

*Roundtable on Sustainable Palm Oil Certification
RSPO*

[✓] Remote Audit Surveillance

Name of Management Organisation : Lada Palm Oil Mill – Subsidiary of United Plantations Bhd

Plantation Name : PT Surya Sawit Sejati: Lada Estate and Runtu Estate

Location : Village of Sungai Rangit Jaya, Sub District of Pangkalan Lada, District of Kotawaringin Barat, Province of Kalimantan Tengah, Indonesia

Certificate Code : **MUTU-RSPO/123**

Date of Certificate Issue : 27 November 2018 Date of License Issue : 27 February 2021

Date of Certificate Expiry : 26 November 2023 Date of License Expiry : 26 May 2021

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA - 2 Remote Audit	02 – 04 December 2020	Moh Arif Yusni (Lead Auditor), Haikal Ramadhan K, Yohanes Hardian, Radinal	-	-

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA - 2 Remote Audit	-

TABLE OF CONTENT

FIGURE

Figure 1. Location Map of PT Surya Sawit Sejati	02
Figure 2. Operational Map of PT Surya Sawit Sejati	03

Abbreviations Used	04
--------------------	----

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1 Assessment Standard Used	05
1.2 Organisation Information	05
1.3 Type of Assessment	05
1.4 Location of Mill and Plantations	05
1.5 Description of Area Statement	06
1.6 Planting Year and Cycle	06
1.7 Description of Mill and Supply Base	06
1.8 Estimate Tonnage of Certified Product	07
1.9 Other Certifications	08
1.10 Time-Bound Plan	08

2.0 ASSESSMENT PROCESS

2.1 Assessment Team	11
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	11
2.3 Stakeholder Consultation and Stakeholders Contacted	12
2.4 Determining Next Assessment	12

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification	13
3.2 Conformity Checklist of Certificate and Logo Use	39
3.3 Summary of RSPO Partial Certification	40
3.4 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components	44
3.5 Summary of Arising Issues from Public, Management and Auditor Responses	51

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Signing of Assessment Findings	52
---	----

APPENDICES

1. List of Stakeholders Contacted in the RSPO Certification Process	53
2. Assessment Program	54

Figure 1. Location Map of PT Surya Sawit Sejati

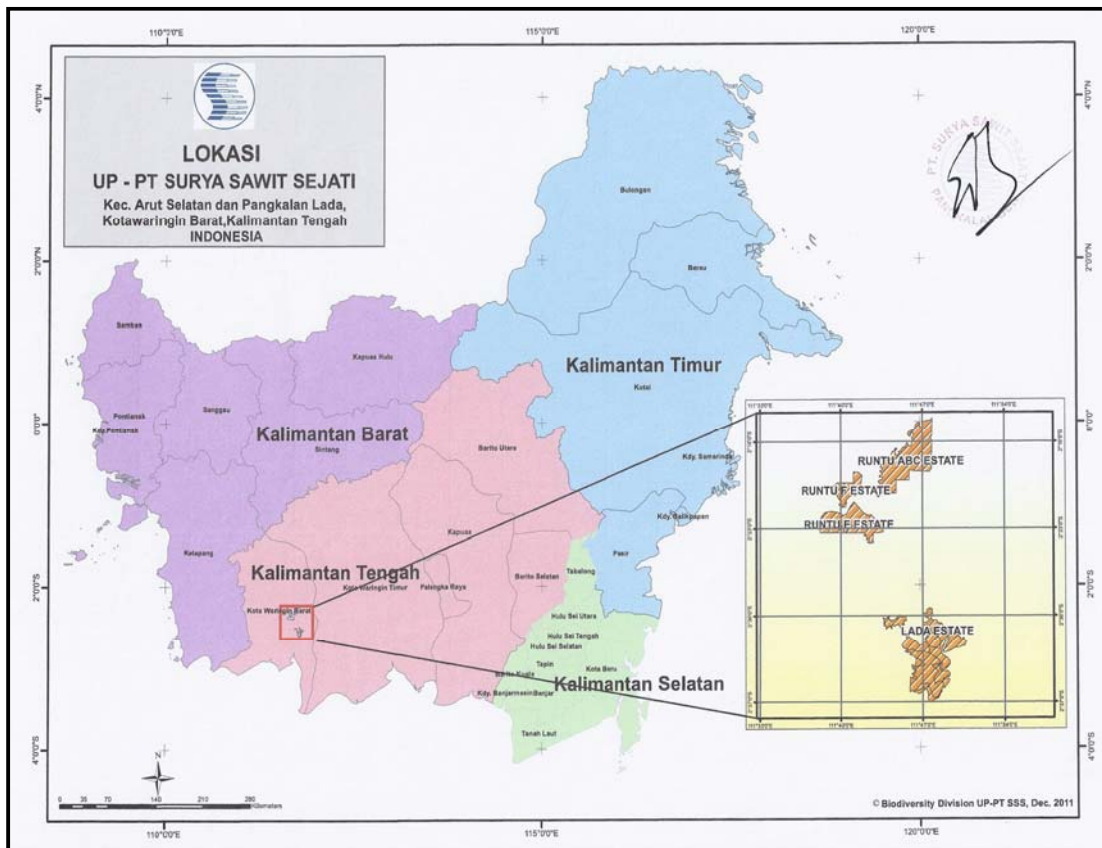
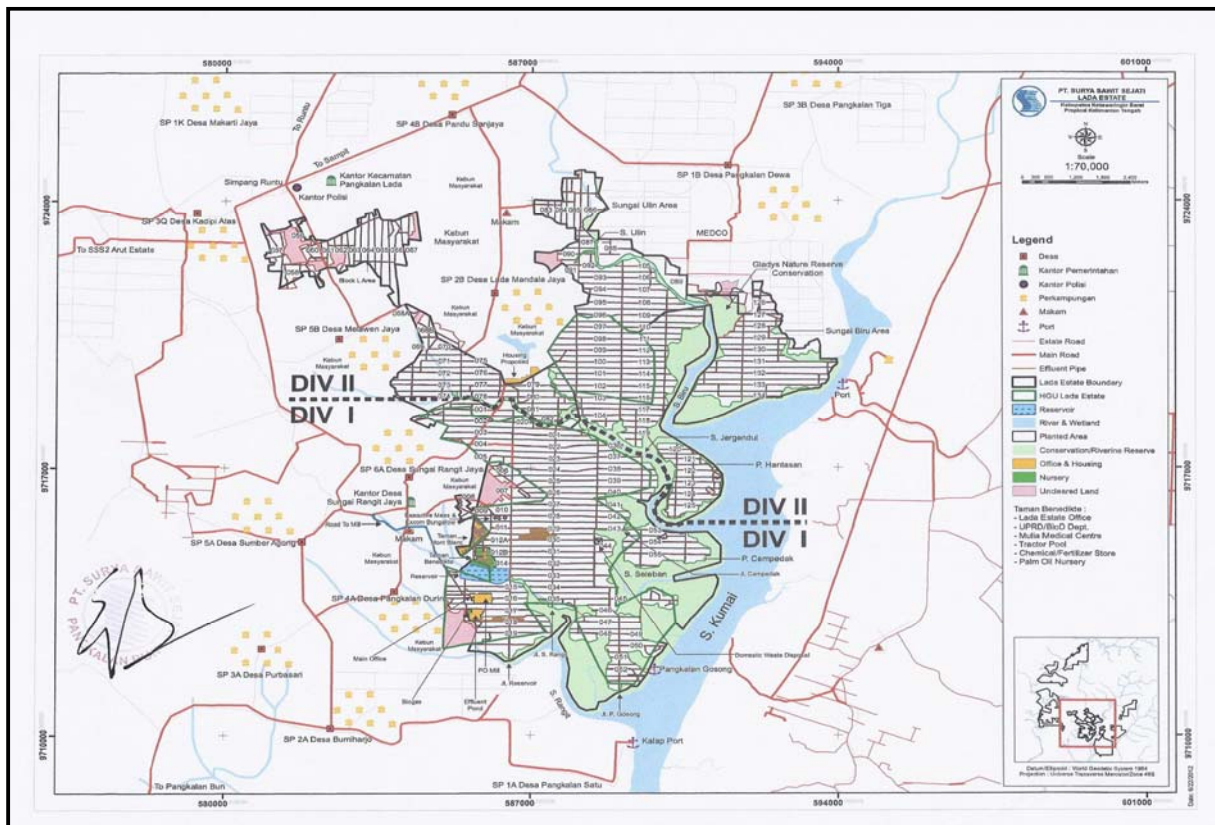


Figure 2. Operational Map of PT Surya Sawit Sejati



Abbreviations Used

ASA	:	Annual Surveillance Assessment
BOD	:	Biological Oxygen Demand
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> (Social Security Administrator)
BPJS TK	:	<i>Badan Penyelenggara Jaminan Sosial</i> Tenaga Kerja (Manpower Social Security Administrator)
BPJS Kes	:	<i>Badan Penyelenggara Jaminan Sosial</i> Kesehatan (Health Social Security Administrator)
CH	:	Certificate Holders
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
CV	:	<i>Commanditaire Vennotschap</i>
EFB	:	Empty Fresh Bunch
EIA	:	Environment Impact Assessment
FFB	:	Fresh Fruit Bunch
GHG	:	Green House Gasses
GIS	:	Geographical Information System
HCV	:	High Conservation Value
HGU	:	Hak Guna Usaha (<i>Land Use Tile</i>)
IPM	:	Integrated Pest Management
ISO	:	International Organization for Standardization
JAMKESDA	:	<i>Jaminan Kesehatan Daerah</i> (Regional Health Insurance)
KER	:	Kernel Extraction Rate
KHB	:	<i>Karyawan Harian Bulanan</i> (Permanent Employee)
KHL	:	<i>Karyawan Harian Lepas</i> (piece worker)
KHT	:	<i>Karyawan Harian Tetap</i> (Permanent Daily Employee)
LCC	:	Legume Cover Crop
LD50	:	Lethal Dosage 50
MCU	:	Medical Checkup
MT	:	Metric Ton
MSDS	:	Material Safety Data Sheet
NGO	:	Non Government Organization
OER	:	Oil Extraction Rate
OSH	:	Occupational Safety and Health
P2K3	:	Panitia Pembina Kesehatan dan Keselamatan Kerja (OHS Committee)
PIC	:	Person In Charge
PJK3	:	<i>Perusahaan Jasa Kesehatan dan Keselamatan Kerja</i> (Occupational Safety and Health Services Company)
PK	:	Palm Kernel
PKB	:	<i>Perjanjian Kerja Bersama</i> (collective labor agreement)
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PT SSS	:	PT Surya Sawit Sejati
RSPO	:	Roundtable on Sustainable Palm Oil
RSPO INA-NIWG	:	RSPO Indonesia National Interpretation Working Group
SIA	:	Social Impact Assessment
SK	:	<i>Surat Keputusan</i> (Decree Letter)
SOP	:	Standard Operating Procedure
UMSP	:	Upah Minimum Sektor Perkebunan (Plantation Sectoral Minimum Wage)
UPT	:	<i>Unit Pelayanan Teknis</i> (Technical Service Unit)
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWTP	:	Wastewater 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 System for Principles and Criteria, 14 June 2017 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Surya Sawit Sejati subsidiary of United Plantations Bhd	
1.2.2	Contact person	C. Mathews	
1.2.3	Organisation address and site address	RSPO registered company: Jenderata Estate 36009 Teluk Intan, Perak Darul Ridzuan, Malaysia Liaison Office: Sungai Rangit Jaya SP6 Village, Sub-district Pangkalan Lada, PO BOX 1017, District of Pangkalan Bun, Kalimantan Tengah Province 74101	
1.2.4	Telephone	+605 6411411	
1.2.5	Fax	+605 6411876	
1.2.6	E-mail	mathewsc6@gmail.com	
1.2.7	Web page address	www.unitedplantations.com	
1.2.8	Management Representative who completed the application for certification	C. Mathews	
1.2.9	Registered as RSPO member	1-0004-04-000-00, 19 July 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	<ul style="list-style-type: none"> One (1) POM (Lada Mill) with two (2) supply bases (Lada Estate and Runtu Estate). 	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Lada POM	Village of Sungai Rangit Jaya Sp. 6 Sub District of Pangkalan Lada, District of Kotawaringin Barat, Province of Kalimantan Tengah, Indonesia	S 02° 35' 27" E 111° 46' 21"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Lada Estate	Village of Sungai Rangit Jaya Sp.6 Sub District of Pangkalan Lada, District of Kotawaringin Barat, Province of Kalimantan Tengah, Indonesia	S 02° 29' 35" E 111° 43' 23"

