1.8.2	Product selling						
	Type of selling product		Actual selling product for last year (MT)				
	CSPO sold as RSPO certified product		-				
	CSPK sold as RSPO certified product		-				
	CSPO sold under another scheme		-				
	CSPK sold under another scheme		-				
	CSPO sold as conventional		-				
	CSPK sold as conventional		-				
	*Will be verified at ASA-1						
1.8.3	Estimate of Certified FFB Claim						
	Name of Estate	Total Area (Ha)	Production Area (Ha)	FFB (tones/year)	Yield (tones/ha/year)		
	Gunung Meliau	6,257.32	5,215.53	48,000	9.20		

		TOTAL		6,257.32	5,215.53	48,000	9.20	
<i>*Projected FFB production for 12 months of certificate</i>								
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tones/ hour)	FFB Processed (tones/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tones)	Extraction (%)	Out put (tones)	Extraction (%)	
	Gunung Meliau	30	48,000	10,080	21.00	2,160	4.50	MB
<i>*Projected CSPO and CSPK production for 12 months of certificate</i>								
1.9	Other Certifications							
	ISO 9001:2015				-			
	ISO 14001:2015				-			
	ISO 45001:2018				-			
	ISCC				-			
	Others				-			
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						
	Pulau Tiga (PTPN I)	2022	Pulau Tiga Estate	2022	Aceh Tamiang District, Aceh Province	Audited on 2022		
	Tanjung Seumantoh (PTPN I)	2022	Lama Estate	2022	Aceh Timur District, Aceh Province	-		
			Baru Estate	2022	Aceh Timur District, Aceh Province	-		
			Tualang Sawit Estate	2022	Aceh Timur Distrcit, Aceh Province	-		
			Julok Rayeuk Selatan Estate	2022	Aceh Timur District, Aceh Province	-		
	Cot Girek (PTPN I)	2022	Julok Rayeuk Utara Estate	2022	Aceh Utara District, Aceh Province	-		
			Cot Girek Es-tate	2022	Aceh Utara District, Aceh Province	-		
	Sawit Hulu (PTPN II)	2022	Sawit Hulu Estate	2022	Langkat District, Sumatera Utara Province	-		
	Kwala Sawit (PTPN II)	2022	Kwala Sawit Estate	2022	Langkat District, Sumatera Utara Province	-		
			Air Tenang Estate	2022	Langkat District, Sumatera Utara Province	-		
	Sawit Seberang (PTPN II)	2022	Batang Serangan Estate	2022	Langkat District, Sumatera Utara Province	-		
			Sawit Seberang Estate	2022	Langkat District, Sumatera Utara Province	-		
			Tanjung Jati (Rayon) Estate	2022	Langkat District, Sumatera Utara Province	-		
	Pagar Merbau (PTPN II)	2022	Tanjung Garbus Estate	2022	Deli Serdang District, Sumatera Utara Province	Audited on 2022		

			Melati Estate	2022	Deli Serdang District, Sumatera Utara Province	-
			Patumbak Estate	2023	Deli Serdang District, Sumatera Utara Province	-
			Limau Mukur Estate	2023	Deli Serdang District, Sumatera Utara Province	-
			Tandem (Rayon) Estate	2023	Deli Serdang District, Sumatera Utara Province	-
	Sisumut (PTPN III)	2015	Sisumut Estate	2015	Labuhan Batu Selatan District, Sumatera Utara Province	October 15, 2015 (Certified)
			Aek Nabara Utara Estate	2015	Labuhan Batu Selatan District, Sumatera Utara Province	October 15, 2015 (Certified)
	Rambutan (PTPN III)	2016	Tanah Raja Estate	2016	Serdang Bedagai District, Sumatera Utara Province	Sept 1, 2016 (Certified)
			Gunung Monaco Estate	2016	Serdang Bedagai District, Sumatera Utara Province	Sept 1, 2016 (Certified)
			Silau Dunia Estate	2016	Serdang Bedagai District, Sumatera Utara Province	Sept 1, 2016 (Certified)
			Sarang Ginting Estate	2016	Serdang Bedagai District, Sumatera Utara Province	Sept 1, 2016 (Certified)
			Sei Putih Estate	2016	Serdang Bedagai District, Sumatera Utara Province	Sept 1, 2016 (Certified)
			Rambutan Estate	2016	Serdang Bedagai District, Sumatera Utara Province	Sept 1, 2016 (Certified)
			Bandar Betsy Estate	2022	Simalungun District, Sumatera Utara Province	-
	Sei Daun (PTPN III)	2015	Sei Daun Estate	2015	Labuhan Batu Selatan District, Sumatera Utara Province	Sept 8, 2016 (Certified)
			Bukit Tujuh Estate	2015	Labuhan Batu Selatan District, Sumatera Utara Province	Sept 8, 2016 (Certified)
	Torgamba (PTPN III)	2015	Torgamba Estate	2015	Labuhan Batu Selatan District, Sumatera Utara Province	Sept 7, 2016 (Certified)
	Sei Meranti (PTPN III)	2016	Sei Meranti Estate	2016	Labuhan Batu Selatan District, Sumatera Utara Province	Sept 14, 2016 (Certified)
	Sei Silau (PTPN III)	2017	Sei Silau Estate	2017	Asahan District, Sumatera Utara Province	Apr 3, 2017 (Certified)
			Pulau Mandi Estate	2017	Asahan District, Sumatera Utara Province	Apr 3, 2017 (Certified)
			Ambalutu Estate	2017	Asahan District, Sumatera Utara Province	Apr 3, 2017 (Certified)
			Hutapadang Estate	2017	Asahan District, Sumatera Utara Province	Apr 3, 2017 (Certified)
	Sei Mangkei (PTPN III)	2017	Dusun Hulu Estate	2017	Batubara District, Sumatera Utara Province	Oct 2017 (Certified)
			Bangun Estate	2017	Simalungun District,	Oct 2017 (Certified)

					Sumatera Utara Province	
			Gunung Para Estate	2017	Serdang Bedagai District, Sumatera Utara Province	Oct 2017 (Certified)
			Gunung Pamela Estate	2017	Serdang Bedagai District, Sumatera Utara Province	Oct 2017 (Certified)
			Sei Dadap Estate	2017	Asahan District, Sumatera Utara Province	Oct 2017 (Certified)
	Sei Baruhur (PTPN III)	2018	Sei Baruhur Estate	2018	Labuhan Batu Selatan District, Sumatera Utara Province	April 2018 (Certified)
			Sei Kabara Estate	2018	Labuhan Batu Selatan District, Sumatera Utara Province	April 2018 (Certified)
	Hapesong (PTPN III)	2020	Hapesong Estate	2020	Tapanuli Selatan District, Sumatera Utara Province	October 2020 (certified)
			Batang Toru Estate	2020	Tapanuli Selatan District, Sumatera Utara Province	October 2020 (certified)
	Aek Nabara Selatan (PTPN III)	2014	Aek Nabara Selatan Estate	2014	Labuhan Batu District, Sumatera Utara Province	May 23, 2014 (Certified)
			Rantau Prapat Estate	2014	Labuhan Batu District, Sumatera Utara Province	May 23, 2014 (Certified)
			Merbau Selatan Estate	2014	Labuhan Batu Utara District, Sumatera Utara Province	May 23, 2014 (Certified)
			Membang Muda Estate	2014	Labuhan Batu Utara District, Sumatera Utara Province	May 23, 2014 (Certified)
			Labuhan Haji Estate	2014	Labuhan Batu Utara District, Sumatera Utara Province	May 23, 2014 (Certified)
			Bandar Selamat Estate	2014	Asahan District, Sumatera Utara Province	May 23, 2014 (Certified)
	Aek Torop (PTPN III)	2014	Aek Torop Estate	2014	Labuhan Batu Selatan District, Sumatera Utara Province	June 17, 2014 (Certified)
	Aek Raso (PTPN III)	2014	Aek Raso Estate	2014	Labuhan Batu Selatan District, Sumatera Utara Province	June 30, 2014 (Certified)
	Pabatu (PT PN IV)	2015	Pabatu	2015	Serdang Bedagai, Sumatera Utara	Certified on September 2015
			Bah Birong Ulu	2022	Simalungun, Sumatera Utara	-
	Dolok Ilir (PT PN IV)	2015	Dolok Ilir	2015	Simalungun, Sumatera Utara	Certified on September 2015
			Laras	2018	Simalungun, Sumatera Utara	Certified on December 2018
	Pulu Raja (PT PN IV)	2015	Pulu Raja	2015	Asahan, Sumatera Utara	Certified on August 2015
	Adolina (PT PN IV)	2018	Adolina	2018	Serdang Bedagai dan Deli Serdang, Sumatera Utara	Certified on April 2018
	Bah Jambi (PTPN)		Bah Jambi	2018	Simalungun, Sumatera	Certified February

	IV)				Utara	2018
			Marihat	2018	Simalungun, Sumatera Utara	Certified February 2018
			Marjandi	2019	Simalungun, Sumatera Utara	Certified on 20 May 2019 (1,802.0 Ha)
				2022	Simalungun, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (30.0 Ha)
	Dolok Sinumbah (PT PN IV)	2018	Dolok Sinumbah	2018	Simalungun, Sumatera Utara	Certified on April 2018 (3,757.0 Ha)
				2022	Simalungun, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (35.94 Ha)
			Balimbingan	2018	Simalungun, Sumatera Utara	Certified on April 2018
	Mayang (PT PN IV)	2021	Mayang	2019	Simalungun, Sumatera Utara	Certified on March 2019
			Bukit Lima	2022	Simalungun, Sumatera Utara	Preparation
	Gunung Bayu (PT PN IV)	2019	Gunung Bayu	2019	Simalungun, Sumatera Utara	Certified on September 2019
			Tanah Itam Ulu	2019	Simalungun, Sumatera Utara	Certified on September 2019
	Tinjowan (PT PN IV)	2019	Tinjowan	2019	Simalungun, Sumatera Utara	Certified on March 2019
			Aek Nauli	2019	Simalungun, Sumatera Utara	Certified on March 2019
			Padang Matinggi	2019	Simalungun, Sumatera Utara	Certified on March 2019
	Air Batu	2018	Air Batu	2019	Asahan, Sumatera Utara	Certified on May 2019
			Air Batu	2022	Asahan, Sumatera Utara	Out of Scope certification 2 nd Stage Audit
	Berangir (PT PN IV)	2018	Berangir	2018	Labuhan Batu Utara, Sumatera Utara	Certified on July 2018
			Berangir	2022	Labuhan Batu Utara, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (10.0 Ha)
	Sawit Langkat (PT PN IV)	2018	Sawit Langkat	2018	Langkat, Sumatera Utara	Certified on June 2018
			Sawit Langkat	2022	Langkat, Sumatera Utara	Out of scope Certification 2 nd Stage Audit (301.50 Ha)
	Pasir Mandoge (PT PN IV)	2020	Pasir Mandoge	2020	Asahan, Sumatera Utara	Certified on October 2018
			Sei Kopas	2020	Asahan, Sumatera Utara	Certified on October 2018

			Tonduhan	2020	Simalungun, Sumatera Utara	Certified on October 2018
			Sei Kopas (HPK)	2022	Asahan, Sumatera Utara	-
	Timur (PT PN IV)	2022	Timur	2022	Mandailing Natal, Sumatera Utara	-
			Balap	2022	Mandailing Natal, Sumatera Utara	-
	Ajamu (PT PN IV)	2021	Ajamu	2019	Labuhan Batu Utara, Sumatera Utara	Certified on September 2019
			Meranti Paham	2019	Labuhan Batu Utara, Sumatera Utara	Certified on September 2019
			Panai Jaya	2022	Labuhan Batu Utara, Sumatera Utara	Preparation
	Sosa (PT PN IV)	2022	Sosa	2022	Padang Lawas, Sumatera Utara	Preparation
	PT Agro Sinergi Nusantara (PT PN IV)	2022	PT Agro Sinergi Nusantara	2022	Aceh Barat, Aceh	Preparation
	PT Sinergi Perkebunan Nusantara (PTPN IV)	2022	PT Sinergi Perkebunan Nusantara	2022	Morowali Utara, Sulawesi	Preparation
	Tandun (PT PN V)	2016	Tandun Estate,	2016	Tapung Hulu District, Kampar District, Riau Province, Indonesia	Certified
			Sei Berlian Estate	2016	Tapung Hulu District, Kampar District, Riau Province, Indonesia	Certified
			Sei Lindai Estate	2016	Tapung Hulu District, Kampar District, Riau Province, Indonesia	Certified
			Sei Lindai 98 ha	2021	Tapung Hulu District, Kampar District, Riau Province, Indonesia	Certified
			Sei Berlian 866 ha	2023	Tapung Hulu District, Kampar District, Riau Province, Indonesia	
	Sei Rokan (PT PN V)	2016	Sei Rokan Estate	2016	Rokan Hulu District, Riau Province, Indonesia.	Certified
	Sei Tapung (PT PN V)	2019	Sei Tapung	2019	Rokan Hulu District, Riau Province, Indonesia.	Certified
			Sei Siasam	2019	Rokan Hulu District, Riau Province, Indonesia.	Certified
			KUD Makarti Jaya	2022	Rokan Hulu District, Riau Province, Indonesia.	-
			KUD Karya Mukti	2022	Rokan Hulu District, Riau Province, Indonesia.	-
			KUD Dayo Mukti	2023	Rokan Hulu District, Riau Province, Indonesia.	-
			KUD Tani Sejahtera	2023	Rokan Hulu District, Riau Province, Indonesia.	-
	Sei Intan	2019	Sei Intan	2019	Rokan Hulu District, Riau	Certified

	(PT PN V)				Province, Indonesia	
	Tanjung Medan (PT PN V)	2022	Tanjung Medan	2022	Rokan Hilir District, Riau Province, Indonesia	-
	Tanah Putih (PT PN V)	2019	Tanah Putih	2019	Rokan Hilir District, Riau Province, Indonesia	Certified
	Lubuk Dalam (PT PN V)	2019	Lubuk Dalam	2019	Siak District, Riau Province, Indonesia	Certified
			Lubuk Dalam Plasma	2022	Siak District, Riau Province, Indonesia	-
	Sei Buatan (PT PN V)	2022	Sei Buatan	2022	Siak District, Riau Province, Indonesia	-
			Air Molek 1	2023	Siak District, Riau Province, Indonesia	-
			Air Molek II	2023	Siak District, Riau Province, Indonesia	-
			KUD Karya Darma	2023	Siak District, Riau Province, Indonesia	-
			KUD Tunas Karya	2023	Siak District, Riau Province, Indonesia	-
	Sei Galuh (PT PN V)	2023	Sei Galuh	2023	Kampar District, Riau Province, Indonesia	-
	Sei Pagar (PT PN V)	2019	Sei Pagar	2019	Kampar District, Riau Province, Indonesia	-
			Sei Pagar Plasma	2023	Kampar District, Riau Province, Indonesia	Certified
	Sei Garo (PT PN V)	2019	Sei Garo	2019	Kampar District, Riau Province, Indonesia	Certified
	Terantam (PT PN V)	2019	Terantam	2019	Kampar District, Riau Province, Indonesia	Certified
			Terantam 2 (725.44 ha)	2022	Kampar District, Riau Province, Indonesia	-
			Tamora	2023	Kampar District, Riau Province, Indonesia	-
			Sei Kencana	2023	Kampar District, Riau Province, Indonesia	-
			Sei Batu Langka	2023	Kampar District, Riau Province, Indonesia	-
	Rimbo Dua (PT PN VI)	2018	Rimbo Satu	2018	Jambi Province	Certified
			Rimbo Dua	2018	Jambi Province	Certified
			Batang Hari	2022	Jambi Province	-
	Bunut (PT PN VI)	2022	Bunut	2022	Jambi Province	-
	Ophir (PT PN VI)	2022	Ophir	2022	Sumatra Barat Province	-
			Pangkalan 50	2022	Sumatra Barat Province	-
	Aur Gading (PT PN VI)	2023	Durian Luncuk	2023	Jambi Province	-
	Solok Selatan (PT PN VI)	2023	Solok Selatan	2023	Jambi Province	-
	Tanjung Lebar (PT PN VI)	2022	Tanjung Lebar	2023	Jambi Province	-
			Bukit Cermin	2023	Jambi Province	-
	Bekri (PT PN VII)	2022	Bekri	2022	Lampung Province	Audited on February 2022
			Rejosari	2022	Lampung Province	Audited on

			Padang Ratu	2022	Lampung Province	February 2022
						Audited on February 2022
	Betung (PT PN VII)	2022	Betung	2022	Lampung Province	Certified
			Bentayan	2026	Lampung Province	-
	Talang Sawit (PT PN VII)	2023	Betung Krawo	2023	Musi Banyuasin District, Sumatera Selatan Province	-
	Sungai Lengi (PT PN VII)	2023	Sungai Lengi	2023	Muara Enim District, Sumatera Selatan Province	-
	Kertajaya (PT PN VIII)	2022	Kertajaya	2022	Lebak District, Banten Province	-
			Cisalak Baru	2022	Lebak District, Banten Province	-
			Bojongdatar	2022	Lebak District, Banten Province	-
	Cikasungka (PT PN VIII)	2022	Cikasungka	2022	Bogor District, Jawa barat Province	-
			Sukamaju	2022	Sukabumi District, Jawa barat Province	-
	Gunung Meliau (PT PN XIII)	2022	Gunung Meliau	2022	Sanggau District, Kalimantan Barat Province	-
	Rimba Belian (PT PN XIII)	2023	Rimba Belian	2023	Sanggau District, Kalimantan Barat Province	-
			Gunung Mas	2023	Sanggau District, Kalimantan Barat Province	-
			Sungai Dekan	2023	Sanggau District, Kalimantan Barat Province	-
	Parindu (PT PN XIII)	2023	Parindu	2023	Sanggau District, Kalimantan Barat Province	-
	Luwu	2022	Luwu	2022	Luwu Timur, District, Sulawesi Tengah	-
			Keera-Maroon	2022	Luwu Timur, District, Sulawesi Tengah	-
			Malili	2022	Luwu Timur, District, Sulawesi Tengah	-
			Asera	2022	Luwu Timur, District, Sulawesi Tengah	-
	<i>*Last update on September 2022</i>					
1.10.2	Progress of Associated Smallholders and Out growers for Certifiable Standard					
	The company has scheme smallholder with Mayam Jaya and Mekar Sari and KUD Mayam Jaya but for the current condition the management has been carried out independently by each land owner.					

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
Initial Certification	<p>1. Haikal Ramadhan Kharismansyah (Lead Auditor). Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 3 years' experience as an Agronomy Staff in private oil palm plantation in Indonesia. Training which had attended including Basic Management Development Program Agronomy, Integrated Urban Pest Management, Integrated Pest Management, ISO 9001:2015, Auditor ISPO, RSPO Lead Auditor Training, ISO 22000 awareness, RSPO SCCS. Did some audit ISPO scheme with aspects best management practices. During this assessment verified Legal, FPIC, SCCS, Best Management Practice, OHS and Social.</p> <p>2. Arief Tajalli (Auditor). Indonesian citizen, Bachelor of Forest Resources Conservation and Ecotourism, Faculty of Forestry, Bogor Agricultural University. Has been involved as a researcher at a wildlife laboratory, Faculty of Forestry, IPB. The trainings that have been attended include training for ISO 9001; 2008, ISO 14001; 2004, ISO 17021; 2015, ISO 17065, ISO 19011 and ISPO Auditor training by Mutu Institute and RSPO Auditor Training by Checkmark, also participating in several IHT in the field of environment, BMP, and so on. Has participated in several audit simulation activities related to the sustainable palm oil certification system since 2020 with social, environmental, GHG, and waste management aspect. During this assessment, he verified the Environmental, GHG, and Waste management aspects.</p> <p>3. Naila Karima (Auditor). Bachelor of Public Health, Department of Occupational Health and Safety. Faculty of Public Health, University of Indonesia. She had experience working in private oil palm plantation companies in Indonesia. She had followed training such as ISPO Lead Auditor, RSPO P&C Lead Auditor, Training of Occupational Health and Safety Management System (government regulations No. 50 year 2012), Integrated Management System (ISO 45001, ISO 14001 and ISO 9001), HCV Management Training, ISO 14064, HACCP, ISO 19011, SA 8000. During this assessment she verified worker welfare and transparency.</p> <p>4. Kiki Fadli (Auditor Trainee). Bachelor of Agricultural Engineering, Agricultural Engineering Study Program. Has experience working in the sustainability department in private and state-owned oil palm plantations. Has attended training on Lead Auditor ISPO, Lead Auditor RSPO, General OHS Expert, ISO 9001:2008, ISO 14001:2015, ISO 17021, ISO 17065, HCV, SMK3. During this assessment, he verified the Best Management Practice and OHS under supervision of Lead Auditor.</p> <p>Curriculum vitae (CV) of the members and the assessment team is available at the PT Mutuagung Lestari office.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
Initial Certification	<p>Number of auditors: 3 auditors and 1 auditor trainees</p> <p>Number of days for Onsite IC: 5 days</p> <p>Number of working days for Onsite IC: 15 Working days</p>
2.2.2	Assessment Process
Initial Certification	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Perkebunan Nusantara XIII – Gunung Meliau Unit to the requirements of Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, endorsed by the RSPO Board of Governors on 20 April 2020 and RSPO Certification System for Principles and Criteria and RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on 12 November 2020.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Public Stakeholder Notification was made on Mutu International Website. There is no written negative feedback receive. Stakeholder consultation involved internal and external stakeholders. Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they</p>

	<p>considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment</p> <p>Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well by involving related personnel.</p> <p>Some opportunities for improvement of the results Initial Certification delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1).</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Locations of Assessment
Initial Certification	<p>Number of units in this certification activity is 1 (one) Mill and 1 (one) estate. The consideration for risk assessment is geographic locations, distance of estate, complexity of labor, landscape setting, presence of HCV, number of communities/conflicts, legality etc. On this assessment sample locations that visited and respondent that interviewed by team auditor are:</p> <p>Gunung Meliau Mill</p> <ul style="list-style-type: none"> • Weighbridge Station. Observation the activity of weighing FFB • Security. Observation the activity of the acceptance of FFB. • Grading Station. Observations the activity of grading FFB, third party and also PPE used by worker. • Boiler. Observations the activity in the station and also PPE used by worker • Hoisting Crane. Observations the activity in the station and also PPE used by worker • Sterilizer. Observations the activity in the station and also PPE used by worker • Kernel Station. Observations the activity in the station and also PPE used by worker • Engine Room. Observations the activity in the station and also PPE used by worker • Emergency Response Facility. Simulation and Observation of the condition of emergency response facilities. • CPO Storage Tank. Observation of the condition of the tank and the area around the tank. • Water Source, Reservoir and Water Intake. Observations and interviews related to water management, recording of water use, health checks, PPE and waste management. • Water Treatment Plant (WTP). Observations and interviews with officers related to material handling, work procedures, OHS, wages and environmental management. • Empty Bunch, Fiber and Shell area. Observations related to material handling, OHS and environmental management. • Outlet WWTP at Kapuas River. Observation of environmental conditions, indications of POME spills or overflows, and interviews with workers regarding duties, responsibilities and labour aspects. • WWTP. Field observations related to WWTP entry, runoff, effluent testing. Officers are equipped with PPE and effluent discharge records. • Hazardous Waste Temporary Storage. Observations and interviews with officers related to material handling, work procedures, OHS, wages and environmental management.. • Chemical warehouse. Observation related to chemical management, OHS, and environmental aspect. • Material Warehouse. Observation related to material management, OHS environmental, and worker welfare aspect. • Workshop. Observation related to workshop activity, OHS, environmental and worker welfare aspect. • Fuel Station. Observation and interview with worker related to storage activity, OHS, environmental and worker welfare aspect <p>Gunung Meliau Estate</p> <ul style="list-style-type: none"> • HCV Area Spring Block 19 Afd 1. Observations related to HCV management and potential pollution.

- **HCV Area Kapuas River.** Observations related to HCV management and potential pollution.
- **HCV Area Pemudang River.** Observations related to HCV management and potential pollution.
- **HCV Area Block 327 River.** Observations related to HCV management and potential pollution.
- **HCV Area Mayam River.** Observations related to HCV management and potential pollution.
- **Enclave Area Block 18/19 Afd 1.** Observations related to HCV management and potential pollution.
- **HGU Pole No. 19 Block 17 Afd 1.** Observation the conditions and position of legal boundary.
- **HGU Pole No. 105 Block 304 Afd 3.** Observation the conditions and position of legal boundary.
- **Harvesting of FFB. Block 313 Afd 3.** Observation and interview on procedure implementation, safety dan worker welfare aspect also FFB Transport.
- **Spraying. Block 117 Afd 5.** Observation on safe working practices and interview with the spraying workers related type of pesticides use according to the procedure and also worker welfare.
- **Housing of Afd 5.** Field observation and interview related condition, infrastructure, domestic waste, emergency response system and others.
- **Planted Area Block K5.** Observations related boundaries of the area.
- **Afd 7 Office.** observations related to stockpiling of work tools, chemicals and hazardous and toxic waste.
- **Housing Complex of Afdeling 2, 4 and 6.** Observation and interview with residents about housing facilities, domestic waste management.
- **Housing Complex of Long House.** Observation and interview with residents about housing facilities, domestic waste management.
- **Spare part Storage.** Observation and interview with worker related to storage activity, OHS, environmental and worker welfare aspect.
- **Chemical Storage.** Observation and interview with worker related to storage activity, OHS, environmental and worker welfare aspect.
- **Fertilizer Storage.** Observation and interview with worker related to storage activity, OHS, environmental and worker welfare aspect.
- **Lubricant Storage.** Observation and interview with worker related to storage activity, OHS, environmental and worker welfare aspect.
- **Fuel Station.** Observation and interview with worker related to storage activity, OHS, environmental and worker welfare aspect.
- **Hazardous Waste Temporary Warehouse.** Observation and interview with worker related to hazardous waste management, OHS, environmental and worker welfare aspect.
- **Firefighting Equipment Storage.** Observation and interview with worker related to hazardous waste management, OHS, and environmental aspects.
- **Workshop.** Observation and interview with workers related to workshop activity, OHS, environmental aspects.
- **Clinic.** Observation and interview with worker related to clinic condition, OHS, and environmental aspects.
- **EFB Application. Block 313 Afd 3.** Observation and interview on procedure implementation, safety dan worker welfare aspect.

2.3
Stakeholder Consultation and Stakeholders Contacted
2.3.1
Summary of stakeholder consultation process.

- Consultation of stakeholders for PTPN XIII – Gunung Meliau Units held by:
1. Public announcement in Mutuagung and RSPO website on 23 May 2022.
 2. Public consultation with government agencies of Sanggau District (Land Agency, Agriculture Agency, Labor Agency, and Environmental Agency) on 19 July 2022.
 3. Public consultation by interview with locals of the nearby village (Meliau Hilir, Sungai Mayam, and Melobok) and local contractor on 19 July 2022.
 4. Consultation meeting and interview with Internal Stakeholder (labor union, and gender committee) on 19 July 2022.
 5. Consultation with NGO (WWF, Sawit Watch, Wahana Lingkungan Hidup Indonesia, dan AMAN) via email on 11 July 2022.

	Numbers of input from stakeholders were clarified by PT Perkebunan Nusantara XIII – Gunung Meliau Business Unit.
2.3.2	Stakeholder contacted
	Please find appendix 1.
2.4	Determining Next Assessment
	The next visit (ASA-1) will be conducted eight (8) months to twelve (12) months after certificate issued.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Gunung Meliau POM – PT Perkebunan Nusantara XIII. Operation consisting of one (1) Mill and one (1) oil palm estates.

During the assessment, there were eleven (11) Nonconformities were assigned against Major Compliance Indicators, twelve (12) Nonconformities were assigned as Minor Compliance and nine (9) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors in form of documentation evidence.

MUTUAGUNG LESTARI found that Gunung Meliau POM – PT Perkebunan Nusantara XIII complied with the requirements of Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, endorsed by the RSPO Board of Governors on 20 April 2020 and RSPO Certification System for Principles and Criteria and RSPO Independent Smallholder Standards, Endorsed by the RSPO Board of Governors on 12 November 2020.

Therefore, MUTUAGUNG LESTARI Recommends RSPO compliance certification is issued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 BEHAVE ETHICALLY AND TRANSPARENTLY		
1.1	The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	<p>The unit of certification has a list of information/documents that can be accessed and/or shared with stakeholders such as government agencies and NGOs which is presented in document Correspondence and Archiving procedure number SOP-13.00 – 003 Rev 01 which was updated November 9, 2020. In the document There are 22 types of documents that can be accessed by stakeholders according to the authority of the company, including the following:</p> <ul style="list-style-type: none"> • Company Profile • Annual Report • HGU, HGB and HPL Certificates • Financial Report Audited • GCG guidebook logbook • GCG evaluation results by independent institutions • Award Information • Permit Document (TDP, SITU/HO, SIUP) • AMDAL Document (RKL-RPL, UKL-UPL) • Corporate Social Responsibility (CSR) Data • OHS Program Documentations • Company Policy System Management (ISO, ISPO and RSPO) • Obligated to report about employment • Hazardous waste temporary storage permit • Production achievement report • Social Impact Assessment (SIA) document • High Conservation Value (HCV) document • Public consultation data from certification assessment • Stakeholder communication data 	

- Public summary for RSPO certification assessment report
- Complaints and grievance in detail
- RSPO assessment report

1.1.2

The certification unit already has the SOP for Incoming and Outgoing Letters No. SOP-13.00-001 issued on June 2, 2020 which explains the flow of receiving letters or requests for information to the response process from companies to requests for information. In addition, the company stipulates documents that can be accessed according to the authority of the request, including the following:

- The authority of the board of directors' office is to provide access to company profiles, annual reports and HGU certificates.
- The authority of the regional inspectorate and the authority of the ape unit can provide access to environmental documents, CSR data and company policies.

However, the company has not been able to show evidence that it has submitted mandatory reporting as requested in related permits and regulations, including:

- RKL-RPL report as requested in the ANDAL and RKL-RPL Approval documents.
- Hazardous and toxic waste management reports as requested in the Technical Recommendations.
- Report on the management of liquid waste discharged into water bodies (IPLC) as required in the Technical Agreement.
- HGU utilization report as requested in Minister of Agrarian and Spatial Planning Regulations Number 7 of 2017.
- Report on the Preparedness of Plantation Land Fire Control Systems, Facilities and Infrastructure as per Minister of Agriculture Number 5 of 2018.
- Reports related to the recording of daily casual workers to the relevant agencies.
- Protected Area management report to BKSDA.

This becomes Nonconformity No.2022.1 with Minor Category

1.1.3

The company has a procedure for communication and consultation to stakeholders in document no. SOP-13.00-012 Rev 01 dated December 18, 2020. The document describes the mechanism regarding requests for information and responses provided by the company to all stakeholders.

The company shows maintains records of requests for information and responses in list of incoming and outgoing mail for the Gunung Meliau Estate in 2022 in the Information Request and Response Logbook, it is known that there was a request for information from stakeholders addressed to the company for 2022 for example, letter No 01/DAD-MLU/I/2022 dated January 15, 2022 from Meliau District and got a reply with letter number IKB/SEVP-BS/01/I/2022 dated January 18, 2022.

1.1.4

The company has a SOP for communication and consultation to stakeholders in document no. SOP-13.00-012 Rev 01 dated December 18, 2020. Information requests will be selected and classified by the Unit Head. The time for submitting information from the Unit Head to each department is less than 1 week and must be responded to immediately or less than 3 weeks from the date of receipt. Monitoring requests for information, responses, and document preparation are carried out by a social official appointed in Mill and Estate. The procedure was socialized on June 10, 2022. The procedure has also been socialized to stakeholders include contractors/vendors on November 3, 2021 which was attended by 32 attendance the community around the company

1.1.5

The company has provided an updated list of stakeholders for PT Perkebunan Nusantara XIII (Gunung Meliau Estate and Mill unit) consisting of legal entities, indigenous peoples, local communities, workers' organizations, smallholders, FFB suppliers, and independent services, and NGOs. The document contains a list of names, types of relevant stakeholders, 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 Labor Agency of Sanggau Regency. The results of the interview can be seen in section 3.5 Summary of Arising Issues from Public and Auditor Verification.

1.1.2	Status: Nonconformity No.2022.1 with Minor Category	
1.2 The unit of certification commits to ethical conduct in all business operations and business transactions.		
1.2.1 <p>The company has a commitment related to integrity and ethical behavior in all operational activities listed in the PTPN XIII revision 3 code of conduct issued in 2020. The guidelines include, for example, business ethics and work ethics, which regulate the company's system for conduct fair business competition and treat suppliers fairly. In addition, the guidelines also regulate the prohibition of all forms of corruption, bribery and fraudulent use of funds and resources as well as the flow of the report receipt process (whistle blowing), investigation to disclosure of information.</p> <p>Based on field visits and interviews with sorting workers at the Mill, it was found that information related to business ethics and work ethics had been placed in strategic places and employees had been able to explain policies related to business ethics and work ethics.</p>		
1.2.2 <p>The mechanism for implementing the code of conduct guidelines, for example in the selection of third-party contractors/suppliers, is carried out by means of due diligence on the Integrated Procurement System (IPS), which regulates the requirements to be registered as a supplier, such as the legality of third parties. In addition, there is a cooperation agreement between a third-party company that regulates the rights and obligations of the company and third parties.</p> <p>The Company also audits the annual financial statements by a third-party public accountant with the 2021 financial audit report Number 00699/2.1032/AU.1/01/1609-3/1/IV/2022 dated 21 April 2022, which states with an opinion that the financial statements consolidated statements that are fairly presented in all material respects, the financial position and financial performance and cash flows are in accordance with financial accounting standards in Indonesia.</p> <p>Based on reporting documents and complaints, it was found that in the last 2 years there were no reports regarding corruption and bribery.</p>		
	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 <p>The Gunung Meliau POM certification unit is under PTPN XIII, in compliance with the Company's procedures for Identification and Evaluation and Compilation of Laws and Regulations dated March 31, 2021, stating that the plantation/unit identifies every regulation/law relating to the company every 6 (six) months. The relevant regional inspectorate identifies and evaluates regulations and is reported to the company secretary every 6 months. The company has complied with the relevant laws and regulations, namely by having the following documents:</p> <p>Compliance with Social and Environment Regulation:</p> <ul style="list-style-type: none"> • The results of environmental studies in the form of Environmental Impact Analysis (ANDAL) and RKL-RPL documents in 2005 on behalf of PTPN XIII for the scope of the Gunung Meliau Plantation and Mill. covering an area of ± 9,996.25 ha located in Meliau and Tayan Hilir sub-districts, Sanggau regency, West Kalimantan. • The ANDAL document has been approved by the Head of the Department of Mining and Environmental Impact Management Number 660.1/124/DP2DL-D dated 20 April 2005 regarding the ANDAL and RKL-RPL approval of PTPN XIII Gunung Meliau Unit. • Recommendation Document for Integration of Technical Details for Storage of Hazardous and Toxic Waste Number 660.1/164/DLH-PSLB3 which was legalized by the Head of the Environmental Agency of Sanggau Regency on April 14, 2022. • Document of Technical Approval for Disposal of Wastewater to Surface Water Agency for PTPN XIII unit Gunung Meliau Number 658.31/93/DLH-A which was legalized by the Head of the Environmental Agency of Sanggau Regency on February 25, 2022. The permit is valid for liquid waste generated from the processing process. factory with a capacity of 30-ton FFB/Hour. 		

- Document on the results of HCV identification conducted by Kompasia led by ALS Assessor in 2021 for the scope of PTPN XIII Gunung Meliau unit with Final documents in April 2022. Based on the results of the HCV assessment, an HCV area of 453.7 Ha was obtained, all of which are included in the HCV area. scope of certification.

Legal Aspect

Cultivation Right

The company has 3 HGU certificates with a total area of 17,841,6278 Ha with the following details:

- HGU Certificate No. 1 dated November 22, 2021 covering an area of 17,741.3428 Ha valid until December 31, 2045
- HGU Certificate No. 423 dated March 9, 2017 covering an area of 2.99 Ha valid until August 15, 2051
- HGU Certificate No 424 dated March 9, 2017 covering an area of 97.34 Ha valid until August 15, 2051

However, the scope of the assessment this time is the Gunung Meliau business unit with a total area of 6,257.32 hectares

Plantation Business Permit

In accordance with the Decree of the Head of the Office of Investment and Licensing Services of Sanggau Regency Number 23 of 2015 (change in area) with an area of \pm 6,257.32 Ha and a processing unit capacity of 60 tons of FFB/hour

Worker Welfare

The certification unit, in general, has complied with manpower regulations, including:

- Mandatory Reporting Manpower of the Gunung Meliau Estate with number 78571.20211228.0002
- The implementation of the minimum wage in 2022 is in accordance with the Minimum Wage Decree of the Sanggau Regency established by the Governor of West Kalimantan in November 29, 2021.
- Payment of overtime wages to workers in accordance with Government Regulation No.35 of 2021.
- Implementation of the structure and scale of wages for all levels of workers in accordance with Minister of Manpower Regulation No. 01 of 2017.
- Reporting activities of the Bipartite Cooperation Institute to Manpower Agency Sanggau Regency

However, based on the results of document verification and field observations, some evidence was obtained as follows:

- RKL/RPL**

The results of the verification of the RKL-RPL report documents for Semesters 1 and 2 of 2021 only include the scope of the study in the form of factories, and have not included the entire scope of required environmental management (Estate). The report also does not include trend evaluation, critical point evaluation and compliance evaluation and not all components in the RKL-RPL Matrix have been discussed and reported in the document. This is not in accordance with KepmenLH Number 45 of 2005 concerning Guidelines for Compiling RKL-RPL Reports.

- Surface Water Utilization Permit**

The company already has a Surface Water Utilization Permit based on the decision of the Sanggau Regent Number 511 of 2012 which was ratified on November 12, 2012 and has expired on October 5, 2015. However, until the Stage-2 audit was carried out, the company was still using surface water for treatment. FFB taken from the Kapuas River. Regarding this, the company has not been able to show the latest Surface Water Utilization Permit document.

- Operator License**

Based on field observations, document verification and interviews, the following information was obtained:

- The results of interviews and review of Mill employee list documents for the period of June 2022 it is known that Mill has 1 unit of Hoisting Crane and 1 unit of Backhoe Loader. However, the company has not been able to show OHS licenses for all employees of the Hoisting Crane and Backhoe Loader operators. This is not in accordance with the Minister of Manpower Regulation Number 9 of 2010 in article 5 paragraph 1 which states "*lifting and transporting aircraft must be operated by lift and transport aircraft operators who have health and safety licenses and workbooks according to their types and qualifications*".
- The results of field observations in the Mill Workshop area are known that the company has Welder technicians but has never attended any training related to Welding. Related to this, the company has also not been able to show the Operator Permits (SIO) of all welders owned. This is not in accordance with Permenakertrans Number PER.02/MEN/1982 concerning the Qualification of Welders in the Workplace in Article 3 paragraph 1 which states "*that a welder is considered skilled if he has taken a welding test with satisfactory results and has a welder certificate*".

The company has not been able to show sufficient evidence that it has complied with the relevant regulations including:

- Ministry of Environment Decree Number 45 of 2005 concerning Guidelines for Compiling RKL-RPL Reports.
- Obligation to have a Surface Water Utilization Permit.
- PER.02/MEN/1982 concerning Qualifications of Welders in the Workplace and Minister of Manpower Regulation Number 9 of 2010 concerning lift and transport aircraft operators.

This becomes Nonconformity No.2022.02 with Major Category

2.1.2

The company shows the Procedure for Identification and Evaluation and Compilation of Legislations dated March 31, 2021 stating that the plantation/unit identifies every regulation/law relating to the company every 6 (six) months. The relevant regional inspectorate identifies and evaluates regulations and is reported to the company secretary every 6 months.

Furthermore, the list of regulations for PTPNXIII Gunung Meliau Mill / Plantation in 2022 is shown, including dividing the regulations into:

- Evaluation of Laws
- Evaluation of Company Regulations
- Evaluation of the Presidential Decree
- Evaluation of the Ministry of Transmigration
- Evaluation of the Minister of Manpower and Transmigration
- Evaluation of the National Standardization Body
- Evaluation of BAPEDALDA decisions (Regional Environmental Impact Management Agency)

From the results of the document review, it is known that the regulations listed and evaluated are not the latest regulations, such as the absence of PP 35 in 2021, PP 36 in 2021, PP 37 in 2021, PP 22 in 2021 and others. Based on this, it can be concluded that the company has not been able to show sufficient evidence that the Identification and Evaluation and Compilation of Legislation is in accordance with the procedures it has. **This becomes nonconformity No.2022.03 with minor category**

2.1.3

The company already has the boundary pole Installation, Maintenance and Supervision Work Instruction (IK-13.03-009-004) dated June 02, 2020. The procedure explains that the maximum period of supervision and maintenance of the boundary pole is once a year and is borne by the surveyors and assistant's section. In addition to the frequency of monitoring and maintenance, the technical specifications of the boundary pole to be installed are also regulated.

Based on the monitoring of the HGU pole of the Gunung Meliau Business Unit in 2021, it is known that there is a total of 262 HGU pole in the company's operational area and all patches are declared to be in good condition. However, based on the results of field visits to Block 17 Afdeling 1 and Block 304 Afdeling 3, it is known that there is a company area that is directly adjacent to the community plantation and there is no clear boundary sign. The legal boundary is the HGU pole but the pole is within the block between the two plantation boundaries. Thus, the company has the opportunity to be able to mark legal area boundaries more clearly, for example for areas that are directly adjacent to community plantation/land. **(OFI)**.

2.1.1 Status: Nonconformity No.2022.02 with Major Category

2.1.2 Status: Nonconformity No.2022.03 with Minor Category

2.2

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

2.2.1.

In monitoring the existence of contractors for plantation and Mill activities, company had well-documented the list of contractors, type of business, contact persons, work agreements, and ensuring other matters related to compliance with laws and regulations in Indonesia. During the audit, company has contractors list which is updated July 2022 and collaborated in CPO and PK transportation, civil, machineries, and also FFB suppliers totaling 27 units.

For example:

Contractor	Type of work
CV Aneka Jasa	Procurement of goods (chemicals, Lab tools, pumps, etc.)

CV Era Eka Karsa	Procurement of goods (welding wire, electrical equipment, etc.)
CV Larasiva	Procurement of goods (bearings, chains, sprockets, etc.)
CV Putra Agung	Wholesale work (fabrication of Mill machines)
PT Aneka Karya Prima	Rehab work at Mess Gunung Meliau
PT Care Indonesia	Reconditioning and Compaction Work for Connecting Roads with Laterite
CV Koni Sejahtera	Construction of 2 (two) Bridge Units measuring 4 x 4x 3 meters in Afdeling III and IV Kebun Gunung Meliau

2.2.2

Managing the contractor, company has a copy of the collaboration agreement in PT Perkebunan Nusantara XIII. Company has shown that there were several separate clauses on the work agreement between the company and the contractor related to fulfilling legal obligations in Indonesia. Some of these obligations are related to the registration of workers' health and social security insurance, the provision of minimum wages, the obligation to use PPE, other permits such as tax payment and others. For example, for agreement between two parties, such as:

- Work Agreement between PT Perkebunan Nusantara XIII and CV Gemilang Mandiri No. 13.03-AB/SP/28/III/2022 dated March 18, 2022 which is valid until May 17, 2022. Scope of this agreement is construction of 6 wooden bridges measuring 6mx4mx3m in afdeling III, VII and VIII Gunung Meliau Estate, West Kalimantan
- Work Agreement between PT Perkebunan Nusantara XIII and CV Aneka Jasa No. 13.03/SPJB/20/IPS/2022 dated June 23, 2022 which is valid until July 23, 2020. Scope of this agreement is to carry out the Procurement of Chemicals for Gunung Meliau Mill PT Perkebunan Nusantara XIII needs.
- Work Agreement between PT Perkebunan Nusantara XIII and PT Care Indonesia No. 13.03-AB/SP/60/XI/2021 dated November 5, 2021 which is valid until January 4, 2022. Scope of this agreement is Reconditioning and Compaction of Connecting Roads with Laterite.
- Work Agreement between PT Perkebunan Nusantara XIII and CV Putra Simpang Batuah No. 13.03-AB/SP/77/XII/2021 dated December 30, 2021 which is valid until March 30, 2022. Scope of this agreement is Employee Home Improvement.

The third party (CV Gembira Mandiri) has not been able to show proof of fulfillment of legal obligations as stated in the contract clause. The company has not been able to show sufficient evidence that the third party that has a cooperative relationship has been able to prove its compliance with the relevant law.

This become Nonconformity No.2022.04 with minor category

2.2.3

In each work agreement between the certification unit and the contractor, there are separate clauses regarding the compliance of legal obligations in Indonesia as one of the obligations that must be complied by the contractor. To ensure compliance with this clause, the unit of certification always asks for requirements for completeness before the contractor does/starts work

Based on the interviews with representatives of contractors (CV Gembira Mandiri), it is known that so far, the company has always educated and provided direction related to sustainable palm oil management policies, including the prohibition of employing minors, child protection, and commitment to comply with applicable laws in Indonesia. Commitment not to hiring employees of human trafficking and forced labor listed in contractor's work agreement signed by each contractor.

2.2.2	Status: Nonconformity No.2022.04 with minor category	
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2.3

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

2.3.1

Based on the results of the document review, it is known that there are no direct suppliers collaborating with the company. Documented, there are indeed partnership plantation that are supposed to supply FFB to the Gunung Meliau Mill, but since 2020, farmers have not sent FFB produce to the Gunung Meliau Mill, but randomly sent to collectors or other agents.

2.3.2

Based on the results of the document review and explanations from management representatives, it was found that Gunung Meliau POM received FFB from third parties, namely:

- Megaria

- Ali Maksum
- Marius Armanto

The company shows an example of identification of the FFB source, for example Maksum is located in Sungai Mayam Village with an area of 374.36 Ha with coordinates 0° 06' 58.5" S - 110° 19' 22" E. From the explanation of the FFB purchasing department, it is known that the FFB supplier also receives supplies from other farmers so that it is included in the Indirect Supplier (collector). Thus, the company has the opportunity to begin to identify the source of FFB from collectors, agents, or other intermediaries, such as information on the number of farmers for each collector. Land coordinates for each FFB origin, and proof of land rights. **(OFI)**

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 the long-term plan approved by the manager for the period 2021-2025. The document contains information about the plantation business including production projections, plantation and Mill operational plans, FFB source plans, cost projections, replanting, among others as follows:

ITEM	2022	2023	2024	2025	2026
FFB Production (MT)	239,231	239,916	241,829	246,934	248,752
OER (%)	22.46	22.48	22.48	22.50	22.50
KER (%)	4.10	4.20	4.20	4.20	4.20
CPO Production (MT)	53,731	53,933	54,363	55,560	55,969
PK Production (MT)	9,808	10,076	10,157	10,371	10,448
Replanting Program (Ha)	-	1,144.62	-	-	-

Based on the description above, it can be concluded that the company can prove to have a record of plantation operational planning.

3.1.2

Based on the document review and interviews with representatives of the company's management, it was stated that the company last replanted in 2018 and has a replanting plan in 2023 with an area of 1,144.62 Ha.

3.1.3

The company shows the Management Review Procedure No SOP-13.07-014 published on November 9, 2020 which explains the management review implementation period, which is at least once a year. The last management review was carried out on November 10, 2021, which was attended by all levels of the company's management with an agenda of activities, namely internal audit results, operational performance, customer feedback, emergency response, repair status and fulfillment of nonconformities, effects and system changes 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 shows internal audit report of the RSPO Principles and Criteria which was carried out on 4-6 October 2021, based on the results 32 non-conformities were found and all non-conformities were corrected, the last one was on 20 June 2022. The company has also carried out a management review regarding these results which conducted on November 10, 2021. The certification unit also has a system to improve existing practices, in accordance with the latest information and techniques as well as a socialization mechanism for all workers following current technological developments. The unit of certification also develops guidelines for farmers by providing systematic training for continuous improvement. Some of the evidence that has been applied for continuous improvement include:

- Use of renewable energy accordance to reduce the use of fossil fuels.
- Air quality management and monitoring through several action like road maintenance, air quality testing, routine maintenance of vehicles and machines and vehicle upgrades.

- Management and monitoring of surface and groundwater through testing the quality standard.
- Green House Gas Management and using land clearing with mechanical and zero-burning policy.

3.2.2

Certification Unit already has document RSPO metric template format that has been provided to the auditor team at the time of the assessment. The summary in the report, for example, is as follows:

Name of RSPO Member	: PT Perkebunan Nusantara III
RSPO Membership Number	: 1-0030-06-000-00
Name of Certified Unit	: Gunung Meliau POM
Name of Certification Body	: PT Mutuagung Lestari
RSPO PalmTrace ID Number	: RSPO_PO1000004350
Number of Mills	: 1
Number of Estates	: 1
Production Area (ha) - Estate	: 5215.53
Certified Area (ha) - Estate	: 6257.32
High Conservation Value (HCV) Area (ha)	: 453.70
Peatlands - Planted (ha)	: 0
Peatlands - Unplanted (ha)	: 0
Freshwater Usage per PO produced tonne	: 5.53
Average LTIFR	: 3.92
Total Workers	: 728
% of Local Workers of Total Workers	: 100%
% of Non-Local Workers of Total Workers	: 0%

Status: Comply

3.3

Operating procedures are appropriately documented, consistently implemented and monitored.

3.3.1

The company has procedures related to plantation and Mill operations, including the following:

Agronomy SOP

The company has agronomic procedures that are approved by SEVP Business Support, SEVP Operations and the Director, including the following:

- SOP for Plant Seedlings and Replanting Maintenance No. SOP-13.01-002 Rev 1 which was issued on November 9, 2020.
- SOP for Maintenance of Mature Plant/ Maintenance of Immature Plant No. SOP-13.01-003 Rev 0 which was issued on June 2, 2020.
- SOP for Harvest and Pruning No. SOP-13.01-004 Rev 1 which was published on September 9, 2020.
- SOP for Inspection of Harvest and Pruning No. SOP-13.01-005 Rev 0 which was issued on June 2, 2020.
- SOP for Transportation and Production Delivery No. SOP-13.01-005 Rev 0 which was issued on June 2, 2020.
- WI for Pre-Nursery and Main Nursery Palm Oil Seedling No IK-13.01-002-001 Rev 0 issued on 20 July 2020.
- WI for Land Clearing No IK-13.01-002-002 Rev 0 issued on July 20, 2020.
- WI for Palm Oil Replanting No IK-13.01-002-003 Rev 0 issued on 20 July 2020.

Processing/Mill SOP

The company also has procedures for palm oil Mills starting from FFB receipt, processing to delivery of CPO and PK for Palm Oil Mill operational activities, where the procedures include:

- SOP for Processing Fresh Fruit Bunches (FFB) No SOP-13.03-003 Rev 0 issued on June 2, 2020.
- SOP for Monitoring Process, Quality and Production Losses No. SOP-13.03-004 Rev 0 issued on June 2, 2020.
- SOP for Monitoring the Maintenance Process (Breakdown, Corrective and Preventive Maintenance) No. SOP-13.03-008 Rev 0 issued on June 2, 2020.
- WI for *Sortasi* No IK-13.03-003-002 Rev 0 which was published on 20 July 2020.
- WI for Sterilizer No IK-13.03-003-005 Rev 0 issued on 20 July 2020.

Product Traceability SOP

The company also has product traceability procedures, including the following:

- SOP for Sales of CPO, Kernel and Processed Rubber Products No. SOP-13.03-025 Rev 0 issued on June 2, 2020.
- SOP for Handling Certified Palm Oil Products No. SOP-13.03-030 Rev 0 issued on April 18, 2020.

Based on field visits to harvesting activities and sorting activities, it was found that workers had carried out the work according to the provisions in the procedure, for example related to the criteria for ripe FFB in estates and sorting in Mill.

3.3.2

The company periodically checks the implementation of procedures based on the Internal Audit Integrated Management System (IMS) SOP No. SOP-13.07-015 which explains the process of checking the consistency of the implementation of procedures in the certification unit. The last inspection was carried out on March 21-23 2022 conducted by the Internal Supervisory Unit of the Office of the Board of Directors.

3.3.3

The company has shown documents for the implementation of internal audit activities as a form of monitoring the implementation of the company's standards. Internal audit activities were conducted on March 21-23, 2022. Based on the document, it is known that there are 3 findings and they have been followed up on May 30, 2022.

In addition, the company has also shown documents on the implementation of the RSPO internal audit which will be carried out from 4-6 October 2021. Based on these documents, 32 findings of non-compliance were found at Gunung Meliau Estate and 38 findings of non-compliance at Gunung Meliau Mill, the latest improvements have also been made conducted on June 20, 2022.

	Status: Comply
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3.4

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

3.4.1

The certification unit already has several documents related to social and environmental impact studies that are carried out independently or participatively by involving affected stakeholders in collaboration with independent experts who have been accredited. Some of the documents held by the certification unit are as follows:

Environmental Impact Assessment (EIA)

The Gunung Meliau POM certification unit is under the PTPN XIII company, the company already has an Environmental Impact Assessment (EIA) document that has covered all areas that fall within the scope of certification and can be proven based on the following documents:

- The results of environmental studies in the form of Environmental Impact Analysis (ANDAL) and RKL-RPL documents in 2005 on behalf of PTPN XIII for the scope of the Gunung Meliau Plantation and Mill. ± 9,996.25 Ha located in Meliau and Tayan Hilir Subdistricts, Sanggau Regency, West Kalimantan.
- The ANDAL document has been approved by the Head of the Department of Mining and Environmental Impact Control Number 660.1/124/DP2DL-D dated April 20, 2005 regarding the ANDAL and RKL-RPL approval of PTPN XIII Gunung Meliau Unit.

In the document above there is information related to environmental aspects and parameters that must be monitored and managed along with information on targets and implementation times contained in the UKL-UPL matrix. The document has also covered all aspects of plantation and Mill activities as well as their changes throughout the operational activities. The sampling methodology used is also participatory involving external stakeholder groups for the purpose of identifying impacts. Based on the verification of these documents, it can be concluded that all environmental impacts from plantation activities have been identified and their management recommended with reference to relevant laws and regulations.

Social Impact Assessment (SIA)

The certification unit has carried out a Social Impact Assessment (SIA) which was carried out in 2021 by Kompasial with the final document in 2022. The Social Impact Analysis was carried out on 22 September – 5 November 2021 in the PTPN XIII Location Permit and HGU area of the Gunung Meliau unit with an area of ± 6,373.3 Ha. The scope of the study includes the area of the expansion plan, as well as villages and hamlets that are directly adjacent to PTPN XIII Gunung Meliau unit which includes Meliau Hilir Village,

Sungai Mayam Village, Kuala Buayan Village and Melobok Village. This study explains the impacts arising from plantation activities, including population, education, livelihoods, income, health, facilities and infrastructure, customs and culture of the villagers around the company, environmental management efforts in the social, economic and cultural fields and community perceptions about its existence and benefits. Social impact assessments are included as part of the complement of all environmental impact assessments. The assessment involves all affected parties, both internal and external stakeholders, including employees, trade unions, village heads around the plantation, local NGOs and farmer representatives of relevant stakeholders. Evidence of participation with affected parties is shown in the form of attendance at FGD meetings and photos during interviews. In addition, the SIA study has also been disseminated to villagers and stakeholders in the affected areas with evidence of an invitation to a public consultation conducted on October 4, 2021. The report also contains a matrix of Social Management Plans and Social Monitoring Plans containing recommendations for managing social impacts identified.

Community representatives who became resource persons in this assessment were village heads, village officials, traditional leaders, and plasma farmers. The types of data collected are primary data and secondary data. Primary data collection for monitoring the management of social impacts is obtained from relevant stakeholders as affected parties as well as local village officials who represent the community and as verifiers. Secondary data or indirect data collection is carried out by means of literature studies through various references such as environmental assessment documents, HCV study results documents, local government literature, CSR implementation records, company internal data, correspondence between companies and affected parties, local news and news national and so on. All of these data sources are used as consideration for social impact management recommendations. Based on the verification of these documents, it can be concluded that all social impacts from plantation activities have been identified and their management recommended with reference to relevant laws and regulations.

High Conservation Value Assessment (HCVA)

The certification unit has also conducted studies related to areas with high conservation value as evidenced by the 2022 HCV Study Results document. The company has conducted an HCV assessment by Kompasnia using the 2003 toolkit. The HCV assessment was carried out for the entire scope of the PTPN XIII Gunung Meliau unit with a total scope of the study area. The HCV area is $\pm 6,373.3$ Ha (referring to HGU) with a total identified HCV area of 453.7 Ha. HCV assessment through stakeholder consultation conducted in July 2021. Stakeholders attending included Estate and Plasma field staff, Meliau Hilir Villagers, Sungai Mayam Village, Kuala Buayan Village and Melobok Village.

The study explains the impacts arising from plantation activities on the environment, social, and protected flora and fauna. The HCV assessment also involves several affected parties, both internal and external stakeholders. Evidence of participation with affected parties is shown in the form of attendance at FGD meetings and photos during interviews. The report also contains a matrix of High Conservation Value Area Management and Monitoring Plans which contains recommendations for the management of all identified HCV areas.

Based on the results of the study of the HCV identification document in 2022, information was obtained that the impact assessment on HCV, biodiversity and RTE species carried out also included areas outside the concession boundary. The HCV area consists of protected areas for flora and fauna and river borders as well as protection of cultural values from the surrounding community. Based on the verification of these documents, it can be concluded that all areas with high conservation potential and protected areas have been identified and their management recommended with reference to the relevant environmental management guidelines.

3.4.2

certification unit has made efforts to manage and monitor social and environmental impacts that are carried out independently by involving affected stakeholders. Some evidence of documentation of activities that have been carried out are as follows:

Environmental Impact Assessment (EIA)

Based on the results of the verification of the RKL-RPL document for Semester 2 of 2021, it can be concluded that all the management and monitoring parameters requested in the environmental document matrix have been implemented. However, the unit of certification has not been able to show the RKL-RPL document prepared in accordance with KepmenLH 45 of 2005, which includes evaluation of trends, evaluation of critical level, and evaluation of compliance. In addition, there are several components requested in the matrix that have not been carried out by the company, and there are several values that are above the quality standard. In this regard, several indicators have become non-conformity, such as indicator 2.1.1 regulatory compliance, 7.3.1 regarding waste management and so on (explained more detail in each indicator).

Social Impact Assessment (SIA)

The document resulting from the 2022 SIA study is used as a guide in the preparation of social impact management programs. The document contains several social programs that are included in the Recommendation for Social Management and Monitoring Plans, including:

- Internal: Aspects of employment, health, housing, employee cooperatives.
- External: Relations and communication, CSR, recruitment of local employees, as well as borrowing and using the area within the HGU.

The program is a general plan that will be implemented by the company based on an analysis of stakeholder needs and stakeholder mapping related to the company, either directly or indirectly. Thus, the planned program is directed as far as possible to strengthen the company's relationship, communication and cooperation with all stakeholders. Based on the results of consultations with worker representatives, there is no form of discrimination against workers, no underage workers were found, the company has also fulfilled the rights of its employees, several important facilities for employees have been provided by the company such as housing, electricity, places of worship, educational infrastructure (school), and other facilities. However, the management of the SIA has not been carried out, because the SIA study results document, which is used as a management guide, was only completed and published in June 2022, so the document will be used as a guide in the management of the SIA for the period 2023 and in the future.

The company already has the results of the SIA study conducted in 2021 and the final document in 2022. In this regard, the company has not been able to show the management and monitoring plan that has been developed with the participation of the affected stakeholders. However, when referring to the results of the 2022 SIA study, recommendations for the SIA management plan have been listed which are determined based on field observations and stakeholder involvement. Based on this, the company has an improvement opportunity to develop an integrated SIA management and monitoring plan in accordance with the results of the 2022 SIA study and the priority of achievement targets and the company's internal capacity. **(OFI)**.

3.4.3

The unit of certification has made efforts in implementing the management and monitoring of social and environmental impacts as described in indicator 3.4.2. However, there are still some things that cannot be fulfilled, for example:

Environmental Impact Assessment (EIA)

- The company has not been able to show evidence of the involvement of the District, Provincial and Ministry of Environment's Environmental Services to monitor the results of environmental management, which is usually done in the form of presenting RKL-RPL reports and other environmental management documents. This has become a non-conformity in indicator 1.1.2.
- The company has not been able to implement all the requirements requested in the legality and licensing documents, such as those related to the fulfillment of the RKL-RPL matrix, hazardous waste storage permits, surface water utilization permits, liquid waste disposal permits and so on. This has become a non-conformity on several related indicators.

Social Impact Assessment (SIA)

As explained in indicator 3.4.3, the SIA management cannot be carried out, because the SIA study results document, which is used as a management guide, was only completed and published in June 2022, so the document will be used as a guide in the management of SIA for the period 2023 and in the future.

Status: Comply

3.5
A system for managing human resources is in place.
3.5.1

The human resource system demonstrated by the unit of certification, such as :

Recruitment procedure

Described in the several documents concerning labor recruitment, such :

- Director decision of PT Perkebunan Nusantara XIII No. 13.05/KPTS/07/III/2021 concerning Employee Admission Guidelines at PT Perkebunan Nusantara XIII dated March 18, 2021.
- SOP Workforce Planning No. SOP-13.05-002 dated June 2, 2020.
- SOP Recruitment and Appointment of Employees No. SOP-13.05-003 dated June 2, 2020
- Collective Labour Agreement (CLA) for period of 2022-2023 dated December 23, 2021 in chapter IV regarding work relation article 11 New Employee Recruitment.

The procedure above is describing: the stages of selection of prospective workers, interviews, offers of compensation packages, medical tests, selection decisions, and employment decisions. In the 2022 period there is a contract employee recruitment. Recruitment documentation can be shown, for example the administrative requirements of job applicants, the results of the assessment to the work agreement letter and the procedure made available to the workers and their representatives also has been socialize to workers on June 10, 2022.

Contract workers have been registered with relevant agencies, for example for agreement Number Gunme/SPK-H/51/VI/2022 worker initial A.N as Harvester at Afdeling I Gunung Meliau Estate. Proof of recording in the form of a stamp of acceptance by the Transmigration and Manpower Office of Sanggau Regency on June 5, 2022.

Payroll and incentive systems

Unit certification showed a policy remuneration and work incentives on Collective Labour Agreement (CLA) for period of 2022-2023 dated December 23, 2021 in chapter VIII regarding Groups, Salary, Benefits and Compensation. The wage reference used by the certification unit is Decree of Governor of West Kalimantan Number 1467/DISNAKERTRANS/2021 concerning District/City Minimum Wages in West Kalimantan Province. In accordance with the decree, it is known that Sanggau minimum wage is IDR 2.547.405,69 . Furthermore, there is the determination of wages by the unit of certification in accordance with Decree No.13.05/KPTS/R/05/II/2022 concerning the structure and scale of wages for permanent workers in PT Perkebunan Nusantara XIII, the West Kalimantan region in 2022.

Career path and achievement assessment system

Mechanism about career path and achievement showed in the Collective Labour Agreement (CLA) for period of 2022-2023 dated December 23, 2021 in chapter V regarding Employee career path planning and SOP Career Planning No. SOP-13.05-004 dated June 2, 2020. Among them are regulated in the following procedures:

Termination of employment and retirement system

The mechanism about termination of employment and retirement system showed in the SOP termination employment No. SOP-13.05-005 dated June 2, 2020 and SOP Service time award No. SOP-13.05-010 dated June 2, 2020.

The certification unit can show examples of employee promotions, for example shown by the Decree on the appointment of permanent employees No. 13.05/KPTS/R/78/VII/2021 dated July 5, 2021 for MRS (initial) from grade IIB/7 to IIB/8.

3.5.2

Company has documented all labor procedures that have been carried out properly, such as recruitment, promotion, performance appraisal, and termination. The following are some sample labor procedures that have been implemented and are well documented by certification unit, including:

- Recruitment document in accordance with the recruitment requirements such as employment request form, application letter, statement of police report, identity card (KTP), family identity card (KK), the result of written test, the result of interview test, and work agreement letter. For example, a worker on behalf of A.J (initial).
- Promotion documents such as management decree for worker's promotion. For example, a worker on behalf of KND (initial) who had a promotion based on worker's appraisal, from temporary worker to permanent worker from PKWT to non-class permanent employees according to management decree number GUNME-I/KPTS/R/05/III/2020 concerning appointment and placement of non-class permanent employees (KTNG) of PT Perkebunan Nusantara XIII dated March 31, 2020.
- Promotion documents such as management decree for worker's promotion. For example, a worker on behalf of MRS (initial) who had a promotion based on worker's appraisal, from grade IIB/7 to IIB/8 according to management decree number 13.05/KPTS/R/78/VII/2021 concerning class promotion, periodic or permanent increase for employees of class I and II in the work environment of PT Perkebunan Nusantara XIII.
- The company shows document an employee resignation with employee identification number 07.P000.0000.0021 in the name (initials) BYM in June 2022.

Based on the interviews with union workers, harvesting worker in block 313 division 3 and Transmigration and Manpower Agency of Sanggau Regency, company had been applied the existing labor procedures in accordance with the regulations. During 2021-2022, there were no issues related to manpower.

Status: Comply

3.6

An Occupational Health and Safety (HandS) plan is documented, effectively communicated and implemented.

3.6.1.

The company shows the OHS policy and targets No. PSMK3NXII-PO-5.1 issued on April 30, 2021, which includes the OHS policy in the company's commitment to OHS protection for all company activities. In addition, there is an Emergency Response Preparedness Procedure Number SOP-13.07-018 which explains, among other things, the duties of the daily chairman/deputy chairman to identify emergency sources so that potential emergencies do not occur.

The company also shows the identification of hazard sources, assessment and risk control for the plantations that were approved on 10 May 2022 and for the Mills that were approved on 23 May 2022. From the identification documents, several things were found, including the following:

- Identification of hazard sources, risk assessment and control in the estate has included land clearing, maintenance of mature plant, harvesting, workshop work, machine operations, transport operations, civil workers, evacuation of emergency conditions, but the identification of hazards in other activities has not yet been demonstrated, but not limited to work such as storing work tools, picking loose fruit, fruit Collecting point making and employees selling fuel or workshop activities in housing.
- Identification of hazard sources, risk assessment and control in the Mill has included manufacturing, repair, processing, storage in warehouses, typing with computers. However, there are several other activities that have not shown the identification of hazards such as WWTP management, WWTP boundary, security, processing each station, fuel spills, chemical spills and other work.

The company has not been able to show evidence of having conducted a risk assessment of all operations, processes and activities in the company. **This becomes Nonconformity No.2022.05 with Major category**

3.6.2

The company shows the collective labour agreement for the period 2022 - 2023 which in article 62 paragraph 2 states that the company holds regular employee health checks. Based on an interview with management, it was stated that the spray team consisted of 6 employees and 1 herbicide foreman for each Afd.

The company also showed the last health checks carried out on August 23 - 26, 2022 for estate units and Mills, for example on herbicide employees as many as 1 foreman and 33 herbicide employees, but the health checks for 7 foreman and 15 other herbicide employees have not been shown yet. From these results also found the results of employee inspections that are not in normal conditions, for example:

Estate

- Audiometric examination: 2 people are deaf in 2 ears and 1 person is deaf in 1 ear.
- Eye examination: 1 worker indicated decreased visual acuity.

Mill

- Audiometric examination: 2 people are deaf in 2 ears.
- Eye examination: 1 worker indicated decreased visual acuity.

However, the company has not been able to show the socialization of the results of the health examination and the follow-up of the results of the health examination. **This Become Nonconformity No.2022.06 with Major category**

3.6.1

Status: Nonconformity No.2022.05 with Major Category

3.6.2

Status: Nonconformity No.2022.06 with Major Category

3.7

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

3.7.1

The company has shown results of training identification and program for 2021-2022 in order to improve the competence and expertise of all workers but not yet including contractors and smallholders. The company had identified the needs of competence standard and the proposed training for each worker (including contract workers). The certification unit has identified and carried out training for the 2021-2022 period including the following:

- Integrated HCV - HCS Training & Introduction.
- Competency Certification for Determining Potential Pollution and Hazardous Waste Characteristics.

- Competency Certification of Person in Charge of Water Pollution Control.
- Certification of Competence of Person in Charge of Wastewater Treatment Operations.
- Webinar Building Innovative Organization: Building an Innovative and Adaptive PTPN.
- Culture Transformation Strategy Training.
- Training of First Aid for workers
- Training of Occupational Health and Safety Management System (OHSMS)
- Training of OHS Norm Development

Based on a review of the Gunung Meliau training data document for 2021 and 2022, it was found that the training carried out did not cover aspects of the RSPO principles and criteria, such as training on chemical handling, training/socialization on HCV, and training/socialization on the use of PPE including its storage and the results of interviews with Chemical Warehouse officers at Mill and Estate, Workshop Personnel, Foreman, Main Foreman and Assistants were found to have never received training related to their respective fields of work. Based on the information above, **this becomes Nonconformity No.2022.07 with Major Category.**

3.7.2

The company also showed that they had properly documented every training activity and socialization that had been carried out to all workers, contractors, smallholders, and related stakeholders. The following is an example of training/socialization documentation that had been carried out, for example:

- Training of first aid for workers on July 13, 2022.
- Training of Occupational Health and Safety Management System (OHSMS) training on July 14, 2022.
- Training of OHS Norm Development on June 9, 2022

Based on field observations and interviews with workers (harvesters, nursery workers, warehouse officers, and Mill operators) and contractor workers, it is known that the company provides some training programs due to upgrade the worker's expertise and competence. All workers also showed their understanding of duties and responsibilities for each job quite well.

3.7.3

Based on the document review, it is known that there is no documentation regarding the socialization or discussion of SCCS training. This is in accordance with the results of field visits and interviews with weighing officers or security who stated that they had never been told about certified fruit sources and non-certified sources of fruit. This has been as a non-conformity in indicator 3.7.1.

3.7.1	Status: Nonconformity No.2022.07 with Major Category
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3.8

Supply Chain Requirements for Mills

3.8.1 & 3.8.2

Currently the Gunung Meliau Mill does not yet have an RSPO certificate, but if you look at the FFB processing data for the past year and the explanation from management representatives, the module that will be used is Mass Balance.