	Runtu Estate	Runtu Village, Sub District of Arut Selatan, District of Kotawaringin Barat, Province of Kalimantan Tengah, Indonesia	S 02° 22' 31"	E 111° 41' 22"			
1.5	Description of Area Statement						
1.5.1	Tenure						
	• State		6,743.90	Ha			
	• Community		-	Ha			
1.5.2	Area Statement						
	• Total area		6,717.62	Ha			
	• Mature area		4,011.13	Ha			
	• Immature Area		-	Ha			
	• Mill/Emplacement/Roads		118.83	Ha			
	• Conservation area		2,587.66	Ha			
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					
		Lada Estate	Runtu Estate	Total			
	2004	98.20	-	98.20			
	2005	501.98	-	501.98			
	2006	643.74	-	643.74			
	2007	1,069.46	-	1,069.46			
	2008	732.34	696.60	1,428.95			
	2009	-	268.81	268.81			
	TOTAL	3,045.72	956.41	4,011.13			
1.6.2	New Planting area after January 2010		Ha				
1.6.3	Planting Cycle		1 st Cycle or 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 (%)
	Lada Mill	60	263,192.99	58,328.88	22.16	11,975.43	4.55
	<i>*Production data source from 12 months before assessment (December 2019- October 2020)</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted / Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Lada Estate	3,964.42	3,045.72	60,964.93	20.02	60,964.93	100
	Runtu Estate	2,753.20	965.41	12,961.76	13.43	12,961.76	100

TOTAL		6,717.62	4,011.13	73,926.69	18.43	73,926.69	100
<i>*Production data source from 12 months before assessment (December 2019- October 2020)</i>							
1.7.3	FFB description from other source						
	Name of sources/Organisation	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill FFB (tonnes/year)		
	Lada Estate	PT Surya Sawit Sejati			61,674.42		
	Runtu Estate	PT Surya Sawit Sejati			61,861.23		
	Arut Estate Div. 1	PT Surya Sawit Sejati	-		1,797.25		
	Arut Estate Div. II	PT Surya Sawit Sejati			3,701.20		
	Sungai Kumai Estate	PT Surya Sawit Sejati			11,002.35		
	Plasma Lada Estate Div. 1	PT Surya Sawit Sejati			741.57		
	Plasma Lada Estate Div. II	PT Surya Sawit Sejati			2,418.39		
	Plasma Arut Estate	PT Surya Sawit Sejati			5,512.68		
	Plasma Kumai Estate	PT Surya Sawit Sejati			5,298.13		
	Plasma Runtu Div. South	PT Surya Sawit Sejati			333.98		
	Plasma Runtu Div. North	PT Surya Sawit Sejati			1,438.80		
	Koperasi Karya Tunggal Jaya	PT Surya Sawit Sejati			9,805.68		
	Koperasi Tani Bahagia	Outgrower			10,562.85		
	Koperasi Putra Lamandau	Outgrower			151.43		
	CV. Inti Sawit Perkasa	Outgrower			6,690.96		
	PT. Mentobi Makmur Lestari	Outgrower			6,275.38		
	TOTAL						189,266.30
<i>(*Production data source from 12 months before assessment (December 2019- October 2020)</i> <i>All FFB from other source are non certified</i>							
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (December 2019- October 2020) (MT)		
	FFB Processed		92,720		73,926.69		
	CPO Production		21,790		16,231.81		
	Palm Kernel (PK) Production		4,170		3,361.89		
1.8.2	Product selling						
	Type of selling product		Actual selling product for last year (December 2019- October 2020) (MT)				
	CSPO sold as RSPO certified product						
	CSPK sold as RSPO certified product						
	CSPO sold under other scheme						
	CSPK sold under other scheme						
	CSPO sold as conventional		14,820.53				
	CSPK sold as conventional		3,077.03				
1.8.3	Estimate of Certified FFB Claim						

	Name of Estate(s)	Total Area (Ha)	Planted / Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)			
	Lada Estate	3,964.42	3,045.72	64,500	21.18			
	Runtu Estate	2,753.20	965.41	14,000	14.50			
	TOTAL	6,717.62	4,011.13	78,500	19.57			
<i>*Projected FFB production for 12 months of certificate</i>								
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Lada Mill	60	78,500	17,650	22.5	3,730	4.75	MB
<i>*Projected CSPO and CSPK production for 12 months of certificate</i>								
1.9	Other Certifications							
	ISPO		ISPO: MUTU-ISPO/167 dated 22 August 2019 until 21 August 2024					
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status			
MILL	Time Bound Plan							
Indonesia								
Lada POM (PT Surya Sawit Sejati)	2016	Lada Estate	713.47 ha (Division 1)	2017	Kotawaringin Barat District, Central Kalimantan	Certified		
			3,250.95 ha (Division 1 & 2)	2019	Kotawaringin Barat District, Central Kalimantan	Certified		
			1,769.00 ha + 740.21 ha (Division 1 & 2)	2023*	Kotawaringin Barat District, Central Kalimantan			
		Runtu Estate	2,753.20 ha (Division North & South)	2019	Kotawaringin Barat District, Central Kalimantan	Certified		
			4,773.66 ha + 1,373.14 ha (Division North & South)	2023**	Kotawaringin Barat District, Central Kalimantan			

		<i>Farmers own land and also new ijin for Plasma in Arut and Kumai Estate</i>	3411.26 ha Plasma is subject to issuance of land title for the members and SK Bupati.	2020***	Melawen Village and Lada Mandala Jaya Village, Pangkalan Lada Sub-District Medang Sari Village, Sub-District Arut Selatan Other PLASMA	
<p>* Partial HGU is in progress. **Land Swap/Pelepasan HP/HPK subject to the issuance of SK land swap/pelepasan by the Kementerian Lingkungan Hidup dan Kehutanan. (Government of Indonesia). ***Subject to issuance of land title for the members and SK Bupati. **** Hak Pakai work is in progress.</p>						
Malaysia						
Jenderata POM	2008	Jenderata Estate, Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungai Ering Estate, Sungai Chawang Estate, Changkat Mentri Estate, Lima Blas Estate		2008	Teluk Intan, Perak Darul Ridzuan, Malaysia	Certified
	2022	Tanarata Estate (supply base of Jendarata POM upon RSPO certified)		2022	Jalan Batu 7, Mukim Changkat Jong, 36008 Teluk Intan, Perak Darul Ridzuan, Malaysia	Will be certified within 3 years from the date of acquisition, 17 th August 2019
Ulu Basir POM	2008	Jendarata Estate, Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungai Ering Estate, Sungai Chawang Estate, Changkat Mentri Estate, Lima Blas Estate		2008	Teluk Intan, Perak Darul Ridzuan, Malaysia	Certified
Ulu Bernam POM	2008	Jendarata Estate, Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungai Ering Estate, Sungai Chawang Estate, Changkat Mentri Estate, Lima Blas Estate		2008	Teluk Intan, Perak Darul Ridzuan, Malaysia	Certified
UIE POM	2008	UIE Estate		2008	Pantai Remis, Perak Darul Ridzuan, Malaysia	Certified
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	There are no associated smallholders/outgrowers supplying FFB to the mill in Malaysia. However, for Lada POM, there are associated plasma smallholders (Lada, Runtu, Arut, Kumai) and (4) four unassociated independent FFB suppliers.					

All outgrowers and smallholders is still on preparation process due to land title issuance from the related agencies.
Internal audit result has been verified by auditor team.

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA 2	<ol style="list-style-type: none"> Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. During the audit, he verified Legality, Social and SCCS Haikal Ramadhan Kharismansyah (Auditor). Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 3 years experiences 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, Lead Auditor ISPO, Lead Auditor RSPO, ISO 22000, SA 8000, ISO 14000 and SCCS. Has conducting ISPO and RSPO audit with expertise on best management practices, OHS, Worker Welfare, and SCCS. During this audit he verify Best Management Practices, SCCS, OHS and Worker Welfare Yohanes Hardian. Indonesian Citizen. Diploma of Forest Resource Conservation, Faculty of Forestry, Bogor Agricultural University, specialist in the environment aspect and wildlife. Has Worked as Staff Rehabilitation project at WWF Central Kalimantan region. Had attended training HCV, has been involved in several activity of HCV Identification of Oil Palm Plantation. Has worked as an environmental staff on Oil Palm Plantation. Have been trained as ISPO auditors and have attended training Auditor ISO 9001 and ISO 19011, Legal documents in-house training with the ISPO commission. Training SIA Remark Asia 2016, Training Lead Auditor RSPO by Proforest-Daemeter 2016. Experience audit RPO And ISPO Since 2014. During this audit, he assigned to verify, social aspect, and HCV Radinal (Observer). Indonesian citizen. Diploma of seed industry technology, agriculture and horticulture program at Bogor Agricultural Institute. He has 5 years experiences as an Agronomy Staff in private oil palm plantation in Indonesia.
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA 2	<p>Number of auditors: 3 auditor and 1 Observer Number of days for Remote audit ASA-2: 3 days Number of working days for Remote audit ASA-2 document review : 9 Working days</p>
2.2.2	Assessment Process
ASA 2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Surya Sawit Sejati– Lada Mill to the requirements of <i>Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020 and RSPO Certification System for Principles and Criteria, 14 June 2017.</i></p> <p>For this section (ASA 1.3) The assessment was conducted in one method with document review, aiming to observe the sufficiency of types or substances from required documents. Improvement of findings from resertification findings were observed by auditors at this assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA 1.3 Remote Audit report.</p> <p>The opening meeting was held on 02 December 2020 at 08.30 am through a teleconference (zoom). As for the participants who attended the opening meeting included the Estate Manager, Mill Manager, Support Team from sustainability department and other relevant staff. while the closing meeting will take place on 04 December 2020 at 15.30 pm. attended by the same participants as the opening meeting. Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well using email or one drive</p>

	The assessment program please find Appendix 2 assessment program please find Appendix 2
2.2.3	Locations of Assessment
	will be completed during the onsite audit
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
	will be completed during the onsite audit
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	Onsite audit will be carrying out after the situation of COVID 19 Global Pandemic is finished and no longer travel restricted from the authority.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Lada POM – PT Surya Sawit Sejati., United Plantations Berhad operation consisting of one (1) mill and two (2) oil palm estates.

During the assessment, unit management and its supply base already comply with RSPO P&C and SCCS requirements.

MUTUAGUNG LESTARI found that Lada POM – PT Surya Sawit Sejati, United Plantations Bhd PLC 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, 14 June 2017.*

Therefore, MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued and extended for next three months

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	There is no change to the type of publicly accessible document contained in the Procedure for Provision of Information to External Parties (SOP-HRD-03-ROO). Based on that's procedure the company will provide a response from each information request 7 days after the request for information enters the company and a maximum of 30 days. Based on documents verifications the CH has shown evidence of mandatory reporting to the relevant agencies	
1.1.2	Will be completed during the onsite audit.	
1.1.3 & 1.1.4	The company has had procedure of communication with stakeholder (SOP SSS-01-HMS-15) that approved by President Director since January 1 st 2015. Those procedures consist complaint receipt, complaint handling/settlement, grievance settlement measures, and stakeholder meetings. Based on verification of the recording documents for incoming and outgoing letters, it was found that there was no request for information from the public. Based on interviews with management, it is known that communication mechanisms and requests for information can be conveyed to the Mill / Estate Manager or related Department. This will be further verified when the on site audit is conducted.	
1.1.5	The company has a list of stakeholders along with representatives of these stakeholders for consisting of Government Agencies, NGOs, Village Governments, Village Communities, Smallholders and contractors.	
	Status: Comply	
1.2	The unit of certification commits to ethical conduct in all business operations and business transactions.	
1.2.1	The company already has a code of ethics stating that PT Surya Sawit Sejati is committed to practicing good corporate governance principles, such as: transparency, accountability, responsibility, self-reliance, equity and equality. These values are reflected in the Code of Conduct which guides the management unit, the Board of Directors, the Board of Commissioners, and all employees in carrying out their day to day tasks by implementing standards of conduct in their interactions with other employees, shareholders,	

communities, and local communities. The Code of Conduct appeal employees to:

- a. Enhancing accountability, transparency, and compliance with relevant regulations.
- b. Carry out tasks with high professionalism and integrity.
- c. Avoid of activities that may create a conflict of interest.
- d. Avoid of corruption, collusion, and nepotism.
- e. Protecting company properties and information, either during work or after no longer working in the company.

1.2.2

In monitoring compliance and the application of ethical behavior policies, the company conducts socialization with the aim that workers know the ethical behavior that applies in the company. In addition, the company provides a complaint book for workers as a facility for Workers if there are violations related to ethical behavior. Based on the document review, it is known that there are no reports from workers related to violations of ethical behavior. This will be further verified when the on site audit is conducted.

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

PRINCIPLE #2 OPERATE LEGALLY AND RESPECT RIGHTS

2.1

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

2.1.1.

The unit of certificate can present the compliance with all applicable local, national and ratified international laws and regulations as described below:

Legality.

The company has had several document for their operational as follows:

1. Land Use Title for their operational area.
2. Plantation business permit for cultivation of oil palm from District Head of Kotawaringin Barat No. EKBANG/525.26/598/XII/2006 dated on December 30th 2006.
3. Plantation business permit for processing from District Head of Kotawaringin Barat No. EKBANG/525.26/102/EK/2010 dated on April 28th, 2010 for 15,650 Ha area and Palm Oil Mill with Capacity 60 MT/hours.

OHS and Employment

- Permit deed and periodic inspection of mill machinery

For example, it is indicated by the license certificate No: 18.Kab.0115.A dated July 19, 2010 for Boiler No. 1 and Deed No. 18 KAB 110 A dated March 12, 2010 for Sterilizer No1. The results of periodic checks for these machines have been shown, including those carried out by the Occupational Safety and Health Service by PT Jaya Business Mandiri. As with the results of the last inspection carried out in 2020, the machine is declared in good condition and suitable for use.

- Operator license

For example indicated by a class 1 boiler operator license with certificate no P.08.841.OPK3-PUBT-B.I / XII / 2018 valid until 07 December 2023. In addition, you can also show the powerplant operator license number 8151 / PM / PTP / XI / 2019 valid until 18 November 2024. he company also showed the Decree of the Head of the Central Kalimantan Province One Stop Investment and Integrated Service Number 570/190 / ESDM-IO / VII / DPMTSP-2019 concerning the Business Operation Permit to Provide Electricity for Own Interest in Oil Palm Plantation on behalf of PT Surya Sawit Sejati dated July 30, 2019. The decree is valid for five years.

2.1.1

(Radinal)

The company has an SOP for providing information contained in the SOP, providing information / documents by stakeholders with the following documents: SOP-HRD-03-ROO which took effect from January 1, 2014 and was approved by the President Director.

The company has reported mandatory reports to relevant agencies, this is evidenced by evidence of LPUP reporting for the third quarter of 2020 with Letter No: 149 / L / PB / X / 2020 addressed to:

- Head of the Food Crops, Horticulure and Plantation Office of West Kotawaringin Regency
- Head of the Central Kalimantan Provincial Plantation Office
- Head of the Director General of Plantation Jakarta

The reporting includes the scale / size of the company's activities which can state as follows:

- Plantation area of 18,665.62 Ha
 - ✓ Main oil palm plantation Lada and Runtu covering an area of 8,482.86 hectares
 - ✓ Arut and Kumai Nucleus Plantation covering an area of 596.72 hectares
 - ✓ Plasma Plantation covering an area of 1,204.14 Ha
- The number of factories or processing units is 1 unit
- The capacity of the factory or processing unit is 60 tons FFB / hour

The LPUP describes:

- Company name
- Company address
- Large scale of activities
- Location of the garden footprint
- Location of the factory site
- Deed of establishment and amendments thereof
- Name of the owner
- No taxpayer
- Capital ownership status

2.1.2; 2.1.3

On-site Audit Indicator

Status: Comply

2.2

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

2.2.1.

The unit of certification already has a list of contractors with cooperation agreements. The information displayed includes the name of the contractor, type of work, address, and contact number as the PIC of each party. In the period of 2020, it is known that there are 29 contractors who have collaborative ties with companies, for example CV Bahri as a TBS contractor, CV Al-Fath as a supplier of white stones, and Fathkul Manan as a civil contractor.

2.2.2 & 2.2.3

Can be shown examples of cooperation agreements with contractors, for example CV Hastina Graha Mandiri (SPK Number: 031 / SPK / ED-PTSSS / X / 2020) and CV Bahri (SPK Number: 005 / SPK-SSS / I / 2020). The cooperation agreement letter in the terms of employment section clearly states the contractor's obligation to comply with applicable laws and regulations, for example OHS regulations, labor regulations, and wage regulations.

Furthermore, there is a separate clause which states the obligation to comply with RSPO principles such as the age limit for workers is 18 years, no forced labor and labor resulting from human trafficking.

Status: Comply

2.3

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

2.3.1

Based on documents verification it was known if the FFB process in Lada POM are originally from owned estate under scope of certification, owned estate outside in the scope of certification and outgrowers. During last 12 months before audit (December 2019 – November 2020) there are 4 (four) outgrowers that supply FFB to Lada POM namely:

- a. PT Menthobi Makmur Lestari
- b. CV Inti Sawit Perkasa
- c. Koperasi Tani Bahagia
- d. Koperasi Tungga Jaya

At the time of audit the unit of certification can presented the requires to directly sourced FFB, for example FFB supplier on behalf of CV Inti Sawit Perkasa the unit of certification can shown:

- Information regarding the geolocation of FFB origins with, coordinate S : 02°36.133 and E : 111°46.196 and the address in Pangkalan Durin Village, subdistrict of Pangkalan Lada, Kotawaringin Barat Regency
 - Proof of ownership status in the documents of location permit of CV Inti Sawit Perkasa from OSS institution dated 21 March 2020, with bussines principal number 022014391199, covering area 200 Ha and the commodity palm oil plantation
- Valid planting/operational/trading license in the document of Plantation Bussines Permit from OSS institution dated 21 March 2020, with bussines principal number 022014391199; deed of establishment No 173 dated 26 February 2020 from Notary Teguh Hermawan including certificate of registered deed from the ministry of law and human rights No AHU-0015736-AH.01.14 dated 03 march 2020

2.3.2

On-site Audit Indicator.

Status: Comply

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

3.1

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

3.1.1

(The company has shown the document Estate/Mill Budget for 5 Years. Based on these documents, it is known that the long-term plan for the 2017-2022 period for PT SSS which includes Area/Hectare Statement, Capital Expenditure, Appointment of General Charges I & II, General Charges I, General Charges II, Summary of CPO & PK Revenue Expenditure, Crop Production Statement, Revenue Expenditure Mature Palm Oil, Security Posts & Personnel's and Plasma-Immature Planting

3.1.2

Based on document verifications and interview with management it was known if there is no replanting program in next five years.

3.1.2

On-site Audit Indicator.

3.1.3

(The management review conducted in several way, consist of annually Management Review, review of monthly management unit report. For instance, the latest Company Management Review was conducted on December 2019.

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

Aspects of OHS and Manpower

- Has developed and implemented protocols for the prevention and handling of the Covid-19 Pandemic
- Have used permanent workers for all occupations

Aspects of Best Management Practices

The unit of certification can presents continues improvement in BMP with the IPM programs in PT SSS includes the development of the planting of *Turnera subulata*, *Antigonon leptopus* and carrying out the use of natural enemies of pests such as *Felis bengalensis* and etc.

3.2.2

Not applicable, since RSPO metric template on annual report is not available

Status: Comply

3.3

Operating procedures are appropriately documented, consistently implemented and monitored.

3.3.1

The company has palm oil cultivation and processing procedures (SOP) available in Indonesian. Cultivation procedures regulate activities starting from the stage of land clearing, nursery, planting, maintenance, harvesting, sending FFB to the factory until replanting,

while the processing procedure regulates activities starting from the FFB acceptance to testing the product quality. SOP has cover the key processes for example harvesting, transportation, manuring, IPM, GAP, and SCCS)

3.3.2

On-site Audit Indicator.

3.3.3

The company has an internal system of corporate supervision that aims to monitor operational implementation in accordance with the SOPs owned, among others, by conducting RSPO internal audits every year, conducting internal audits of plantations and factories including checking aspects of implementation procedures / SOPs and administration. Internal plantations such as field visits to plantations and factories carried out by company leaders (General Manager, Manager, Staff and Foreman).

Status: Comply

3.4

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

3.4.1

EIA

There is Letters from the Regional Environmental Impact Control Agency of West Kotawaringin Regency and approve from Regional EIA Commission of West Kotawaringin Regency No: 660/580 / BpdI-II.2 / XIII / 2007 dated December 1st, 2007 concerning Approval of EIA, and documents RKL/RPL Plantation covering 6,650 Ha and Palm Oil Processing Plant (Capacity 60 ton FFB / hour) Located in Sungai Rangit Jaya Village, Lada Mandala Jaya and Pangkalan Durin, Pangkalan Lada Sub-district, and Kotawaringin Barat District.

Recommendations on UKL / UPL regarding construction of PT SSS Biogas Plant from Kotawaringin Barat District Environmental Agency No. 660/870 / BLH.II / II / 2012 dated December 20th, 2012 and signed by Head of Environment Agency District of Kotawaringin Barat. The preparation team of UKL-UPL is PT Pasadena Engineering Indonesia. Team Leader Ir. Yuyun Mulyani (EIA Certificate 1 & B) and certificate the team leader of the EIA Competence. Location Biogas Plant is located in the Village of Sungai Rangit Jaya Sub district Pangkalan Lada Kotawaringin Barat Regency Central Kalimantan Province.

Evidence of community involvement in the AMDAL preparation process:

- Technical consultation (stakeholder consultation) for the preparation of AMDAL, Dinas - December 1, 2007 which was attended by the Transportation Agency, Plantation Agency of Kotawaringin barat, the Health Office, Health and Development Agency and has been responded by the company.

SIA

PT. Surya Sawit Sejati using Indonesian SEIA to gathering information regarding to monitoring and manage social cases. Those document has approved by Environmental Agency of Kotawaringin Barat District since December 1st 2007. Social aspect that should monitoring during the operational activity as written in environmental management plan/environmental monitoring plan (RKL/RPL) such as:

1. Working and striving opportunities.
2. Community restless.
3. Community income.
4. Public health quality.

Whole aspect above was monitored at Sungai Rangit Jaya, Lada Mandala Jaya and Pangkalan Durin Village every semester during recruitment and operational activities.

Based on environmental management plan/environmental monitoring plan (RKL/RPL) document above, the company has set several aspects that has done by the management as follows:

1. Education:
 - a. Scholarship
 - b. Procurement of textbook
 - c. Head master and teacher training
 - d. Fishery training (integrated with village profit organization).

- e. Fish breeder
- 2. Healthy
 - a. Training for midwifery, paramedic and health maternal and baby pos.
 - b. Family planning
- 3. Infrastructure
 - Road and bridge maintenance.
- 4. Religion
 - a. Breaking the fasting together.
 - b. Worship place maintenance.
- 5. Social and culture.
 - a. Ramadhan program.
 - b. Independence day donation
 - c. Village head training
 - d. Customary party of Benaning sub-village.
- 6. Working and striving opportunities.
 - Job opportunity information.

3.4.2; 3.4.3

The company shows the *RKL / RPL* management & monitoring plan for semester II 2019 and Semester 1 2020 with details:

- Air quality (gas & dust).
- Noise
- Will
- Vibration shock in buildings
- Soil
- Soil erosion
- Water quality
- Aquatic biota
- Physical quality of the road
- Job & business opportunities
- Community attitudes & perceptions
- Social jealousy
- Public unrest
- Public health

Based on the document review, it is known that environmental management and monitoring parameters have been included in the *RKL / RPL* implementation report. Evaluation of trends, critical points and compliance has been including in the implementation report. Those SIA assessment has involving the villager. The company has showed the document of stakeholder consultation on July 21st 2007. It also attended by government staff from plantation agency, transportation agency, District Environmental Impact Management Agency, NGO etc. Smallholder also involved in those assessment.