3.8.3

Estimated certified product is obtained from actual production 12 months prior to the following initial certification:

FFB Processed (tones/year)	CPO		Palm Kernel	
	Out put (tones)	Extraction (%)	Out put (tones)	Extraction (%)
48,000.00	10,080.00	21.00	2,160.00	4.50

3.8.4

Currently the Gunung Meliau Mill is not RSPO certified yet and is part of PT Perkebunan Nusantara III which has been an RSPO member since 2006 with RSPO membership: 1 – 0030-06-000-00). Verification into palmtrace account will be carried out on ASA-1

3.8.5

The company shows the SOP for Handling Certified Palm Oil Products (SOP-13.07-030) issued on April 18, 2022. These procedures include:

- Supply chain person in charge
- Certified Fresh Fruit Bunches Handling
- Acceptance of certified FFB at Mill
- Processing of FFB Raw Materials into CPO and PK
- Registration of certified CPO and PK products: Include a unique code for CPO/PK shipments; RSPO certified CPO/PK recorded in palmtrace, Document shelf life 5 years
- Mass Balance Calculation of Certified CPO/PK Products at MILL: Quarterly evaluation of the mass balance and if the stock is in a negative position, MILL cannot send products with certificate claims. If there is an estimate of over production, immediately notify the Engineering and Processing section
- Inappropriate control of certified CPO and P
- RSPO IT Platform/Palm Trace: Announce if there is a shipment of certified CPO and PK, remove if CPO/PK is sold under a conventional scheme or if it cannot be balanced within 3 months or there is loss and damage, Announcement will be made on palmtrace on CPO day and certified PK sent
- Traceability
- Market communication and claims
- Occupational Health and Safety
- Document Control

3.8.6

The Gunung Meliau Mill is not RSPO certified yet. However, the company has shown documents on the implementation of the RSPO internal audit which will be carried out from 4-6 October 2021. Based on these documents, 32 findings of non-compliance were found at Gunung Meliau Estate and 38 findings of non-compliance at Gunung Meliau Mill, the latest improvements have also been made conducted on June 20, 2022.

3.8.7

The Gunung Meliau Mill is not yet RSPO certified so this indicator will be verified in more detail during ASA-1. The mechanism for handling products that do not comply is listed in the SOP for Handling Certified Palm Oil Products (SOP-13.07-030)

3.8.8 & 3.8.9

The Gunung Meliau Mill is not yet RSPO certified. This indicator will be verified in more detail when the Mill already has certified product

3.8.10 & 3.8.11

The company has not certified yet and there are no certified products, so there is no contract with a third party in handling certified products. Record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products will be verified further at annual surveillance audit.

3.8.12

The company has not certified yet, so the records of certified products will be verified at annual surveillance audit

3.8.13 & 3.8.14

The company has not certified yet and the site doesn't apply a conversion rate.

3.8.15

Gunung Meliau Mill plans to use the MB module because it still receives FFB from uncertified sources

3.8.16

The company has not certified yet, so there is no transaction or claim that registered in RSPO IT Platform. This matter will be verified further at annual surveillance audit.

3.8.17

The company has not certified yet, so there is no transaction or claim that registered in RSPO IT Platform. This matter will be verified further at annual surveillance audit.

		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			
<p>The company demonstrates PTPN XIII sustainable palm oil policy which was signed by the Director on April 7, 2021, which includes point 7, namely respecting human rights, including respecting and protecting the rights of human rights defenders and always avoiding involvement in human rights violations, giving freedom of association to all workers, respecting the rights and dignity of workers, treating workers fairly and free from all forms of discrimination, preventing all forms of sexual harassment, preventing violence against women and children, and protecting the reproductive rights of all workers.</p> <p>The company also regularly disseminates policies to respect human rights, for example the last one was held on 1 February 2022 which was attended by 14 Mill employees and on 8 March 2022 which was attended by 5 contractor representatives. Based on interviews with representatives of workers and contractors, it can be concluded that workers and contractors understand the policy to respect human rights.</p>			
4.1.2			
<p>The company has SOP for Conflict Resolution No. SOP-13.00-018 issued on April 18, 2022, which explains the settlement of disputes through the mediation stage, but if no agreement is found, the dispute can be taken to legal channels.</p> <p>Based on the results of interviews and field visits, it is known that the company does not use mercenaries to intimidate the community.</p>			
		Status: Comply	
4.2			
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1, 4.2.2, 4.2.4			
<p>The Certification Unit has a procedure for requesting and providing information as SOP Communication and Consultation Stakeholders No. SOP-13.00-012 revision 01 which was approved by the Director on December 18, 2020. This SOP describes the types of complaints submitted, for example fraud, violence and discrimination, harassment and abuse of confidential company and or group information. This procedure is used to handle reports and complaints from internal and external stakeholders. In the procedure, it is stated that the complaint resolution period is 14 days after the complaint is received. Information regarding receipt of complaints must be communicated to the complainant.</p> <p>In addition, the company also regulates confidentiality and legal protection for the whistle-blower (whistle-blower until the complaint is resolved. If the complainant/complaint is not satisfied and an agreement is not reached, the settlement of the complainant/complaint case can be continued to the mediator and the resolution through a third party (tripartite)) contained in GCG manual guide revision III with No. Dekom/SK-01/V/2020 dated May 29, 2020.</p> <p>The certificate unit has also monitored requests for information and complaints from stakeholders in the form of books in incoming and outgoing letters. Most of the letters were about requests for funding, facility repairs and heavy equipment assistance and were managed through plantations and Mills.</p> <p>Based on the interviews with the surrounding communities (Meliau Hilir Village, Melobok Village, and Sungai Mayam Village), contractors, and workers, it revealed that they had a good understanding of the communication procedures and personnel who served as communicators between the company and the community so that illiterate people can be informed by the related communicators. In addition, during the past year, there were no complaints or disputes that occurred between the company and the surrounding communities.</p>			
4.2.3			
Company then showed the compliance of these requests for information and complaints from stakeholders in accordance with agreed			

<p>timeframe in its procedure, for example:</p> <ul style="list-style-type: none"> Request letter No.01/DAD-MLU/II/2022 on January 15, 2022 regarding request for assistance for hoarding the location of the Betang Pangsuma House, DAD, Meliau District. This has been handled by the management and finished on January 18, 2022. Request letter No. Gunme/Direktur/56/VII/2022 on July 1, 2022 regarding application for return to work on behalf of M.A. this has been handled by management and finished on July 25, 2022. Request letter No. 13.05/Pem/547/XII/2021 on January 13, 2022 regarding payment of employee entitlement for house emptying. This has been handled by management and finished on June 1, 2022. Request letter No.13.05/SE/04/IV/2022 on April 5, 2022 regarding 2022 religious holiday allowance. This has been handled by the management and finished on August 4, 2022. 		
	Status: Comply	
4.3 The unit of certification contributes to local sustainable development as agreed by local communities.		
4.3.1 <p>Contributions to community development are manifested in the CSR program. Based on the results of the study of CSR realization documents in 2022, including the procurement of reforestation tree seeds and educational scholarship assistance as well as the Ramadhan Safari, the provision of 150 basic food packages. CSR reports are made in general for all PTPN XIII work units so there is no information on whether the implementation has covered the villages around Gunung Meliau Estate and Gunung Meliau POM.</p> <p>The results of interviews with representatives of Meliau Hilir Village, Melobok Village, and Sungai Mayam Village obtained information that so far, they had never been aware of any CSR programs owned by the company including the involvement of the parties in the program. CSR is realized based on a request for proposals and is not necessarily in accordance with what the community expects. In addition, there is also Letter Number: 3 / BPD / 2022 dated June 20, 2022 from Meliau Hilir Village to the company regarding the invitation to the deliberations for the Preparation of the Meliau Hilir Village Development Plan. Based on the explanation of the Village representative, the company did not attend the event.</p> <p>Based on this, it can be concluded that the Company has not been able to show sufficient evidence that its contribution to community development has been based on the results of consultations with local communities such as representatives of Meliau Hilir Village, Melobok Village, and Sungai Mayam Village. This is becomes non-conformity No.2022.08 with the Minor Category.</p>		
4.3.1	Status: Nonconformity No.2022.08 with Minor Category	
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 <p>The company has 3 HGU certificates with a total area of 17,841.6278 Ha as detailed as follows:</p> <ul style="list-style-type: none"> HGU Certificate No. 1 dated November 22, 2021 covering an area of 17,741.3428 Ha valid until December 31, 2045 HGU Certificate No. 423 dated March 9, 2017 covering an area of 2.99 Ha valid until August 15, 2051 HGU Certificate No 424 dated March 9, 2017 covering an area of 97.34 Ha valid until August 15, 2051 <p>However, the scope of the assessment this time is only the Gunung Meliau business unit with a total area of 6,257.32 Ha as the area of the plantation business permit. The results of interviews with representatives of the Meliau Hilir and Tumenggung Villages of the Teban Dayak tribe revealed that the company has clear legal rights without any community rights or customary rights being disturbed. The company is also known to have been operating since 1980 so that the details of the land acquisition process for the two sources do not know for sure.</p> <p>Based on the results of the field visit to block K5 afdeling V, it is known that there are maintenance and harvesting activities in the area. Based on information from the companion team, it is known that the block is part of the main estate management area. Then based on the overlay between the map of the planting area and the map of the HGU field number 1, the map of the HGU field number 423, and the map of the HGU field number 424 it is known that the K5 block is outside the HGU. Thus, the company has not been able to show sufficient evidence that the entire management area has legal documents showing legal land use rights. This becomes Nonconformity No. 2022.09 with the Major category.</p>		

4.4.2

Based on the results of interviews with representatives of the Meliau Hilir and Tumenggung of the Teban Dayak tribe, it is known that the construction of the company has been carried out since 1980 so that the details of land acquisition are not known for certain. However, documentation of land compensation can be seen from Letter Number Pem.495/AG.240 dated March 10, 1980 from the Regent of Sanggau to the Governor regarding the implementation of compensation payments for the location of PNP VII in the Sanggau area for 3 sub-districts namely Kapuas, Meliau, and Tayan Hilir sub-districts as follows:

- **Kapuas Sub-district**
 - Kampung Sungai Tapang 15 (fifteen) land owners
 - Kampung Sungai Kodang 32 (thirty-two) land owners
 - Kampung Serojat 26 (twenty-six) land owners
 - Sakura Village 20 (twenty) land owners
- **Tayan Hilir Sub-district**
 - Kampung Jelenak 12 (twelve) land owners
 - Kampung Awaiting 9 (nine) land owners
 - Kampung Sei Jaman 17 (seventeen) land owners
 - Kampung Betangko Hulu 12 (twelve) land owners
 - Kampung kelompu 18 (eighteen) land owners
- **Meliau sub-district**
 - Kuala Buayan A 34 (thirty-four) owners
 - Kuala Buayan B (NV Agries) 1 land owner
 - Kuala Buayan C 33 (thirty-three) land owners
 - Mayam River 71 (seventy-one) land owners
 - Temurak 125 (one hundred and twenty-five) land owners
 - Mungguk Pasir 142 (one hundred and forty-two) land owners
 - Mungguk Kompas 90 (ninety) land owners
 - Meliau Hilir 19 (nineteen) land owners

The report already has information regarding the nominal for land replacement and reports the names of owners who have not received compensation due to not being present at the time of the payment process. Up to the time the Initial Certification was carried out there were no issues regarding the land acquisition process at the beginning of the previous plantation development

4.4.3

The company already has an operational map with a scale of 1: 60,000 which contains information on block boundaries, enclave areas, occupation areas, road blocks, years of planting, non-productive areas, location of palm oil Mills, and other information. Sources of information that are used as a reference in making the map include the HGU marker map so that the map has followed the legal rights owned.

Based on the results of interviews with representatives of the Meliau Hilir and Tumenggung Villages of the Teban Dayak tribe, it is known that the company has clear boundaries with residential areas and community lands.

4.4.4; 4.4.5; 4.4.6

Based on the document review, it is known that the acquisition of plantation land began in 1980 and compensation has been made to the land owner. The results of interviews with representatives of the Meliau Hilir and Tumenggung of the Teban Dayak tribe obtained information that in the past there had been compensation for land owners but the source person did not know the detailed information. To the knowledge of the informants, during the land release process, it was known and witnessed by representatives of the previous Village government. One of the compensations for the loss of land rights owned is the construction of a partnership plantation.

4.4.1

Status: Nonconformity No.2022.09 with Major Category

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 – 4.5.6

There are no new plantings made by the company. The land acquisition process has been carried out since 1980 and compensation has been made to the land owner in accordance with Letter Number Pem.495/AG.240 dated March 10, 1980 from the Regent of Sanggau to the Governor regarding the payment of compensation for the location of PNP VII in the Sanggau area for 3 sub-districts namely Kapuas, Meliau, and Tayan Hilir sub-districts. The results of interviews with representatives of the Meliau Hilir and Tumenggung Villages of the Teban Dayak tribe obtained information although they did not know in detail the process of land acquisition, but so far there has never been a conflict between the company and the community. The informant also said that one of the positive impacts of the company's existence is the establishment of a partnership plantation.

4.5.7

The company did not carry out the construction/acquisition of new land after 2018. Land acquisition has been since 1980 with a compensation mechanism to the land owner.

4.5.8

The results of interviews with representatives of the Meliau Hilir and Tumenggung of the Teban Dayak tribe revealed that there are no areas inhabited by people who are isolating themselves.

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 already has procedures for FPIC and compensation for land replacement which was issued in 2022 (SOP-13.00-020). The procedures include the FPIC process starting from identification, socialization, to the stages of compensation. The procedure has also accommodated the procedures and flow of the land compensation process.

Based on the results of interviews with management representatives, Meliau Hilir Village Representatives, and the Tumenggung of the Teban Dayak tribe, it is known that the land compensation process has been carried out since 1980 so that the informants do not know for sure the details of the land compensation process. However, until now there has never been any negative information about the process.

4.6.3

Based on the interviews with representatives of the Meliau Hilir and Tumenggung of the Teban Dayak tribe, information was obtained that both men and women have the same rights to own land. Documentation of this can be seen from the owners of the partnership plantation who are not only male

4.6.4

Based on the results of interviews with representatives of the Meliau Hilir and Tumenggung of the Teban Dayak tribe, it is known that the construction of the company has been carried out since 1980 so that the details of land acquisition are not known for certain. However, documentation of land compensation can be seen from Letter Number Pem.495/AG.240 dated March 10, 1980 from the Regent of Sanggau to the Governor regarding the implementation of compensation payments for the location of PNP VII in the Sanggau area for 3 sub-districts namely Kapuas, Meliau, and Tayan Hilir sub-districts as follows:

- **Kapuas Sub-district**
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- **Meliau Sub-district**
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- Mayam River 71 (seventy-one) land owners
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- Mungguk Pasir 142 (one hundred and forty-two) land owners
- Mungguk Kompas 90 (ninety) land owners
- Meliau Hilir 19 (nineteen) land owners

The report already has information regarding the nominal for land replacement and reports the names of owners who have not received compensation due to not being present at the time of the payment process. Up to the time the Initial Certification was carried out there were no issues regarding the land acquisition process at the beginning of the previous plantation development.

	Status: Comply
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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 already has procedures for FPIC and compensation for land replacement which was issued in March 22 (SOP-13.00.-020). The procedures include the FPIC process starting from identification, socialization, to the stages of compensation. The procedure has also accommodated the procedures and flow of the land compensation process.

Based on the results of interviews with management representatives, Meliau Hilir Village Representatives, and the Tumenggung of the Teban Dayak tribe, it is known that the land compensation process has been carried out since 1980 so that the informants do not know for sure the details of the

4.7.3

Based on the interviews with representatives of the Meliau Hilir and Tumenggung of the Teban Dayak tribe, the benefits obtained from the existence of plantations include the opening of road access, the opportunity to work, and the development of partnership plantation through cooperatives as follows:

- Mayam Jaya cooperative covering an area of ± 584 Ha and 292 family
- Mekar Sari cooperative covering an area of ± 1,066 Ha and 533 family

However, at this assessment there is no land expansion and the company only conducted compensation for area inside HGU.

	Status: Comply
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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 – 4.8.4

Based on the document review, it was found that in 2020 the company HGU had expired and the HGU extension had been carried out in accordance with HGU Decree No. 88 of 2021. Based on the decree, it was known that the location has problem within the scope of the previous HGU had been removed from the current HGU scope. Based on the results of field visits and the company statement area, it is known that there is still an occupied area of 23.17 hectares. The company has identified the occupied area through mapping the location of the area. From the results of the field visit, it is known that the occupation is carried out in an empty area bordering the Regency Road.

Until the verification of initial certification, there is no open conflict between the community and the company. Similar information was also obtained from interviews with representatives of Meliau Hilir and Tumenggung Dayak Teban Tribe who stated that there had never been a conflict related to land that resulted in the cessation of operational activities. People use the land because the area is an open area (no oil palm plantations) so it is used for farming.

Even though there is no conflict, the company already has a conflict handling SOP. No Document: SOP-13.00-018 dated April 18, 2022, which includes risk identification, problem solving that involves the parties and is prioritized by deliberation, and documentation for the entire process flow.

Status: Comply

PRINCIPLE #5 SUPPORT SMALLHOLDER INCLUSION

5.1

The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.

5.1.1

Based on document review, field observations and interviews with staff and management, it is known that the company purchases FFB from third parties/FFB suppliers, both independent smallholders, collectors, and plasma. This is explained in indicator 2.3.1. The price used in purchasing FFB from plasma refers to the price of the West Kalimantan Provincial Plantation Service which is updated every 2 weeks and can be accessed openly by Plasma.

The price of FFB is determined in a work agreement agreed by both parties. Prior to making a payment, the verification of the correctness of the payment calculation has been checked by both parties in the FFB sale and purchase calculation document, so that all complaints and confirmations related to payments have been completed before the payment is made. The pricing mechanism has been explained in the cooperation agreement signed by both parties.

The company shows an example of a payment for the period of June 2022 which is paid directly to the Cooperative's account according to the current price. The company can also show the Minutes of Meeting Results of the FFB Purchasing Pricing Team for that period. The current and previous FFB prices are publicly available and can be accessed by farmers online. Interviews with the management unit stated that the predetermined FFB price can be accessed by suppliers, information on price changes is carried out via SMS, online communication media and telephone from the PIC to the Cooperative management. The interview with the Mayam Jaya Cooperative as the plasma manager also stated that the payments were made every month and on time and there were no problems during the collaboration with the company.

5.1.2

As explained in indicator 5.1.1, the plasma FFB price refers to the price determined by the Plantation Service, while the FFB price for middlemen uses the calculated price for CPO and PK which is updated daily. The company also has a mechanism for conveying prices which is done using email and communication media. Based on the results of interviews with plasma cooperatives, it was stated that the price set by the company was in accordance with the price set by the local Plantation Service, where if there was an update on the price, the company immediately conveyed it through communication media and posted it on the bulletin board at the Cooperative's office.

The company can also show proof of plasma management transparency by showing details of production and costs for the period of June 2022 where in the document there is a table that explains FFB production data and other cost details, because Plasma is currently being managed independently by the cooperative, the sales proceeds are in full obtained by farmers with a deduction in the form of taxes only. This is conveyed to the plasma managing cooperative and has received approval from the cooperative management with proof of the stamp before payment is made. The results of the interview with the Mayam Jaya Cooperative management also stated that the price distribution was quite clear and there were no complaints regarding payments.

5.1.3

The company has determined the fair price that has been agreed with the plasma management cooperative as outlined in the Cooperation Agreement, in the document there is a statement that the price set for the determination of the selling price of FFB is the price set by the Plantation Service, so the parties hereby declare that they will comply with the price fixing so that one party and the other party are not entitled to ask for a price increase or decrease. Meanwhile, the determination of prices with outside FFB suppliers refers to the calculation results of fluctuations in CPO and PK prices. There are also specifications and implementation requirements as well as sanctions that must be met by all parties, for example those contained in the Cooperation Agreement with FFB suppliers on behalf of Megaria, which are as follows:

- The first party has the right to refuse FFB if the quality does not meet the criteria for ripe fruit set.
- If there is a difference in weighing between the seller and the buyer's books, the settlement will be carried out on the day of

delivery/delivery to avoid discrepancies in the weighing results when payment is made.

- FFB sold does not come from partnership plasma plantations built by companies/groups of companies, and is not stolen and/or from criminal activities.

Based on the document review and interviews with FFB suppliers named Maksum and CV Mayam Jaya, it can be concluded that the company has determined a fair price that explains all components including the determination of premium values, treatment costs discounts and others, all of which have been agreed upon by all related parties and are documented in the form of a cooperation agreement and proof of payment.

Based on the interview with the Maksum, it is known that the price of FFB is determined by the company by considering the average weight of FFB and prices from surrounding companies. The determination of the price has also been explained in the cooperation contract. In addition, based on field visits to the Gunung Meliau POM area, it was found that FFB prices were available in the information media in the Mill area.

5.1.4

The company can show evidence that representatives of FFB suppliers and cooperatives as plasma administrators are involved in drafting the contract. The document contains agreements such as maintenance financing, loans/credits, repayments through FFB deductions for the replanting program and/or other support mechanisms that have been signed by all representatives of the cooperative, witnesses and the company. This shows that all relevant parties have been involved in the decision-making process and understand the contents of the contract. One example of an MoU with plasma is the Mayam Jaya Cooperative which was made on July 22, 2003.

The development of plasma plantations is also carried out to improve the welfare of the communities around the plantations where currently the management related to plantations is carried out entirely by cooperatives or carried out independently by land owners but with monitoring and assistance from the company. Cooperatives play a role in managing the finances obtained from the sale of FFB and distributing them to all members. Cooperative members consist of the community around the company who want to be involved, not limited to men or women. Regarding the involvement of women in decision-making, it can also be proven from the results of interviews with the head of the cooperative which stated that plasma land was given to all communities living in the designated village, not limited to men or women. The informant stated that the contract was made with the agreement of both parties without any coercion, intimidation and discrimination.

5.1.5

As explained in indicators 5.1.1 - 5.1.4 related to Cooperation Agreements with Cooperatives and independent smallholders, the results of the verification of the Cooperation Agreement Letter document indicate that all existing contracts have been made fairly, in accordance with applicable laws, are transparent and have a predetermined time period. agreed together. The results of the interview with the Mayam Jaya Cooperative Management stated that all members have understood the stipulated provisions such as the determination of FFB prices, management fees, management fees, loans, disputes, and others. The agreement has also been made in accordance with applicable laws in a fair, transparent, and has a clear time frame.

In addition, the company can also show a Statement of Cooperation for the purchase of FFB from the middleman supplier FFB, for example, a statement letter on behalf of CV Megaria on December 27, 2021 with a validity period of 1 year. In the agreement, the obligations and rights discussed in the agreement include guaranteeing that the FFB sent does not come from theft, FFB produced from nucleus plantations and plantations of other companies fostered by other companies, FFB does not come from plantations located in Protected Forest areas or from other conservation forests, quality of goods, procedures for delivery of goods, sorting and sanctions, supervision and acceptance of goods, prices, payments, OHS conditions, legal status, force major and others. In the statement made, it is stated that several FFB requirements include FFB source location, FFB criteria, FFB repatriated, fines, 3% tax deduction and FFB delivery to the Mill. Based on this explanation, it is known that the management unit has a contract that is made fairly, in accordance with applicable law, and is transparent, and has an agreed term.

5.1.6

The Cooperation Agreement Letter explains the procedure/system for paying the net proceeds from FFB sales, both for independent FFB suppliers, collectors and plasma. Payment is made based on the Minutes of the FFB sale and purchase which has been agreed and signed by all parties. Based on the results of the study of the proof of FFB payment documents to the Pematang Jaya Sejahtera

Cooperative as well as the minutes of the presentation of the results and an explanation of the operational costs for the period of June 2022, it shows that the payment has been made on time and can be proven through a receipt for payment. The plasma fruit payment is valid for the period 1-31 June 2022. The payment has been completed with income from each farmer group, fruit tonnage, and price according to the period. Based on the results of the verification of the Plasma FFB price and proof of calculations from the payment recapitulation data, it is known that the payment has been in accordance with the price set by the Plantation Service. The proof of payment document also explains the details of production and weekly period costs, FFB production data and details of management costs, maintenance costs and fertilization costs. The document is also submitted to the cooperative through a meeting attended by representatives of the cooperative and has been approved with proof of stamp.

As for examples for fruit payments for external FFB suppliers, for example, proof of FFB payment to CV Megaria dated 8 July 2022 for the FFB delivery period on 1-5 July 2022. The invoice is explained in the form of the amount of FFB received, the price applicable on the delivery date, and total payment after tax of 3%. Each payment data has been equipped with weighing data, grading reduction data and proof of transfer. Based on this explanation, it is known that the management unit has made fruit payments to plasma and the middleman supplier FFB in accordance with the contract it has, either the payment period or the specified price.

5.1.7

The company has tested the electronic weigh bridge which was carried out on 21 Mei 2022 for Gunung Meliau Factory by the Department of Commerce and Industry, Sanggau Regency with evidence by Test Result Certificate number 510/17/V/TJ/2022/DPPK-B with serial number 170350234 and maximum capacity of 40,000 Kg (valid until 21 Mei 2023).

The results of observations and interviews with weigh bridge operators obtained information that the certification unit has routinely performed the calibration of weighing equipment by third parties.

5.1.8

Based on document review, field observations and interviews with staff and management, it is known that the company purchases FFB from third parties/FFB suppliers, both independent smallholders, collectors, and plasma plantation. Related to this, the company has conducted socialization related to support for improving farmers' livelihoods such as Best Management Practice, use of Personal Protective Equipment at work, and others. However, socialization activities related to increasing farmers' interest in participating in RSPO certification have not been carried out.

5.1.9

The Company also has a Communication, Consultation and Coordination Procedure with Stakeholders with the Stakeholder Communication and Consultation SOP document number SOP-13.00-012 dated December 18, 2020. The procedure explains technically the guidelines for receiving various complaints submitted by stakeholders or other parties and how the settlement process such as the flow of communication, consultation, the time period for submitting responses to requests for information, complaints, and claims. All requests for information, submission of aspirations, suggestions, and responses received from Stakeholders must be immediately followed up by the Office of the Board of Directors and Work Units in accordance with their respective authorities. Requests for information, submission of aspirations, suggestions, and responses received from Stakeholders must be recorded and documented with the mechanisms and procedures that have been determined.

Based on the results of interviews with Maksum and Mayam Jaya Cooperative regarding the complaint handling mechanism, they stated that complaints can be submitted through letters or direct submissions through communication media and/or in regular meetings. The informant also stated that for the 2021 period there were no complaints, the entire cooperation process that had been going on so far was going well.

	Status: Comply	
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5.2

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

5.2.1

Based on document review, field observations and interviews with staff and management, it is known that the company purchases FFB from third parties/FFB suppliers, both independent smallholders, collectors, and KKPA plasma. Related to this, the company has conducted socialization related to support for improving farmers' livelihoods such as Best Management Practice, use of Personal

Protective Equipment at work, and others. However, socialization activities related to increasing farmers' interest in participating in RSPO certification have not been carried out. Based on this, the company has improvement opportunities to ensure that efforts to increase farmers' interest in participating in the RSPO have been carried out and documented. **(OFI)**.

5.2.2

The company has made improvements to the welfare of the communities around the plantations by establishing plasma plantations and regularly conducting socialization related to best management practices in oil palm management. Currently, the management of Plasma is fully managed by the cooperative management, while the company only provides assistance to ensure that the management of oil palm cultivation is in accordance with RSPO standards. The company can also show documents of evidence of consultation activities with representatives of plasma farmers regarding technical aspects of field work through socialization activities for BMP, handling pesticides and sprays, for example, which was carried out on April 25, 2022 to 38 participants. The results of the interview with the person in charge of Plasma stated that communication and consultation are generally not carried out formally but by visiting farmers' houses one by one to establish emotional closeness. In addition, resource persons can show all evidence of documentation of the results of these activities in the form of photos and attendance.

5.2.3

The company has made improvements to the welfare of the communities around the plantations by establishing plasma plantations and regularly conducting socialization related to best management practices in oil palm management. Currently, the management of Plasma has been fully managed by the cooperative management, and all land owned by farmers has been certified with ownership rights (SHM), so the legal ownership of land is recognized by the state.

5.2.4

When the audit was conducted, the cooperation between the certification unit and plasma was carried out with an independent management system where the management of plasma plantations was fully managed by cooperatives. Although the management is carried out by a cooperative, all employees working on plasma plantations are workers who have been trained by the company in handling pesticides, treatments, fertilization and others. The company also continues to provide assistance in plantation management in accordance with RSPO standards. The training activities can be proven based on the minutes of pesticide training to the Agrochemical Application Officer and Cooperative management on April 25, 2022 to 38 participants.

5.2.5

The unit of certification can show evidence that it has publicly reported the support program for smallholders, especially plasma farmers regarding its development which is carried out regularly. The evidence shown is based on the receipt of the LPUP 2nd Semester 2021 submission document, the 2021 RKL-RPL Semester 2 Report, as well as the 2021 CSR Report which is publicly accessible.

	Status: Comply	
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PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS

6.1

Any form of discrimination is prohibited.

6.1.1 & 6.1.3

The unit of certification has a PT Perkebunan Nusantara XIII's sustainable palm oil policy dated April 7, 2021 which states that it will provide equal opportunities for all workers, and embrace diversity regardless of ethnicity, religion, disability, gender, political affiliation, sexual orientation, or union worker membership. The company ensures that workers are protected from acts of discrimination at all stages of the employment relationship.

Based on the list of workers document Mill and Estate employees, it is known that the employees' backgrounds come from various ethnicities, religions and regions without being limited by racial differences. Furthermore, examples of employee appointments can be shown, for example agreement Number Gunme-I/KPTS/R/03/III/2020 between worker initial D.P as harvester worker dated April 1, 2020.

Based on worker's' recruitment document and interviews with the workers, company had provided equal opportunities in recruitment

and operational activities. In addition, in job vacancies that have been published by the company, there were no requirements that discriminated against gender, race or ethnicity, disability, sexual orientation, age, or belief.

Based on the interviews with the gender committee, women workers are given equal rights, wages and opportunities to get promotions with male workers of the same type of work, for example, there were several maintenance workers who were female workers.

6.1.2

Based on interview with estate & Mill workers result, and also interview with Transmigration and Manpower Agency of Sanggau Regency, it was known that during the period of 2021/2022 no information about the presence of foreign workers or migrant workers. In addition, there were no fee of recruitment for new workers. There was also no discrimination to the local communities, all person has chance to joint with company in accordance to qualification and competencies. Based on interview with gender committee sighted that no discrimination for women workers.

6.1.4

The unit of certification conducts pregnancy checks not as a discrimination; however, it's carried out as monitoring to ensure that the chemical applicators are not pregnant or breastfeeding conditions. Based on document verification and interview with women field workers sighted that the latest pregnancy test was by women worker request also SOP of recruitment which not mentions any clauses regarding pregnancy test. Meanwhile there are no women worker who exposure to chemicals material in Mill and Estate.

6.1.5

To raise awareness, identify and resolve existing problems, and provide opportunities and improvements for women, the certification unit has established a gender committee. The composition of the board of the gender committee itself consists of Protector, Advisor, Assistant, Chairperson, Secretary, and treasurer who is assisted by the supervisor section for each experience. Organizational Structure of Gender Committee is updated on June 15, 2021 for Gunung Meliau Mill and June 25, 2021 for Gunung Meliau Estate.

The gender committee program for the period 2021-2022 includes socialization and monitoring as follows:

- Holding a monthly social gathering for the wives of the executive leadership employees with I2K2 Gunung Meliau Mill.
- As committee for religious commemoration.
- In collaboration with I2K2 distribute basic food assistance in the context of Christmas and New Year 2022.
- In collaboration with BHDBI held a commemoration of the Birthday of the Prophet Muhammad SAW

Based on the document review and interviews with the management of the gender committee of the Plantation and Mill, it was found that the management composition of the gender committee was entirely female workers, there was no representation of male workers in it, the understanding related to gender issues could not be explained by the management and the work program of the gender committee had not planned activities related to gender issues. at the company. Based on the explanation above, **this becomes Nonconformity No.2022.10 with Major Category**

6.1.6

Based on employee payroll, it is known that wage payments are equivalent for the same coverage of work. For example, it can be seen from the proof of payment of employee salaries for the period of June 2022 as follows:

- Contract worker:
NIK: 07.P000.0000.0012
Basic wage: IDR 2,611,966
- Permanent employee
NIK: 07.0190.1168.0572
Basic wage: IDR 2,922,966

There are differences in basic salaries because the company has established a wage structure and scale for the level of workers, not based on racial or gender discrimination. Base on document review and workers interviews, that show the worker for the same group or level of workers get the same minimum wage and have been socialized by the certification unit in an understandable language (Indonesian/Bahasa).

6.1.5

Status: Non-Conformity Number 2022.10 with Major Category

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 & 6.2.2

Unit Certification showed documentation of pay and working conditions in accordance with manpower regulations are regulated in several documents as follows:

- Decree of Governor of West Kalimantan Province No. 1467/DISNAKERTRANS/2021 concerning district/city minimum wages in Sanggau District dated November 29, 2021.
- Agreement with *SP-BUN* PT Perkebunan Nusantara XIII (Collective Labour Agreement) period year 2022-2023.
- Specified and Unspecified time work agreement in Mill and estates.
- Decision of the director of PTPN XIII number 13.05/KPTS/07/III/2021 regarding guidelines for employee recruitment at PTPN XIII, which explains the following: the stages of selection of prospective workers and interviews

Contracts and Wage Documentation

The wage reference used by the certification unit is Decree of Governor of West Kalimantan No. 1467/DISNAKERTRANS/2021 dated November 29, 2021 concerning District/City Minimum Wages in Sanggau District. In accordance with the decree, it is known that Sanggau Regency minimum wage is IDR 2,547,405.69. Furthermore, there is the determination of wages by the unit of certification in accordance with Decision of the director of PTPN XIII No. 13.05/KPTS/R/05/II/2022 dated January 25, 2022 concerning Determination of salaries for employees of class I - II in 2022 in the West Kalimantan region.

As the decision letter, employees are divided into class IA - IID with a range of groups 1 - 14. For example, class IA group 14 has a wage of IDR. 2,639,966 while class II D group 7 has a wage of IDR. 3,056,966. The difference in wages is due to the implementation of the structure and scale of wages for each level of permanent employees. In addition, there is also a wage for contract workers, namely IDR 2,611,966. In addition, in 2022-2023 Collective Labour Agreement between SP-BUN PT Perkebunan Nusantara XIII also regulates wages.

Contract workers and permanent employees are given full wages equal to minimum wage with social assistance benefits. Based on employee payroll, it is known that wage payments are equivalent for the same coverage of work. For example, it can be seen from the proof of payment of employee salaries for the period of June 2022 as follows:

- Contract worker:
NIK: 07.P000.0000.0012
Basic wage: IDR 2,611,966
- Permanent employee
NIK: 07.0190.1168.0572
Basic wage: IDR 2,922,966

Details of day-to-day overtime calculation starting from the day and date when the worker performs overtime, the actual total overtime hours, total paid overtime hours, to the calculation of overtime rupiah per day and on a monthly total basis.

Based on the interviews with workers (harvesters, pesticide application workers, and Mill operators) and labor union representatives, it concluded that workers have a sufficient understanding of their rights (wages, overtime, incentives, etc.) listed in the collective labor agreement and in accordance with routine socialization provided by the certification unit. Workers' wages in 2022 have been above the minimum wage set by the government. Wage based on years of service, ability, attendance and job performance (structure and scale wage) and there were no late payments every month.

Based on the explanation above, it can be concluded that workers have understood the work requirements that have been socialized by the certification unit in an understandable language (Indonesian/Bahasa).

6.2.3

Collective Labour Agreement (CLA) for period of 2022 - 2023 dated December 23, 2021. The CLA has covers regulation reference, company policy, work relationship, leave and permission, salary payment, welfare and insurance, business trip allowance, disciplinary, mutation, work termination, grievance and complaint and others.

The company showed overtime payment in May 2022 that has been in accordance with applicable laws for sterilizer operator. In the pay slip document, it's known that the nominal of the worker's overtime wages has in accordance with the overtime calculation. A review of the payroll slip document for May 2022, proved that the wages received are above the minimum wage and in accordance with the wage scale structure determined by the certification unit for 2022.

The company has also shown paid leave letter which was shown below:

- Maternity leave was given 3 months of work leave (1.5 months before give birth and 1.5 months after). For example, work leave letter on behalf of D.N (initial) approved by the supervisor on May 7, 2022 who had given 3 months of paid leave.
- Menstrual leave was given 2 days of paid leave. For example, paid leave letter on behalf of NLW (initial) on 4 June 2022 and was approved by the supervisor on 4 June 2022
- Regular employee work leaves on behalf of RSN (initial) on April 27, 2022 for 1 day and was approved by the supervisor on April 27, 2022.