The company has reviewed the Social Impact Assessment dated 12 August 2019, there are social impact management plan. For example:

1. Conflict with villagers related to the border. With action plan comply with procedures regarding complaints, unscheduled border check inspection.
2. Disposed waste doesn't meet the quality standard parameters in accordance to the regulations. With action plan monitoring the quality of effluent pond regularly, periodic cleaning in the effluent pond system.

The CH has conducted stakeholders meeting on 24 July 2019 with attended by 203 persons from internal and external parties, including smallholders.

Status: Comply

3.5

A system for managing human resources is in place.

3.5.1.

The Human Resource System shown by the company includes the following :

- **Employee Recruitment Procedures**

It is regulated in the Employee Recruitment SOP dated January 1, 2014 which was ratified by the President Director as well as a cover letter for the recruitment scheme in the estate on March 14, 2016. The procedures include, among others, the administrative and verification processes by HR

- **Career Path and Achievement Assessment**

Among them are regulated in the Collective Labor Agreement CHAPTER IV concerning Employment Relations, including regulating worker obligations, acceptance of new workers, probationary periods, permanent employment, job classification, job performance appraisals, promotions, transfers, to termination of employment.

- **Collective labor agreement**

In accordance with the Decree of the Head of the Manpower and Transmigration Office of West Kotawaringin Regency Number: KEP.27 / DTT / HIJ-SYAKER / I / 2018. The agreement includes recognition, guarantees and facilities for labour unions, work relations, working days, rest and overtime, exemption from work obligations, OHS and the environment, wages, social security and welfare, social security, facilities for workers, work rules. , termination of employment, and settlement of complaints and complaints from workers.

3.5.2

On-site Audit Indicator.

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

3.6

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

3.6.1.

Risk Assessment

The certification unit has hazard identification documents, assesses, and manages risks for all mill and estate operational activities, for example buffalo harvesting, manual harvesting, manuring, pesticide mixing, warehouses, sorting and grading stations, boiler stations, WTP, WWTP, etc. The document is updated if there is a work accident or deemed necessary in accordance with the results of the OHS performance evaluation. For example, the HIRAC update dated June 26, 2020 due to a work accident falling into the trench. The results of the evaluation state that safety signs and warnings need to be installed and the construction of HIRAC works near the trenches.

Occupational Health and Safety Program

The OHS work program for 2020 includes inspections, training, periodic health checks, socialization, to routine meetings

Documentation of OHS Application

As the information contained in the offer for the implementation of MCU for PT Surya Sawit Sejati employees, the types of health checks carried out include routine hematology, cholinesterase, audiometry, and thorax. The implementation of medical examinations for the 2020 period itself is as follows:

- 17 November 2020: 27 employees of Lada POM, 43 employees of Lada-1, 14 employees of South Runtu and 14 employees of North Runtu
- 18 November 2020: 34 Lada-2 employees As the information contained in the offer for the implementation of MCU for PT Surya Sawit Sejati employees, the types of health checks carried out include routine hematology, cholinesterase, audiometry, and thorax. The implementation of medical examinations for the 2020 period itself is as follows:
- 17 November 2020: 27 employees of Lada POM, 43 employees of Lada-1, 14 employees of South Runtu and 14 employees of North Runtu
- 18 November 2020: 34 Lada-2 employees

At the time of surveillance-2, the results of the employee examination had not yet been issued by the implementing clinic. Because as conveyed by the MCU offer letter from the clinic implementing the health examination, it was stated that the results of the employee health check were issued 14 days after the last MCU carried out

OHS inspection

Includes inspection of PPE completeness, Fire Extinguisher examination, first aid kit including first aid bag. There are daily, weekly, and monthly inspections. The responsible officer is the OHS Committee secretary

OHS training and socialization

Implemented regularly every morning briefing. The themes discussed included the obligation to use PPE, safe working methods, handling work accidents, basic first aid training to socialization about the Covid-19 pandemic. Including part of the socialization, including the installation of OHS warnings in strategic places.

3.6.2

On-site Audit Indicator.

Status: Comply

3.7

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

3.7.1 & 3.7.2.

The company has had the annual training programs of 2019 and 2020 that have covering all aspects of the RSPO principles and criteria, OHS awareness, environment, good agricultural and manufacturing practices. Furthermore, from the matrix structured training program and plan time to be implemented. The training is intended for the whole staff, workers from employee status monthly, daily employees, smallholders and contract employees. Training programs for the estate covered harvesting, maintenance, manuring, spraying, integrated pest management, fire extinguishers, OHS, first aid response. The training program for the mill has included supply chain, security, purchases, cashiers, weighbridge station, all processing stations, electricity, workshops, WTP, and laboratories.

Based on verification of the training documentation, all the training programs of 2019 had been implemented, and for 2020 partly implemented. The training conducted in unit level including contractors parties. For instance, the latest training of for contractors has been conducted on 8 august 2020 with the topics of trainings are PHS for driver.

3.7.3

On-site Audit Indicator.

Status: Comply

3.8

Supply Chain Requirements for Mills

3.8.1;3.8.2

Lada Palm Oil Mill applied SCCS Module MB since its received and processing the FFB from certified and uncertified sources. The mill claim only the volume of oil palm products produced from certified FFB as MB.

3.8.3

Estimated certified product recorded in the last Assessment Report and Certificate and has been updated in the RSPO Palm Trace. Actual certified produced has been verified during this assessment, and not exceed the estimate. The estimates of certified production for the next license period also have been set, in reasonable amount considering the last year's production. The data presented in the following table:

Product	Estimate Production 12 months (MT)	Estimate Production next 12 months (MT)
FFB	92,720	78,500
CSPO	21,790	17,650
CSPK	4,170	3,730

3.8.4

Lada Mill has been registered in IT platform palmtrace RSPO <https://palmtrace.rspo.org/web/rspo/member-directory> which information as follows:

- Member name: Surya Sawit Sejati (Lada Palm Oil Mill)
- Account UID: RSPO_AC100004019
- Core product: Palm Oil
- Member ID: RSPO_PO10000083
- Member category: Oil Mill
- GPS Coordinates: 111.772559, -2.590899

- Visiting address:
 - ✓ Street: Ds. Pangkalan Durin, Kecamatan Pangkalan Lada.
 - ✓ City: Kotawaringin Barat
 - ✓ State: Central Kalimantan
 - ✓ Country: Indonesia

3.8.5

Lada mill has had supply chain procedure through the document Module E – CPO Mills: Mass Balance that approved and signed by President Director of PT. Surya Sawit Sejati Revised on 06 October 2020. This procedure described the rules as follows:

- Definition of Module E – Mass Balance
- Objective
- Standard
- Planning:
 - a. Separation of certified and noncertified product.
 - b. Demarcation of field which certified (HGU) or noncertified (Non HGU) by yellow paint.
 - c. Harvesting process, loading and transporting FFB (from certified or noncertified field) the certified stamp (Certified Sustainable FFB – MUTU-RSPO/123). If the majority of FFB is noncertified at one field, they will be downgrade as non-certified.
 - d. FFB receiving in mill (if the certified and non certified FFB send on the one truck, the mass balance will be percentage by the bunch's, all FFB consignment from third parties will be stamp as Uncertified FFB.
 - e. FFB processing in mill.
 - f. Sales and dispatch
 - g. Record keeping (the mill will be record all FFB received, CPO & PK dispatch regarding to real time basis)..
 - h. Continuous improvement.

3.8.6

Procedure to conduct internal audit for SCCS implementation has been defined by the mill, namely SOP of Internal Audit, which mentioned that internal audit shall be conducted annually to implement and maintain the respective standard requirements effectively, and including the SCCS standard in key station involved (purchasing FFB, processing, sales storage, delivery and shipping of certified product). The latest internal audit was carried out in March 2020 and based result of internal audit there is no non conformity related the requirements of SCCS.

3.8.7

The mill has a record amount of FFB tonnage as follows:

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
Nov - 19	1,025.31	18,314.49	19,339.79
Dec-19	1,259.71	18,345.93	19,605.64
Jan-20	1,060.04	20,963.89	22,023.93
Feb-20	6,910.13	15,061.80	21,971.93
Mar-20	6,710.34	14,531.91	21,242.25
Apr-20	7,850.94	14,735.69	22,586.63
May-20	8,191.89	13,756.63	21,948.52
Jun-20	9,001.33	15,500.15	24,501.48
Jul-20	7,966.60	13,869.13	21,835.73
Aug-20	7,508.45	14,276.72	21,785.17
Sep-20	8,927.49	14,959.70	23,887.19

Oct-20	7,514.48	14,950.25	22,464.73
Total	73,926.69	189,266.30	263,192.99

Estimated certified product recorded in the certificate annex of last surveillance, actual certified produced has been verified during this assessment and not exceed the estimate that describes in the following table:

Product	Estimate Production 12 months (MT)	Estimate Production next 12 months (MT)
FFB	92,720	73,926.69
CSPO	21,790	16,231.81
CSPK	4,170	3,361.89

3.8.8

During the starting date of the license until the audit carried out, there is no sales of RSPO certified product (CSPO and CSPK). However, there were selling of CSPO and CSPK as conventional during this period, and has been removed from certified stock on 02 December 2020

3.8.9; 3.8.10; 3.8.11

Based on documents verifications and documents verification obtained information if there is no contractors used for the physical handling of RSPO certified oil palm products.

3.8.12

Based on Supply chain procedure known that retention time for supply chain document is 2 years. Records of transaction from the past two years were also available such as sales record of previous license period.

The Mill does not purchase RSPO certified oil palm products from outsider. The RSPO product from the Mill were from FFB of its own certified Estates as summarized in the following table:

- FFB

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
Nov - 19	1,025.31	18,314.49	19,339.79
Dec-19	1,259.71	18,345.93	19,605.64
Jan-20	1,060.04	20,963.89	22,023.93
Feb-20	6,910.13	15,061.80	21,971.93
Mar-20	6,710.34	14,531.91	21,242.25
Apr-20	7,850.94	14,735.69	22,586.63
May-20	8,191.89	13,756.63	21,948.52
Jun-20	9,001.33	15,500.15	24,501.48
Jul-20	7,966.60	13,869.13	21,835.73
Aug-20	7,508.45	14,276.72	21,785.17
Sep-20	8,927.49	14,959.70	23,887.19
Oct-20	7,514.48	14,950.25	22,464.73
Total	73,926.69	189,266.30	263,192.99

- CPO

Period	CPO production (MT)		Total	Cert CPO Dispatch (MT)		
	Cert	Non Cert		RSPO	Other scheme	Non Cert
Nov-19	233.65	4,173.47	4,407.11			212.02
Dec-19	289.92	4,222.25	4,512.17			233.65
Jan-20	243.84	4,822.22	5,066.05			289.92
Feb-20	1,589.87	3,465.40	5,055.28			243.84
Mar-20	1,505.13	3,259.52	4,764.65			1,589.87
Apr-20	1,704.86	3,199.90	4,904.76			1,505.13
May-20	1,777.27	2,984.57	4,761.84			1,704.86
Jun-20	1,985.45	3,418.91	5,404.36			1,777.27
Jul-20	1,692.42	2,946.35	4,638.77			1,985.45
Aug-20	1,619.98	3,080.27	4,700.25			1,692.42
Sep-20	1,966.13	3,294.63	5,260.76			1,619.98
Oct-20	1,623.30	3,229.59	4,852.89			1,966.13
Total	16,231.81	42,097.07	58,328.88			14,820.53

- CSPK

Period	PK production (MT)		Total	Cert PK Dispatch (MT)		
	Cert	Non Cert		RSPO	Other scheme	Non Cert
Nov-19	48.67	869.41	918.09			46.69
Dec-19	55.04	801.60	856.64			48.67
Jan-20	48.14	952.03	1,000.16			55.04
Feb-20	327.43	713.69	1,041.13			48.14
Mar-20	312.69	677.17	989.86			327.43
Apr-20	350.10	657.10	1,007.20			312.69
May-20	371.16	623.29	994.45			350.10
Jun-20	415.85	716.08	1,131.93			371.16
Jul-20	363.81	633.36	997.17			415.85
Aug-20	329.80	627.10	956.90			363.81
Sep-20	407.65	683.09	1,090.73			329.80
Oct-20	331.55	659.62	991.17			407.65
Total	3,361.89	8,613.54	11,975.43			3,077.03

3.8.13; 3.8.14

The conversion rate of production of CPO (OER) and PK (KER) were based on actual daily, monthly, and yearly production.

3.8.15

Lada Palm Oil Mill applied SCCS Module MB since its received and processing the FFB from certified and uncertified sources. The mill claim only the volume of oil palm products produced from certified FFB as MB.

3.8.16; 3.8.17

During the starting date of the license until the audit carried out, there is no sales of RSPO certified product (CSPO and CSPK). However, there were selling of CSPO and CSPK as conventional during this period, and has been removed from certified stock

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

PT SSS has policy regarding Human Rights on January 13, 2016 by the President Director. The Human Rights Policy states: "PT SSS is committed to protecting and advancing human rights wherever we operate. Our human rights base is based on our core values of environmental safety and health surveillance and respect for others. The policy has been regularly socialized every year in stakeholder meetings (internal and external).

4.1.2

On-site Audit Indicator.

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

On-site Audit Indicator.

4.2.2; 4.2.3; 4.2.4

Based on the information request log book and internal / external complaint book, it is known that during the 2020 period there were no complaints from external stakeholders. For example, internal complaints are:

- Complaints from employees on October 27, 2020 regarding the leak of clean water pipes for Lada Estate housing
- Complaints from employees on February 25, 2020 regarding damage to residential ceilings and replacement of air circulation

All complaints have been followed up by the authorities by taking corrective actions for each of these complaints. In monitoring complaints, it has been informed about the response period and follow-up on complaints.

Status: Comply

4.3

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

4.3.1

On-site Audit Indicator.

Status: Comply

4.4

Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their Free, Prior and Informed Consent (FPIC).

4.4.1

The CH has obtained land title (HGU & HGB) with total area 6,743.90 Ha, however there are area some areas that are occupied by the community with area 26.28 Ha. The extension of RSPO scopes is **6,717.62 Ha**. The full details of land title certificates as follow:

2. HGU Number: 42 dated 4 July 2005 with area 738.1 Ha.
3. HGU Number: 00058 dated 12 March 2018 with area 358.10 Ha
4. HGU Number: 00059 dated 12 March 2018 with area 328.40 Ha
5. HGU Number: 00060 dated 12 March 2018 with area 103.30 Ha
6. HGU Number: 00061 dated 12 March 2018 with area 222.90 Ha

7. HGU Number: 00062 dated 12 March 2018 with area 480.10 Ha
8. HGU Number: 00063 dated 12 March 2018 with area 464 Ha
9. HGU Number: 00064 dated 12 March 2018 with area 580.80 Ha
10. HGU Number: 00065 dated 12 March 2018 with area 678.40 Ha
11. HGU Number: 00066 dated 12 March 2018 with area 103.60 Ha
12. HGU Number: 00067 dated 12 March 2018 with area 261.70 Ha
13. HGU Number: 00068 dated 12 March 2018 with area 111.10 Ha
14. HGU Number: 00069 dated 12 March 2018 with area 983.10 Ha
15. HGU Number: 00070 dated 12 March 2018 with area 359.80 Ha
16. HGU Number: 00071 dated 12 March 2018 with area 837.80 Ha
17. HGU Number: 00072 dated 12 March 2018 with area 90.42 Ha
18. HGU Number: 00073 dated 12 March 2018 with area 22.01 Ha
19. HGU Number: 00074 dated 12 March 2018 with area 10.62 Ha
20. HGB Number: 0002 dated 11 July 2016 with area 1.651 Ha

4.4.2

On-site Audit Indicator.

4.4.3

The company has had land compensation procedure (No. SOP – HRD – 015 – ROO) that approved by President Director dated on January 1st 2016. This procedure for ensuring the person/party entitled to compensation is through the historical search of land ownership by gathering information from community leaders and village officials or from the land ownership document review. Based on document verification, there is three land acquisition on 2018. Management has showed land acquisition document (map, statement letter, etc) and payment on 28 April 2018 to Mr. CH with area 0.58 Ha, dated 15 May 2018 to Mr. MM with area 10.22 Ha and dated 18 May 2018 to Mr. EK with area 0.75 Ha.

4.4.4

On-site Audit Indicator.

4.4.5

On-site Audit Indicator.

4.4.6

On-site Audit Indicator.

Status: Comply

4.5

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

4.5.1 to 4.5.8

On-site Audit Indicator.

Status: Comply

4.6

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

4.6.1 to 4.6.4

On-site Audit Indicator.

Status: Comply

4.7

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

4.7.1 to 4.7.3

On-site Audit indicator.

	Status: Comply	
4.8 The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.		
4.8.1 to 4.8.4 On-site Audit indicator.		
	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 the cooperation agreement for the development of scheme smallholders that made between PT. SSS with cooperative, the determination of the purchase price of FFB from the scheme smallholders follows the determination of the price of FFB by relevant instit. The determination is carried out every month by the Palm Oil FFB Purchase Determination Team in East Kalimantan Province. For independent smallholder and third party supplier following the company's internal pricing mechanism.		
5.1.2 On-site Audit indicator.		
5.1.3 On-site Audit indicator.		
5.1.4 On-site Audit indicator.		
5.1.5 The company shows CLA with Smallholders FFB Suppliers or contractors which explain the object of the agreement, validity period, plasma construction provisions, terms of cooperation, financing, pricing, rights & obligations, sanctions to settle disputes. The agreement was signed by both parties.		
5.1.6 Has been observed the FFB Payment and Financial Report of May 2020, for the FFB production and pricing of October 2020 The report describes pricing and pricing periods, FFB amount, reduction/cost, and total paid. The payment was conducted within a month.		
5.1.7 The results of document verifications it was known that the certification unit has routinely calibrated the weighing equipment carried out by a independent third party. The certification unit has also shown documents on the weighbridge calibration carried out in February 2020 and valid until February 2021		
5.1.8 On-site Audit indicator.		
5.1.9 Companies that have a system to deal with complaints contained in:		
<ul style="list-style-type: none"> ● SOP for stakeholder communication and consultation with no. SOP SSS-01-HMS-15 ● SOP for Internal and External Complaints with SOP number: SOP-HRD-07-R00 ● SOP Settlement of land disputes with SOP No: SSS-COMDEV (HMS) -024 		
Commitment has been demonstrated regarding reporting of violations (whistleblowers) signed by the President Director dated December 13, 2017. In point 4 reads: "If the reporter does not want to be identified, the company will keep the identity confidential, except if required by the court".		

	Status: Comply	
5.2 The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.		
5.2.1 to 5.2.5 On-site Audit indicator.		
	Status: Comply	
PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS		
6.1 Any form of discrimination is prohibited.		
<p>6.1.1. There is a PT SSS Human Rights Policy signed by the President Director on December 10, 2015, point 2 states that the company provides equal opportunities and treatment for everyone to get a job at PT SSS. Based on the interviews with labor union representatives, it is known that so far the company has been fair and has implemented equal opportunities and opportunities for employees. This is manifested, for example, by the employee performance appraisal which is held annually</p> <p>6.1.2. On-site Audit indicator.</p> <p>6.1.3. There are examples of recruitment for 2020, for example with workers with the initials NSR, AFF, and RCP. The three employees are planned to become permanent employees so that they get a trial period of three months. It can be shown examples of administrative completeness starting from application letters, assessment results, interview results, and job offers approved by the prospective employee.</p> <p>Examples of promotions shown include the increase in the status of the initial AFN employee from the previous trainee in accordance with the job offer Number 20 / HRD / S-PEN / UP-SSS / VIII / 2020 dated August 1, 2020 to become a permanent employee in accordance with the Renewal of Work Agreement for Indefinite Time No. 0278 / SPK-KHT / HRD / UP-SSS / XII / 2020 dated 01 December 2020 after undergoing a three-month trial period.</p> <p>6.1.4 On-site Audit indicator.</p> <p>6.1.5. The unit of certification has a gender committee with specific objectives to raise awareness, identify and deal with issues of concern, and provide opportunities and improvements for women. The composition of the board of the gender committee itself consists of a chairperson, secretary, deputy chairperson, coordinator of each estate, and members.</p> <p>The gender committee work programs for 2020 include:</p> <ul style="list-style-type: none"> - Socialization of the gender committee - Early detection of cervical cancer - Integrated Healthcare Center - Census of children in employee housing <p>Due to the Covid-19 pandemic, the socialization and early detection of cervical cancer were delayed until normal conditions. Meanwhile, posyandu and children census have been carried out in June and July 2020</p> <p>6.1.6. Proof of payment of wages shown for example for the period November 2020: - NIK: ED087 Basic Salary: IDR 3,047,533.00</p>		

Working period wage scale: IDR 6,500.00

- NIK: ED098

Basic Salary: IDR 3,047,533.00

Working period wage scale: IDR 5,500.00

- NIK: RH00716 (SKU-H)

Daily Salary / Wage 8 HK: IDR 977,290

Buffalo Harvesting 21 days Tonnage 46.79: IDR 3,509,325

Working period wage scale: IDR 6,500.00

Based on the wage documentation, it is known that wages are given equally for the same scope of work. There is no wage discrimination based on gender

Status: Comply

6.2

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

6.2.1; 6.2.2; 6.2.3

The wage reference used by the certification unit is Circular Number 58 / DIT / HIJ-PJ / 1 / 2020 from the West Kotawaringin Regent regarding the West Kotawaringin Regency Minimum Wage (UMK) in 2020. Based on this letter, it is known that for 2020 the Governor of Central Kalimantan does not stipulates UMSK so that the wages used are IDR. 3,047,533.00. The terms of work and other conditions of employment are contained in the Collective Labor Agreement of PT Surya Sawit Sejati.

Furthermore, there is the determination of wages by companies regarding the 2020 minimum wage, additional working wages, and a table of wage structures and scales. Records of payment of wages in accordance with the system include the following:

- NIK: ED097

Basic salary: IDR 3,047,533

Working period wage scale: IDR 5,500.00

Overtime wages: IDR 423,542.00

- NIK: ED098

Base salary: IDR 3.047,533

Working period wage scale: IDR 5,500.00

Overtime wages: IDR 520,604

It has been shown that the details of the two workers' overtime work are based on attendance, recording of overtime working hours, paid overtime hours, overtime hourly wages, to the actual amount of overtime paid. Based on this, it can be concluded that the company already has and implements the stipulated standard payroll system

6.2.4

On-site Audit indicator.

6.2.5

On-site Audit indicator.

6.2.6.