Unit of certification had shown their consistency in this assessment of work agreements that are owned by every worker so there was no policy to accept family members who work without a valid work association. In addition, in the field observation activities during the audit, there were no family members of workers who helped work in the field without work ties.

6.2.4

Company has provided housing facilities on Gunung Meliau Mill and Gunung Meliau Estate. For example, list of facilities in 2022 including houses, mosque, church, workers hall, football field, volley ball field, badminton field and school bus. Based on field observation to housing complex of Mill and Estates. It was known that all housing on good condition and livable, there were domestic waste sanitation but based on field visits to employee housing in Afdeling 1, 2, 4, 5 and 6 as well as interviews with housing residents, it is known that so far the company has not provided clean water facilities so that employees provide their own clean water needs and the results of interviews with workers union and residents of housing obtained information that to meet the needs of clean water in addition to using drilled wells also collect rainwater. Therefore, **it makes become Nonconformity No.2022.11 with Major Category.**

6.2.5

In terms of efforts to increase workers' access to adequate, adequate and affordable food. The company makes access roads to the nearest market and also the location of the company is around the village. In addition, at the time of wage payment there are temporary market comes from surrounding communities. Moreover, the traditional market are near from housing complex in Pasar Meliau. also, outside traders who are allowed to sell in a residential area make it easier for workers to access food sources. This matter has been verified through consultation with employee, Labor Union, as well as housing residents.

Based on interviews with estate and Mill workers, labor unions and gender committees, it's known that workers have no difficulty in getting food sources because the workers can buy these needs to the markets around the company's area without any difficulties and the distances not too far about 10 minutes riding a motor cycle and the farthest is about 3 km.

6.2.6

The standard of wage eligibility referred to by the unit of certification is district/city minimum wages in West Kalimantan Province. A detailed explanation of district/city minimum wages is provided in indicator 6.2.1. The DLW Benchmark for Indonesia has not been determined, however, the company has simulated the Prevailing Wage calculation which are shown in the Decree of the director of PT Perkebunan Nusantara XIII number 13.05/KPTS/R/05/II/2022 concerning Determination of salaries for employees of class I - II in 2022 in the West Kalimantan region and Circular letter from SEVP Business Support PT Perkebunan Nusantara XIII number 13.05/SE/27/X/2021 regarding the adjustment of employee social benefits rates on October 12, 2021. The components included in the calculation of a living wage include the following:

Group I

IA	IDR	IB	IDR	IC	IDR	ID	IDR
Basic salary	1,947,483	Basic salary	1,964,733	Basic salary	1,986,108	Basic salary	2,010,858
Fixed allowances	649,161	Fixed allowances	654,911	Fixed allowances	662,036	Fixed allowances	670,286
Rent a house	167,700	Rent a house	167,700	Rent a house	167,700	Rent a house	167,700
Electricity	81,700	Electricity	81,700	Electricity	81,700	Electricity	81,700
Water	40,600	Water	40,600	Water	40,600	Water	40,600

Total	2,886,644		2,909,644		2,938,144		2,971,144

Group II

II A	IDR	II B	IDR	II C	IDR	II D	IDR
Basic salary	2,038,233	Basic salary	2,225,900	Basic salary	2,458,041	Basic salary	2,674,709
Fixed allowances	679,411	Fixed allowances	530,744	Fixed allowances	229,103	Fixed allowances	158,935
Rent a house	191,600	Rent a house	191,600	Rent a house	191,600	Rent a house	191,600
Electricity	81,700	Electricity	81,700	Electricity	81,700	Electricity	81,700
Water	49,100	Water	49,100	Water	49,100	Water	49,100
Total	3,040,044		3,079,044		3,009,544		3,156,044

So that the prevailing wage value when added with cash wages ranges from IDR 2,886,644 to IDR 3,156,044, calculation of prevailing wage is based on minimum price in the area around the company.

6.2.7

Based on list of workers document verification sighted that on June 2022, there are still non-permanent workers on the estate and Mill. The non-permanent workers on estate are categorized as harvest (seasonal), lose fruit picker (seasonal) and upkeep in estates and Mill. The number of non-permanent workers on each unit are 18 workers and Mill 10 workers. All of non-permanent worker agreement been registered to the Transmigration and Manpower Agency of Sanggau Regency. For example, agreement number Gunme/SPK-H/51/VI/2022 dated June 2, 2022 with initial A.N for Upkeep Worker in Gunung Meliau Estate.

6.2.4 Status: Nonconformity No.2022.11 with Major Category

6.3

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

6.3.1

The commitment to give employees the freedom to form or join a trade union is stated in PT Perkebunan Nusantara XIII sustainable palm oil policy dated April 7, 2021 concerning freedom of association in workers/labor organizations. One form of company recognition of the existence of a labor union is the involvement of union representatives at the time of compiling the *PKB* (collective labour agreement) period 2022 – 2023. The *PKB* (collective labour agreement) itself was also approved by the labour union and the company dated December 23, 2021.

Based in information from management and employees in estate and Mill, it was known that there is labour union exist in PT Perkebunan Nusantara XIII that has been registered to Transmigration and Manpower Agency of Sanggau Regency as shown Registration of SP-BUN PT Perkebunan Nusantara XIII Number 568/Distransnaker/II/2021/05 dated February 15, 2021. The SP-BUN is in charge of plantations and Mill with their respective coordinators, the policy on freedom to join labor organizations has been socialized on June 10, 2022.

6.3.2

Unit of certification shows minutes of meeting with labour union, for example as follows:

- Internal meeting of SP-BUN on June 25, 2021 which was attended by 94 participants about the organizational structure of labor union.
- Bipartite meeting on December 30, 2021 which discusses monthly activity reviews and religious activities and program in 2022 and evaluated program of 2021.

<p>6.3.3</p> <p>Based on a labor union structure review, as well as an interview with employees on the estate and Mill, it was known that union organization is consist of Chairman, Deputy of Chairman, Secretary, Treasurer, etc. All labour union committee members were employee which is not involved in company structural organization (staff up). Unit certification also showed policy concerning freedom of association described in PT Perkebunan Nusantara XIII sustainable palm oil policy dated April 7, 2021, in the policies they state unit certification does not prohibit, hinder, or restrict workers from forming or not forming trade unions and not interfering in the process of union management. This situation is expected to avoid conflict of interest between employer and employee representatives. Furthermore, there is no migrant workers in PT Perkebunan Nusantara XIII.</p>
<p style="text-align: right;">Status: Comply</p>
<p>6.4 Children are not employed or exploited.</p>
<p>6.4.1; 6.4.2; & 6.4.3</p> <p>Age requirements for workers have been set out in the PT Perkebunan Nusantara XIII's Sustainable Palm Oil Policy dated April 7, 2021. It states that the company prohibits all forms of forced labor for every worker, prohibits the practice of labor trafficking, prohibits the exploitation of children and the use of underage labor.</p> <p>Documents verification of list worker from Mill and estates updated June 2022, reveals that there are no workers under the age of 18 years old. In addition to having a policy governing the minimum age of workers for workers, the unit of certification also showed work agreement of worker which explains the age when recruited and work agreement with contractor includes a clause on child protection and a prohibition on employing workers under the age of 18.</p> <p>Based on interview with contractor (CV Gemilang Mandiri) on the estates and Mill sighted that they been understood about this policy. In addition, based on field observation and interview with several workers on the estates and Mill, it was known that the Identity Card as administrative requirement on recruitment process and there is not retention document.</p> <p>In terms of the use of underage workers, the company accepts high school students for internships in the company but is not allowed to work in the field, they only work to help with office and administrative matters and working hours follow office hours.</p> <p>6.4.4</p> <p>Based on document verification sighted that the unit of certification has been socialized the prohibition of child workers to the communities. For example, the company has shown the socialization of PT Perkebunan Nusantara XIII Sustainable Palm Oil Policy to communities on November 3, 2021 that was attended by 36 participants.</p>
<p style="text-align: right;">Status: Comply</p>
<p>6.5 There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>
<p>6.5.1 & 6.5.2</p> <p>Commitment to maintaining decency is regulated in the PT Perkebunan Nusantara XIII Sustainable Palm Oil Policy dated April 7, 2021, concerning the prevention of sexual harassment and violence and other forms, as well as to protect reproductive rights, such as prohibition of female workers who are pregnant / breastfeeding from working in fields related to chemicals and other heavy work. To support this, the company has formed a Gender Committee in each unit as a place to submit complaints and complaints regarding violations of reproductive rights / women and sexual harassment. Based on information from electronic media (website), gender committee and labour union representatives, as well as female employees, it was known that there is no negative issues and such case related to reproductive right, sexual harassment, violence and discrimination in the work place. The policy on the protection of women workers has been socialized on June 10, 2022.</p> <p>6.5.3</p> <p>Based on interviews with the chairman of gender committee and female workers on the estates and Mill and document reviews, it was known that company implementation towards reproductive rights and new mother is summarized as follows:</p> <ul style="list-style-type: none"> • List menstruation leaves (H-1) needs <ul style="list-style-type: none"> - Initial examination by the company doctor. - Routine/periodic check-ups by the company doctor. - Report to foreman to get menstruation leaves for 2 days.

- List maternity leaves (H-2) needs
 - Initial examination by the company doctor.
 - Routine/periodic check-ups by the company doctor (*Posyandu*, given guidance on nutrition for pregnant women, special vitamins for pregnant women, providing nutritional intake every month at the *Posyandu*, given immunization injections to pregnant women, monitoring the content during pregnancy, given advice and guidance related to the equipment needed by the prospective baby).
 - coordinate with the company doctor for further action for pregnant women in accordance with company procedures and regulations and get 45 days of leave before giving birth and 45 days after giving birth (according to the recommendation of the clinic doctor).
- List new mothers and breastfeeding needs
 - routine/periodic checks.
 - coordination with the company doctor for further actions for pregnant and lactating women in accordance with the company's procedures and procedures.
 - may request permission to leave work on a temporary basis to breastfeed their child in a daycare center.

Based on information from estates and Mill management, it was known that there is new mother and new pregnant workers within period of 2022. Based on information interview from field observation, the new mother and new pregnant has given all assessment has given by the company.

6.5.4

Mechanism of complaint and grievance is presented in GCG (good corporate governance) manual No. 13.00/KPTS/12/V/2020 dated May 29, 2020. The manual has assuring anonymous and protection to whistleblower. Complaints can be submitted through recording in the logbook that has been provided, directly to the foreman, through the suggestion box, through the gender committee, worker unions, hotlines and email provided by the certification unit and via the RSPO website. The company also shows the minutes of submission of commitment to compliance with the code of conduct which is part of the GCG manual with the number Gunme.13.00/X/2021 on November 23, 2021 and involve all employees to sign the commitment.

Based on information from electronic media (website), gender committee and labour union representatives, as well as female employees on the estates and Mill, it was known that there is no negative issues and such case related to reproductive right, sexual harassment, violence and discrimination in the work place and they all know the mechanism to file a complaint.

	Status: Comply	
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6.6

No forms of forced or trafficked labour are used.

6.6.1

There are no migrant workers who work in the company's operational area. All workers come from within one country (although from various regions). In addition, each worker has been provided with a clear work contract. The rights and obligations of workers are also clearly stated in PT Perkebunan Nusantara XIII's Sustainable Palm Oil Policy dated April 7, 2021.

Employment procedures for contract workers can be seen in the SOP for SOP Recruitment and Appointment of Employees No. SOP-13.05-003 dated June 2, 2020 besides that there is also an work agreement attached to each worker. An example of worker agreement can be seen in indicator 3.5.1. Each contract agreement has also been registered at the Transmigration and Manpower Agency of Sanggau Regency.

Based on employee list in June 2022 and field observation result, it was known that there is no migrant workers, forced labor. Interview results is every worker has a work agreement that describe specific job description, there is no substitution of contract without prior consultation and agreement from the worker. The majority of workers came from local communities and from many ethnic groups. They have followed the recruitment process in the company, in accordance with applicable employee acceptance procedures.

6.6.2

Based on document verification sighted that currently there are non-permanent workers with three types of job description are harvest (seasonal), lose fruit picker (seasonal) and upkeep. The agreement has been signed by both of parties, including to the clause of work transfer. The agreement also been registered to Transmigration and Manpower Agency of Sanggau Regency, for example: agreement number Gunme/SPK-H/51/VI/2022 dated June 2, 2022 with initial A.N.

Based on the study of the absenteeism document for casual daily workers in afdeling IV for the period December 2021 to June 2022, it was found that 3 freelance daily workers for the work of harvesting and loading FFB have worked for more than 21 days and 3 months in a row, for example:

Initial	April	May	June
NGT	21 WD	21 WD	21 WD
IST	25 WD	25 WD	25 WD
STR	25 WD	25 WD	25 WD

As of July 2022, the three workers are still casual daily workers. So, this makes a **Nonconformity No.2022.12 with Major Category**

6.6.2

Status: Non-Conformity Number 2022.12 with Major Category

6.7

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

6.7.1

The Minister of Manpower Regulation of the Republic of Indonesia No Per.04/MEN/1987 concerning OHS committee and the procedures for the appointment of OHS Expert which explains, among others:

- Article 2 paragraph 1 explains that every workplace with certain criteria, the entrepreneur or management is obliged to form a OHS committee.
- Article 3 paragraph 3 explains that OHS committee is determined by the Minister or an official appointed by him at the suggestion of the entrepreneur or management concerned.
- Article 12 explains that at least once every 3 months the management must submit a report on OHS committee activities to the Minister through the local Ministry of Manpower Office.

The company has SOP for Handling and Reporting OHS Problems No SOP-13.07-016 issued on May 6, 2021 which explains at point 3.16 that OHS committee personnel are a team authorized by the Manpower Office in charge of investigating OHS problems.

The company has established a OHS committee structure, including the following:

- Labor department decisions of West Kalimantan Province No 114/NAKERTRAN.P2K3/2022 on July 13, 2022 related to the formation of the organizational structure of PTPN XIII's OHS committee management for plantation units with a secretary on behalf of DS who has attended general OHS expert training with license number 5/10558/AS.02.04/ IX/2021.
- The company shows a Letter of Introduction with No Pagun/SPS/02/1/22 on January 7, 2022 regarding the ratification of OHS committee for Mill units with a secretary with the initial name "P" who has attended general OHS expert training with license number 5/10466 /AS.02.04/IX/2021, but there has not been an update on the progress of the submission for the Mill OHS committee structure.

The company also shows OHS committee reports, for example for OHS committee units with No Pagun/Disnakertrans/49/VII/2022 on July 9, 2022 for the period April-June 2022, but no proof of submission of Mill OHS committee reports for the first and second quarters of 2022 has yet been shown. it can be shown the OHS committee orchard report for the first and second quarters of 2022 as well as the evidence of the report. **This becomes Nonconformity No.2022.13 with Major Category**

6.7.2.

The company has SOP for Handling and Reporting OHS Problems No. SOP-13.07-016 issued on May 6, 2021 which explains the process of handling and reporting work accidents and occupational diseases.

Based on interviews and field observations, some evidence was found, including the following:

First Aid Box

- The company shows participant certificates in order to increase the capacity of occupational health workers at the Puskesmas on behalf of the initials JOP which was held on April 25 – May 1, 2016.
- Based on Minister of Manpower and Transmigration Regulation of the Republic of Indonesia No PER-15/MEN/VIII/2008 concerning First Aid in the workplace which explains in Article 2 paragraph 1 that employers are required to provide first aid workers and first aid facilities in the workplace, however the company has not been able to show a first aid certificate for business

units.

- The results of interviews, field observations and checking first aid kits in the field found the following evidences:
 - In the Mill material warehouse, there is a first aid kit, but the medicines have expired in 2013 such as alcohol, povidone and aquades.
 - At Mill hazardous waste temporary warehouse there is a first aid kit, but no medicines are available.
 - Interview with the harvest foreman of Afd 3 in block 313 who brought the first aid kit, it can be concluded that the personnel did not understand the function of the drugs in the first aid bag and the personnel also said that there had never been any training related to the function of the drugs in the first aid bag.
 - Interviews with employees of Afd 5 sprayers in Block 117, it was found that the foreman did not carry a first aid bag and the personnel also said that each personnel brought their own first aid drugs.

Fire Extinguisher

- SOP for Emergency Response Preparedness No SOP-13.07-018 which explains in point 7.2.3 that emergency response equipment (hydrants and fire extinguishers) is placed according to standards.
- Minister of Manpower and Transmigration Regulation No. 4 of 1980 concerning the Conditions for Installation and Maintenance of Fire Extinguisher article 3 which explains "*the tube of a light fire extinguisher must be filled according to its type and construction*".
- The results of field observations in estate and Mill as well as observations related to emergency response equipment found the following evidences:
 - There are 3 fire extinguishers in the Mill Engine Room which are not in position and are empty.
 - There is no hydrant installation in the Mill area and it is replaced with a water tank car, but the water tank car is not in a Stand By condition such as the absence of water in the tank, the hose is leaking and the nozzle is damaged.
 - There is no fire extinguisher in Afd 5 employee housing which is entirely made of wood.

The company has not been able to ensure the understanding of personnel and the availability of facilities and infrastructure for handling emergency situations in accordance with the procedures established by the company and related regulations. This become **Nonconformity No.2022.14 with Minor Category**.

6.7.3

The company shows a list of PPE receipts, for example at Mill on April 12, 2022 for 117 employees in the form of helmets, vests, shoes, and official clothes and for estate on May 4, 2022 in the form of shoes and helmets for 17 harvest employees.

The results of interviews and field observations in estate and Mill as well as observations related to employee PPE found the following evidence:

- There are personnel who do not wear helmets in the Loading Ramp and WTP areas.
- There is a third party supplying FFB who enters the sorting area, but does not use PPE.
- FFB drivers in the workshop area do not wear PPE.
- There are personnel who use cotton instead of earplugs at the boiler station and engine room.
- Interview with the sorting officer, it was stated that the shoes are given once a year, but the shoes only last for 2 months, then the personnel buy shoes personally to be used at work.
- Interviews with spray employees at Afd 5, it was said that the masks given were cloth masks and personnel brought all spray PPE home because there were no sanitation facilities/rinse houses.

The company has not been able to show sufficient evidence that workers have used Personal Protective Equipment (PPE) in accordance with the results of risk identification and have not been able to show sufficient evidence that they have sanitation facilities that can be used for workers who handle chemicals. **This becomes Nonconformity No.2022.15 with Major Category**

6.7.4

Based on document verification results, it was known that level workers been registered on Social Insurances (*BPJS Ketenagakerjaan & Kesehatan*). The auditor team has verified social insurance payments in each unit on June 2022. For example, company has shown proof of payment of Social Insurances totaling Gunung Meliau Estate: 563 permanent and contract workers and Gunung Meliau Mill: 126 permanent and contract workers that is last paid on July 15, 2022 both (*BPJS Ketenagakerjaan*) and (*BPJS Kesehatan*). However, there are some employees (casual daily workers) are not registered as participants in the social security of employment and health

because it is a discrepancy because they are not in accordance with applicable regulations. **This becomes nonconformity No.2022,16 with Minor Category.**

6.7.5

The company displays a recapitulation of lost time accidents in plantations and Mills, for example in the recapitulation of the January to December 2021 period, it is presented as follows:

- Estate: case: 0, LTI: 0; FR: 0; SR: 0.
- Mill: case: 0, LTI: 0; FR: 0; SR: 0.

Based on document review and interviews with workers, it can be concluded that in the period January – December 2021, there were no cases of work accidents that resulted in lost working hours.

6.7.1

Status: Non-Conformity Number 2022.13 with Major Category

6.7.2

Status: Non-Conformity Number 2022.14 with Minor Category

6.7.3

Status: Non-Conformity Number 2022.15 with Major Category

6.7.4

Status: Non-Conformity Number 2022.16 with Minor Category

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

7.1

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

7.1.1

The company shows the WI for Sampling Technique Guidelines and Palm Oil Pest Control Methods No. IK-13.01-003-004 which explains pest monitoring, global telling calculations and oil palm pest control. The procedure also describes pest control using biological methods, one of which is cultivating owls for rat control. The monitoring/census of plant pests and diseases is carried out once a month, the last one was carried out in June 2022 with the condition that there were no pests and plant diseases so that no pest and plant disease control was carried out.

The company also shows records of pesticide use for the period 2021-2022 for the plantation, including the following:

Active Ingredients	Material Usage per year (liter)	
	2021	2022
<i>Glyphosate</i>	192	6129.27
<i>Ammonium Glufosinate</i>	240	-
<i>Paraquat Dichloride</i>	136.67	-
<i>Methyl Metsulfuron</i>	3.5	43.91

Based on the data above, it is known that there is some increase in the use of pesticides, namely the use of pesticides with the active ingredients of *Glyphosate* and *Methyl Metsulfurone*. This was due to an increase in the number of weed density, which was caused by the absence of weed control in several cycles.

7.1.2

From the results of field observations and document studies, that the company does not cultivate species that are included in invasive species based on the Minister of Environment and Forestry Regulation 94 of 2016.

7.1.3

Based on field observations, it can be concluded that the company does not use fire for pest control. In addition, the company has socialized the prohibition of burning by placing warnings about the prohibition in strategic places.

Status: Comply

7.2

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

7.2.1

The company shows the WI for Sampling Technique Guidelines and Palm Oil Pest Control Methods No. IK-13.01-003-004 which explains pest monitoring, global telling calculations and oil palm pest control. The procedure also describes pest control using biological methods, one of which is cultivating owls for rat control. The monitoring/census of plant pests and diseases is carried out once a month, the last one was carried out in June 2022 with the condition that there were no pests and plant diseases so that no pest and plant disease control was carried out.

The company also shows a list of pesticides whose distribution permits are still active registered with the pesticide commission, including the following:

Trademark	Active Ingredients	Active Ingredient Compound	No Permission	Validity period
Reaktif 490 SL	<i>Glyphosate</i>	290 g/l	RI. 01030120114160	30 December 2022
Herling 150 SL	<i>Ammonium Glufosinate</i>	150 g/l	RI. 01030120124467	16 April 2023
Brantaxone 276 SL	<i>Paraquat Dichloride</i>	276 g/l	RI. 01030120124210	30 August 2022
Narally 20 WP	<i>Methyl Metsulfurone</i>	20 %	RI. 01030120134799	03 September 2023

7.2.2

The pesticide application program is contained in the annual work plan which is then translated into monthly work plans and daily work plans. Documentation of the recording of pesticide use in monitoring the use and toxicity of pesticides for the period January-December 2021, such as:

Active Ingredients	Material Use (Kg)	Application Area (Ha)	Total a.i (gram)	a.i/ha (gram/ha)
<i>Glyphosate</i>	192	3,851.62	0.0025	0.05
<i>Ammonium Glufosinate</i>	240		0.0006	0.06
<i>Paraquat Dichloride</i>	136.67		0.0021	0.04
<i>Methyl Metsulfurone</i>	3.50		0.0571	0.001

7.2.3

The company shows a record of reducing pesticide use for the period 2021 - 2022, including the following:

Active Ingredients	Material Usage per year (litre)	
	2021	2022
<i>Ammonium Glufosinate</i>	240	-
<i>Paraquat Dichloride</i>	136.67	-

Based on the data above, it is known that there will be no use of paraquat and *ammonium glufosinate* in 2022, because the company is trying to use chemicals that are more environmentally friendly. Based on interviews with management representatives, it was stated that the use of paraquat in 2021 is due to the absence of a specific policy not to use paraquat. So that in implementing the fulfillment of the RSPO P&C, the company is committed in 2022 and beyond, not to reuse pesticides with the active ingredient paraquat.

7.2.4

Based on field observations and document verification, it can be show that the company does not use pesticides prophylactically to control plant pests and diseases.

7.2.5

The company shows records of herbicide use for the 2021 period, where there is the use of pesticides with the active ingredient Paraquat dichloride as much as 136.67 liters. However, no justification has been shown that the use of these pesticides is in extraordinary circumstances validated by a due diligence process or if authorized by the competent authority to deal with pest population explosions (outbreak). **This becomes Nonconformity No.2022.17 with Minor Category**

7.2.6

Based on document review and field observations, several things were found, including the following:

Pesticide Certificate

- The company shows records of the use of herbicides for the 2021 period, where there is the use of pesticides with the active ingredient Paraquat dichloride as much as 136.67 liters.

- Based on interviews with management, the spray team consists of 6 employees and 1 herbicide foreman for each office.
- Regulation of the Minister of Agriculture No. 43 of 2019 in article 93 paragraph 1 states "everyone who uses limited pesticides is obliged to attend training on the use of limited pesticides". Then in paragraph 2 it is stated "training on the use of limited pesticides is carried out by the holder of a registration number and a permanent pesticide permit".

MSDS

- Government regulations No. 74 of 2001 concerning the management of hazardous and toxic materials in article 12 states that every person in charge of transporting, storing and distributing hazardous and toxic materials must include an material safety data sheet (MSDS).
- The results of field observations in the estate, it was found that there were fertilizer warehouses, for example in Afd 2, 4 and 6 which contained MOP fertilizers and chemicals such as garlon and triclopyr in the warehouse storage of Afd 7, but MSDS was not yet available.

The company has not been able to show evidence that pesticides are handled by personnel who have attended training and MSDS has not been included in the hazardous and toxic materials storage area in accordance with statutory regulations. This become **Nonconformity No.2022.18 with Major Category**

7.2.7

The company showed the SOP for the Use of Processing Chemicals No. SOP-13.03-020 on June 2, 2020, which stated that chemical storage was carried out with proper handling and storage to avoid spills and spills. Based on a field visit to the chemical warehouse, it was found that the chemicals had been arranged according to the type of chemical and had an MSDS as well as OSH warnings such as the use of PPE.

7.2.8

The company can show a waste identification document resulting from the company's operational activities, in that document, used pesticide packaging is identified as hazardous waste. In addition, the company also has a Hazardous Waste Management and Storage SOP Number SOP-13.03-018 which was ratified on June 2, 2020. However, based on field observations in several locations it is known that the storage of used pesticide packaging is not managed properly, related to this it has become a non-conformity in indicator 7.3.1.

7.2.9

Based on the results of interviews with management and review of documents, it is known that there is no pesticide application in the air.

7.2.10

The company shows the collective labour agreement for the period 2022 - 2023 which in article 62 paragraph 2 states that the company holds regular employee health checks.

Based on interviews with management, it was found that the spray team consisted of 6 employees and 1 herbicide foreman per office. The company also showed the last health checks carried out on August 23 - 26, 2022 for estate and Mills, for example on herbicide employees as many as 1 foreman and 33 herbicide employees, but the health checks for 7 foreman and 15 other herbicide employees have not been shown yet. This is already a non-compliance with indicator 3.6.2.

7.2.11

The company demonstrated PTPN XIII's sustainable palm oil policy which was signed by the Director on April 7, 2021, which included point 7, namely respecting human rights, including protecting the reproductive rights of all workers.

Based on field observations and interviews with workers, it is known that H1 and H2 leave were given by the plantation management in accordance with the company's clinical recommendations and there were no pregnant and lactating women who worked as chemical applicators.

7.2.5

Status: Nonconformity N0.2022.17 with Minor Category

7.2.6

Status: Nonconformity No.2022.18 with Major Category

7.3
Waste is reduced, recycled, reused and disposed of in ways that are environmentally and socially responsible manner.
7.3.1

The company has identified waste resulting from operational activities, the identification is grouped based on activities that generate waste, name of waste, waste code, type of solid or liquid, and its management. The determination and classification of waste codes uses the reference to Government Regulation number 101 of 2014. The company also has several procedures related to waste management and utilization which are listed in several documents, including:

- SOP Number SOP-13.03-018 regarding Hazardous Waste Management and Storage
- SOP Number SOP-13.03-016 regarding Solid Waste Management and Storage
- SOP Number SOP-13.03-015 regarding Liquid Waste Treatment Process

However, based on the results of field visits in several locations, the following information was obtained:

Hazardous Waste Management

- Temporary Storage of Hazardous Waste is not equipped with emergency response facilities, symbols and labels as well as classification of types of waste as regulated in the relevant laws and regulations.
- It was found that hazardous waste was stored/disposed in inappropriate places in all sample locations (Afdeling and Factory). This is also reinforced by the condition of the Hazardous waste storage which is still empty, while the transportation will be carried out in September 2021.
- It was found that there was reuse of hazardous waste such as used oil stored in drinking water containers (without labels), oil drums and pesticide jerry cans used for water storage, fertilizer sacks that were reused without a washing process, and so on in all sample locations (Afdeling and Factory).
- The company has not been able to show documentation related to hazardous waste management such as logbook, balance sheet, manifest and mandatory reports requested in the Hazardous Waste Technical Recommendation document.
- The company already has a Technical Recommendation document for the Storage of Hazardous and Toxic Waste with the number 660.1/164/DLH-PSLB3 dated April 14, 2022. In the document there are 12 components of obligations that must be carried out by the company, and if these obligations are not carried out then the Technical Recommendation document can be cancelled. However, based on the results of field observations at the warehouse for storing hazardous and toxic waste, information was obtained that all the obligations (12 components) listed in the Technical Recommendation have not been fulfilled, therefore the company has not performed its obligations as a permit holder.
- The results of field observations in the Central Clinic area obtained information that medical waste (other than syringes) was self-destructed by burning.
- The officer in charge of hazardous waste cannot explain about the management of hazardous waste.

Domestic Waste Management

- There is a lot of domestic waste/waste in all sample areas (Afdeling and Factory), and from all sample areas it was also found that there were domestic waste burning activities.
- The results of interviews with management and field observations obtained information that there is no sustainable form of domestic waste management, such as temporary trash cans to separate types of waste, use of landfills as landfills, domestic waste transportation activities and prohibition of burning waste. The company also has not been able to show procedures related to domestic waste management.

Solid Waste Management

- There are several locations where empty fruit bunches are stockpiled throughout the Afdeling area visited, but there is no indication of the use of empty fruit bunches as fertilizer substitution on the land. The stockpiling of empty beds is also carried out in areas around community settlements and public road access.

Liquid Waste Management

- There is a puddle of leachate at the Empty Bunch Area and Loading Ramp in the factory.
- There is a puddle of leachate at the temporary landfill site in front of the factory, the leachate water is channeled into the irrigation canal using an artificial ditch. Based on the results of tracing the irrigation flow, information was obtained that all of the leachate water from Empty Bunch Area flows into a water body that is joined by a liquid waste disposal channel from the WWTP which then empties into the Kapuas River. The condition of the water at the estuary of the irrigation canal is dark black with scum

deposits in some parts.

- There are indications of liquid waste spills from *Glodon* (a POME storage tank that still contains oil) as evidenced by the presence of a puddle of liquid waste that smells bad around the area. The results of interviews with workers stated that apart from the spill, the source of the liquid waste also came from the *Glodon* sewer in that location. If the condition of *Glodon* is full, the drain is opened, and flowed to that location. Based on the search results, information was obtained that the inundation of liquid waste was then channeled into irrigation canals using artificial ditches to the same location as the leachate discharge stream and liquid waste from the WWTP as described in point 2.
- There is no special officer in charge of the WWTP who carries out daily maintenance so that there is a lot of garbage in each WWTP pool which has the potential to cause blockage of the sewer.
- The company can show data on the results of liquid waste disposal for the period July 2021 – June 2022, but based on the results of verification, it shows that the data on liquid waste disposal is not in sync with data on water use for the same period. The company has also not been able to simulate the V-knot calculation method used to measure the discharge of liquid waste discharged.
- The sampling point for the liquid waste test is at the sewer and not at the last pond, thus indicating the potential for disposal of liquid waste that is not in accordance with quality standards.
- Domestic liquid waste in afdeling 5 housing is not managed properly, because the wastewater is in a stagnant condition and the irrigation canal is shallow, so it has the potential to overflow when it rains.
- The company already has a Technical Approval for Disposal of Wastewater to the Surface Water Agency with the number 658.31/93/DLH-A dated February 25, 2022. In this document, the company is required to test the surface water quality standards at the point of disposal of liquid waste that enters the body. water (outfall), the water body in question is the Kapuas River. However, the company was unable to show evidence that it had carried out testing at that location. This is not in accordance with the obligations in the Technical Approval for Disposal of Wastewater to Surface Water Bodies.

Based on the information above, several evidences of non-compliance were obtained when referring to the applicable procedures and laws, including:

- SOP Number SOP-13.03-018 concerning Hazardous Waste Management and Storage
- SOP Number SOP-13.03-016 regarding Solid Waste Management and Storage
- SOP Number SOP-13.03-015 regarding Liquid Waste Treatment Process
- Technical Recommendation Document for Storage of Hazardous and Toxic Waste number 660.1/164/DLH-PSLB3
- Document of Technical Approval for Disposal of Wastewater to Surface Water Agency number 658.31/93/DLH-A
- Decree of the Head of Bapedal Number 3 of 1995 concerning Technical Requirements for LB3 Management
- PP RI Number 101 of 2014 concerning Management of Hazardous and Toxic Waste
- PP RI Number 74 of 2001 concerning Management of Hazardous and Toxic Materials
- PP RI Number 81 of 2012 concerning Management of Household Waste and Similar Waste
- PermenLHK Number 12 of 2020 concerning Storage of Hazardous and Toxic Waste
- PermenLHK Number 59 of 2016 article 7 concerning Leachate Management.

Related to this, the company has not been able to show sufficient evidence that the waste management carried out is in accordance with what is stipulated in company procedures and applicable laws and regulations. **This becomes Nonconformity No.2022.20 with minor category**

7.3.2

Based on an interview with the manager of the hazardous waste warehouse in the Gunung Meliau area of POM, information was obtained that the informant did not understand the procedures for managing hazardous waste. The company also cannot show evidence that the waste generated has been managed in accordance with applicable procedures and regulations. This has become a non-conformity with indicator 7.3.1.

7.3.3

The company conducts open burning to destroy waste, as evidenced by field observations at all sample locations, namely Afdeling 1 – 7, emplacement and factory area. In this regard, there has been a non-conformity with indicator 7.3.1.

7.3.1

Status: Nonconformity No.2022.19 with minor category

7.4

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

7.4.1 and 7.4.4

Agronomy SOP

The company has agronomic procedures that are approved by SEVP Business Support, SEVP Operations and the Director, including the following:

- SOP for Plant Seedlings and Replanting Maintenance No. SOP-13.01-002 Rev 1 which was issued on November 9, 2020.
- SOP for Maintenance of Mature Plant/ Maintenance of Immature Plant No. SOP-13.01-003 Rev 0 which was issued on June 2, 2020.
- SOP for Harvest and Pruning No. SOP-13.01-004 Rev 1 which was published on September 9, 2020.
- SOP for Inspection of Harvest and Pruning No. SOP-13.01-005 Rev 0 which was issued on June 2, 2020.
- SOP for Transportation and Production Delivery No. SOP-13.01-005 Rev 0 which was issued on June 2, 2020.
- WI for Pre-Nursery and Main Nursery Palm Oil Seedling No IK-13.01-002-001 Rev 0 issued on 20 July 2020.
- WI for Land Clearing No IK-13.01-002-002 Rev 0 issued on July 20, 2020.
- WI for Palm Oil Replanting No IK-13.01-002-003 Rev 0 issued on 20 July 2020.

The company has shown records of the fertilization realization program for the 2021 period, including the following:

Type of Fertilizer	2021 (Kg)	
	Recommendation	Realization
NPK	1,124,058	220,684
MOP	562,030	439,699

In addition, the company also manages soil fertility, such as planting ground cover using nuts and making terraces for areas with steep topography.