Until now, the DLW benchmark for Indonesia has not been established, thus the certification unit calculates the prevailing wage as follows:

- Housing: Rp. 2,171,502.13 (electricity, water, emplacement, sport facility, etc)
- Creche: IDR 26,324.36
- Healthcare: IDR 52,742.70

So that the total In Kind Benefits is IDR 2,250,569.19. The minimum wage that applies is IDR 3,713,422.17, so the total value of the prevailing wage each month is IDR 5,963,991.36

6.2.7

On-site Audit indicator.	
	Status: Comply
6.3	
The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	
6.3.1.	
The policy on labor unions is contained in the Human Rights Policy signed by the President Director on January 13, 2016, which among other things states respecting the right of all employees to join and participate in registered trade unions and to bargain collectively.	
Among other things, the implementation of this policy is by supporting the formation of a labor union	
6.3.2	
On-site Audit indicator.	
6.3.3	
On-site Audit indicator.	
	Status: Comply
6.4	
Children are not employed or exploited.	
6.4.1 & 6.4.2	
Until the Surveillance-2 there has been no change in policy. The policies shown are as follows:	
<ul style="list-style-type: none"> - The policy on age requirements (in the human rights policy) dated 23 March 2014 point 7 which states: "We will not tolerate the use of children as laborers or forced labor, slavery or people smuggling in our plantations and facilities. In accordance with the Employment Regulations in Indonesia, workers must be at least 18 years of age at the time of acceptance " - Article 12 of the company's CLA for the 2018-2020 period states that one of the age requirements for workers who are accepted is at least 18 years old at the time of acceptance. 	
In addition, warnings on age limits for workers have been posted at strategic places such as divisional offices and guard posts. Based on a review of PT Surya Sawit Sejati's employee data documents, it was found that there were no workers who were 18 years old when they started working for the company. Based on the results of the document review, it was found that there were no workers who were 18 years old when they started working	
6.4.3.	
On-site Audit indicator.	
6.4.4.	
On-site Audit indicator.	
	Status: Comply
6.5	
There is no harassment or abuse in the workplace, and reproductive rights are protected.	
6.5.1.	
The policy of the certification unit in the prevention of sexual harassment and violence is set out in the form of a gender committee. In addition, the publication of the Sexual Harassment Complaints procedure (Gender Committee) No. SOP-HRD-014-ROO dated January 1, 2016 is also a form of implementation of the policy.	
6.5.2.	
The unit of certification has a policy on protection of reproductive rights issued on 23 July 2018 by the President Director. Policies include explaining the protection of the right to get pregnant and giving birth, transferring pregnant workers to light work, and not being exposed to chemicals. It also explains the rules for maternity leave.	

Communication regarding policies is usually delivered in a stakeholder meeting which is held regularly every year. For 2020, stakeholder meeting activities cannot be carried out due to the Covid-19 pandemic

6.5.3

On-site Audit indicator.

6.5.4.

On-site Audit indicator.

Status: Comply

6.6

No forms of forced or trafficked labour are used.

6.6.1.

On-site Audit indicator.

6.6.2.

On-site Audit indicator.

Status: Comply

6.7

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

6.7.1.

OHS organization

In accordance with the Decree of the Head of the Central Kalimantan Province Manpower and Transmigration Office Number: KEP.80 / DISNAKERTRANS / VII / 2020 concerning the Ratification of the PT Surya Sawit Sejati Committee for Occupational Safety and Health dated July 2, 2020. As stated in the decree, those who are responsible Responsible as OHS Committee secretary is a worker with the initials NRY. OHS Expert Authority Card Number Reg.39695 / PK3 / AJ / 62/2020 / P1 dated 19 August 2020 valid until 2023 and Decree of the Minister of Manpower of the Republic of Indonesia Number 5/6986 / AS.02.04 / VIII / 2020 concerning The appointment of a General Occupational Safety and Health Expert PT Surya Sawit Sejati on August 19, who designated NRY as General OHS Expery of the company. The decree is valid for three years.

Periodic Meetings

Implemented once a month and attended by OHS Committee administrators including general OHS experts. Discussions include evaluating the company OHS performance including work accident analysis, OHS monitoring, OHS inspection, to other OHS issues including handling Covid-19. The results of the monthly meetings are used as a reference for preparing the OHS quarterly report.

6.7.2.

Emergency Response and Work Accident Procedures

Among them are regulated in the PT Surya Sawit Sejati OHS Management System manual. SOP related to OHS include: Chapter I. Occupational health and management systems; Chapter II OSH Policies and Principles; Chapter III. Establishment of the OHS Committee; Chapter IV. Operational safety procedures; Chapter V. emergency response plans; Chapter VI. Electrical safety; Chapter VII. Occupational health and hygiene; Chapter VIII. Safety inspections and audits; Chapter IX. Personal Protective Equipment, Chapter X. Occupational health and safety training; Chapter XI. Promotion and communication; Chapter XII. Investigation and reporting procedures

First aid officer

For example, this is indicated by certificates number 17 / P3K / IX / 2015 and 1327 / PK3-P3K / III / 2017. In addition, every foreman, both estate and mill, is also given first aid training.

Work Accident Records

During the period of 2020 (January - November) work accidents that occurred in the company's operational areas were as follows:

- Lada Estate: 20 Cases
- Runtu Estate: 8 Cases
- Lada POM: 1 case

Accident cases have been well documented in the OHS Committee report. During that period there were 2 accidents with the fatality category which caused 2 workers to die (drown). It has been shown that the OHS performance evaluation due to the occurrence of work accidents. With the accident, the company has made work accident investigations, reports to BPJS TK, to evaluate potential hazards and follow up. The company has also assisted in handling work accident insurance claims

6.7.3 and 6.7.4

On-site Audit indicator.

6.7.5.

Based on the statistical calculation of work accidents, the following information is known:

2019 year

- Fatal Accident Rate: Zero
- Lost Time Injury Frequency Rate: 32.5

Year 2020 (January - October)

- Fatal Accident Rate: 1.2
- Lost Time Injury Frequency Rate: 12.5

Status: Comply

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

7.1

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

7.7.1

The company has shown evidences that pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) method. The IPM programs in PT SSS includes the development of the planting of *Turnera subulata*, *Antigonon leptopus* and carrying out the use of natural enemies of pests such as *Felis bengalensis* and etc.

The company has shown documentation of monthly potential pest and disease detection of each unit that conducted by trained worker. Based on census summary and maps of infestation of January – September 2020, known that there was no pest and disease infestation exceed the economical threshold, therefore no usage of pesticide to pest and disease control, except for routine weed control.

7.1.2

Based on document review, the company implement some biological control practices to suppress pest and diseases infestation such as *Turnera subulata*, *Antigonon leptopus*. Verification result on website of cabi.org and forestry & environmental ministry regulations NO.P. 94 / MENLHK / SEKJEN / KUM.1 / 12/2016. known that those species stated as not invasive in Indonesia.

7.1.3

On-site Audit indicator.

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 has a Pesticide Recommendation for the usage of pest, weed and disease control, consist of 13 trademarks of pesticide. However, current routine usage just for weed control because there is no pest and disease infestation above the economic threshold. The company has demonstrated policies related to safety in the use of chemicals listed in SOP No. SSS-EST-03 dated December 10, 2007. The company has made efforts to avoid the development of resistance to weeds such as the use of different types of pesticides, regulating spray rotation and spraying according to target weeds (selective weeding).

The Pesticides Recommendation inform th the pesticides trademark, active ingredients, type (sistemic/contact), LD50, target species, and WHO class.

7.2.2; 7.2.3; 7.2.4

On-site Audit indicator.

7.2.5

Based on document review, the company does not use WHO 1A, 1B pesticides or paraquat since 2017, or pesticide that prohibited by the government as mentioned in Annex II Regulation of Ministry of Agriculture No 39 year of 2015 about Pesticide Registration, for example aldrin, formaldehida, monokrotofos..

7.2.6

(Each unit has been set the annual training for pesticide operator. For instance, the latest training of spraying weed of Lada Estate has been conducted in 03 September 2020

7.2.7 and 7.2.8

On-site Audit indicator.

7.2.9

Based on document review and interview with the management, known that the company never been applied pesticides aerially.

7.2.10

On-site Audit indicator.

7.2.11

Status: Comply

7.3

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

7.3.1; 7.3.2

The company shows identification of waste sources for the 2019 period which informs the types of waste, sources, ways of management, action plans to reduce, PIC, Reviewers and timeline. For example: waste seals, stationary marks (paper, ballpoint & pencil) and printer ribbons (weighbridge); organic waste, rocks, soil, seals / sacks (sourced from FFB transport trucks) collected by grading officers and disposed of in appropriate places; Liquid waste is streamed to WWTP; oil & grease sourced from transportation & engine operations in the loading ramp are collected and submitted to schedule waste; fiber is collected and used for boiler fuel, etc.

Sources of air pollution include emission from fertilizer using, emission form fuel using, transportation emission, using of generator and others. There is management for emission such as substitution of chemical, reduction chemical and fertilizer, maintenance equipment of operational mil, maintenance of transportation, forbidden of using chemical in riparian area and others.

The company has a permit for temporary storage of hazardous waste

Runtu Estate Schedule Waste storage permit.

PT Surya Sawit Sejati - Runtu Estate schedule waste storage permits number 553/009 / LH / DPMPSTSP.D April 16, 2019 is valid for 5 years. This storage area measuring 5 m x 7 m x 4 m is located at coordinates S 02°22,776 " & E 111°43,559".

Lada Estate Schedule Waste storage permit.

PT Surya Sawit Sejati - Lada Estate schedule waste storage permits number 503/020 / LH / DPMPSTSP.D is in accordance with the decision of the One Stop Investment and Integrated Services Office from October 31st, 2019, valid for 5 years. This storage 20 m x 10 m x 4 m is located at the coordinate point S 02°34'47.6" & E 111°46'25"2".

7.3.3

On-site Audit indicator.

Status: Comply

7.4

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

7.4.1

The company has several procedures for managing soil fertility, including SSS-EST-08 on Fertilization of Immature and Mature Palm Oil, SSS-EST-13 on Erosion Control and SSS-EST-19 on Peatland Cultivation Management.

7.4.2

The company determines that sampling for soil analysis is carried out every two years and leaf analysis every year. Extraction of leaf tissue is carried out regularly every year to be used in the calculation of annual fertilizer dosage recommendations. The soil analysis parameters covering texture, acidity (pH), contents of N Total, P-Total, K, Ca, Mg, B, Cu, Zn. Meanwhile, the leaf analysis parameters covering of N, P, K, Mg and Ca and Indicator Minor elements namely B, Cu and Zn. Other than that, the visual analysis which is done as part of the points in determining the fertilizing recommendation, identifying nutrient deficiency symptoms, and analyzing the disease attacks that are potential in becoming an endemic of certain disease. For instance, the result of sampling of PT SSS has been sighted based on report on June 2020 and soil sampling in February 2020.

7.4.3

The efficient and non-excessive in-organic fertilization are critical to maintain soil structure and texture, combined with manuring by POME land application and EFB mulching application. The manuring conducted especially in land with low nutrient properties, to improve soil structure and texture, microbiological properties, as well as to minimize in-organic fertilization if possible.

7.4.4

On-site Audit indicator.

Status: Comply

7.5

Practices minimise and control erosion and degradation of soils.

7.5.1

The company has a map of Soil Type Estate with a scale of 1: 50,000 which was made by the PT SSS GIS team in 2016. The map explains the types of soil contained in the company's operational area are inland soil, Flood Prone Area, Inland Sandy Soil, and peat. Types of soil that are classified as marginal are peat, flood areas, and acid sulfate.

Based on the topographic map made by the GIS team of PT Surya Sawit Sejati with a scale of 1: 120,000 years, it is known that the dominant operational area of the company is flat bumpy. There are no steep slopes that require monitoring and special treatment when it is decided to plant.

7.5.2 and 7.5.3

Will be completed during the onsite audit.

Status: Comply

7.6

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

7.6.1

The is no new planting and/or new development area int the unit of certification. However, the existing oil palm has been developed considering the soil survey and mapping. The company has a soil map which described soil type and soil characteristic of the estates. There are presence of peat soil & sandy which are categorized as fragile soil in the estates.

7.6.2 and 7.6.3

Will be completed during the onsite audit.

Status: Comply

7.7

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

7.7.1 & 7.7.2

There latest oil palm planting is in 2009, and the CH has no plan in any area expansion. Peat inventory has been reported to RSPO Secretariat by email on 14 November 2019

7.7.3

Based on soil detail map there is ± 756 ha peat soil in all unit. Distributions of peat soil are 326 hectares in Lada Estate and 430 hectares in Runtu Estate. The peat soil management and strategy is contained in procedure SSS-EST-19 document on Cultivation Management on Peatlands. The management of peat soil has been manifested in the document of soil maps, peat maps, drainage maps, piezometer and subsidence pole maps, Watergate maps, as well as documentation of piezometer and subsidence measurement. The are water management document such as drainage and water gate maps, as well as water level stick and piezometer, and water level monitoring document that monitored routinely every weeks.

7.7.5

Based on the results of interviews with management and review of documents regarding the replanting plan, there will be no replanting activities on peatlands for the next 5 years..

7.7.6

On-site Audit indicator.

7.7.7

On-site Audit indicator.