Based on the above data and interviews with management representatives, it is known that fertilization in 2021 has not been in accordance with the recommendations due to high rainfall and late procurement of fertilizers. The company also shows a letter from PMILL No. 3006/PMILL/0.1/XII/2021 regarding suggestions for fertilization applications suggesting that if fertilization cannot be completed in December 2021, then fertilization can be continued in 2022.

Data on the implementation of these cultivation practices are contained in the company's monthly reports which are also regularly evaluated. Furthermore, the company has the opportunity to:

- Continue planting the replanting areas that have been implemented in 2018 for example blocks 119, 123, 124 and others.
- Replanting for plants that are included in the *ATTP* (Non Productive Planted Area)
- Identify the number of weed density.
- Carry out further applications for the utilization of solid waste such as empty fruit and liquid waste. (OFI No. 5)

7.4.2

The company shows the WI for Maintenance of Immature Plants for Oil Palm No IK-13.01-003-001 which was published on July 20, 2020 which explains in point 5.4 the leaf sampling technique and the sampling period is once a year. The last leaf sampling was carried out on October 18, 2021 by the Central Indonesian Sugar Plantation Research Laboratory (LAB-P3GI) with test parameters including N, P₂O₅, K₂O, Ca, Mg with a sample of 146.

However, the company has not been able to show evidence of regular soil analysis activities to monitor and manage changes in soil fertility and plant health. **This becomes Non-Conformity Number 2022.20 with minor category**

7.4.3

Based on the data shown, the company has been recycling nutrients as an effort to limit the use of non-organic fertilizers.

As part of the nutrient recycling strategy, the company utilizes the recycling of empty studs from the FFB processing at the Mill which is used as organic fertilizer. Production data for July 2021 – June 2022 are as follows:

Year	Month	EFB Utilization (Kg)
2021	July	3,562,762
	August	3,452,229
	September	2,548,182
	October	2,237,426
	November	2,218,362
	December	1,889,604
2022	January	1,468,005
	February	1,489,022
	March	2,116,904
	April	2,287,941
	May	2,994,869
	June	3,673,137
Total		29,938,442

Based on the data shown, the company has been recycling nutrients as an effort to limit the use of non-organic fertilizers. Based on field visits, for example in the block 313 Afd 3 area, it was found that EFB had not been fully implemented. Furthermore, the company is committed to being able to apply this in accordance with company regulations.

7.4.2	Status: Non-Conformity Number 2022.20 with minor category
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7.5
Practices minimise and control erosion and degradation of soils.

7.5.1
The company has shown the survey results listed on the work unit profile and the strategic direction of the Gunung Meliau Estate. The scope of the survey includes information on climatic conditions/rainfall, soil types and land topography. The soil types identified include Podsolik Haplik and Alluvial Gleik.

Topographical conditions at Gunung Meliau Estate include the following:

Slope (%)	Area	
	%	Ha
0-8	14	782
9-15	43	2,323
16-30	43	2,325
Total	100	5,430

Based on these data and field observations, it is known that the company does not own marginal land and peat land. In addition, for land with a slope of 16-30%, the company also makes terrace and Individual terrace to prevent erosion.

7.5.2 & 7.5.3
According to the survey results, the company does not have land with slope more than 40%.

	Status: Comply
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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 – 7.6.3
Based on interviews with management representatives, it was stated that the company does not yet have a new land development plan.

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

7.7.1 – 7.7.7		
According to the survey results, the company does not have any type of peat soil, so this indicator is not applicable.		
	Status: Comply	
7.8		
Practices maintain the quality and availability of surface and ground water		
7.8.1		
<p>Based on the 2005 ANDAL document, the results of the 2022 HCV identification, as well as maps of river flows and water sources, it can be seen that there are several water source points in the operational area, namely the Mataburik River, Agung River, Sekanai River, Maram River, Padasan River, Sekanai River, Curuk Pengantin River, Riam River, Mayam River, Kenai River, and Kapuas River which are within the scope of PTPN XIII Gunung Meliau unit. Based on this document, it is also known that the water source management plan is to test the quality of surface water every 6 months, monitoring wells every 6 months and drill wells every 1 year. All tests were carried out by a KAN accredited laboratory (LP-171-IDN). Related to this, the company shows the results of testing the quality of surface water for the period 1 and 2 of 2021. The company conducted surface water tests carried out at 2 sample points, namely Upstream and Downstream of the Kapuas River. Based on the analysis of the test results for all these locations, it shows that there are several test results parameters that are not in accordance with the applicable quality standards, namely Government Regulation Number 22 of 2021 class 2. Parameters that are not in accordance with the quality standards include BOD, Oil and Grease. However, the RKL-RPL document has not explained the factors that affect the discrepancy in the value of the parameter, related to this it has become a non-conformity in indicator 2.1.1.</p> <p>In addition, based on the results of field observations and interviews, the following information was obtained:</p> <ul style="list-style-type: none"> The results of field observations in the irrigation canal area for the disposal of factory liquid waste which empties into the Kapuas River at coordinates 00 06' 22.14" S – 110 17' 10.87" E indicate that the water condition at the estuary of the irrigation canal is black in color with scum deposits in some parts of it. The activity of disposing of liquid waste at this location has been going on since the start of the factory's operation (1984). Tracing the irrigation canal shows that the liquid waste comes from 3 sources, namely liquid waste from WWTP, liquid waste from <i>Glodon</i>, and liquid waste from EFB area. This indicates that there is pollution of water sources (Kapuas River) which are used by the community so that it has the potential to cause negative impacts. The results of field observations and interviews with workers in all Afdeling housing estates 1 – 7 obtained information that the availability of clean water was sourced from independently drilled wells. The informant also said that the company does not provide clean water for daily needs. The company also has not been able to show a water management plan that aims to support the efficient use of water sources and their continuous availability. <p>Based on the evidence obtained, this is a discrepancy because the company has not been able to ensure that the company's activities do not have an impact on environmental pollution, especially water sources used by the community; ensure that all workers have access to adequate clean water; as well as managing water resources to ensure efficient use of water sources and their continuous availability. This becomes Nonconformity No.2022.21 with Minor Category</p>		
7.8.2		
<p>The company has procedures related to River/Reservoir Border Management procedures and Conservation Areas contained in the HCV Management and Monitoring SOP document Number SOP-13.01-008 effective June 2, 2020. The SOP explains several things related to river border management and other water sources, such as for example in the context of protecting water resources, determining the width of river borders, conducting border protection, conducting socialization to all parties involved in plantation operational activities to participate in carrying out water protection activities, making boundary markings, and monitoring water resources. The company also has identification of surface water flow maps in the form of water flow maps and wetlands with a scale of 1:70,000 which covers the scope of certification. All river boundaries within the PTPN XIII Gunung Meliau unit are designated as conservation areas.</p> <p>However, the management of river borders has not been carried out optimally because the determination of river boundaries as protected areas was only determined in June 2022 based on the Final HCV Assessment Results document, this has become OFI on indicator 7.12.4. In addition, the company has not been able to show that all of the mandatory surface water testing has been carried out at the specified location, this has also become a non-conformity in indicator 7.8.1. The company also discharges liquid waste into water bodies that have the potential to pollute river flows, this is also a non-conformity in indicator 7.3.1.</p>		

Based on the results of field observations at several locations of water bodies (rivers) visited, there has not been any form of water border management such as limits for prohibiting chemical applications, planting river borders, and warning boards. However, the results of field observations also show that there is no indication of traces of chemical application on the river border. The company has also identified all water bodies within its operational scope, and determined all identified river areas to be HCV areas. Based on this, companies are encouraged to increase efforts to maintain riparian zones and other buffer zones, and ensure that these areas are free from replanting activities. **(OFI)**.

7.8.3

The unit of certification has facilities for the management of POME produced from palm oil processing with a capacity of 30-ton FFB/hour using WWTP. POME that has been managed at the WWTP will then be discharged into the Kapuas River water body. Before being discharged into water bodies, all POME is put into the WWTP with a single-feeding system which is then processed to reduce pollutant elements so that it is suitable for disposal into rivers. The waste treatment facilities owned are 5 ponds with the outlet in the 5th pool with a total volume of 88,122 m³ of waste pool.

The company also has a Wastewater Disposal Permit to water bodies in the form of a Technical Permit for Disposal of Wastewater to a Surface Water Agency which was legalized by the Sanggau Regency Environmental Service, Number 653.31/93/DLH-A which was ratified on February 25, 2022. In the permit There is also an obligation to monitor the quality of surface water in 3 locations, namely Upstream, Downstream and the point where the waste is disposed of into the Kapuas River. Related to this, the company has not been able to show the results of surface water testing at the location of the liquid waste disposal point in the Kapuas River, this has become a non-conformity in indicator 7.3.1.

7.8.4

The company already has a Water Resources Concession Permit but it has not been valid since 2015. Due to this, it has become a non-conformity in indicator 2.1.1. In addition, based on the results of field observations, interviews and document review, the following information was obtained:

- The results of field observations in the WTP area show that the Flowmeter at the Inlet is not functioning (damaged), and there is no Flowmeter at the outlet to monitor the use of FFB processing water.
- The results of interviews with WTP's operator also stated that the use of water for FFB processing has never been recorded.
- The results of the verification of water use data for FFB processing also show that the data are not actual data on water use for FFB processing, but only monthly water usage estimates.

Based on the evidence obtained, this is a discrepancy because the company has not been able to show that the water use at the factory has been monitored, recorded and documented according to actual conditions.

This becomes Nonconformity No.2022.22 with Minor Category

7.8.1

Status: Non-Conformity Number 2022.21 with Minor Category

7.8.4

Status: Non-Conformity Number 2022.22 with Minor Category

7.9

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

7.9.1

The Certification Unit has made efforts to improve the efficiency of the use of fossil fuels and optimize renewable energy, these efforts are also monitored and documented. The biofuel in question is solid waste in the form of shells and fiber which is used to substitute fossil fuels (diesel) as a producer of electrical energy using a boiler. The recapitulation of solid waste utilization for the period July 2021 – June 2022 shows that from 130,167 tons of FFB processed, it can produce biofuel in the form of 7,810 tons of shells and 16,922 tons of fiber, all of which are used for boiler fuel substitution or equivalent to 19% of the total processed FFB.

Based on the data analysis for the period July 2021 – June 2022 of the use of diesel fuel for FFB processing, information on the estimation of diesel fuel needed to generate electricity in the factory area is 706.622 liters/year or 5.43 liters/ton FFB. However, due to the efficient use of diesel fuel which is substituted with biofuel, it can reduce the use of diesel to only 127.395 liters/year or equivalent to 0.98 liters/ton of FFB. This shows that the use of Biofuel can reduce the use of diesel by 81% for the last 12 months.

The results of interviews with the company stated that this efficiency is very beneficial because it can reduce diesel consumption even though the use of biofuels has not been maximized due to low FFB processing so that shell and fiber production is not optimal. Energy efficiency is also applied to all of the company's operational activities by minimizing the use of fuel by contract workers, including all machinery and transportation operations. The total utilization of diesel for 2021 is 135,571 liters where there is a decrease in the use of diesel from 2020, which is 176,122 liters, this is because more FFB is processed, so that the production of shells and fiber for diesel substitution increases. Currently, the company has not utilized methane gas to produce electricity.

Status: Comply

7.10

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

7.10.1

The Certification Unit has carried out an inventory of GHGs contained in the Greenhouse Gas Emissions Mitigation Program document for the period 2021, based on document analysis, it can be concluded that the company has identified the source of GHG produced by the Gunung Meliau POM unit and its suppliers. Identification of significant sources of GHG emissions are identified and mitigation plans have been developed by the company covering Mills and plantations. Significant GHG emissions include land use change, POME processing, use of fertilizers and pesticides, use of fossil fuels for operations and transportation. The mitigation plans include, among other things, the correct dosage and application of fertilizers as recommended, reducing reuse and recycling, limiting the use of electricity, transportation and machine maintenance, as well as periodic air quality tests. The company can also show the results of the GHG calculation which is submitted to the RSPO GHG website. However, because the company has just carried out the certification process at the Stage-2 stage, the GHG data shown has not been based on the calculation results of certified products so the calculation results are ignored.

Related to this, it can be concluded that the company already has an RSPO Palm GHG Calculator account and has filled in the data needed for the calculation of the GHG Calculator and publicly reported the company's GHG data. Based on the results of the verification of the GHG Calculator data, there are still several components that have not been filled in and do not match the data in the Basic Info and Area Statement. Based on this, the company has the opportunity to improve to ensure that all required data has been filled in the GHG Calculator and adjusted to the Basic Info and Area Statement. **(OFI)**.

7.10.2

The Certification Unit did not carry out new developments after 2014. However, the company has managed GHG by conducting an inventory of emission sources. Companies can show identification documents of activities that generate emissions for the period 2022 for factories and plantations. This is done to estimate the carbon stock in the management area along with potential sources of emissions that can occur directly as a result of the management, and a plan to minimize these emissions is drawn up and implemented. The plan made by the certification unit has determined what actions will be taken to reduce GHG emissions, for example adopting good low emission management practices for Mills such as better POME management, efficient boilers and others. Likewise for the scope of plantations such as optimal use of fertilizers, energy-efficient transportation, good water management, application of compost and restoration of peatlands and conservation areas. These criteria cover plantations, Mill activities, roads, and other infrastructure (including canals and access roads and outer boundaries).

The GHG emission reduction mitigation plan developed by the company is the use of renewable fuels in the form of shells and fiber as a substitute for diesel, performing maintenance on operational equipment on a regular basis. Companies can show records of GHG mitigation for Estate and Mill units, for example the use of appropriate fertilizers, routine maintenance of operational vehicles, socialization of the prohibition of burning waste, implementation of efficient use of electricity and integrated pest control to minimize the use of pesticides as well as local forestry plant planting activities in river border areas.

7.10.3

The certification unit has identified the source of pollution and the mitigation plan contained in the Greenhouse Gas Identification and Mitigation and Monitoring document for the 2021 period. The company has also carried out management and monitoring related to the results of the identification and mitigation plan as evidenced through the RKL-RPL document for semester 2 of 2021. Based on the verification of the document, it shows that in the management of air pollution, the certification unit has tested air emissions on boilers and generators as well as ambient air. The test was carried out by a KAN accredited Laboratory (LP-171-IDN) on December 30, 2021. Based on the analysis of the value of the test results, it can be concluded that there is no value that is above the applicable

quality standard, namely PermenLH Number 07 of 2007 for Boilers, PermenLH Number 13 2009 for Gensets and PPRI Number 22 in 2021 for air ambient.

In addition, the company has also carried out management for interference from immovable sources. The test was carried out by a KAN accredited laboratory (LP-171-IDN) on December 30, 2021. The tests carried out by the company included testing for odor, vibration, and noise in the work area and housing. Based on the results of document verification, it shows that all test results are in accordance with the quality standards set for each applicable statutory regulation, namely KepmenLH Number 48 of 1996 for noise, KepmenLH number 49 of 1996 for vibration, and KepmenLH Number 50 of 1996 for odors.

The results of interviews with boiler officers stated that there was never any hearing loss experienced by the interviewees or other factory workers. However, related to routine health checks and the provision of PPE and the use of PPE in the work area has become a non-conformity in related indicators.

Status: Comply

7.11

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

7.11.1

The Company is committed to clearing land without burning (zero burning) during land clearing, as state in the SOP for land preparation No SOP Agro – 03/00 on September 1, 2016 says land clearing new land for palm oil planting uses the principle of zero burning by agronomic techniques. Base on Interview with management and Sanggau Agency, it was also state the company is committed not to carrying out burning activities for land clearing. The company also showed example of Minutes of Replanting, such as Minutes of Work Inspection No. Gunme/BAPP/16/V/2020 on June 6, 2020. In the report, it explains the description of replanting work such as planting, making holes, transporting seeds, retailing seeds and planting.

7.11.2

Based on the results of the document review, it is known that the land fire control facilities owned have not referred to regulations, such as the availability of reservoirs, the adequacy of the fire tower, and the adequacy of facilities and infrastructure.

Based on the results of the field visit, it was known that there were hotspots in the plantation area, for example the area around the pier, and the replanting area near Afdeling V and field observation at the Fire Department Warehouse that facilities and infrastructure there is no sufficient. The company has not shown sufficient evidence that it has facilities and infrastructure for controlling land fires which have referred to the Ministry of Agriculture No. 5 of 2018 and the company has not been able to show sufficient evidence that it has established and has a fire control preventive action plan. **This becomes Nonconformity No.2022.23 with Minor Category.**

7.11.3

The company showed the minutes meeting of the training and simulation of forest and land fire on February 22, 2022 the training was attended by representatives from surrounding villages, cooperatives, estate and Mill in Samsam. The company has also demonstrated a joint commitment and control between PT Perkebunan Nusantara XIII and surrounding village community, such as help with fire extinguishers if there is a fire in the village.

The company also has a firefighting team to each estate and Mill. In fire management, the company monitors hotspots a radius of 5 Km from the company area so that they can cover the surrounding villages, and this shown from the fire report on February 22, 2022. Base on the report stating that there is no fire accident in the company area. The company then provides assistance and socialization in prohibition of land burning activities to minimize the risk of more significant fires.

7.11.2

Status: Non-Conformity Number 2022.23 with Minor Category

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 and 7.12.8

Based on management information and a review of the area statement, it was found that there was no new land clearing or expansion of the plantation operational area after November 2005. The results of interviews with management and area statement documents indicate that land clearing was carried out between 1984 to 1987. Based on this information, it can be concluded that the RACP

procedure does not apply. PTPN XIII Gunung Meliau Unit sent a Disclosure of Liability document to the RSPO Secretariat on December 6, 2021, there were several verification and clarification processes carried out, a Land Cover Change study has also been carried out by the company and verified by the RSPO which can be proven based on evidence of communication via email dated 16 February 2022 regarding clarification of data review, and 28 March 2022 regarding the calcification of abandoned land, with the final decision given by the RSPO on April 6, 2022. The decision stated that "Based on the disclosure form given, Gunung Meliau (6,244.36 Ha) has been disclosed with no new land clearing after November 2005 (**No Liability**). In this regard, companies are asked to send documents on the results of the HCV assessments that have been carried out, and based on evidence of communication via email, it shows that the companies have sent documents on the results of the HCV studies to the RSPO on 12 July 2022. Based on this, the companies have carried out the obligation to carry out changes in land cover and ensure that there is no land clearing over 2005, as well as fulfilling the requirements requested by the RSPO, namely conducting and sending the results of HCV studies.

7.12.2

All land clearing was carried out under 2005 and there were no new land clearing activities until the Stage-2 audit was conducted, based on this the company has no obligation to conduct a High Carbon Stock (HCS) study. The company has conducted an HCV assessment by Kompas using the 2003 toolkit with an assessment team led by ALS Assessor. The HCV assessment was carried out for the entire scope of the PTPN XIII Gunung Meliau Estate unit. The total scope of the HCV study area is $\pm 6,373.3$ Ha (*The area calculation is based on the HGU SK, but based on the GIS area is 6,373.3 ha. The GIS area is used in all area calculations in this report. Wide differences based on GIS analysis and HGU documents are common, this is due to the digitization process and/or area projection from physical maps into digital data*).

Based on the results of the study, the total identified HCV area was **453.7 Ha**. HCV assessment through stakeholder consultation conducted in July 2021. Stakeholders attending included staff, cooperative management, Meliau Hilir Village residents, Sungai Mayam Village, Kuala Buayan Village and Melobok Village. The following is data on the extent of the HCV assessment results, among others:

HCV Location	Total (Ha)	HCV Type
Spring Block17	1	HCV4; HCV5
Agung River and Its Borders	9.6	HCV4; HCV5
Anak Kenaik River and its Borders	10.9	HCV4; HCV5
Mayam River and its Borders	57.2	HCV4; HCV5
Blok10/13 River and its Borders	19.2	HCV4; HCV5
Blok327 River and Its Borders	31.4	HCV4; HCV5
Blok 7 River and Its Borders	10.6	HCV4; HCV5
Curuk Pengantin River and its borders	52	HCV4; HCV5
Kapuas River and its Borders	15.3	HCV4; HCV5
Kenaik River and Its Border	23.4	HCV4; HCV5
Maram River and its Borders	4.5	HCV4; HCV5
Mataburik River and its Borders	85.9	HCV4; HCV5
Mayam River and its Borders	27.7	HCV4; HCV5
Padasan River and its Borders	27.9	HCV4; HCV5
Pemudang River and its Borders	23.8	HCV4; HCV5
Riam River and its Borders	4.2	HCV4; HCV5
Sekanai River and its Borders	38.3	HCV4; HCV5
Natural Cover	10.8	HCV1; HCV3; HCV4
Total	453.7	

In the management unit there are four categories of HCV, namely HCV 1, HCV 3, HCV 4, and HCV 5. For HCV 6 it is found outside the management unit. There is no indication of HCV 2, either in the management unit or in the landscape area. Based on the explanation above and the actual conditions when the Stage-2 audit was conducted, the company can only fully manage the HCV area to the extent of marking river border areas in a few locations, while other HCV areas cannot be fully managed because the determination of the HCV area was only legalized in June 2022.

7.12.3

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

7.12.4

The company already has a document on the results of the HCV assessment conducted in 2021 and the final document in June 2022. In this regard, the company has not been able to show an integrated management plan for the protection and/or enhancement of the HCV area but in the document the results of the 2022 HCV assessment have included a plan recommendation management of the designated HCV area based on field observations and stakeholder engagement. Based on this, the company has an improvement opportunity to develop an integrated HCV area management plan in accordance with the results of the 2022 HCV assessment and the priority of achievement targets and the company's internal capacity. **(OFI)**.

7.12.5

The company has identified the needs of the community as well as the areas needed by the affected community to meet their basic needs, taking into account the potential for positive and negative changes in their livelihoods as a result of the company's operational activities. This can be proven by the size of the HCV 5 area in the form of a river border. The company has identified these locations to minimize risks and impacts for both the community and the environment. However, as explained in indicator 7.12.4 regarding the determination of the HCV area, the company can only manage the HCV area to the extent of marking the border areas of rivers and springs in several locations, and this has not been done comprehensively.

The results of field observations in the HCV area in Afdeling 1 - 7, obtained an HCV 5 area in the form of a spring used by the community as a source of clean water, management has been carried out and rights to important places for the surrounding community have been identified in the company area. The company's environmental conditions both within the scope and in the community, area are almost entirely plantation areas. So that in an effort to protect the spring area it is only limited to prohibiting the application of chemicals and marking the location of the HCV area.

7.12.6

The Certification Unit already has a policy set out in procedures related to the protection of endangered species, namely the SOP for Management and Monitoring of HCVs number SOP-13.01-008, as well as the SOP for Identification and Assessment of HCVs Number SOP-13.01-007 which was ratified on June 2, 2020. In addition, the company also has Sustainable Palm Oil Policy document owned by PTPN XIII. All of these documents contain procedures that consist of preventive and repressive measures in an effort to protect protected wildlife and plants such as sustainability principles, all employees are advised not to hunt, capture, kill and sell protected animals and plants that are endangered and report any such activities. Maintain and not disturb the area designated as HCV area and report any illegal acts. Employees who do not comply will be subject to sanctions in accordance with the applicable laws and regulations. The company also put up no hunting signs with photos of the species and sanctions for violating government regulations in all HCV areas.

Regarding the socialization of the existence of endangered plants and animals to employees and the surrounding community, it has not been shown as described in indicator 7.12.4. However, the company has carried out indirect socialization by installing information boards and brochures warning signs related to conservation areas and the presence of endangered plants and animals that are protected in places that are easily visible, such as entrances, area roads that are often crossed by the community, and places where people can walk. -Other strategic places such as offices, and other public facilities.

Based on the results of field observations in the residential area of Afdeling 05 employees, information was obtained that there were workers who kept the *Murai Batu* (*Copsychus malabaricus*) and *Kacer* (*Copsychus saularis*). The results of the interview with the owner stated that the bird was obtained from the catch in the company's forest area. Related to this, the company has not been able to show that it has carried out direct socialization to workers regarding the protection of flora and fauna and their protection status. Even though in terms of protection status, the two bird species are not included in the RTE and protection list according to the Minister of Environment Regulation Number 106 of 2018, there is the potential for hunting/catching activities for protected species because there is no management related to this. Based on this, the company has an opportunity for improvement to ensure that there are no more hunting activities for flora and fauna within the scope of its management area. **(OFI)**.

7.12.7

Monitoring of the HCV area in the period 2021 and 2022 has not been carried out, this is because the company only owns and determines the HCV area after June 2022 as explained in indicator 7.12.4 related to the determination of the HCV area, the company

can only manage the HCV area to the extent of marking river border areas and springs in several locations, and has not been done thoroughly.

	Status: Comply	
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3.2 Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or √
IC	Will be verified at ASA-1	
	Status:	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use	X or √
IC	Will be verified at ASA-1	
	Status:	
3.	Implementation of Certificate and Trademark is not used on product	X or √
IC	Will be verified at ASA-1	
	Status:	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or √
IC	Will be verified at ASA-1	
	Status:	

3.3 Summary of RSPO Partial Certification.

Compliance of the uncertified management units of PT Perkebunan Nusantara XIII subsidiary of PTPN III 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.

PT Perkebunan Nusantara III Time Bound Plan (TBP) is explained in table 1.10. PT Perkebunan Nusantara III has 10 (ten) subsidiaries with 63 (sixty-three) Mills. PT Perkebunan Nusantara III has informed the TBP progress, MUTU has considered that PT Perkebunan Nusantara III is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by PT Perkebunan Nusantara III.

MUTU has verified partial certification for un-certified unit's subsidiary of PT Perkebunan Nusantara III based on their Time Bound Plan. There are 28 uncertified Mills and 77 uncertified estates of PT Perkebunan Nusantara III. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

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

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	PT Perkebunan Nusantara III has carried out self-assessment (i.e internal audit) against uncertified management units dated on 1 December 2020 by PT Perkebunan Nusantara III, PT Perkebunan Nusantara III has submitted some self-assessment reports year 2021 on behalf PTPN III, PTPN V, PTPN VI, and PTPN VIII. It has support- ed evidence of the self-assessment against each requirement such as self-assessment reports
2.1.2	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>PTPN III</p> <p>Based on document verification sighted that all uncertified unit has conducted LUCA and submitted to the RSPO:</p> <ul style="list-style-type: none"> - KRBTN dated 20 August 2021, there are raw non-compliant land clearance with area 489.83 Ha. - KBDY dated 20 August 2021, there are raw non-compliant land clearance with area 116.20 Ha. - KKINO dated 18 August 2021, there are raw non-compliant land clearance with area 477.85 Ha. - KJLRS dated 18 August 2021, there are raw non-compliant land clearance with area 3,823.91 Ha. <p>The KBDBY and KRBTN has conducted HCV-HCS assessment by CV Greenera dated 19 to 23 October 2021. While the KNINO and KJLRS will be assessed on June 2022 by ALS- HCV. The company to be consider to realization this plan on June 2022.</p> <p>PTPN III's development of a new planting area (Muara Upu at South Tapanuli – Hapesong Estate) and there is a conversion</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>area from crumb rubber to oil palm at Batang Toru Estate, Hapesong Estate, Rambutan Estate dan Bandar Betsy Estate.</p> <p>For the new planting at Muara Upu – Hapesong Estate, the company has carried out applying NPP in accordance with this clause and the progress under reviewing of Compensation Task Force. Based on communication with PT PN III. The company still waiting for Head of District decision response, for land exchanged process since the land was included on peat moratorium area according to President of Republic of Indonesia decree letter no. 6 year 2013.</p> <p>While for a conversion area, the company has arranged the plan for conducting the NPP. The objective evidenced as follow:</p> <ol style="list-style-type: none"> Internal Memo from Head of Management System for approval a purpose of NPP project for 4 (four) estates (Ba- tang Toru Estate, Hapesong Estate, Rambutan Estate dan Bandar Betsy Estate) dated January 25, 2018. This internal memo issued based on the initial gap assessment has conducted in January 2018. Form of Request Budget (No. 3.16/PPAB/07/2018) dated January 29, 2018. <p>PTPN V</p> <p>Based on document review, there was no evidence that the company (PTPN V) has changed any primary forest and/or HCV area into palm oil plantation since November 2005 except Part of Sei Berlian estate (Sei Berlian-2) within forest areas based on Ministry of Forest decree No.SK.878/Menhut-II/2014 jo SK.903/MENLHK/SETJEN/PLA.2/12/2016). The organization has got Land Use Right (HGU) from government before the regulation above was issued so that the organization still coordinating with government about case it. Whereas, Sei Buatan estate, Tanjung Medan estate and Sei Galuh estate still in-process review of disclosure liability by RSPO secretari-at so they has not been ensured that no replacement to any identified as HCV areas or required to maintain or enhance HCVs. All planted areas after November 2005 are from re- planting process without NPP replacement. This company is considered old company under State Owned (Ministry of BUMN).</p> <p>PTPN VI</p> <p>Uncertified management units has conducted HCV assessment such as :</p> <ul style="list-style-type: none"> Unit of Batanghari Business (Batanghari Estate), Unit of Bunut business (Bunut Estate & POM), Unit of Tanjung Lebar business (Tanjung Lebar Estate & POM) & Unit of Durian Luncuk (Aur Gading POM & Durian Luncuk

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>Estate) : Date on 1 January to 11 November 2018 by Samsul Ulum (license : ALS15013US) as lead assessor and some assessor members i.e R.Sukasmiyanto, Moh.Yasin, Bahrin, Pemi Aprilis, Devis Rachman, Ihwan Rafina, Roland Sinulingga and Endra Gunawan on behalf PT Fodec Khatulistiwa. It has carried out public consultation dated on 20 February 2018 (initial public consultation) & 4 June 2018 (public consultation for the result of HCV assessment). There are some evidences that public consultations has involved stakeholders. Current condition that HCV assessment report has been satisfactory category on 23 March 2021.</p> <ul style="list-style-type: none"> During audit, other the uncertified management units has not been carried out HCV assessment such as Unit of Ophir business (Ophir POM & estate), Unit of Pangkalan 50 Kota business (Pangkalan 50 Kota estate), Unit of Solok Selatan business (Solok Selatan POM & estate), Bukit Cermin Estate, PT Bukit Kausar & PT MAJI but PTPN VI have budget & the allocation activity plan year 2020 for HCV assessment in Unit of Ophir business, Unit of Pangkalan 50 Kota business and Unit of Solok Selatan business. Allocation Activity Plan year 2020 is postpone because any reduction operational cost in pandemic covid-19. PTPN VI have action plan and estimating cost for HCV assessment include of the review by HCV RN, HCS, LUCA & SIA. Bunut estate & POM, Batang Hari estate and Tanjung Lebar estate have estimate for finalization of HCV RN and LUCA document in year 2021. Whereas, the remain of uncertified management unit is Triwulan I and IV year 2022. Before HCV assessment will doing by RSPO ALS assessor and has review by HCV-RN so uncertified management units has carried out assessment of protected areas refer to Indonesian regulation by internal assessor. <p>Batanghari Business Unit (Batanghari Estate) & Bunut Business Unit (Bunut Estate & POM) has submitted disclosure liability, LUCA & shp file to RSPO and RSPO has responded email from auditee on 29 January 2020 where RSPO is requesting some clarifications and auditee has not been submitted email to RSPO for some clarifications which needed. It is still waiting finalization of LUCA document.</p> <p>Auditee has been submitted reporting template for disclosure of areas cleared without prior HCV assessment since Nov 2005 file on behalf other uncertified management units i.e Unit of Tanjung Lebar Business (Tanjung Lebar estate & POM), Unit of Durian Luncuk Business (Durian Luncuk POM & Durian Luncuk Estate), Unit of Ophir Business (Ophir Estate & POM), Unit of Pangkalan 50 Kota Business (Pangkalan 50 Kota estate), Bukit Cermin estate, PT Bukit Kautsar & PT MAJI.</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>Some management units has carried out land clearing activities (replanting or conversion activities) since November 2005 without processed by HCV identification/assessment. Based on RaCP tracker (per November 2019) in RSPO website and the result of correspondence with RSPO compensation panel that the management units under PT Perkebunan Nusantara VI have 0 management unit with potential liability because information inside of disclosure liability form & LUCA still revised by auditee on behalf Unit of Batanghari Business and Unit of Bunut Business and other uncertified management units has not been submitted disclosure liability. LUCA and shp file.</p> <p>Following up one of resolution from 35th BHCVWG meeting year 2017 are pushing certified management unit to submit annex 7 & 8 (compensation concept note & compensation plan) to RSPO compensation panel in annual surveillance audit by each certification body according time frame which has decided in meeting. The progress of the concept note approval can be saw in indicator of 7.12</p> <p>There are some land clearing areas above year 2010 until 18 October 2016 (auditee join with RSPO) under PT Perkebunan Nusantara VI areas but New Planting Procedure (NPP) was not implemented. Based on information of NPP document that it will ensuring compliance with new planting requirement at the time of certification. After join to RSPO, there is conversion of plant type (from rubber to oil palm) year 2017 in Pangkalan 50 Kota estate and it have potential as sanction areas.</p> <p>2nd partial audit was conducted on 24-25 November 2021</p> <p>The Tanjung Lebar Business Unit postponed to February 2022, due to single membership consolidation and approval process by RSPO Secretariat and the Disclosure & Liability of Tanjung Lebar is still pending. While the Disclosure & Liability of Batang Hari Business Unit has approved by RSPO secretariat with Zero Liability dated 20 June 2020; the audit planned on 22 December 2021. Therefore the Disclosure & Liability of Bunut Business Unit is still on process, the latest email from Indrawan Suryadi (RSPO Secretariat) dated 23 November 2021. For the Bunut Business Unit certification plan is on schedule (December 2021).</p> <p>There are also letter for SEVP Operation from Head of Planning & Sustainability with number: ND-312/06.08/XI/2021 dated 25 November 2021 about RSPO certification preparation in Bunut & Batang Hari Business units and also awareness criteria 7.12 RSPO P&C and Risk Analysis for six business units (Ophir, PLK, Solisel, BKC, B. Kausar, and MAI) by Consultant Inovasi Sejahtera Berkelanjutan.</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>PTPN VII</p> <p>Bentayan Estate, Sungai Lengi Estate, Sinabing Estate and Talopino Estate were not conducted new planting after November 2005. However the HCV identification document was not available. The HCV assessment will conducted by consultant (Bentayan Estate: 2026; Sungai Lengi Estate: 2022; Senabing Estate: 2025 and Talopino Estate: 2024).</p> <p>Senabing Estate was conducted Conversion from year of 2005 to 2010 with area 408 Ha. The LUCA assessment will be conducted by Consultant in the year of 2025.</p>
2.1.3	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>PTPN III</p> <p>PTPN III's development of a new planting area (Muara Upu at South Tapanuli – Hapesong Estate) and there is a conversion area from crumb rubber to oil palm at Batang Toru Estate, Hapesong Estate, Rambutan Estate dan Bandar Betsy Estate.</p> <p>For the new planting at Muara Upu – Hapesong Estate, the company has carried out applying NPP in accordance with this clause and the progress under reviewing of Compensation Task Force. Based on communication with PT PN III. The company still waiting for Head of District decision response, for land exchanged process since the land was included on peat moratorium area according to President of Republic of Indonesia decree letter no. 6 year 2013.</p> <p>While for a conversion area, the company has arranged the plan for conducting the NPP. The objective evidenced as follow:</p> <ul style="list-style-type: none"> Internal Memo from Head of Management System for approval a purpose of NPP project for 4 (four) estates (Ba- tang Toru Estate, Hapesong Estate, Rambutan Estate dan Bandar Betsy Estate) dated January 25, 2018. This internal memo issued based on the initial gap assessment has conducted in January 2018. Form of Request Budget (No. 3.16/PPAB/07/2018) dated January 29, 2018. <p>PTPN V</p> <p>Auditee has been submitted reporting template for disclosure of areas cleared without prior HCV assessment since Nov 2005 file on behalf other uncertified management units i.e Unit of Tanjung Lebar Business (Tanjung Lebar estate & POM), Unit of Durian Luncuk Business (Aur Gading POM & Durian Luncuk Estate), Unit of Ophir Business (Ophir Estate & POM), Unit of Pangkalan 50 Kota Business (Pangkalan 50 Kota estate), Bukit Cermin estate, PT Bukit Kautsar & PT MAJI.</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>Some management units has carried out land clearing activities (replanting or conversion activities) since November 2005 without processed by HCV identification/assessment. Based on RaCP tracker (per November 2019) in RSPO website and the result of correspondence with RSPO compensation panel that the management units under PT Perkebunan Nusantara VI have 0 management unit with potential liability because information inside of disclosure liability form & LUCA still revised by auditee on behalf Unit of Batanghari Business and Unit of Bunut Business and other uncertified management units has not been submitted disclosure liability. LUCA and shp file.</p> <p>Following up one of resolution from 35th BHCVWG meeting year 2017 are pushing certified management unit to submit annex 7 & 8 (compensation concept note & compensation plan) to RSPO compensation panel in annual surveillance audit by each certification body according time frame which has decided in meeting. The progress of the concept note approval can be saw in indicator of 7.12 .</p> <p>There are some land clearing areas above year 2010 until 18 October 2016 (auditee join with RSPO) under PT Perkebunan Nusantara VI areas but New Planting Procedure (NPP) was not implemented. Based on information of NPP document that it will ensuring compliance with new planting requirement at the time of certification. After join to RSPO, there is conversion of plant type (from rubber to oil palm) year 2017 in Pangkalan 50 Kota estate and it have potential as sanction areas.</p> <p>PTPN VII Bentayan Estate, Sungai Lengi Estate, Sinabing Estate and Talopino Estate were not conducted new planting after November 2005. However the HCV identification document was not available. The HCV assessment will conducted by consultant (Bentayan Estate: 2026; Sungai Lengi Estate: 2022; Senabing Estate: 2025 and Talopino Estate: 2024). Senabing Estate was conducted Conversion from year of 2005 to 2010 with area 408 Ha. The LUCA assessment will be conducted by Consultant in the year of 2025.</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>PTPN III KRBTN There are several area in Afdeling VII were occupied by communities and overlap with PT KAI. The unit management have made persuasive efforts to resolve it, however no agreement has been found. Currently was nothing significant land conflict.</p> <p>PTPN V</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>There was land conflict between PT PN V with community in Senama Nenek village, located in Sei Kencana Estate and Terantam Estate for approximately $\pm 2,800$ Ha (± 550 Ha under Terantam Estate and $\pm 2,250$ Ha under Sei Kencana Estate). During this initial audit, this area has been released in accordance with a court decision.</p> <p>PTPN VI PT Perkebunan Nusantara VI have SOP of implementing FPIC, SOP of communication and consultation with community, SOP of handling land conflict including procedure of calculation and compensation.</p> <p>Land compensation process has done a few time ago for some areas in uncertified management units (Unit of Bunut Business, Unit of Tanjung Lebar Business, Unit of Batanghari Business, Unit of Durian Luncuk Business, Unit of Ophir Business). The record and document of land compensation on behalf PT Bukit Kautsar has provided by auditee as example photograph of hand over land compensation payment, land compensation letter date on 21 October 2009, letter date on 21 October 2009 from head of village, statement letter date on 21 October 2009 that land owners has agreed land to acquired, measure note date on 21 October 2009, receipt note of land compensation payment, ID card and land owner letter from head of village. Whereas, PT MAJI and Unit of Bukit Cermin Business has provided sample of land compensation i.e payment receipt, photograph of land compensation activity, copy ID card, agreement of payment, statement letter of hand over and legal land.</p> <p>Community who lose access and land right for plantation areas has given the opportunity to benefit (direct and indirect) from plantation development as sample in form of scheme smallholder areas, as employee, as contractor (transportation, supplier for daily food, etc), as FFB supplier, etc.</p> <p>Refer to case tracker or status of complaints under PT Perkebunan Nusantara VI period of February 2011 to during audit that any 1 cases and it has closed based complaint panel decision (since year 2019). Further details on this case are available here: http://www.rspo.org/members/complaints/status-of-complaints/view/26. Unit of Bukit Cermin Business has provided some evidences relate of land compensation record and document from dispute/conflict areas.</p> <p>2nd partial audit was conducted on 24-25 November 2021 Based on document log book of external letter verification on the uncertified units sighted that there were no land dispute</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>claim from the communities during period January to October 2021.</p> <p>PTPN VII</p> <p>The Senabing Estate has not been able the land use historical for the area 2,355.72 Ha. Currently also the Senabing Estate not obtained HGU from the related Agency. There are land conflict resolution in Senabing Estate (Lahat District), the land dispute was started on 14 August 1986. It has resolved dated 9 June 2011 by Minute of Land Measurement number SENA/BA382/2001 in Tanjung Makmur Village for area 1.25 Ha.</p>
2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>PTPN III</p> <p>Based on self assessment in KRBTN, KBDSY, KKINO and KJLRS and desk study on internet sighted that there are no labour dispute issues, since last year period until the partial audit conducted on 8-9 November 2021.</p> <p>PTPN V</p> <p>There is no labour issue/dispute found during this initial certification audit.</p> <p>PTPN VI</p> <p>There is a mechanism of resolving grievance and compliant from employee and industrial action. It has covered in the collective labour agreement between PT Perkebunan Nusantara VI and SP- BUN PTPN VI (labour union) period of 2020 to 2021 (article 76 – sub section XIV) and SOP of internal communication and handling employee complaint. Scope of collective labour agreement is all company employees and as a normative reference for subsidiaries. Collective labour agreement has signed by both parties and any evidence of registration about collective labour agreement from Ministry of Man Power has been shown by auditee.</p> <p>Based on self-assessment against uncertified management units, there is no identified labor disputes ongoing at subsidiary companies of PT Perkebunan Nusantara VI. Based on website date on 3 October 2017 that any labour dispute between Mr M.Dasuky Hajar Nasution and PT MAJI. Based on communication with representative of PTPN VI that it has followed up both parties. SP-Bun (labour union) have vital position because based on SOP of internal communication and handling employee complaint that employee's grievance & complaint can be informing to labour union (SP-BUN) and</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>organization will try to resolve complaints at the labour union level and any mechanism solving grievance and compliance from employee on collective labor agreement (PKB)</p> <p>2nd partial audit was conducted on 24-25 November 2021</p> <p>The renewable of collective labor agreement period of 2022-2023 is still on process, that the final meeting in Yellow Hotel will be conducted on 25 to 26 November 2021.</p> <p>PTPN VII</p> <p>There are no labour dispute during internal audit assessment, the company will be follow up the regulation of PP 50 of 2012, PP 38 of 2011, PP 101 of 2014, and Permenaker 19 of 2012.</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>PTPN III</p> <p>KRBTN</p> <p>Letter from Sumatera Utara Governor with number 520.33/145/DISPMPPTSP/5/I.5/I/2018 dated 25 January 2018 about Revision of commodity from rubber to oil palm plantation in Rambutan Estate. Revision from Rubber: 2,253.35 Ha & Oil Palm 546.41 Ha to Rubber: 1,156.95 Ha and Oil Pal 5,158.33 Ha.</p> <p>There are several HGU certificate with HGU number 1 year of 1996 in Sei Bamban Village (569.32 Ha), Sei Priok Village (780.45 Ha), Paya Bagas Village (4,373.78 Ha); and also Sei Simujur Village (1) number 18 year of 2009 with area 793.15 Ha.</p> <p>KBDBY</p> <p>Surat Pendaftaran Usaha Perkebunan with number HK.350/530/Dj.Bun.5/VII/2001 Bandar Betsy Estate with area 5,348.90 Ha with commodity rubber. Therefore conversion license from rubber to oil palm with number 503.35/271/17.42018 dated 12 February 2018 with area 116.2 Ha.</p> <p>HGU on process, the latest process are Nota Dinas number 419/ND-300.HP.03.01/VII/2021 from KANWIL BPN Sumatera Utara Province dated 1 July 2021 about Renewal of HGU Bandar Betsy with area 5,348.90 Ha dated 2 July 2021.</p> <p>KJLRS</p> <p>IUP on process due to revision of AMDAL document. However there are HGU number 03 year of 1994 with area 2,318.87 Ha.</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>KKINO IUP on process due to revision of AMDAL document. However there are HGU number 122 year of 1999 with area 4,632.60 Ha. Based on Self-assessment there are some conditions not yet compliance with RSPO criteria 2.1 such as:</p> <ul style="list-style-type: none"> HGU on process (Sei Simujur-2, KRBTN): There are letter from Senior Executive Vice President PTPN III dated 22 September 2020 with number BUMU/X/44/2020 to the BPN of Asahan District for Cadastral process. During the audit, the progress of this matter still opened. There is a land conflict (Batang Toru Estate) not yet resolved. <p>PTPN V There has been no significant legal non-compliance in PTPN V and its subsidiary. The company is not in the process of any litigation. PT PN V has acquired HGU (land title) for all of its subsidiaries except the part of Sei Berlian estate (Sei Berlian-2) because the organization still in-process to get Land Use Right (HGU).</p> <p>PTPN VI Uncertified management units has complied with applicable legal requirement which supported by some evidences such as :</p> <ol style="list-style-type: none"> Some uncertified management units (Ophir Estate & POM, Solok Selatan Estate & POM, Pangkalan 50 Kota Estate, Batanghari Estate, Bunut Estate & POM, Tanjung Lebar Estate & POM, Bukit Cermin Estate, Pinang Tinggi POM, Aur Gading POM, Durian Luncuk Estate & PT Bukit Kautsar) have Plantation Business Permit (Izin Usaha Perkebunan) so they has complied with Minister of Agriculture Regulation no.98/permentan/OT.140/9/2013 article 8 or 10 or 13. Some uncertified management units (Ophir Estate & POM, Solok Selatan Estate & POM, Pangkalan 50 Kota Estate, Batanghari Estate, Bunut Estate & POM, Tanjung Lebar Estate & POM, Bukit Cermin Estate, Aur Gading POM, Durian Luncuk Estate, PT MAJI & PT Bukit Kautsar) have land use right (Hak Guna Usaha) so they has complied with law no.5 year 1960 article 28. One of land use right owned by Durian Luncuk estate still renewal process and one of Bukit Kautsar areas still in-process to get land use right. Some uncertified management unit (Sei Bahar II Bunut POM, Solok Selatan POM, Tanjung Lebar Estate & POM, Pinang Tinggi Estate & POM, Bunut Estate, Batanghari Estate, Durian Luncuk Estate & PT Bukit Kautsar) have environment document so they has complied with Minister of Environment Regulation no.05 Year 2012 jo

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>Minister of Environment & Forestry Regulation no.P.38/MENLHK/SETJEN/KUM.1/7/2019 or Minister of Environment Regulation no.13 Year 2010 or Minister of Environment Regulation no.14 Year 2010.</p> <ol style="list-style-type: none"> 4. Bunut POM and Tanjung Lebar Estate & POM have storage temporary for hazardous & toxic materials waste and their permit so they has complied with Minister of Environment Regulation no.30 year 2009 article 5. 5. Bunut POM and Solok Selatan POM have land application permit so they has complied Minister of Environment Decree no.29 year 2003. 6. Unit of Tanjung Lebar Business, Unit of Bunut Business, Unit of Batanghari Business and Unit of Durian Luncuk Business have permit of release for forest areas from government (Minister of Forestry Decree no.260/KPTS-VII/1988 and no.418/KPTS-II/1990). Whereas, PT Bukit Kautsar have permit of release for forest areas from government too (Minister of Forestry Decree no.69/Kpts-II/1997 & no.443/Kpts-II/1999 and letter from Head of Forestry Agency in Jambi Province no. S.6.802/Dishut/BIPH.1.2/XII/2015). PT Mendahara Agro Jaya Industri have permit of release for forest areas from government too (Minister of Forestry Decree no.954/Kpts- II/1999). 7. Plantation Business Permit (Izin Usaha Perkebunan) on behalf PT MAJI (Head of Tanjung Jabung Timur decree No.30 year 2005) and PT Bukit Kautsar - Pengabuan POM (Governor of Jambi decree No.564/KEP.Gub/Disbun/2011). 8. Environment Document on behalf Ophir Estate & POM (letter no.213/II/DAR-3/1999), Solok Selatan Estate (head of Solok Selatan District decree No.660/152/KLH-2011), Pangkalan 50 Kota Estate (head of capital investment and integration service decree no.007/IL/DPMPTSP-LK/II/2020), Aur Gading POM & Durian Luncuk estate (Governor of Jambi Province decree No.171/Kep.Gub/BLHD/2009), Bukit Cermin Estate (approved by No.100.A year 2011 on 3 October 2011) and PT MAJI (approved by No.76 year 2007 on 23 March 2007) was available. <p>A documented system relate of law requirements and mechanism to ensuring compliance with legal compliance and a system to tracking changes to the law and regulation has covered in procedure of updating law and regulation and evaluation of compliance. All uncertified management units has provided the list of relevant law and regulation and the status of compliance because the mechanism to ensuring compliance with legal compliance has been implemented.</p>

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
		<p>Auditee has provided a legal land, map of legal land and a procedure of boundary monitoring where boundary monitoring shall be conducting every month and reporting in report of boundary monitoring result. Uncertified management units has provided the report of boundary monitoring result such as Unit of Tanjung Lebar business, Unit of Batanghari business, Unit of Solok Selatan business, Unit of Pangkalan 50 Kota business, Unit of Ophir business, PT MAJI, Unit of Durian Luncuk business, Unit of Bunut business, Unit of Bukit Cermin business and PT Bukit Kautsar.</p> <p>PTPN VII</p> <p>The company will be follow up the regulation of PP 50 of 2012, PP 38 of 2011, PP 101 of 2014, and Permenaker 19 of 2012. The Senabing Estate has not been able the land use historical for the area 2,355.72 Ha. Currently also the Senabing Estate not obtained HGU from the related Agency. There are land conflict resolution in Senabing Estate (Lahat District), the land dispute was started on 14 August 1986. It has resolved dated 9 June 2011 by Minute of Land Measurement number SENA/BA382/2001 in Tanjung Makmur Village for area 1.25 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 IC Assessment

NCR No.	: 2022.01	Issued by	: Haikal Ramadhan Kharismansyah/ Kiki Fadli
Date Issued	: July 22, 2022	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	1.1.2 Information is presented in appropriate languages and is accessible to relevant stakeholders.		
Evidence observed <i>(filled by auditor):</i> The company has not been able to show evidence that it has submitted the mandatory reporting as required in the relevant permits and regulations, including: <ul style="list-style-type: none"> • RKL-RPL report as requested in the ANDAL and RKL-RPL approval documents. • Report on management of hazardous and toxic waste (LB3) as requested in the Technical Recommendations. • Report on the management of liquid waste discharged into water bodies (IPLC) as requested in the Technical Approval. • Report on the utilization of HGU as requested in Permen ATR Number 7 of 2017. • HCV report to BKSDA • Report on Preparedness of Systems, Facilities and Infrastructure for Plantation Land Fire Control as regulated by Minister of Agriculture Number 5 of 2018 • Recording of daily freelance workers to the relevant agencies 			
Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to show sufficient evidence that it has provided mandatory information to relevant stakeholders.			
Root Cause Analysis <i>(filled by organization audited):</i>			
Correction <i>(filled by organization audited):</i>			
Corrective Action <i>(filled by organization audited):</i>			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verified by			

NCR No.	: 2022.02	Issued by	: Arief Tajalli
Date Issued	: July 22, 2022	Time Limit	: 12 months (9 months recommendation)
NC Grade	: Major	Date of Closing	: 17 October 2022
Standard Ref. & Requirement	2.1.1 The unit of certification complies with all relevant laws and regulations.		
Evidence observed <i>(filled by auditor):</i>			

Based on the results of document verification and field observations, the following evidence was obtained:

- **RKL/RPL**

The results of verification of the RKL-RPL Semester 1 and 2 2021 report documents only include the scope of the study in the form of factories, and have not included the entire scope of mandatory environmental management (Estate). The report also does not include trend evaluation, critical point evaluation and compliance evaluation and not all components in the RKL-RPL Matrix have been discussed and reported in the document. This is not in accordance with KepmenLH Number 45 of 2005 concerning Guidelines for Preparing RKL-RPL Reports.

- **Surface Water Permit**

The company already has a Surface Water Utilization Permit based on Sanggau Regent Decree No. 511 of 2012 which was ratified on November 12, 2012 and has expired on October 5, 2015. However, until the Stage-2 audit was conducted, the company continued to utilize surface water for processing. FFB taken from the Kapuas River. Related to this, the company has not been able to show the latest Surface Water Utilization Permit documents.

- **Operator License**

Based on field observations, document verification and interviews, the following information was obtained:

- The results of interviews and review of MILL employee list documents for the June 2022 period note that MILL has 1 Hoisting Crane unit and 1 Backhoe Loader unit. However, the company has not been able to show K3 licenses for all Hoisting Crane and Backhoe Loader operator employees. This is not in accordance with Permenaker Number 9 of 2010 in article 5 paragraph 1 stating "lift and transport aircraft must be operated by lift and transport aircraft operators who have K3 licenses and work books according to the type and qualifications".
- The results of field observations in the MILL Workshop area found that the company has Welder technicians but has never attended any training related to Welders. Related to this, the company has also not been able to show the Operator's License (SIO) for all of the welders it has. This is not in accordance with Permenakertrans Number PER.02/MEN/1982 concerning Qualifications of Welders in the Workplace in Article 3 paragraph 1 which states "that a welder is considered skilled if he has taken a welding exam with satisfactory results and has a welder certificate".

Non-Conformance Description *(filled by auditor):*

The company has not been able to show sufficient evidence that it has complied with relevant regulations including:

- KepmenLH Number 45 of 2005 concerning Guidelines for Preparing RKL-RPL Reports.
- Obligation to have Surface Water Utilization Permit.
- PER.02/MEN/1982 concerning Qualifications of Welders in the Workplace and Permenaker Number 9 of 2010 regarding lift and transport aircraft operators.

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

- The preparation of the RKL-RPL document in the Meliau Business Unit only includes obligations at the Mill because the PIC is only concerned with the fulfillment of PROPER which requires fulfillment in the related Mill.
- Water Utilization Permit is still being processed
- For welding related certificates, which will be carried out in 2021 and for operators of new lift-lift transport aircraft, phase one is carried out and phase two is planned for the fourth quarter of 2022.
- Lack of knowledge by management of the time limit/expiration of the surface water utilization permit owned by the company.
- No monitoring has been carried out on the validity period of all permits owned by the company.
- There is no PIC who is responsible for monitoring the validity period of the license owned by the Company.

Correction *(filled by organization audited):*

- Revision for RKL-RPL which includes all required scopes for Gunung Meliau Estate
- Show proof of water use permit management process
- Show proof of training and register for those who have not done training

Corrective Action *(filled by organization audited):*

- Create a template that accommodates reports to make it easier for PIC to adjust reports that cover the scope of the plantation
- Create a timeline for completing SIPA and a training timeline for those who have not carried out the training

Assessor Evaluation and Conclusion *(filled by auditor):*
Verify September 06 2022

In order to be able to show the evidence of the intended improvement

Verify September 20, 2022

The company shows evidence, among others:

- Operator License hoisting crane operator for Mill
- Training program for employees for the period of 2022

However, please show and explain about:

- Operator License /proof of training for welders, a training plan for Gunung Meliau Mill has been prepared for Operator License needs on August 30, 2022, planned for implementation in November 2022
- The training schedule for the wheel loader has been received by the training institute and is scheduled for implementation in October 2022

Verify September 26, 2022

The company shows evidence, among others:

- **RKL-RPL**
Revision of the completed RKL-RPL document for the scope of the Estate and Mill, but in the preparation of the RKL-RPL document, especially the evaluation component of trends, critical levels and compliance, it is not in accordance with the guidelines for the preparation of the RKL-RPL document as stated in environment minister's decision No. 45 of 2005. In addition to In addition, the company has not been able to show a mechanism to ensure that the PIC in charge of preparing the RKL-RPL document has understood the fulfillment of the information in the document.
- **Water Surface Permit**
The company can show evidence that it has processed the Water Use Permit process that was submitted to the Ministry of public works and housing, West Kalimantan. The company has also shown evidence of meeting the document requirements in obtaining permits and a timeline that is targeted for completion in December 2022. This has been accepted but further observations need to be made to ensure the completion process.
- **Operator License**
Please show Operator License/proof of training for welders and training schedule for wheel loaders

Based on the above, it can be concluded that there are still 2 points that do not meet the non-conformance, namely point 1 related to RKL-RPL and point 3 related to SIO. Based on this, the discrepancy in this indicator has not been met.

Based on this, the discrepancy in this indicator has not been met.

Verify October 3, 2022

The company shows evidence, among others:

- **RKL-RPL**
Revision of the RKL-RPL document that has been completed for the scope of the estate and Mill, but in the preparation of the RKL-RPL document there is no critical level and compliance component.
- **Operator License**
The company shows the training schedule for the wheel loader, but the company has not shown the Operator License/proof of training for the welder.

However, it does not show:

- Critical points and compliance for RKL/RPL
- Operator License / Evidence of training for welders as written in the auditee's explanation in the root cause analysis column

Auditor Conclusion

The non-conformity is declared unfulfilled

Verify October 17, 2022

The company shows evidence, among others:

- **RKL-RPL**
Revised RKL-RPL document that has been completed for the scope of the estate and Mill and has been completed with RKL - RPL by adding critical points and compliance (attached)
- **Operator License**
The company shows a welder's certificate on behalf of the initials M and S.

Based on root cause analysis, corrections, and corrective actions for non-conformances are declared fulfilled

Verified by	Arief Tajalli
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NCR No.	: 2022.03	Issued by	: Haikal Ramadhan Kharismansyah/ Kiki Fadli
Date Issued	: July 22, 2022	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	: 14 September 2022
Standard Ref. & Requirement	: 2.1.2 A documented system is in place to ensure legal compliance. This system has a means to track changes to applicable regulations, and includes a list and evidence of evaluation of legal compliance by all contracted third parties, including: recruitment agencies, service providers and workers.		
Evidence observed <i>(filled by auditor)</i> : <ul style="list-style-type: none">• The Procedure for Identification and Evaluation and Compilation of Laws and Regulations dated March 31, 2021 states that the estate/unit identifies every regulation/legislation relating to the company every 6 (six) months. The relevant regional inspectorate identifies and evaluates regulations and reports them to the corporate secretary every 6 months• The list of PTPNXIII Gunung Meliau MILL/Plantation regulations for 2022 includes dividing the regulations into:<ul style="list-style-type: none">- Evaluation of Laws- Evaluation of Company Regulations- Evaluation of Presidential Decrees- Evaluation of Minister of Transmigration- Evaluation of Permenakertrans- Evaluation of the National Standardization Agency- Evaluation of BAPEDALDA decisions• From the results of the document review, it is known that the regulations listed and evaluated are not the most recent regulations, such as the absence of PP 35 of 2021, PP 36 of 2021, PP 37 of 2021, PP 22 of 2021 and others.			
Non-Conformance Description <i>(filled by auditor)</i> : <p>The company has not been able to show sufficient evidence that the Identification and Evaluation and Compilation of Laws and Regulations have complied with the procedures they have.</p>			
Root Cause Analysis <i>(filled by organization audited)</i> : <p>There is no personnel responsible for monitoring and evaluating regulatory compliance yet.</p>			
Correction <i>(filled by organization audited)</i> : <ul style="list-style-type: none">• Appoint a person in charge to monitor compliance with laws and regulations and their fulfillment• Update the regulations for the first semester of 2022 in August 2022			

<ul style="list-style-type: none"> Regulatory evaluation is carried out every 6 months by the PIC determined through the decree of Inspector for the West Kalimantan Region 	
Corrective Action <i>(filled by organization audited):</i> Appoint a PIC who is responsible for updating regulations and evaluating their compliance.	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verify September 06 2022 The company shows evidence of improvement in the form of: <ul style="list-style-type: none"> Evaluation of compliance with regulations in the first semester of 2022 The KTU and Personnel job desk, one of which is to evaluate and monitor compliance with regulations as well as update However, it does not show: <ul style="list-style-type: none"> Mechanisms/procedures to ensure that regulatory updates and evaluation of their compliance are carried out consistently List of updated regulations until semester 1 of 2022 Corrective action to ensure the same non-conformity does not recur in the next assessment 	
Auditor Conclusion The non-conformance is declared unfulfilled	
Verify September 14, 2022 The company shows additional evidence of improvements in the form of: <ul style="list-style-type: none"> List of laws and regulations updated 2022 Decree of the Inspectorate of PTPNXII for the West Kalimantan region Number IKB/KPTS/01/VIII/2022 regarding PIC updates on identification, evaluation and compilation of laws and regulations for MILL and Gunung Meliau Estate dated July 29, 2022 	
Auditor Conclusion: Based on root cause analysis, corrections, and corrective actions for non-conformances are declared fulfilled.	
Verified by	Haikal Ramadhan Kharismansyah

NCR No.	:	2022.04	Issued by	:	Arief Tajalli
Date Issued	:	July 22, 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	2.2.2 All contracts, including contracts with FFB suppliers, have separate clauses regarding fulfillment of relevant legal obligations, and can be verified by the third party concerned.			
Evidence observed <i>(filled by auditor)</i> : <ul style="list-style-type: none">Based on document review, it is known that until now the company has cooperation with 24 contractors.SPK No. 13.03-AB/SP/28/III/2002 with CV Gembira Mandiri for work on making bridge units. Article 22 regarding commitment and compliance states that the second party is committed to comply with applicable laws and regulations. The third party (CV Gembira Mandiri) has not been able to show proof of fulfillment of legal obligations as stated in the contract clause.					
Non-Conformance Description <i>(filled by auditor)</i> : <p>The company has not been able to show sufficient evidence that third parties with partnerships have been able to prove their compliance with relevant laws.</p>					
Root Cause Analysis <i>(filled by organization audited)</i> :					

Correction <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	

NCR No.	: 2022.05	Issued by	: Haikal Ramadhan Kharismansyah/ Kiki Fadli
Date Issued	: 22 July 2022	Time Limit	: 12 months (recommendation 9 months)
NC Grade	: Major	Date of Closing	: 30 September 2022
Standard Ref. & Requirement	3.6.1 All operational activities risks assessed to identify the H&S issues. Mitigation plans and procedures are documented and implemented.		
Evidence observed <i>(filled by auditor):</i> <ul style="list-style-type: none"> Emergency Response Preparedness Procedure No. SOP-13.07-018 which explains, among other things, the duties of the daily chairman/deputy chairman to identify emergency sources so that potential emergencies do not occur. The company shows identification of hazard sources, assessment and risk control in the estate which was approved on May 10, 2022 which includes land clearing, maintenance of mature crops, harvesting, workshop work, machine operations, transport operations, civil workers, evacuation of emergency conditions, but has not yet been able to shown the identification of hazards in other activities, but not limited to work such as storing work tools, picking loose fruit, making circle path and employees selling fuel or workshop activities in housing. The company shows the identification of hazard sources, risk assessment and control in the POM which was approved on 23 May 2022 which includes manufacturing, repair, processing, warehouse storage, computer typing activities. However, there are several other activities that have not shown the identification of hazards, such as WWTP management, WWTP limits, security, processing per station, fuel spills, chemical spills and other work. 			
Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to show evidence of having conducted a risk assessment of all operations, processes and activities in the company.			
Root Cause Analysis <i>(filled by organization audited):</i> - No risk assessment evaluation has been carried out for all estate and Mill operational activities There is no PIC responsible for monitoring risk assessment for all operational activities			
Correction <i>(filled by organization audited):</i> - Revise HIRAC for estate and MILL - Establish a PIC who is responsible for monitoring risk assessment for all estate and Mill operations			
Corrective Action <i>(filled by organization audited):</i> Minimum evaluation is carried out at management review meetings related to OHS			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verify September 6, 2022 In order to be able to show the evidence of the intended improvement Verify September 20, 2022			

The company shows evidence in the form of:

- Revised Estate HIRAC on 16 August 2022 and revised Mill HIRAC on 26 August 2022.
- Decree of the Estate and POM managers who have assigned personnel to evaluate and monitor HIRAC signed on 7 September 2022.

However, it can't be shown and explained about:

- The monitoring template sent in accordance with the company template, specifically the logo, document title and others.
- The monitoring has been carried out according to the template.

Based on this, the nonconformity in this indicator has not been met.

Verify October 3, 2022

The company shows evidence in the form of:

- HIRAC monitoring table
- Timeline of socialization and monitoring of HIRAC to plantation units and Mills as stated in a circular letter dated September 7, 2022.

Based on this, the discrepancy in this indicator is declared to be fulfilled by observations in the next assessment.

Verified by	:	Haikal Ramadhan Kharismansyah/Kiki Fadli
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NCR No.	:	2022.06	Issued by	:	Haikal Ramadhan Kharismansyah
Date Issued	:	22 July 2022	Time Limit	:	12 months (recommendation 9 months)
NC Grade	:	Major	Date of Closing	:	17 October 2022
Standard Ref. & Requirement	:	3.6.2 The effectiveness of the H&S plan to address health and safety risks to people is monitored.			
Evidence observed (filled by auditor):					
<ul style="list-style-type: none">• The company shows the collective labor agreement for the period 2022 - 2023, which in article 62 paragraph 2 states that the company holds regular employee health checks.• Based on interviews with management, it was found that the spray team consisted of 6 employees and 1 herbicide foreman per each division.• The company also showed the last health checks carried out on 23 - 26 August 2022 for estate units and Mills, for example on herbicide employees as many as 1 foreman and 33 herbicide employees. From these results, it was also found that employee inspection results exceeded the provisions, for example:					
<u>Estate</u>					
<ul style="list-style-type: none">- Audiometric examination: 2 people are hearing loss in 2 ears and 1 person is hearing loss in 1 ear.- Eye examination: 1 worker indicated decreased visual acuity.					
<u>Mill</u>					
<ul style="list-style-type: none">- Audiometric examination: 2 people are hearing loss in 2 ears.- Eye examination: 1 worker indicated decreased visual acuity.					
However, the company has not been able to show the socialization of the results of the health examination and the follow-up of the results of the health examination.					
Non-Conformance Description (filled by auditor):					
The company has not been able to show evidence that the medical examination is carried out entirely for workers with high risk and has not been able to show socialization and follow-up of the health examination.					

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

1. Health checks will be carried out on August 23 to 26, 2021, where the COVID-19 pandemic, especially in the group, makes employees afraid to do health checks who think that the health check is the covid-19 vaccine which makes them refuse to come in the implementation of the activity in question.
2. The socialization has not been carried out due to the density of PIC in the process activities in the intended work unit

Correction *(filled by organization audited):*

1. Every employee who does not participate makes a statement that he does not participate due to personal decisions
2. Disseminate the results of the 2021 Health check
3. Follow-up on Health results in accordance with recommendations from health check results

Corrective Action *(filled by organization audited):*

1. Submit a Health check for 2022 in accordance with the work risks in the said Work Unit and ensure all employees are registered
2. Entering the mechanism for socializing health outcomes to Cooperation partners who are proposed for health checks

Assessor Evaluation and Conclusion *(filled by auditor):*
Verify September 06 2022

In order to be able to show the evidence of the intended improvement

Verify September 14, 2022

The company has reviewed the root cause analysis, corrective action and preventive action, but several things need to be explained and shown, including:

1. follow up for employees who have not taken the medical examination.
2. Timeline for the dissemination of MCU results and knowledge of PIC
3. Socialization of the results of the 2021 medical check up
4. Follow-up of the health results in accordance with the recommendations
5. Explanation about point number 2 for preventive measures

So this discrepancy is declared not fulfilled.

Verify October 3, 2022

The company shows evidence in the form of:

- Socialization of MCU to Estate employees on 20 August 2022 and Mill employees on 23 September 2022.
- Proof of follow-up on the results of inspections of plantation employees with vision problems on September 20, 2022 at Sentra Medika Sanggau General Hospital with a recommendation for the use of glasses.
- Receipt of payment for ENT examination to one of the Mill employees.

However, it has not shown:

- Additional information in the root cause analysis section regarding the lack of follow-up for employees who have health problems from the results of the MCU? Auditee response: For employees who have not carried out in the previous 2021 period, they are submitted for a Health check for the 2022 period according to the letter that was previously shown Number: 13.07/X/78/IX/2022, and to ensure this does not happen again, revisions have been made SOP Number: SOP-13.05-024 in details of Procedure 7.7 "For employees who are unable to carry out health checks due to personal reasons, management is required to compile a chronology and submit it to the relevant Section to obtain direction in its completion, but if there is no common ground on this, PTPN XIII can write to the relevant Manpower Office to ask for directions in the settlement"
- The results of the ENT examination on behalf of Untung and please show the follow-up for personnel on behalf of limson sinaga and mulyana sujasman attached the results of the Health check on behalf of Untung, Limson S and Mulyana Sujasman
- Detailed procedures/mechanisms regarding the MCU that inform the follow-up period for MCU results, revisions are made to the SOP to explain the details of the follow-up time for MCU results according to SOP number: SOP-13.05-024 in details of Procedure 7.6 "If there are Abnormal Health Conditions, the Work Unit can follow the recommendations for checking Health to be followed up no later than 2 weeks after the results are received by management"

Auditor Conclusion:

The non-conformity is declared unfulfilled

Verify October 17, 2022

The company shows evidence in the form of:

- An examination letter to an ENT doctor on September 12, 2022 for employees on behalf of Untung Uripno and L Sinaga with the results that there were no abnormalities in the ENT department.
- Employee follow-up letter on behalf of Mulyana Sujasma dated October 13, 2022 which is recommended for the manufacture of glasses.
- Revised MCU SOP on September 28, 2022 which explains the follow-up period for abnormal employee examination results, which is no later than 2 weeks after the results are received.

Based on this, the discrepancy in this indicator is declared to be fulfilled by observations in the next assessment.