Status: Comply

7.8

Practices maintain the quality and availability of surface and ground water

7.8.1,

The company shows water management plan for 2020 that informs activities, water management in the plantation area, timeline, person in charge and annual budget, for example:

1. Formation of a recovery team for the peat area.
2. Area mapping (Peat type & depth)
3. Delineation of peat areas.
4. Peat land water management.
5. Revitalize peat areas
 - Preparation of forest plant seeds
 - Field preparation & planting.
 - Post-plant care
 - Monitoring and evaluation.
6. Establishment of a peat restoration database.
7. Prevention and control of peat area fires.
8. Public awareness raising & awareness about peat lands.

Observations in conservation areas (rehabilitation) in Runtu Estate is a swamp area, where it has been planted back in an effort to reforest the area. This is accordance with procedure of riparian area management in the form of erosion control procedure no. SOP SSS-EST-13 dated April 14th, 2014.

7.8.2

Will be completed during the onsite audit.

7.8.3

Wastewater quality testing prior to flow to LA is carried out every semester in collaboration with an accredited laboratory. It can be shown the test results for the July-October 2020 period, from the test results there are no parameters that exceed the quality standards stipulated in the applicable regulations. Permit for the utilization of liquid waste on land to Lada estate in accordance with the Decree of the Head of the Investment Office & Integrated Services of One Door West Kotawaringin Regency with Number 503/013 / LH / DPMP.TSP.D is valid from March 29, 2019 to March 28, 2024. Land used is located in Division I Lada Estate blocks 17 18, 19, 25, 26, 27, 29.30, 31, 32, 33 & 34 with an area of 191.16 ha. The last WWTP pond is in the coordinates S: 02°35.74.3 "and E: 111°46.33.4".

7.8.4

The Company showed a permit for surface water utilization dated August 29th, 2018 – August 2021 in accordance with the Decree Head of the Investment Office & Integrated Services of One Door West Number 553/0002/DPM-PTSP/III/IPPAP/2018. Based on the water usage records it is known that the average usage is still below the budget.

Status: Comply

7.9

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

7.9.1

The CH has maximized the use of renewable energy (fiber & shell) as boiler fuel and furthermore the unit of certification has a biogas plan.

Status: Comply

7.10

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

7.10.1

The company has calculated GHG emissions using the RSPO PalmGHG calculator version 4.0 for the 2019 period. The calculation includes FFB sent by third parties. The auditor has verified and all data entered is accurate. The calculation results are as follows:

Product	Product t/yr
FFB	275,360.00
CPO	61381
PK	12135

Product	tCOe2 / tProduct
CPO	0.84
PK	0.84

Description	Unit	Value
Oil palm planted on mineral soil	Ha	8269.42
Oil palm planted area on peat	Ha	806.58
Total oil palm planted area	Ha	9076.00
Conservation area (Forested)	Ha	9432.00
Conservation area (Non-Forested)	Ha	0.00
FFB Production per hectarage	t/ha	30.34
OER	%	22.29
KER	%	4.41

Mill Emissions and Credits

Description	tCO2	tCO2e/t FFB
Emission Sources		
POME	6043.34	0.02
Fuel Consumption	633.03	0.00
Grid Electricity Utilisation	0.00	0.00
Credits		
Export of Excess Electricity to Housing & Grid	-1922.10	-0.01
Sale of PKS	-3080.00	-0.01
Sale of EFB	0.00	0.00
Total	1674.27	0.00

Estate/Plantation field emissions and sinks

Description	Own			Group			3rd Party			Total
	tCO2e	tCO2e/ha	tCO2e/t FFB	tCO2e	tCO2e/ha	tCO2e/t FFB	tCO2e	tCO2e/ha	tCO2e/t FFB	
Emission Source										
Land Conversion	89640.28	9.88	0.43	0.00	0.00	0.00	0.00	0.00	0.00	89640.28
CO2 Emissions from Fertiliser	37634.34	4.15	0.18	0.00	0.00	0.00	0.00	0.00	0.00	37634.34
N2O Emissions from Peat	6037.86	0.67	0.03	0.00	0.00	0.00	0.00	0.00	0.00	6037.86
N2O Emissions from Fertiliser	4492.61	0.49	0.02	0.00	0.00	0.00	0.00	0.00	0.00	4492.61
Fuel Consumption	1991.13	0.22	0.01	0.00	0.00	0.00	0.00	0.00	0.00	1991.13
Peat Oxidation	42587.43	4.69	0.20	0.00	0.00	0.00	0.00	0.00	0.00	42587.43
Sinks										
Crop Sequestration	-84967.08	-9.36	-0.41	0.00	0.00	0.00	0.00	0.00	0.00	-84967.08
Sequestration in Conservation Area	-86491.44	-9.53	-0.42	0.00	0.00	0.00	0.00	0.00	0.00	-86491.44
Total	10925.13	1.20	0.05	0.00	0.00	0.00	49061.11	0.00	0.00	59986.24

7.10.2

There were no new land developments over 2014. And the certification unit did not expand / develop new plantations but only replanting activities

7.10.3

Sources of air pollution include emission from fertilizer using, emission form fuel using, transportation emission, using of generator and others. There is management for emission such as substitution of chemical, reduction chemical and fertilizer, maintenance equipment of operational mil, maintenance of transportation, forbidden of using chemical in riparian area and others. Based on field observations sighted that the warning signs has been installed in areas with high noise such as boiler station, engine room, sterilizer station and others

Status: Comply

7.11

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

7.11.1

On-site Audit indicator.

7.11.2

On-site Audit indicator.

7.11.3

On-site Audit indicator.

Status: Comply

7.12

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

7.12.1; 7.12.2; 7.12.8

Based on the document review it is known that the company opened new plantings on November 2005, the Company has shown LUC Analysis verification result document for PT SSS as much as 5 unit management. HCV assessment on May 9, 2014 with a total area of 18,743.74 ha of management unit, total area of raw liability of 10,699.5 ha and total conservation liability area of 2,508.76 ha. The analysis method for LUCA is image analysis and EIA was done by Green Harvest Environmental Sdn Bhd. (Kumai Estate, Lada Estate and Runtu Estate).

There is email from khing.suli@rspo.org dated on October, 4th 20 that informing "I would like to inform you that the Compensation Panel has reviewed the clarification provided by your good self and Dr Carl Traeholt, and I am pleased to convey that the Compensation Plan is approved by the Compensation Panel, but with follow up action points".

The company has shown supporting documents consist of:

1. Annex 7 Compensation Concept Note on Population Management of the endangered species.
Following the RSPO regulation and guidance, UP/PTSSS submitted a self-declaration liability and the final conservation liability amounted to an area measuring 2,508.76ha. According to the RSPO compensation guidelines, compensation can be meted out in various ways, amongst these;
 - Area based compensation in Indonesia@ buy land and maintain for ≥25years
 - Monetary equivalent compensation to external conservation organization
 - Internal conservation actions that meets the "additionally" criteria
2. Annex 8 Compensation Plan
 - Lada Estate.
 - Rehab Riparian (remediation) 74.46 ha.
 - Rehab Floodplain 50.8 ha.
 - Non-oil Palm Plantings on steep slope.
 - Rantau Estate
 - Rehabilitation Riparian (remediation) 15.59 ha.
 - Rehab Floodplain (Freshwater swamp 133.2 ha dan peat swamp 205.3 ha).
 - No oil palm plantings on steep slope.
3. 25 years' budget and timeline.
4. Clarification needed for compensation plan final on 27 September 2019.

7.12.3; 7.12.4

The company shows species list of wildlife documents of PT SSS year 2018 with details below:

Species	Status IUCN	Location
Amphibi & Reptilia		
<i>Limnonectes malesianus</i>	NT	Runtu Estate
<i>Limnonectes paramacrodon</i>	NT	Lada & Runtu Estate
<i>Ophiophagus hannah</i>	VU	Lada & Runtu Estate

<i>Python breitensteini</i>	VU	Runtu Estate
<i>Cuora amboinensis</i>	VU	Lada & Runtu
<i>Notochelys platynota</i>	VU	Runtu Estate
<i>Sibrenkociella crassicolis</i>	VU	Lada & Runtu Estate
<i>Amyda cartilaginea</i>	VU	Runtu Estate
<i>Orlitia borneensis</i>	EN	Runtu Estate
<i>Tomistoma schlegelii</i>	EN	Runtu Estate
Mammals		
<i>Maxomys whiteheadi</i>	VU	Runtu Estate
<i>Cynogale bennettii</i>	EN	Runtu Estate
<i>Lutra sumatrana</i>	EN	Lada & Runtu Estate
<i>Manis javanica</i>	CR	Lada & Runtu Estate
<i>Pongo pygmaeus</i>	CR	Lada & Runtu Estate
<i>Prionailurus linsang</i>	EN	Runtu
Birds		
<i>Ciconia stormi</i>	EN	Runtu Estate
<p>In the HCV Management Plan document period 2014-2020, among others:</p> <ul style="list-style-type: none"> • Baseline biodiversity data base for Lada Estate area in October - November 2017. • Rehabilitation landscape area. • Enrichment and monitoring of the corridor area. • Patrols in HCV areas that include encounter data with animals, species status, patrol activities. • And others. 		
7.12.5		
Will be completed during the onsite audit.		
7.12.6		
<p>There are no customary / traditional rights in the scope of the certification unit's plantation. Plantation workers are members of the plantation village community. The rights of local communities are only in the form of public cemeteries located within the plantation area and that has been identified as HCV. In its maintenance, the company and local residents alike maintain and manage. The mechanism for handling protected animal conflicts by reporting to the management of the company and the company is obliged to take measures to avoid conflicts with animals. For the mechanism of animal conflict that is protected by employees, staff, estate managers will be responsible for avoiding conflicts with protected animals in the HGU. The Company showed a policy of no tolerance in killing or destroying protected flora and fauna dated December 10th, 2015. PT SSS is committed to protecting and preserving its natural resources and ecosystem according to Law No.5 of 1990. And government regulations 7 of 1999 concerning preservation of plant and wildlife species. There is matrix of HCV Management plan for period 2020 it's include outputs (activity areas and activities), PIC, date, and others.</p>		
7.12.7		
Will be completed during the onsite audit.		
Status: Comply		

3.2 Conformity Checklist of Certificate and Trademark Use *(Only apply for Surveillance Assessment Report)*

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA-2	PT Surya Sawit Sejati Subsidiary of United Plantations Bhd do not use RSPO trademark and CB Logo. United Plantations Bhd Trademark License Number RSPO-1-0004-04-100-00.	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use	X or√
ASA-2	PT Surya Sawit Sejati Subsidiary of United Plantations Bhd do not use RSPO trademark and CB Logo. United Plantations Bhd Trademark License Number RSPO-1-0004-04-100-00.	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-2	PT Surya Sawit Sejati Subsidiary of United Plantations Bhd do not use RSPO trademark and CB Logo. United Plantations Bhd Trademark License Number RSPO-1-0004-04-100-00.	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or√
ASA-2	PT Surya Sawit Sejati Subsidiary of United Plantations Bhd do not use RSPO trademark and CB Logo. United Plantations Bhd Trademark License Number RSPO-1-0004-04-100-00.	√
	Status: Comply	

3.3 Summary of RSPO Partial Certification.

Compliance of the uncertified management units of United Plantation Bhd. against the rules for partial certification was determined through external assessment conducted by RSPO Accredited Certification Body in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below.

United Plantation Bhd Time Bound Plan (TBP) is explained in point 1.10. United Plantation Bhd has informed the TBP progress, MUTU has considered that United Plantation Bhd is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by United Plantation Bhd on July 2016.