Verified by : **Haikal Ramadhan Kharismansyah**

NCR No.	:	2022.07	Issued by	:	Naila Karima
Date Issued	:	July 22, 2022	Time Limit	:	12 months (Recommended 9 months)
NC Grade	:	Major	Date of Closing	:	26 September 2022
Standard Ref. & Requirement	:	3.7.1 There is a documented training program available for all staff, workers, smallholders and outgrowers that takes into account gender-specific needs and covers aspects of the RSPO principles and criteria in a form that they can understand and includes an assessment of the training.			
Evidence observed <i>(filled by auditor)</i> : <ul style="list-style-type: none">Based on the CLA for the period 2022 – 2023 in Chapter XII concerning Skills and Skills Development, article 69 states "Every employee has the opportunity to improve skills, education and work experience in the context of carrying out their duties and work are their obligations."Based on the study of the Gunung Meliau training data document for 2021 and 2022, it was found that the training carried out did not cover aspects of the RSPO principles and criteria, such as training on chemical handling, training/socialization on HCV, and training/socialization on the use of PPE including its storage.The results of interviews with Chemical Warehouse officers at Mill and Estate, Workshop Personnel, Foreman, Main Foreman and Assistants were found to have never received training related to their respective fields of work.Not yet shown the training program for 2022.					
Non-Conformance Description <i>(filled by auditor)</i> : <p>The company has not shown sufficient evidence that it has a documented training program for all staff, workers, plasma smallholders and outgrowers that takes into account gender-specific needs and covers aspects of the RSPO principles and criteria.</p>					
Root Cause Analysis <i>(filled by organization audited)</i> : <p>The training program does not yet cover the needs for gender-related specifications and includes aspects of the RSPO principles and criteria, Lack of understanding of PIC in identifying training needs in plantations and, There is no monitoring of training needs in plantations and Mills and There is no PIC who is responsible for monitoring the needs and realization of training in plantations and Mills in accordance with the needs of workers and the application of RSPO principles & criteria.</p>					
Correction <i>(filled by organization audited)</i> :					

Revise the Training Program at the Gunung Meliau Business Unit and identify training needs for employees, contractors, FFB suppliers, plasma smallholders in plantations and Mill in accordance with the application of RSPO principles & criteria.
Corrective Action <i>(filled by organization audited):</i> Monitoring and submitting to the Human Resources Section the implementation of the timeline for evaluation every year and as a basis for adjusting the training program in the following year.
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verify September 26, 2022 The company shows evidence of improvement in the form of: <ol style="list-style-type: none"> Decree No Gunme/KPTS/02/IX/2022 dated 07 September 2022 from the Manager of the Gunung Meliau Plantation regarding the special officer responsible for identifying needs, proposing and monitoring training in the management of the Gunung Meliau plantation. Decree No Pagun/KPTS/07/IX/2022 dated 07 September 2022 from the Manager of Gunung Meliau Mill regarding special officers who are responsible for identifying needs, proposing and monitoring training in the management scope of Gunung Meliau Mill The 2022 Mill and Gunung Meliau Estate Training Timeline contains the plans and realization of training carried out by the management of PT Perkebunan Nusantara XIII Gunung Meliau.
Auditor Conclusion: Based on the analysis of the Root cause, Corrections, and Corrective Actions written non-conformances are declared to have been fulfilled and will be confirmed again at the time of the next assessment.
Verified by Naila Karima

NCR No.	: 2022.08	Issued by	: Haikal Ramadhan Kharismansyah
Date Issued	: July 22, 2022	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	4.3.1 Contribution to community development based on the results of consultation with local communities can be demonstrated.		
Evidence observed <i>(filled by auditor):</i> <ul style="list-style-type: none"> The contribution to community development is manifested in the CSR program. Based on the results of a study of CSR realization documents in 2022, including the procurement of reforestation tree seeds and educational scholarship assistance as well as the Ramadhan Safari providing 150 basic food packages. The CSR report is prepared in general for all PTPN XIII work units so there is no information yet whether the implementation has covered villages around Mount Meliau Estate and Mount Meliau POM. The results of interviews with representatives of Meliau Hilir Village, Melobok Village, and Sungai Mayam Village obtained information that so far, they had never known of a CSR program owned by the company, including the involvement of parties in the program. CSR is realized based on requests for proposals and not necessarily in accordance with what society expects Letter Number: 3 / BPD / 2022 dated 20 June 2022 from Meliau Hilir Village to the company regarding an invitation to a deliberation meeting to prepare the Meliau Hilir Village Development Plan. Based on the explanation from the village representative, the company did not attend the event. 			
Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to show sufficient evidence that contributions to community development have been based on the results of consultations with local communities, for example representatives from Meliau Hilir Village, Melobok Village, and Sungai Mayam Village.			

Root Cause Analysis <i>(filled by organization audited):</i>	
Correction <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	

NCR No.	:	2022.09	Issued by	:	Haikal Ramadhan Kharismansyah
Date Issued	:	July 22, 2022	Time Limit	:	12 months (Recommended 9 months)
NC Grade	:	Major	Date of Closing	:	14 September 2022
Standard Ref. & Requirement	:	4.4.1 Documents are available showing legal ownership or lease, or customary land use permits granted by customary land owners (ulayat) through a FPIC process. Documents are available relating to the history of land ownership and actual legal or customary use.			
Evidence observed <i>(filled by auditor):</i> <ul style="list-style-type: none"> From the results of a field visit to Block K5 Afdeling V it is known that there are maintenance and harvesting activities in that area. Based on information from the companion team, it is known that the block is part of the Core Plantation Management area. Overlays between the planting area map and the HGU area map No. 1, the HGU area map No. 423, and the HGU area map No. 424 show that the K5 block is outside the HGU. 					
Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to provide sufficient evidence that the entire managed area has legal documents showing legal land use rights.					
Root Cause Analysis <i>(filled by organization audited):</i> The area belongs to the prospective KKPA participant who has been compensated					
Correction <i>(filled by organization audited):</i> <ul style="list-style-type: none"> Non-HGU areas are excluded from the scope of certification Make a timeline (attached) of the plan for the issuance of HGU as legality for the company and when the planned area will be included back into the scope of RSPO certification Appoint a PIC to identify the legality of the area Manage the company 					
Corrective Action <i>(filled by organization audited):</i> Identify the legality of all areas that have been managed by the company and assign a PIC who is responsible for identifying the legality of all areas that have been managed by the company					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification date 06 September 2022 The company shows evidence of improvement in the form of: 1. Chronology of the acquisition of K5 block land, which is ex-plasma land that was handed back to the company by providing compensation to 14 heads of families. The land area is 10.68 Ha and compensation was carried out in 2009. The land was					

returned to the company because the 14 families who were prospective KKPA participants refused to be placed in the K5 block location. Of the several options, compensation of IDR 10,000,000.00 / KK agreed by both parties. Of the 10.68 Ha land area, 6.71 Ha is controlled by the company while the other 3.97 Ha is still under community control.

2. Timeline for HGU management in the area of Afdeling V block K5 which is planned to obtain HGU in 2024 (quarter 3) so that it can be included in the scope of RSPO certification in 2025

However, the company has not written down corrective actions to ensure that the same discrepancies do not recur in future assessments

Auditor's conclusion:

The non-conformity is declared not fulfilled

Verification on 14 September 2022

The company has added information in the corrective action section so that the discrepancies are declared fulfilled.

Verified by	Haikal Ramadhan Kharismansyah
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NCR No.	:	2022.10	Issued by	:	Naila Karima
Date Issued	:	July 22, 2022	Time Limit	:	12 months (Recommended 9 months)
NC Grade	:	Major	Date of Closing	:	26 September 2022
Standard Ref. & Requirement	:	6.1.5 There is a gender committee with the specific objectives of raising awareness, identifying and addressing issues of concern, and providing opportunities and advancement for women.			
Evidence observed (filled by auditor): <ul style="list-style-type: none">Letter of Stipulation of MILL Gunung Meliau Manager Number Pagun/SKPTS/02/VI/2021 concerning MILL Gunung Meliau gender committee personnel in 2021 dated 15 June 2021.Letter of Stipulation of the Manager of the Gunung Meliau Estates Number GUNME/SKPTS/18/VI/2021 regarding the gender committee personnel of the Gunung Meliau Estates Year 2021 dated 25 June 2021.Based on a document review and interviews with the management of the gender committee on plantations and MILL, it was found that the management structure of the gender committee was entirely female workers but there was no representation of male workers in it, management regarding gender issues could not be explained and the work program of the gender committee had not planned activities related to the issue. gender in the company.					
Non-Conformance Description (filled by auditor): <p>The company has not shown sufficient evidence that the gender committee formed has the specific objectives of raising awareness, identifying and addressing issues of concern, and providing opportunities and advancement for women.</p>					
Root Cause Analysis (filled by organization audited): <p>Lack of understanding of the gender committee regarding their duties and responsibilities</p>					
Correction (filled by organization audited): <p>Added gender committee management represented by men</p>					
Corrective Action (filled by organization audited): <p>Socialization regarding the objectives and benefits of the gender committee at Meliau Grup</p>					
Assessor Evaluation and Conclusion (filled by auditor):					
Verify September 06 2022					

In order to show evidence of the intended improvement

Verify September 26, 2022

The company shows evidence of improvement in the form of:

- Decision Letter No Gunme/SKPTS/10/V/2022 dated 30 May 2022 from the Manager of the Gunung Meliau Estates regarding the Personnel of the Gender Committee of the Gunung Meliau Estates in 2022.
- Decree No Pagun/SKPTS/06/VIII/2022 dated August 24, 2022 from the Gunung Meliau Mill Manager regarding the Personnel of the Gunung Meliau MILL Gender Committee in 2022.
- Memo of MCC Manager Gunung Meliau No. Pagun/M-Intern/36/IX/2022 dated 14 September 2022 regarding the Socialization of the Gunung Meliau MILL Scope Gender Committee which was carried out on 21 September 2022 and the realization on 22 September 2022 with 12 participants.
- Memo Manager of Gunung Meliau Estates No. Gunme/M-55/IX/2022 dated 15 September 2022 regarding the Socialization of the Gunung Meliau Estate Gender Committee which will be held on 21 – 30 September 2022.

Kesimpulan Auditor :

Based on the analysis of the Root Problems, Corrections, and Corrective Actions written non-conformances are declared to have been fulfilled and will be confirmed again at the time of the next assessment.

Verified by	Naila Karima
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NCR No.	:	2022.11	Issued by	:	Naila Karima
Date Issued	:	July 22, 2022	Time Limit	:	12 months (Recommended 9 months)
NC Grade	:	Major	Date of Closing	:	6 September 2022
Standard Ref. & Requirement	:	6.2.4 The unit of certification provides adequate housing, sanitation facilities, water supply, medical needs, education and public facilities according to national standards or higher standards, if public facilities are not available or inaccessible. In the case of acquisition of non-certified units, a plan is developed detailing infrastructure improvements. Given reasonable time (5 years) to improve infrastructure.			
Evidence observed <i>(filled by auditor)</i> : <ul style="list-style-type: none">Based on field visits to employee housing in Afdeling 1, 2, 4, 5 and 6 as well as interviews with housing residents, it is known that so far the company has not provided clean water facilities so that employees meet their own clean water needs.The results of interviews with housing residents obtained information that to meet the needs of clean water, apart from using drilled wells, they also collect rainwater.Based on interviews with representatives of trade unions, it was found that the provision of clean water for employees' housing is provided by the workers themselves. The company has helped but it's been a long time and is currently not helping anymore.					
Non-Conformance Description <i>(filled by auditor)</i> : The company has not provided clean water supply facilities for employees in the employee housing area in the afdeling.					
Evidence observed <i>(filled by auditor)</i> : <ul style="list-style-type: none">Based on field visits to employee housing in Afdeling 1, 2, 4, 5 and 6 as well as interviews with residents of housing estates, it is known that so far the company has not provided clean water facilities so that employees provide their own clean water needs.The results of interviews with housing residents obtained information that to meet the needs of clean water, apart from using drilled wells, it also collects rainwater.					

<ul style="list-style-type: none"> Based on interviews with representatives of trade unions, information was found that clean water supply for employee housing is provided by the workers themselves. The company was there to help but it's been a long time and is currently not helping anymore. 		
Non-Conformance Description <i>(filled by auditor):</i> The company has not provided clean water supply facilities for employees in the employee housing area in Afdeling.		
Root Cause Analysis <i>(filled by organization audited):</i> The source of water for employee housing so far has come from self-procured drilled wells so that the company assumes that the need for clean water has been met. In addition, the Gunung Meliau Business Unit has not applied for water compensation as stipulated in Circular Letter Number: 13.05/SE/27/X/2021 dated October 12, 2021 regarding the adjustment of the Employee Social Benefits Tariff.		
Correction <i>(filled by organization audited):</i> The Gunung Meliau Business Unit lists the names of employees whose afdeling water supply facilities are not available to submit a letter of application to the Office of the Board of Directors for the realization of water compensation for water supply.		
Corrective Action <i>(filled by organization audited):</i> Monitoring the implementation of clean water compensation can be realized in September 2022.		
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on September 6, 2022 The company shows evidence of improvement in the form of: <ol style="list-style-type: none"> Circular Letter No 13.05/SE/27/X/2021 dated 12 October 2021 from SEVP Business Support PTPNXIII regarding adjustments to employee social benefit rates including house rent, electricity and water Letter Number: Gunme/13.05/28/VIII/2022 dated August 18, 2022 concerning requests for water allowance fees for a total of 8 Leadership Employees and 343 Executive Employees 		
Auditor Conclusion : Based on root cause analysis, corrections, and corrective actions written down, the non-conformity is stated to have been fulfilled and will be confirmed again at the time of the next assessment.		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Verified by</td> <td>Naila Karima</td> </tr> </table>	Verified by	Naila Karima
Verified by	Naila Karima	

NCR No.	: 2022.12	Issued by	: Naila Karima
Date Issued	: July 22, 2022	Time Limit	: 12 months (Recommended 9 months)
NC Grade	: Major	Date of Closing	: 11 November 2022
Standard Ref. & Requirement	: 6.6.2 If there are temporary workers (Specific Time Work Agreements/PKWT) or migrants who are employed, special employment policies and procedures are available and evidence of their implementation is available.		
Evidence observed <i>(filled by auditor):</i> <ul style="list-style-type: none"> Based on Government Regulation of the Republic of Indonesia Number 35 of 2021 concerning Work Agreements for Certain Time, Outsourcing, Working Time and Rest Time and Termination of Employment, in Article 10: 			

1. PKWT that can be carried out for certain other jobs whose type and nature or activities are not permanent as referred to in Article 5 paragraph (3) is in the form of certain jobs that vary in terms of time and volume of work and payment of Worker/Labourer wages based on attendance.
2. PKWT as referred to in paragraph (1) can be made with a daily Work Agreement.
3. The daily work agreement as referred to in paragraph (2) is made provided that the Worker/Labourer works less than 21 (twenty one) days in 1 (one) month.
4. In the event that the Worker/Labourer works 21 (twenty one) days or more for 3 (three) consecutive months or more, the daily Work Agreement as referred to in paragraph (2) becomes invalid and the Employer Relationship between the Employer and the Worker/ Labor has changed by law based on the PKWTT.

- Based on the review of the absenteeism documents for casual daily workers in afdeling IV for the period December 2021 to June 2022, it was found that 3 casual daily workers for harvesting and loading FFB have worked for more than 21 days and 3 months in a row, for example:

Initial	April	May	June
NGT	21 HK	21 HK	21 HK
IST	25 HK	25 HK	25 HK
STR	25 HK	25 HK	25 HK

As of July 2022, the three workers are still casual daily workers.

Non-Conformance Description *(filled by auditor):*

The company has not been able to show evidence that casual daily workers who work 21 days or more for 3 consecutive months or more have a PKWTT working relationship.

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

Lack of understanding of the management in implementing the use of labor in accordance with laws and regulations, lack of socialization to the management of Gunung Meliau Plantation regarding labor because so far the Management of Gunung Meliau Plantation has focused on operational activities and production achievements, to ensure that understanding has been accepted by PTPN XIII management. carry out socialization carried out by the HR Section according to letter number 13.07/X/71/IX/2022 dated October 10, 2022 regarding the Socialization of Workers in Gunung Meliau Plantation and to ensure this, the management of PTPN XIII appoints a special officer who is responsible for this in accordance with Decree of the Manager of Gunung Meliau Plantation number: Gunme/KPTS/14/IX/2022 Special Officers Responsible for Identification, Monitoring, and Socialization of the Use of Labor in the Management Scope of Gunung Meliau Plantations.

Correction *(filled by organization audited):*

Gradually appoint 3 casual daily workers for FFB harvesting and loading work to become permanent workers according to letter number: 13.05/Gunme-I/168/IX/2022 dated 28 September 2022 regarding the response to the Principle Permit for Placement of daily Workers, identification is carried out according to the plan The management of the Gunung Meliau Estate refers to memo number Gunme/M-63/X/2022 dated 10 October 2022 regarding Workforce Socialization, the identification of the Workforce has been carried out which was conveyed by the PIC to the Manager of the Gunung Meliau Estate according to memo number: Gunme/M-106/X/2022 regarding the submission of the identification of the Gunung Meliau Plantation Workforce, socialization was carried out online by the HR department on October 17, 2022 regarding the workforce to all Employees of the Management of PTPN XIII with the attached documentation and Monitoring is carried out to ensure harvesting activities are only carried out by main/permanent employees, but for the work carried out by daily worker, including freelance daily workers, it is only support (p quoting loose fruit, fruit shutters, loaders, harvesters during peak harvest).

Corrective Action *(filled by organization audited):*

- Establish a PIC who is responsible for monitoring the use of employees who do not have work ties/contracts with the company
- Provide socialization of the implementation of the use of labor in accordance with the laws and regulations to the company's management
- PIC conducts socialization related to the monitoring draft for the supervision of workers in each afdeling according to Memo number: Gunme/M-63/X/2022 dated October 10, 2022 regarding Manpower Socialization in order to monitor the absenteeism of every casual daily worker/PKWT "PIC of Manpower (Ismair) to socialize the workforce monitoring checklist on November 1,

2022 in accordance with the provisions in order to ensure that there are no repeated incidents in the Management of the Gunung Meliau Plantation”

- For the time being, PKWT labor (harvesters) activities, including casual daily activities, are still allowed that are supportive in nature (picking loose FFB, delivered FFB, loading FFB, harvesting if it is peak harvest time)

To ensure that this is carried out in accordance with applicable regulations, the Gunung Meliau Plantation Management has created a mechanism for the use of labor according to SE number: Gunme/SE/Intern/04/IX/2022 dated 30 September 2022 regarding the Mechanism of Employment of PKWT Workers, including Daily Off-At-Work at Gunung Meliau Plantation.

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

Verification on October 3, 2022

The company shows evidence of improvement in the form of:

1. Decree of the Manager of the Gunung Meliau Plantation Number Gunme/KPTS/14/IX/2022 concerning Special Officers Responsible for Identification, Monitoring and Socialization of the Use of Labor in the Management of the Gunung Meliau Estate dated 28 September 2022.
2. Circular Letter of the Manager of the Gunung Meliau Plantation Number Gunme/SE/Intern/03/XI/2022 concerning the PIC of the Implementation of Identification, Monitoring and Socialization of Workers in the Gunung Meliau Estate, September 28, 2022
3. Appendix SE Gunme/SE/Intern/03/XI/2022 Timeline for Appointment, Socialization and Monitoring of Mount Meliau Gardens
4. Draft Monitoring Table Checks Labor Use in harvesting work in Afdeling
5. Application letter for permits in principle to appoint *KTNG* employees from the Gunung Meliau Estate Manager to SEVP Business Support Number Gunme/SEVP-BS/87/IX/2022 dated 23 September 2022 regarding the appointment of 3 workers who work more than 21 days or more for 3 consecutive months
6. Letter of response to the Permit in Principle for the Placement of *KTNG* Workers from SEVP Business Support to the Manager of the Gunung Meliau Plantation regarding the appointment of 3 workers who work more than 21 days or more for 3 consecutive months has been approved.

However root cause analysis cannot be accepted and further evidence need to submitted

Verification on October 17, 2022

The company shows evidence of improvement in the form of:

1. SEVP Perkebunan Nusantara XIII Letter Number 13.07/Gunme/71/X/2022 dated October 10, 2022 concerning Socialization of Workers in the Gunung Meliau Plantation
2. Memo from the Manager of the Gunung Meliau Estate to the Assistant Afdeling I – VIII of the Gunung Meliau Estate Number Gunme/M-63/X/2022 dated 10 October 2022.

However, it does not show:

- Results of identification of the use of TK and the intended follow-up (in the letter Number Gunme/M-63/X/2022 it is stated that the identification must be submitted no later than 7 November 2022)
- In order to show evidence of socialization on October 17, 2022 from the HR department to the management of the Gunung Meliau Business Unit

Verification on 03 November 2022

The company shows evidence of improvement in the form of:

1. Circular Letter from the Plantation Manager Number Gunme/SE/Intern/04/IX/2022 dated September 30 concerning the Mechanism of Employing *PKWT* Labor including Daily Release for work in the Gunung Meliau Estate.
2. Memo from the Assistant for Personnel and Plantation Engineering Number Gunme/M-106/X/2022 to the Manager of the Gunung Meliau Estate dated 18 October 2022 regarding the submission of the Identification of Labor for the Gunung Meliau Estate with the result that there were 3 people whose attendance exceeded 20 working days and was submitted as *PKWT* employees.
3. Absence of *BHL* workers throughout Afdeling in April, May and June 2022
4. Documentation of Workforce Socialization in the HR section on October 17, 2022
5. Attendance List for Socialization of the Gunung Meliau Afdeling I Plantation on 18 October 2022
6. Attendance List of the Gunung Meliau Afdeling II Plantation Socialization on 20 October 2022

7. Attendance List of the Gunung Meliau Afdeling III Estate Socialization on 22 October 2022
8. Excerpt of the Management Decree of PTPNXIII Gunung Meliau Estate Numbers 66,67 and 68 dated 31 October 2022 regarding the change in *KHL* status to *KTNG* for Istanto, Sutrisno and Ngatiwon.

Based on the proof of improvement sent by the auditee, it was stated that there were no KHL working for 21 days or more for 3 consecutive months or more. To ensure that it can be sent:

1. Amprah salary/payroll for BHL employees for the period April to October 2022 for all departments.
2. Employee list updated for October 2022 which also contains information regarding employment and employee status

In addition, please provide justification related to the results of identification of worker absences on October 18, 2022 which stated information

Berkenaan dengan Surat Nomor: Gunme/M-63/X/2022 tanggal 10 Oktober 2022 perihal Sosialisasi Ketenagakerjaan di Kebun Gunung Meliau dengan ini disampaikan hasil Identifikasi terhadap kehadiran tenaga kerja BHL di Kebun Gunung Meliau hanya terdapat 3 (tiga) orang yang kehadirannya melebihi dari 20 Hari Kerja dengan data sebagai berikut :

NO	NAMA	JABATAN	HARI KERJA				KETERANGAN
			April	Mei	Juni	Rata-rata	
1	Ngatiwon	Pemanen BHL	27	20	23	23	
2	Istanto	Pemanen BHL	27	23	26	25	
3	Sutrisno	Pemuat BHL	18	24	23	22	

Meanwhile, the results of the verification by the auditor team at the time the audit was carried out were as follows:

Initial	April	Mei	Juni
NGT	21 HK	21 HK	21 HK
IST	25 HK	25 HK	25 HK
STR	25 HK	25 HK	25 HK

*HK : Working Days

Verification date November 10, 2022

The company shows evidence of improvement in the form of:

1. Labor Strength Document for Gunung Meliau Estate Employees for October 2022.
2. Documents of salary data for casual workers at the Gunung Meliau Gardens for April – October 2022.
3. Documents of the Gunung Meliau Estate Manager Circular Letter No. Gunme/SE/Intrn/05/XI/2022.
4. *BHL* Position List Documents up to October 2022.

Auditor Conclusion

Based on the root cause analysis, correction, and corrective action, the non-conformity is declared close with observation and will be further verified in the next assessment.

Verified by Naila Karima

NCR No.	:	2022.13	Issued by	:	Haikal Ramadhan Kharismansyah
Date Issued	:	22 July 2022	Time Limit	:	12 months (recommended 9 months)
NC Grade	:	Major	Date of Closing	:	20 September 2022
Standard Ref. & Requirement	:	6.7.1 The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety			

	and welfare are discussed at these meetings, and any issues raised are recorded.
Evidence observed <i>(filled by auditor):</i> <ul style="list-style-type: none"> The company showed the West Kalimantan Province decision of the office of manpower and transmigration No. 114/NAKERTRAN.P2K3/2022 on 13 July 2022 regarding the formation of the PTPN XIII OHS Committee management organization structure for the estate unit with a secretary on behalf of DS who has attended General OHS Expert training with license number 5/10558/AS. 02.04/IX/2021. The company shows a Letter of Introduction (SPS) with Pagun Number/SPS/02/1/22 on January 7, 2022 regarding the ratification of OHS committee for Mill units with a secretary with the initial name "P" who has attended General OHS Expert training with license No. 5/10466 /AS.02.04/IX/2021, but there has not been an update on the progress of the submission for the OHS Committee Mill structure. The company shows OHS Committee Mill reports, for example for Mill units with Pagun/Disnakertrans/49/VII/2022 numbers on July 9, 2022 for the April-June 2022 period, but proof of submission of OHS Committee Mill reports for the first and second Quarters of 2022 has not yet been shown. it can be shown the OHS Committee orchard report for the first and second quarters of 2022 as well as the evidence of the report. Minister of Manpower Regulation No. Per.04/MEN/1987 concerning OHS Committee and the procedure for appointing General OHS Expert which explains, among others: <ul style="list-style-type: none"> Article 2 paragraph 1 explains that every workplace with certain criteria, the entrepreneur or management is obliged to form a OHS Committee. Article 3 paragraph 3 explains that OHS Committee is determined by the Minister or an official appointed by him at the suggestion of the entrepreneur or management concerned. Article 12 explains that at least once every 3 months the management must submit a report on OHS Committee activities to the Minister through the local Ministry of Manpower Office. 	
Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to show sufficient evidence that it has: <ul style="list-style-type: none"> Decree of OHS Committee management for Mill which is legalized by the relevant agency. Reports and proof of submission of OHS Committee reports on estate and Mills to the relevant agencies on a regular basis in accordance with the laws and regulations. 	
Root Cause Analysis <i>(filled by organization audited):</i> Personnel do not understand that the OHS Committee structure that has been formed must be approved by the relevant agency and carry out OHS Committee reporting every 3 months in accordance with the Minister of Manpower Regulation 4 of 1987 concerning the Committee for the Development of Occupational Safety and Health and the Procedure for Appointing an Occupational Safety Expert	
Correction <i>(filled by organization audited):</i> <ol style="list-style-type: none"> Copy of Mill OHS Committee Decision Letter that has been ratified by the relevant agency (attached) Records of evidence of submission or reporting of Quarterly I and II OHS Committee Reports are sent to the relevant offices with evidence of Letter of Inclusion (attached) Conducting OSH socialization to OHS Committee personnel who have been appointed so that the appointed officers can carry out their duties in accordance with the Minister of Manpower Regulation 4 of 1987 concerning the Committee for Occupational Safety and Health and Procedures for Appointing Occupational Safety Experts 	
Corrective Action <i>(filled by organization audited):</i> Make a timeline for monitoring reports that are approved by the management of Mill and Gunung Meliau estate compiled by the PIC in charge of General Affairs in the related Work Unit	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verify September 06 2022 In order to show evidence of the intended improvement Verify September 8, 2022 The company shows evidence of improvement in the form of:	

1. Decision of the office of manpower and transmigration of West Kalimantan Province No. 128/NAKERTRAN.P2K3/2022 concerning the formation of the organizational structure of OHS Committee Gunung Meliau Mill management which was issued on August 12, 2022.
2. Report of OHS Committee quarter I and II along with proof of receipt of reporting to the Manpower and Transmigration Office on August 24, 2022.

However, the timeline for monitoring reports that have been approved by the management of MILL and Gunung Meliau Estates has not been shown, so this discrepancy is declared unfulfilled.

Verify September 14, 2022

The company shows evidence of improvement in the form of:

1. Decision of the office of manpower and transmigration of West Kalimantan Province No. 128/NAKERTRAN.P2K3/2022 concerning the formation of the organizational structure of OHS Committee Gunung Meliau Mill management which was issued on August 12, 2022.
2. Report of OHS Committee quarter I and II along with proof of receipt of reporting to the Manpower and Transmigration Office on August 24, 2022.
3. Timeline of monitoring reports from August-December 2022

However, it needs to be reviewed and show other evidence, namely:

1. Need to review the root of the problem presented
2. Please show the monitoring report in the 1 year timeline and adjust it to the reporting obligation timeline to the relevant agency

So this discrepancy is declared not fulfilled.

Verify September 20, 2022

The company shows evidence of corrective and preventive actions in the form of:

1. OHS socialization regarding the OHS Committee structure, OHS program and OHS reporting which was attended by 31 participants on 17 September 2022.
2. The OHS program includes a timeline for reporting on OHS which is applied to plantations and Mills for the period of 2022.

Based on the root cause analysis, corrections, and corrective actions for non-conformities are declared fulfilled.

Verified by : **Haikal Ramadhan Kharismansyah**

NCR No.	:	2022.14	Issued by	:	Haikal Ramadhan Kharismansyah
Date Issued	:	22 July 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	6.7.2 Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.			
Evidence observed <i>(filled by auditor):</i>					
<u>First Aid</u>					
<ul style="list-style-type: none">The company shows participant certificates in order to increase the capacity of occupational health workers at the Public health center on behalf of the initials JOP which was held on April 25 – May 1, 2016.					

- Manpower Regulation No PER-15/MEN/VIII/2008 concerning First Aid in the workplace which explains in article 2 paragraph 1 that employers are required to provide first aid workers and first aid facilities at work, but the company has not been able to show a first aid certificate for business units.
- The results of interviews, field observations and checking first aid kits in the field found the following evidences:
 - In the Mill material warehouse there is a first aid kit, but the medicines have expired in 2013 such as alcohol, povidone and aquades.
 - At temporary storage of hazardous and toxic waste Mill there is a first aid kit, but no medicines are available.
 - Interviews with the harvest foreman Afdeling 3 in block 313 who carried the first aid kit, it can be concluded that the personnel did not understand the function of the drugs in the first aid bag and the personnel also said that no training had been carried out regarding the function of the drugs in the first aid bag.
 - Interviews with employees of Afdeling 5 sprayers in Block 117, it was found that the foreman did not carry a first aid bag and the personnel also said that each personnel brought their own first aid drugs.

Fire Extinguisher

- SOP for Emergency Response Preparedness Number SOP-13.07-018 which explains in point 7.2.3 that emergency response equipment (hydrants and fire extinguishers) are placed according to standards.
- Manpower Regulation No. 4 of 1980 concerning the Conditions for Installation and Maintenance of Fire Extinguisher article 3 which explains "the tube of a light fire extinguisher must be filled according to its type and construction".
- The results of field observations in plantation units and factories as well as observations related to emergency response equipment found the following evidences:
 - There are 3 Fire Extinguishers in the Mill Engine Room which are not in position and are empty.
 - There is no hydrant installation in the Mill area and it is replaced with a water tank car, but the water tank car is not in a Stand By position such as there is no water in the tank, the hose is leaking and the nozzle is damaged.
 - There is no fire extinguisher in Afdeling 5 employee housing which is entirely made of wood.

Non-Conformance Description *(filled by auditor):*

The company has not been able to ensure the understanding of personnel and the availability of facilities and infrastructure for handling emergency situations in accordance with the procedures established by the company and related regulations.

Root Cause Analysis *(filled by organization audited):*
Correction *(filled by organization audited):*
Corrective Action *(filled by organization audited):*
Assessor Evaluation and Conclusion *(filled by auditor):*
Verified by
:

NCR No.	:	2022.15	Issued by	:	Haikal Ramadhan Kharismansyah
Date Issued	:	22 July 2022	Time Limit	:	12 months (recommendation 9 months)
NC Grade	:	Major	Date of Closing	:	17 Oktober 2022
Standard Ref. & Requirement	:	6.7.3 Workers use appropriate personal protective equipment (PPE) which is provided free of charge to all workers in the workplace, to cover all potentially hazardous operations, such as pesticides application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE,			

	wash and put on their personal clothing.
<p>Evidence observed <i>(filled by auditor):</i></p> <ul style="list-style-type: none"> The company shows a list of PPE receipts, for example to MILL on April 12, 2022 for 117 employees in the form of helmets, vests, shoes, and official clothes and for plantations on May 4, 2022 in the form of shoes and helmets for 17 harvest employees. The results of interviews and field observations in plantation and factory units as well as observations related to employee PPE found the following evidences: <ul style="list-style-type: none"> There are personnel who do not wear helmets in the Loading Ramp and WTP areas. There is a third party supplying FFB who enters the sorting area, but does not use PPE. TBS drivers in the workshop area do not wear PPE. There are personnel who use cotton instead of earplugs at the boiler station and engine room. Interview with the sorting officer, it was stated that the shoes are given once a year, but the shoes only last for 2 months, then the personnel buy shoes personally to be used at work. Interview with spray employees at Afdeling 5, it was stated that the masks given were cloth masks and personnel brought all spray PPE home because there were no sanitation facilities/rinse houses. <p>Non-Conformance Description <i>(filled by auditor):</i></p> <ul style="list-style-type: none"> The company has not been able to show sufficient evidence that workers have used Personal Protective Equipment (PPE) in accordance with the results of risk identification. The company has not been able to show sufficient evidence that it has sanitation facilities that can be used for workers who handle chemicals. 	
<p>Root Cause Analysis <i>(filled by organization audited):</i></p> <p>a. Mill and Gunung Meliau Estate do not yet have special officers who ensure that workers have used PPE in accordance with risk identification</p> <p>There is no rinse house that accommodates the needs of workers to do rinsing</p>	
<p>Correction <i>(filled by organization audited):</i></p> <p>1. Assign an officer who is responsible for ensuring that all workers have used PPE in accordance with the risk identification made</p> <p>Monitoring the construction of a rinse house that accommodates the needs of workers to do rinsing after work is finished (attached documentation with socialization)</p>	
<p>Corrective Action <i>(filled by organization audited):</i></p> <ul style="list-style-type: none"> Implementation of socialization of the use of rinse houses in all afdelings (attached to the memo for the delivery of the timeline for socialization) Monitoring the use of PPE comprehensively according to the needs at each Mill station Establish a PIC who is responsible for monitoring the use of PPE at each Mill and estate station Monitoring sanitary conditions such as rinse houses, PPE Sprayers, etc Monitoring the fulfillment and condition of PPE owned and used by estate workers and Mill 	
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i></p> <p>Verify September 06 2022</p> <p>In order to show evidence of the intended improvement</p> <p>Verify October 3, 2022</p> <p>The company shows evidence in the form of:</p> <ul style="list-style-type: none"> Socialization of the use of the rinse house to estate employees on August 20, 2022 Decree of appointment of PIC to monitor PPE and rinse house in estate on 28 September 2022 Decree on the appointment of a PIC to monitor PPE in Mill on 28 September 2022 <p>However, please indicate and explain, among others, the following:</p> <ul style="list-style-type: none"> Please show the monitoring of the construction of the rinse house 	

- Please show comprehensive monitoring of the use of PPE according to the needs at each Mill station
- Please show the PIC who is responsible for monitoring the use of PPE at each POM and Plantation station
- Please show the monitoring of sanitary conditions such as rinsing house, PPE Spraying etc
- Please show the monitoring of the fulfillment and condition of PPE owned and used by plantation workers and Mill

Auditor's Conclusion:

Based on this, the discrepancy in this indicator has not been met.

Verify October 17, 2022

The company shows evidence in the form of:

- Minutes of work inspection and documentation of the construction of rinse houses at 8 afdeling on 26 August 2022.
- Monitoring of PPE for plantation and Mill employees as well as monitoring of sanitation in the rinse house which was carried out on October 8, 2022

Based on this, the discrepancy in this indicator is declared to be fulfilled by observations in the next assessment.

Verified by	:	Haikal Ramadhan Kharismansyah
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NCR No.	:	2022.16	Issued by	:	Naila Karima
Date Issued	:	July 22, 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	6.7.4 All workers are provided with health services and are covered by occupational accident insurance. Costs incurred as a result of work incidents, resulting in injury or illness, are borne in accordance with applicable regulations or by the unit of certification if applicable regulations do not provide protection.			
Evidence observed (filled by auditor): <ul style="list-style-type: none">Based on Law Number 24 of 2011 concerning Social Security Administering Bodies, in article 14 which reads "Everyone, including foreigners who work for a minimum of 6 (six) months in Indonesia, is obliged to become a Participant of the Social Security Program." and Article 15 paragraph 1 which reads "Employers are obliged to gradually register themselves and their workers as participants with BPJS in accordance with the Social Security program that they are participating in."Based on the study of the absenteeism documents for casual daily workers in afdeling IV for the period December 2021 to June 2022, it was found that casual daily workers had worked for 6 months at PT Perkebunan Nusantara XIII as harvesters and loaders of FFB.Based on a review of the proof of payment of BPJS Employment and Health documents for the period of June 2022, PT Perkebunan Nusantara XIII paid BPJS Employment contributions for permanent employees, KTNG and PKWT, however, there was no such fee for casual daily workers.CLA for the period of 2022 – 2023, among others, states the obligation to participate in social and labor security and health insurance.					
Non-Conformance Description (filled by auditor): <p>The company has not been able to show sufficient evidence that all workers, especially casual daily employees, have been provided with health services and are covered by work accident insurance.</p>					
Root Cause Analysis (filled by organization audited):					
Correction (filled by organization audited):					

Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	

NCR No.	:	2022.17	Issued by	:	Haikal Ramadhan Kharismansyah
Date Issued	:	22 Juli 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	<p>7.2.5 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions and paraquat, are not to be used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat. b) Why there is no other alternative which can be used. c) Which process was applied to verify why there is no other less hazardous alternative. d) Process to limit the negative impacts of the application. e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. 			
<p>Evidence observed <i>(filled by auditor):</i></p> <p>The company shows records of herbicide use for the 2021 period, where there is the use of pesticides with the active ingredient Paraquat dichloride as much as 136.67 liters. However, no justification has been shown that the use of these pesticides is in extraordinary circumstances validated by a due diligence process or if authorized by the competent authority to deal with pest population explosions (outbreak).</p> <p>Non-Conformance Description <i>(filled by auditor):</i></p> <p>The company has not been able to show justification that the use of the Paraquat pesticide is in exceptional circumstances validated by a due diligence process or if authorized by the competent authority to deal with pest population explosions (outbreak).</p>					
Root Cause Analysis <i>(filled by organization audited):</i>					
Correction <i>(filled by organization audited):</i>					
Corrective Action <i>(filled by organization audited):</i>					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>					
Verified by	:				

NCR No.	:	2022.18	Issued by	:	Haikal Ramadhan Kharismansyah
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Date Issued	: 22 July 2022	Time Limit	: 12 months (recommendation 9 months)
NC Grade	: Major	Date of Closing	: 17 October 2022
Standard Ref. & Requirement	7.2.6 Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they conduct.		
Evidence observed <i>(filled by auditor):</i> Pesticide Certificate <ul style="list-style-type: none"> The company shows records of the use of herbicides for the 2021 period, where there is the use of pesticides with the active ingredient Paraquat dichloride as much as 136.67 liters. Based on interviews with management, the spray team consists of 6 employees and 1 herbicide foreman for each office. Regulation of the Minister of Agriculture No. 43 of 2019 in article 93 paragraph 1 states "everyone who uses limited pesticides is obliged to attend training on the use of limited pesticides". Then in paragraph 2 it is stated "training on the use of limited pesticides is carried out by the holder of a registration number and a permanent pesticide permit". MSDS <ul style="list-style-type: none"> Government regulations RI No. 74 of 2001 concerning the management of hazardous and toxic materials in article 12 states that every person in charge of transporting, storing and distributing hazardous and toxic materials must include an MSDS. The results of field observations in the estate unit, it was found that there were fertilizer warehouses, for example in Afdeling 2, 4 and 6 which contained MOP fertilizers and chemicals such as Garlon and Triklorin in the warehouse storage of Afdeling VII office, but MSDS was not yet available. Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to show evidence that pesticides are handled by personnel who have attended training and MSDS has not been included in the hazardous and toxic materials storage area in accordance with statutory regulations.			
Root Cause Analysis <i>(filled by organization audited):</i> <ul style="list-style-type: none"> The identification and monitoring of mandatory/mandatory employee training needs has not been carried out in accordance with the laws and regulations Monitoring of the availability of MSDS has not been carried out in the hazardous and toxic materials storage area/warehouse in accordance with the hazardous and toxic materials brand and type. There is no PIC who is responsible for monitoring training needs and the availability of MSDS in the hazardous and toxic materials storage area/warehouse according to the brand and type of hazardous and toxic materials. 			
Correction <i>(filled by organization audited):</i> <ul style="list-style-type: none"> Provide limited pesticide training to officers who apply limited pesticides such as paraquat Provide MSDS in the hazardous and toxic materials storage area in accordance with the laws and regulations. Establish a PIC who is responsible for identifying and monitoring employee training needs in accordance with laws and regulations 			
Corrective Action <i>(filled by organization audited):</i> <ul style="list-style-type: none"> Identify and monitor employee training needs that are mandatory/mandatory in accordance with the laws and regulations Monitoring the availability of MSDS in the hazardous and toxic materials storage area/warehouse according to the hazardous and toxic materials brand and type. 			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verify September 20, 2022 The company shows evidence in the form of:			

- Decree regarding the personnel responsible for monitoring the availability of MSDS in the estate and Mill areas signed on 7 September 2022.
- MSDS of chemicals available in the estate and Mill

However can't be shown:

- Training to pesticide workers
- use of paraquat chemicals
- MSDS with appropriate language
- Implementation of MSDS both in mill and estate

Based on this, the nonconformity in this indicator has not been met.

Verification on October 3, 2022

The company shows evidence in the form of:

- The company shows the MSDS document from hazardous and toxic materials used by the company.
- Employee training timeline for 2022

However can't be shown:

- Internal training and limited chemical application training progress
- MSDS implementation of the audit results
- Monitoring of MSDS availability in the hazardous and toxic materials storage warehouse

Based on this, the nonconformity in this indicator has not been met.

Verify October 17, 2022

The company shows evidence in the form of:

- Documentation of herbicide training on July 15, 2022, which was attended by 20 participants with resource persons from the Department of Agriculture, Fisheries and Animal Husbandry.
- Implementation of the placement of MSDS in the area of Mill and Estate.

Based on this, the discrepancy in this indicator is declared to be fulfilled by observations in the next assessment.

Verified by	:	Haikal Ramadhan Kharismansyah
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NCR No.	:	2022.19	Issued by	:	Arief Tajalli
Date Issued	:	22 July 2022	Time Limit	:	Next Assessment
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	7.3.1 There is a waste management plan that is documented and implemented in accordance with applicable laws and regulations, including reduction, recycling, reuse and disposal, based on the characteristics of poisons (toxicity) and other hazards.			
Evidence observed <i>(filled by auditor)</i> :					
Based on the results of field visits in several locations, the following information was obtained:					
Hazardous Waste Management					
<ul style="list-style-type: none">The Temporary Storage Warehouse for Hazardous Waste is not equipped with emergency response facilities, symbols and labels as well as waste type classification as stipulated in the relevant laws and regulations.					

- Hazardous waste was found that was stored/disposed improperly in all sample locations (Afdeling and Factories). This is also reinforced by the condition that Hazardous Waste storage is still empty, while the transportation will be carried out in September 2021.
- It was found that there was reuse of Hazardous waste such as used oil stored in drinking water containers (without labels), oil drums and pesticide jerry cans used for water storage, fertilizer sacks which were reused without washing process, and so on in all sample locations (Afdeling and Factory).
- The company has not been able to show documentation related to Hazardous waste management such as logbooks, balance sheets, manifests and mandatory reports requested in the Hazardous Waste Technical Recommendation document.
- The company already has a document of Technical Recommendations for Storage of Hazardous and Toxic Waste with number 660.1/164/DLH-PSLB3 dated 14 April 2022. In this document there are 12 components of obligations that must be carried out by the company, and if these obligations are not carried out then the Technical Recommendation document can be cancelled. However, based on the results of field observations at the hazardous and toxic waste storage warehouse, information was obtained that all the obligations (12 components) listed in the Technical Recommendations had not been fulfilled, therefore the company had not fulfilled its obligations as a permit holder.
- The results of field observations in the Central Clinic area obtained information that medical waste (other than syringes) is destroyed by burning itself.
- The officer in charge of Hazardous waste cannot explain Hazardous waste management.

Domestic Waste Management

- There is a lot of domestic waste/waste in all sample areas (Afdeling and Factories), and from all of these sample areas, burning of domestic waste was also found.
- The results of interviews with management and field observations obtained information that there is no form of sustainable domestic waste management, such as temporary waste bins to separate types of waste, use of landfills as a place for storing waste, transporting domestic waste and prohibition of burning waste. The company also has not been able to show procedures related to domestic waste management.

Solid Waste Management

- There were several locations for stockpiling empty fruit bunches in all visited Afdeling areas, but there was no indication of the use of empty fruit bunches as a substitute for fertilizer on the land. The hoarding of empty buns is also carried out in areas around community settlements and public road access.

Liquid Waste Management

- There is a pool of leachate in the Empty Bunch Area and Loading Ramp inside the factory.
- There is a pool of leachate at the temporary storage site for EFB liquid waste which is in front of the factory. The leachate is channeled into an irrigation canal using an artificial ditch. Based on the results of tracing the irrigation flow, information was obtained that all of the leachate from EFB into a body of water that was joined to the wastewater disposal channel from the WWTP which then empties into the Kapuas River. The condition of the water at the mouth of the irrigation canal is dark black with scum deposits in some parts.
- There are indications of spilled liquid waste from Glodon (a tank for storing liquid waste that still contains oil) as evidenced by the presence of puddles of liquid waste that smells bad around the area. The results of interviews with workers stated that apart from the spill, the source of the liquid waste also came from the Glodon sewer in that location. If the Glodon condition is full then the drain is opened and flowed to that location. Based on the search results, information was obtained that the stagnant liquid waste was then channeled into an irrigation canal using an artificial ditch to the same location as the discharge of leachate and wastewater from the WWTP as described in point 2.
- There is no special officer in charge of the WWTP who performs daily maintenance so that there is a lot of waste in each WWTP pond which has the potential to cause sewer blockage.
- Companies can show data on the results of liquid waste disposal for the period July 2021 – June 2022, however, based on the verification results, it shows that the data on liquid waste disposal is out of sync with data on water use for the same period. The company also has not been able to simulate the V-knot calculation method used to measure the discharge of discharged liquid waste.
- The sampling point for testing the liquid waste is in the sewer and not in the last pool, so that there is an indication of the potential for disposal of liquid waste that does not comply with quality standards.

- Domestic liquid waste in residential section 5 is not managed properly, because the wastewater is stagnant and the irrigation channels are silting up so they have the potential to overflow when it rains.
- The company has a document of Technical Approval for Disposal of Wastewater to Surface Water Bodies with number 658.31/93/DLH-A dated 25 February 2022. In this document, companies are required to test surface water quality standards at the point of discharge of liquid waste that enters the agency. water (outfall), the body of water in question is the Kapuas River. However, the company was unable to show evidence that it had tested these sites. This is not in accordance with the obligations in the Technical Approval for the Disposal of Wastewater to Surface Water Bodies.

Based on the above information, some evidence of non-compliance is obtained when referring to the applicable procedures and laws, including:

- SOP Number SOP-13.03-018 concerning Hazardous Waste Management and Storage
- SOP Number SOP-13.03-016 concerning Management and Storage of Solid Waste
- SOP Number SOP-13.03-015 concerning Liquid Waste Treatment Process
- Document of Technical Recommendation for Storage of Hazardous and Toxic Waste number 660.1/164/DLH-PSLB3
- Document of Technical Approval for Disposal of Wastewater to Surface Water Bodies number 658.31/93/DLH-A
- Decree of the Head of Bapedal Number 3 of 1995 concerning Technical Requirements for Hazardous Waste Management
- PP RI Number 101 of 2014 concerning Management of Hazardous and Toxic Waste
- PP RI Number 74 of 2001 concerning Management of Hazardous and Toxic Materials
- PP RI Number 81 of 2012 concerning Management of Household Waste and Similar Waste
- PermenLHK Number 12 of 2020 concerning Storage of Hazardous and Toxic Waste
- PermenLHK Number 59 of 2016 article 7 concerning Leachate Water Management.

Non-Conformance Description *(filled by auditor):*

The company has not been able to show enough evidence that the waste management carried out is in accordance with what is stipulated in company procedures and applicable laws and regulations.

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

Correction *(filled by organization audited):*

Corrective Action *(filled by organization audited):*

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

Verified by

:

NCR No.	:	2022.20	Issued by	:	Kiki Fadli
Date Issued	:	22 July 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	7.4.2 Analysis of tissue samples (e.g., leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.			
Evidence observed <i>(filled by auditor)</i> :					
-					

Non-Conformance Description <i>(filled by auditor):</i> The company has not been able to show evidence of regular soil analysis activities to monitor and manage changes in soil fertility and plant health.	
Root Cause Analysis <i>(filled by organization audited):</i>	
Correction <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	:

NCR No.	:	2022.21	Issued by	:	Arief Tajalli
Date Issued	:	July 22, 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	7.8.1 A water management plan is in place and implemented to support the efficient use of water resources and their continuous availability, and avoid negative impacts on other users within the catchment. The intended plan contains the following matters: a. The unit of certification does not limit access to clean water or does not contaminate water used by the community. b. Workers have adequate access to clean water.			
Evidence observed <i>(filled by auditor):</i> Based on the results of field observations and interviews, the following information was obtained: <ul style="list-style-type: none"> The results of field observations in the area of the factory liquid waste disposal irrigation canal which empties into the Kapuas River at coordinates 00 06' 22.14" LS – 110 17' 10.87" East indicate that the water condition at the mouth of the irrigation canal is dark black with scum deposits in some parts. Liquid waste disposal activities at this location have been going on since the factory started operating (1984). Traces of irrigation canals show that the liquid waste comes from 3 sources, namely liquid waste from WWTP, liquid waste from Glodon, and liquid waste from Leachate. This indicates that there is pollution of the water source (Kapuas River) that is utilized by the community, which has the potential to cause negative impacts. The results of field observations and interviews with workers in all Afdeling 1 – 7 housing estates obtained information that the availability of clean water comes from drilled wells that have been dug independently. The source also said that the company does not provide clean water for daily needs. The company also has not been able to show a water management plan that aims to support the efficient use of water sources and their continuous availability. Non-Conformance Description <i>(filled by auditor):</i> Based on the evidence obtained, this is a non-compliance because the company has not been able to ensure that the company's activities do not have an impact on environmental pollution, especially water sources that are used by the community; ensure that all workers can have access to adequate clean water; as well as managing water resources to ensure efficient use of water sources and their continuous availability.					
Root Cause Analysis <i>(filled by organization audited):</i>					

Correction <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	

NCR No.	:	2022.22	Issued by	:	Arief Tajalli
Date Issued	:	July 22, 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	7.8.4 MILL water use per tonne of FFB is monitored and recorded.			
Evidence observed <i>(filled by auditor):</i> <p>Based on the results of field observations, interviews and document review, the following information was obtained:</p> <ul style="list-style-type: none"> The results of field observations in the WTP area showed that the Flowmeter at the Inlet was not functioning (damaged), and there was no Flowmeter at the outlet to monitor the use of FFB processing water. The results of interviews with WTP officers also stated that there had never been a record of water use for the processing of FFB. Results of verification of water use data for the FFB processing process also show that the data is not actual data on water use for the FFB processing process, but only estimated monthly water use. <p>Non-Conformance Description <i>(filled by auditor):</i> Based on the evidence obtained, this is a non-compliance because the company has not been able to demonstrate that water use at the factory has been monitored, recorded and documented according to actual conditions.</p>					
Root Cause Analysis <i>(filled by organization audited):</i>					
Correction <i>(filled by organization audited):</i>					
Corrective Action <i>(filled by organization audited):</i>					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>					
Verified by					

NCR No.	:	2022.23	Issued by	:	Naila Karima
Date Issued	:	July 22, 2022	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	7.11.2 The unit of certification establishes fire prevention and control measures for the lands it			

manages directly.	
Evidence observed <i>(filled by auditor):</i>	
<p>Fire Control Facilities and Infrastructure</p> <ul style="list-style-type: none"> • Based on Ministry of Agriculture No. 5 of 2018 concerning Clearing and/or Processing of Plantation Land without Burning - Article 12 which reads "Plantation business actors are required to have systems, facilities and infrastructure for controlling plantation land fires". - Article 14 which reads "The plantation land fire control system as referred to in Article 12 includes": <ul style="list-style-type: none"> a. organization b. human Resources c. operational control - Article 17 paragraph 2 which reads: <ul style="list-style-type: none"> a. 1 (one) team, totaling 15 people for a estate area of less than 1,000 ha. b. 2 (two) teams, totaling 30 people for a estate area of between 1,000 ha to 5,000 ha. c. 3 (three) teams, totaling 45 people for a estate area of 5,001 ha to 10,000 ha. d. 4 (four) teams, totaling 60 people for a estate area of 10,001 ha to 20,000 ha. • Based on Attachment 5 of the Ministry of Agriculture No. 5 of 2018 concerning Clearing and/or Processing of Plantation Land without Burning regarding the Minimum Amount of Equipment for One Core Team • Based on the results of the document review, it is known that the land fire control facilities owned have not referred to regulations such as the availability of reservoirs, the adequacy of fire towers, and the adequacy of facilities and infrastructure. <p>• Hotspots within the HGU area</p> <p>Based on the results of the field visit, it was known that there were hotspots in the estate area, for example the area around the pier, and the replanting area near Afdeling V.</p>	
Non-Conformance Description <i>(filled by auditor):</i>	
<ul style="list-style-type: none"> • The company has not shown sufficient evidence that it has facilities and infrastructure for controlling land fires which have referred to the Ministry of Agriculture No. 5 of 2018. <p>The company has not been able to show sufficient evidence that it has established and has a fire control preventive action plan.</p>	
Root Cause Analysis <i>(filled by organization audited):</i>	
Correction <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	

3.4.2. Opportunity for Improvement

No	Ref.Std.	Description
1	2.1.3	<p>Legal or authorized boundaries are clearly demarcated and visibly maintained and there is no planting beyond these legal or authorized boundaries.</p> <p>Based on the results of field visits to Block 17 Afdeling 1 and Block 304 Afdeling 3, it is known that there is a company area that is directly adjacent to community plantation and does not yet have clear boundaries. The legal boundary is the HGU stake but the stake is within the block between the two plantations. Based on this, the company has the opportunity to be able to mark legal area boundaries more clearly.</p>
2	2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centers, agents or other intermediaries, the evidence as listed in indicator 2.3.1.</p> <p>Specific Guidance:</p> <p>If the unit of certification has indirect FFB supplier farmers, then for RSPO certified Mill, the time requirement to meet the indicator is three years from November 15, 2018 which is November 15, 2021. For Mills that are not yet certified/Mills going for first year of certification, the time requirement for the supplying farmer to meet the requirements in accordance with indicator 2.3.1 is three years after the Mill is certified.</p> <p>The minimum required information by unit of certification that should be provided by FFB supplier are:</p> <ul style="list-style-type: none"> • Geolocation coordinate data of FFB supplier. Specifically, for FBB that originated from the yards could utilize village office coordinate or cooperative. • Evidence of right of the land: Land Certificate/Customary Land Certificate/Ownership Certificate, Land-Use Rights (HGU) or other ownership evidences (that are recognizable) from the authority. • Plantation operational permit in the form of Business Permit (IUP) or its equivalent (SPUP / ITUBP, etc.). <p>Based on the results of the document review and explanations from management representatives, it was found that Gunung Meliau POM received FFB from third parties, namely:</p> <ul style="list-style-type: none"> • Megaria • Ali Maksum • Marius Armanto <p>The company shows an example of identification of the FFB source, for example Maksum is located in Sungai Mayam Village with an area of 374.36 Ha with coordinates S 0° 06' 58.5" – E 110° 19' 22". From the explanation of the FFB purchasing department, it is known that the FFB supplier also receives supplies from other farmers so that it is included in the Indirect Supplier (collector). Thus, the company has the opportunity to start identifying the source of FFB from collectors, agents, or other intermediaries, such as information on the number of farmers for each collector. Land coordinates for each FFB origin, and proof of land rights.</p>
3	3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management plan and its monitoring have been developed with participation of affected stakeholders.t</p> <p>The company already has the results of the SIA study conducted in 2021 and the final document in 2022. In this regard, the company has not been able to show the management and monitoring plan that has been developed with the participation of the affected stakeholders. However, when referring to the results of the 2022 SIA study, recommendations for the SIA management plan have been listed which are determined based on field observations and stakeholder involvement. Based on this, the company has an improvement opportunity to develop an integrated SIA management and monitoring plan in accordance with the results of the 2022 SIA study and the priority of achievement targets and the company's internal capacity.</p>
4	5.2.1	<p>The unit of certification consults with interested smallholders (irrespective of type), including</p>

No	Ref.Std.	Description
		<p>women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.</p> <p>Based on document review, field observations and interviews with staff and management, it is known that the company purchases FFB from third parties/FFB suppliers, both independent smallholders, collectors, and KKPA plasma. Related to this, the company has conducted socialization related to support for improving farmers' livelihoods such as Best Management Practice, use of Personal Protective Equipment at work, and others. However, socialization activities related to increasing farmers' interest in participating in RSPO certification have not been carried out. Based on this, the company has improvement opportunities to ensure that efforts to increase farmers' interest in participating in the RSPO have been carried out and documented.</p>
5	7.4.1	<p>Good agricultural practices, as contained in SOPs, are followed to manage soil fertility to optimize yield and minimize environmental impacts is documented.</p> <p>There is a monthly company report that includes the implementation and evaluation of best cultivation practices, then the company has the opportunity to:</p> <ul style="list-style-type: none"> • Continue planting the replanting areas that have been implemented in 2018 for example blocks 119, 123, 124 and others. • Replanting for plants that are included in the unproductive crop area. • Identify the number of weed density. • Utilizing solid waste such as empty fruit and land application.
6	7.8.2	<p>Water courses and wetlands are protected, including the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the "RSPO Manual on BMPs for the management and rehabilitation of riparian reserves" (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).</p> <p>Based on the results of field observations at several locations of water bodies (rivers) visited, there has not been any form of water border management such as limits for prohibiting chemical applications, planting river borders, and warning boards. However, the results of field observations also show that there is no indication of traces of chemical application on the river border. The company has also identified all water bodies within its operational scope, and determined all identified river areas to be HCV areas. Based on this, companies are encouraged to increase efforts to maintain riparian zones and other buffer zones, and ensure that these areas are free from replanting activities.</p>
7	7.10.1	<p>GHG emissions for the unit of certification are identified and assessed. Plans to reduce or minimize GHG emissions are implemented, monitored through the PalmGHG calculator, and reported publicly.</p> <p>The company already has an RSPO PalmGHG Calculator account and has filled in the data required for the calculation of the GHG Calculator and publicly reported the company's GHG data. Based on the results of the verification of the GHG Calculator data, there are still several components that have not been filled in and do not match the data in the Basic Info and Area Statement. Based on this, the company has the opportunity to improve to ensure that all required data has been filled in the GHG Calculator and adjusted to the Basic Info and Area Statement.</p>
8	7.12.4	<p>Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plans to protect and/or enhance HCV and HCS forests, peatland and other conservation areas are developed, implemented and adapted if necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan was developed in</p>

No	Ref.Std.	Description
		<p>consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>The company already has the results of the HCV assessment conducted in 2021 and the final document in 2022. In this regard, the company has not yet been able to demonstrate an integrated management plan for the protection and/or enhancement of HCV areas, but the document on the results of the 2022 HCV assessment has included a management plan recommendation. HCV area determined based on field observations and stakeholder engagement. Based on this, the company has an improvement opportunity to develop an integrated HCV area management plan in accordance with the results of the 2022 HCV assessment and the priority of achievement targets and the company's internal capacity.</p>
9	7.12.6	<p>All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.</p> <p>Based on the results of field observations in the residential area of Afd 5 employees, information was obtained that there were workers who kept the <i>Murai Kalimantan (Copsychus malabaricus)</i> and <i>Kacer (Copsychus saularis)</i>. The results of the interview with the owner stated that the bird was obtained from the catch in the company's forest area. Related to this, the company has not been able to show that it has carried out direct socialization to workers regarding the protection of flora and fauna and their protection status. Even though in terms of protection status, the two bird species are not included in the RTE and protection list according to the Minister of Environment Regulation Number 106 of 2018, there is the potential for hunting/catching activities for protected species because there is no management related to this. Based on this, the company has an opportunity for improvement to ensure that there are no more hunting activities for flora and fauna within the scope of its management area.</p>

3.4.3. Noteworthy Positive Components

No	Description
1	Commitment to apply the principles of sustainable palm oil management
2	Good cooperation with the companion team



3.5 Summary of Arising Issues from Public and Auditor Verification

Public Issues (Institution/ NGO/Community)	Auditor Verification
Plantation Office of Sanggau District In general, communication and delivery of information between agencies and companies goes well and smoothly. The company has also carried out plasma activities, but the company still has not submitted several routine reports.	Regarding the company's routine reports to agencies, there has been a discrepancy in the relevant indicators.
Manpower Agency of Sanggau District In general, communication and delivery of information between agencies and companies goes well and smoothly. The company has submitted mandatory labor reports, but the company has not submitted several OHS committee reports and does not yet have an OHS committee structure for Mill.	Regarding the company routine reports to agencies, there has been a discrepancy in the relevant indicators.
National Land Agency of Sanggau District The company has a HGU that is still valid and has been extended in 2020. Regarding the obligation to report regularly and whether there is a land dispute, the informants do not know for sure because it is not the field, they are responsible for.	There is no negative issues from resources person
FFB Supplier Maksum and CV Mayam Jaya Cooperation between the company and FFB suppliers has been going well since 2002, although it stopped in 2016 and was resumed in 2018 until now.	There are no issues that need further verification, all information has been included in the relevant indicators.
Labor Union of SPS/ July 19, 2022 Head of Labor Union of Gunung Meliau Estate and Mill Labor Union have been registered in the labor Agency Sanggau District. The last meeting between company and the labor union discussed work discipline of workers. Salary implementation is in accordance with the provincial sectoral minimum wage in 2022. In addition, payment of salaries has been in accordance with specified time and through transfer. There are no labor issues.	There are no negative issues that need further verification.
Gender Committee July 19, 2022 Head of Gender Committee Gunung Meliau Estate and Mill Implementation of Gender Committee activities in 2021 including socialization of sexual harassment, complaints, women workers rights, general health and so on. Female workers have the right	There are no negative issues that need further verification.

Public Issues (Institution/ NGO/Community)	Auditor Verification
to get menstruation leave (H1) and maternity leave (H2). Gender Committee program in 2022 is still the same with 2021. There are no issues related to sexual harassment in 2021-2022.	
Local Contractor CV Gemilang Mandiri July 19, 2022 Interviewed are engaged in building, maintenance of freelance plants, cooperation with companies starting from 2005. There is a work agreement letter with the company. the status of the employee is still a casual daily, without employment and health social security and has not registered a work contract with the relevant manpower office.	This causes a non-Conformity in the indicators 2.2.2
Meliau Hilir Village, Melobok Village, and Sungai Mayam Village Communication and coordination from the company to the village community needs to be improved. The village has never been aware of the existence of CSR by the company including being involved in the preparation of CSR programs In June 2022, he had conveyed an invitation to the company to attend the Preparation of the Meliau Hilir Village Development Plan but at the time of implementation there was no company representative attending the event. The village party said that so far, they do not know how and what documents can be accessed by the community. Socialization from the company for example related to HCV areas, handling land fires, information on the presence of wild animals/protected animals has also never been carried out.	The company has a CSR report that is still in general form so that there is no information about the target of providing CSR. In addition, there is no evidence of the participation of the parties in the planning of making CSR programs. It has become a non-conformance in 4.3.1
Tumenggung of Dayak Teban Tribe Communication and coordination between the company and community leaders as a whole need to be improved, although it is acknowledged that assistance in the form of funds for ceremonial traditional activities is still available. Talking about the problems faced by the community as a whole at this time is the low price of FFB and no more unification of farmer groups that previously existed so that to sell FFB at this time they have to go through collectors. Farmers expect real guidance from the company so that it can provide benefits for both farmers and the company itself.	have been discussed in related indicators
Issue from Media 1. https://kalbar.antaranews.com/berita/331822/warga-meliau-pertanyakan-lahan-masuk-hgu-ptpn-xiii	1. Verification of the company HGU and land dispute issues The company has extended the HGU in 2021. In accordance with Decree Number 88/HGU/KEM-ATR/BPN/XI/2021 which was later

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>2. https://www.youtube.com/watch?v=kacZk5k5K0</p> <p>3. https://pontianak.tribunnews.com/2018/07/21/ptpn-xiii-kritis-segini-jumlah-petani-di-kud-mekar-sari-desa-melobok</p> <p>4. https://equator.co.id/aktivitas-ptpn-xiii-melieu-lumpuh/</p>	<p>issued HGU certificate No.1 dated 22 November 2021. In the HGU decree it is stated that from the initial application for 18,478, The recommended 62 Ha to be granted extension rights is an area of 17,741.328. This reduction is made to ensure that the area within the HGU extension is a problem-free area.</p> <p>The results of interviews with representatives of Meliau Hilir Village, Melobok Village, and Sungai Mayam Village revealed that during the HGU extension process the company involved the parties and community representatives agreed to the HGU extension.</p> <p>Thus it can be concluded that for the current HGU area the status of the land should be clean and clear. Apart from that, as stated in Permen ATR Number 7 of 2017 concerning Arrangements and Procedures for Determining Cultivation Rights, article 30 states that if the HGU has been issued in accordance with the regulations and is actually controlled by the rights holder, other parties who feel they have the rights to the land cannot again demanding the exercise of said right if within a period of 10 years since the issuance of said right does not file an objection in writing or does not file a lawsuit in court</p> <p>2. Verification regarding the closure of the company operational activities by the community</p> <p>In accordance with the attached news link, the problem has been agreed to be resolved by the parties</p> <p>http://diskominfo.sanggau.go.id/baca/31-07-2020/tempayan-adat-diturunkan-masyarakat-adat-kebun-sungai-berdamai-dengan-ptpn-xiii/</p> <p>Based on the interviews with representatives of Meliau Hilir Village, Sungai Mayam Village, and Melobok Village as well as Tumenggung of the Teban Dayak Tribe, it is known that for now there is no closure or cessation of company operational activities.</p> <p>Regarding social issues, these have been explained in indicator 3.4.2 and made into OFI.</p> <p>3. Verification regarding payment of FFB and Plasma Management</p> <p>As information obtained from Tumenggung of the Dayak Teban tribe, who is also a member of the Mekarsari Cooperative, it is known that for now the plasma management is carried out independently by each farmer. Farmers do not always send their FFB to Gunung Meliau Miao but will look for buyers with the highest prices. Even though there is a cooperative forum, since 2018 the cooperative has no control over its members.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
	When the Initial Certification is carried out, the FFB payment is in accordance with the pricing as explained in indicator 5.1.1.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 100px;"> <div style="text-align: center;"> <p>PT Perkebunan Nusantara XIII Management Representative</p>  <p><u>Teguh Santosa</u> Friday, 11 November 2022</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Haikal Ramadhan Kharismansyah</u> Friday, 11 November 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	Plantation Agency	Sanggau District	-	Phone	19 July 2022	✓	
2	Environmental Agency	Sanggau District	-	Phone	19 July 2022		✓
3	Manpower Agency	Sanggau District	-	Phone	19 July 2022	✓	
4	National Land Agency	Sanggau District	-	Phone	19 July 2022	✓	
5	FFB Supplier Maksum and Mayam Jaya	Sanggau District	-	Phone	19 July 2022	✓	
6	Meliau Hilir Village, Melobok Village, and Sungai Mayam Village	Sanggau District		Direct Interview	19 July 2022	✓	
7	Tumenggung of Dayak Teban Tribe	Sanggau District	-	Direct Interview	19 July 2022	✓	
8	Labor Union of SPSI	Sanggau District	-	Direct Interview	19 July 2022	✓	
9	Gender Committee	Sanggau District	-	Direct Interview	19 July 2022	✓	
10	Local Contractor CV Gemilang Mandiri	Sanggau District	-	Direct Interview	19 July 2022	✓	
11	WALHI	Jakarta	informasi@walhi.or.id	Questionnaire via email	11 July 2022		✓
12	WWF	Jakarta	wwf-indonesia@wwf.or.id	Questionnaire via email	11 July 2022		✓
13	AMAN	Jakarta	rumahaman@cbn.net.id	Questionnaire via email	11 July 2022		✓
14	Sawit Watch	Jakarta	info@sawitwatch.or.id	Questionnaire via email	11 July 2022		✓
15	Gunung Meliau POM • Security Post: 3 Worker • Sterilizer Station: 1 Operator • Kernel Station: 2 Operator • Engine Room: 1 Operator • Boiler: 2 operators • Grading Station: 5 workers. • Bachoe Loader Operator: 1 worker. • Storages (hazardous waste, utility, hazardous ingredient and chemicals, fuels): 2 workers • Workshop: 4 workers	PTPN XIII	-	Direct Interview	19 July 2022	✓	
16	Gunung Meliau Estate • Harvesting: 2 worker and 1 supervisor • Spraying Team: 9 worker and 1 supervisor	PTPN XIII	-	Field observation and direct interview	21 July 2022	✓	

No	Institution/NGO/ Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
	<ul style="list-style-type: none"> Warehouse clerk at afdeling and assistant 2, 4 and 6 Clinic: 2 workers 						

Appendix 2. Assessment Program

DATE	18 – 23 July 2022	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 18 July 2022		
06.30 – 08.10	Jakarta → Pontianak (GA 502)	HAI/NAI/KID/ART
09.00 – 14.00	Pontianak → Site	
14.00 – 15.00	Opening meeting <ul style="list-style-type: none"> - Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) - Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	HAI/NAI/KID/ART
15.00 – 16.00	<ul style="list-style-type: none"> - Document review - Verification of Basic Information Mill and Estate 	HAI/NAI/KID/ART
Tuesday, 19 July 2022		
08.00 – 12.00	Public Consultation: <ul style="list-style-type: none"> - Government Agency of Sanggau (by phone) - Gender Committee, Contractor, Worker Union, Village Representatif, Previous Land Owner, etc - FFB Supplier, Scheme smallholder Document review and completing audit checklist. Verification of stakeholder consultation result and field visit	HAI/KID NAI ART HAI/NAI/KID/ART HAI/NAI/KID/ART
12.00 – 14.00	Break	HAI/NAI/KID/ART
14.00 – 16.00	Field observation to Gunung Meliau POM <ul style="list-style-type: none"> - Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Dispatch CPO) - Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond) - Implementation of Employment Procedure and Mechanism Aspect 	HAI NAI KID/ART
16.00 – 16.30	Presentation of Daily Progress	All Auditor
Wednesday, 20 July 2022		
08.00 – 12.00	Field Observation to Gunung Meliau Estate <p>Aspect to be verified:</p> <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries); - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) - Implementation of Occupational Health & Safety Aspect - Implementation of Employment Procedure and Mechanism Aspect - Observation of Workers Facilities (Housing, School, Worship Place). - Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) 	HAI NAI/KID NAI/KID ART
12.00 – 14.00	Break	HAI/ART/NAI/KID
14.00 – 16.00	Document review and completing audit checklist. Verification of stakeholder consultation result and field visit.	HAI/ART/NAI/KID HAI/ART/NAI/KID
16.00 – 16.30	Presentation of Daily Progress	HAI/ART/NAI/KID
Thursday, 21 July 2022		
08.00 – 12.00	Document review and completing audit checklist.	

	Continuing public consultation (If needed) Verification of stakeholder consultation result and field visit.	HAI/ART/NAI/KID
12.00 – 14.00	Break	HAI/ART/NAI/KID
15.00 – 16.30	Document review and completing audit checklist. Continuing public consultation (If needed) Verification of stakeholder consultation result and field visit.	HAI/ART/NAI/KID
16.30 – 17.00	Presentation of Daily Progress	HAI/ART/NAI/KID
Friday, 22 July 2022		
08.00 – 10.00	Continuing Document review and completing audit checklist	HAI/ART/NAI/KID
10.00 – 11.30	Internal Discussion of the Auditor Team	HAI/ART/NAI/KID
11.30 – 14.00	Break	HAI/ART/NAI/KID
14.00 – 16.00	Closing Meeting	HAI/ART/NAI/KID
16.00 – 20.00	Site → Pontianak	HAI/ART/NAI/KID