MUTU has verified partial certification for un-certified unit's subsidiary of United Plantation Bhd based on their Time Bound Plan. There is one (1) uncertified mills and four (4) uncertified estates of United Plantations Bhd. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

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

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Yes and positive assurance is produced for these units.</p> <p>Auditor verification There are external audit that has been conducted for all management units of:</p> <ul style="list-style-type: none"> - Lada POM – PT Surya Sawit Sejati - UIE POM - Jendarata POM - Ulu Bernam POM - Ulu Basir POM <p>And positive assurance is produced for these units.</p>
2.1.2	<p>No replacement after dates defined in Nis Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>United Plantation Bhd has submitted liability disclosure to RSPO.</p> <p>All three certification units of Ulu Bernam POM, Ulu Basir POM, Jendarata POM and UIE POM have no liability.</p> <p>For Lada POM: The company has identified HCV area for Lada Estate and Runtu Estate in 2008. However, the identification result is not considered sufficient by the company since there is no information on the</p>

		<p>hectare of HCV area and the location of the identified HCV. Therefore, the company re-identify the HCV area and delineate the HCV area based on HCV identification 2006. The delineation is conducted by Biodiversity Team of the company. Based on the delineation of HCV area there is HCV area that is opened by the company. The company has sent the disclosure of liability and currently has entered to the third stage of RACP process.</p> <p>In 2014, the company has also conducted HCV identification for smallholder scheme area and Kumai Arut Conservation Area for the area of 1,121.2 ha. However, the area of 49.572 ha is highly potential be opened as housing area of Benaning Bawah Villagers. The information is based on community aspiration to exclude the area from HCV area of Kumai Arut Estate Scheme Smallholder. The company with assigned consultant has approached and counselled local community through FPIC method. The company has consulted to RSPO Jakarta Office on 9 May 2016 in accordance with this situation for RSPO to accommodate community aspiration without disobey RSPO requirement on new area development. This communication shall be followed up and updated</p> <p>Auditor verification Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
2.1.3	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>No new planting/land clearing after 1st January 2010</p> <p>Auditor verification United Plantation Bhd has sent their LUCA and process their RACP liability. There is no liability applied for units in Malaysia.</p> <p>However, there is liability applied for Lada POM – PT Surya Sawit Sejati, certification unit is located in Central Kalimantan, Indonesia. The company has showed evidence on RACP process for the unit. At current, the compensation process has been sent to RSPO Secretariat but no approval yet.</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	<p>There is no land conflicts.</p> <p>Auditor verification</p>

	<p>accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>The SEIA document of the company has identified legal, customary and user right that is presented in the information of the surrounding community. The company has also the SOP to identify legal, customary and user rights that is provided in SOP Land Compensation No. HRD-015-R00 dated 1 January 2016. The community is involved in identifying the land claimed and in the compensation process including the amount of the compensation is negotiated. The company also provides mechanism that has been socialized to the surrounding the community through three monthly meeting between the company and the community. Further, the record of any claim and the compensation process is filed by the company. The record of the compensation process is provided to the claimant and can be access through stakeholder information request regulated in procedure of information request by internal and external party No. SOP-HRD-05-R00.</p> <p>Based on public consultation with the surrounding community, they has understood the mechanism if there is a claim and the PIC of the company to be contacted. They also inform that the claimant has been informed first on the compensation amount offered by the company but they still can negotiated and can say no to refuse the offered compensation if they did not agree. The final result of the negotiation on compensation process is informed to them.</p>
<p>2.1.5</p>	<p>Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p>	<p>There is no labor disputes.</p> <p>Auditor verification</p> <p>There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p> <p>The company has a complaint and grievance mechanism regulated in stakeholder communication and consultation (SOP-HRD-07-R00) and land conflict procedure (SOP : SSS-COMDEV(HMS)-024). The mechanism regulated the flow chart process. It is equipped with complaint form</p> <p>The procedure has been socialized to employee in morning briefing and SOP day. And the socialization to the surrounding community is given through three monthly meeting. The documentation of incoming complaint and grievance is documented by the company including the response by the company. The</p>

		<p>documentation of the complaint process is documented and the response is informed to the complainant. This documentation is managed by Human Resource Department. It can be accessed by stakeholder through information request mechanism.</p>
<p>2.1.6</p>	<p>Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p>	<p>Yes, there is process for land legality.</p> <p>Auditor verification PT Surya Sawit Sejati SSS have complete list of legal requirement that related to RSPO P&C. The copy of the document available in the office during the assessment conducted and sighted by the auditor.</p> <p>Personnel in charge to manage the legal documentation system are Legal Department.</p> <p>A system used for tracking any changes in laws and regulations was set-up trough procedure No: SOP-HRD-017-R00. SSS has conducted internal audit for legal compliance and explained the process for evaluate the compliance of regulation.</p>

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

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

<i>NCR No.</i>	: 2019.01	<i>Issued by</i>	: Satria Adi Putra
<i>Date Issued</i>	: 11 October 2019	<i>Time Limit</i>	: ASA-2
<i>NC Grade</i>	: Minor	<i>Date of Closing</i>	: 04 December 2020
<i>Standard Ref. & Requirement</i>	4.1.2 Examination or monitoring activities are carried out according to operating procedures at least once a year.		
<p>Evidence observed (filled by auditor): Based on the document review, it was found that there was a collaboration between PT SSS and several contractors including CV Bahri, CV Guntur, Bumdes Karya Mandala Makmur, CV Muara Mas Berkah Sejahtera, CV Aufa Nur Jaya, CV Ragika, CV Sungai Rangit Jaya, etc.</p>			
<p>Non-Conformance Description (filled by auditor): The company has not been able to show that inspection or monitoring activities are available to all contractors / third parties, for example evaluating PPE fulfillment, health insurance, fulfilling contractor employee salaries and so on.</p>			
<p>Root Cause Analysis (filled by organization audited): FFB transporting work was carried out by the checkroll workers all this while. However recently the operation was converted into contractor work. The lorries were sold to some of our own workers to enable them to work as contractors to earn more income. However, upon conversion, their PPE compliance, insurance and payment of contractor's workers were not monitored by management.</p>			
<p>Correction (filled by organization audited):</p> <ol style="list-style-type: none"> 1. The socialization programs was carried out on 17 october 2019 and 29 November 2019 to contractors/ third parties involving BPJS (Please refer to Appendix 1A and 1E) 2. The contractors' workers have been registered BPJS Kesehatan and BPJS Ketenagakerjaan (Please refer to Appendix XXX Registration in progress). 3. Standard operating procedures (SOP) on the contractor's drivers and monitoring checklist on their PPE have been developed (Please refer to Appendix 1C). 			
<p>Corrective Action (filled by organization audited):</p> <ol style="list-style-type: none"> 1. The SIO certification training for contractor's drivers has been conducted on 28 October – 1 November 2019 (Please refer to Appendix 1D attendance list, certificates still waiting to be issued). 2. Training on SOP for contractors' drivers has been conducted on 29 November 2019 (Please refer to Appendix 1E). 3. The HR/Legal Team will conduct internal audits annually to ensure the SOP and checklist, all statutory payment for the contractors' drivers are adhered to. 			
<p>Assessor Evaluation and Conclusion (filled by auditor):</p> <p>Verification 04 December 2020</p> <p>The unit of certification can present corrective evidence as follows :</p> <ul style="list-style-type: none"> • Socialization to contractors regarding relevant legal compliance aspects such as insurance, safety and minimum wage fulfillment • OHS training for contractors, for example, which was held on August 8, 2020 • Evaluation of contractors regarding insurance compliance, minimum wages, and safety aspects, for example CV Bahri • SIO for Dump Truck operators • Based on the results of interviews with representatives of contractors CV Bahri, it is known that the company has provided guidance and socialization as well as monitoring the fulfillment of labor aspects, social security 			

inclusion, and safety aspects, to work relations between contractors and their workers.	
Auditor conclusion: Based on above explanataions, this nonconformities has been closed.	
<i>Verified by</i>	: Haikal Ramadhan Kharismansyah

<i>NCR No.</i>	: 2019.02	<i>Issued by</i>	: Haikal Ramadhan Kharismansyah
<i>Date Issued</i>	: 11 October 2019	<i>Time Limit</i>	: 10 January 2020
<i>NC Grade</i>	: Major	<i>Date of Closing</i>	: December 17, 2019
<i>Standard Ref. & Requirement</i>	: 4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.		

Evidence observed (filled by auditor) :

- Based on field observation to the Lada 2 housing and Lada 1 PPE storage warehouse, the following facts were found:
Lada 2 Housing:
 - There is 1 Apron stored at the worker's home (The results of interviews with workers are known interviewee is pesticide and fertilizer applicator)
 - There is 1 set of PPE fertilizer applicator in 1 other house
 Lada 1 PPE Storage Warehouse :
 - Based on the daily work plan at the time of the field observation there is no spray and manuring activities
 - Information from the person in charge of the warehouse total pesticide and fertilizer applicator is 16 people
 - PPE available and stored in the warehouse are 11 pieces of rubber gloves; 13 masks; Apron 15 pieces; Jerrycans fertilizer 4; Fertilizer Bowl 0; and 17 Knapsack sprayers
- Based on the list of Lada Estate employees, it is known that the number of Lada 1 spraying workers is 11 people. Whereas for fertilizers aplicator as stated by the person in charge of the warehouse are 8 people
- PPE and work equipment are still found, especially for work related to agrochemical stored not in the place provided
- Procedure No. SOP SSS-EST-03 concerning Maintenance of immature / mature Oil palm dated 12/10/2007 in section 3.1.4 J states that all equipment, chemicals, PPE and containers must be returned to the warehouse after use

Non-Conformance Description (filled by auditor):

The company has not been able to show consistency in implementing the planned occupational health and safety plan.

Root Cause Analysis (filled by organization audited):

The SOP and HIRARC on safe use and handling of chemical are available however there is no specific SOP on handling and storage of used PPEs which explicitly mention about the procedure and assign of dedicated person to ensure all PPEs are washed and kept in store after work.

Correction (filled by organization audited):

1. The Estate Management has assigned a dedicated person in-charge of PPE washing in the chemical store after working hours. Further to the discussion between the Estate Management and the selected workers, the workers have accepted the task and will ensure all PPEs are return to store after work. (Name of worker: Refer to Appendix 2A)

2. Standard Operating Procedure and monitoring checklist on the proper storage of PPE and tools have been developed (Please refer to Appendix 2B).
3. Training on SOP and monitoring checklist on the proper storage of PPEs and tools has been conducted on 26 November 2019 in Lada Estate and 5 December 2019 in Runtu Estate (Please refer to Appendix 2C).

Corrective Action (filled by organization audited):

1. Weekly linesite inspection to be conducted by Hospital Assistant/Mantri to check on any used PPEs or tools being brought back home by the workers. The current checklist has been revised to include this element (Please refer to Appendix 2D).
2. The Sustainability Team will conduct internal audits annually to ensure the checklist are adhered to and the practice is being monitored on the ground.

Assessor Evaluation and Conclusion (filled by auditor):

Verification on December 17, 2019

The company has shown evidence of improvements in the form of:

1. List of persons responsible for storing and cleaning PPE Employees of Spraying and Manuring for Lada Estate Division 1, Lada Estate Divisi2, Runtu Estate North Division, and Runtu Estate South Division
2. SOP of Personal Protective Equipment Storage and Work Equipment (SSS-ESH-02) dated November 6, 2019, signed by the president director. The APD monitoring checklist format has been attached.
3. Documentation of training and socialization of PPE Storage SOP for spraying and manuring employee for all estates.
4. Internal Memorandum dated October 30, 2019 from Assistant Sustainability Manager to Hospital Assistant regarding changes to the linesite inspection format, which at the weekly inspection of the employee housing complex also checks whether the PPE of the manuring and spraying team is being brought home.
5. PPE's and working tools places procedure to the 17 spraying and manuring workers dated 26 November 2019 in Lada Estate.
6. PPE's and working tools places procedure to the 20 spraying and manuring workers dated 5 December 2019 in Runtu North Estate.
7. PPE's and working tools places procedure to the 11 spraying and manuring workers dated 5 December 2019 in Runtu North Estate.

Auditor conclusion:

Based on above explanations, this nonconformities has been closed.

Verified by : **Haikal Ramadhan Kharismansyah & Trismadi N**

<i>NCR No.</i>	: 2019.03	<i>Issued by</i>	: Haikal Ramadhan Kharismansyah
<i>Date Issued</i>	: 11 October 2019	<i>Time Limit</i>	: 10 January 2020
<i>NC Grade</i>	: Major	<i>Date of Closing</i>	: December 17, 2019
<i>Standard Ref. & Requirement</i>	: 4.7.3 Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.		
Evidence observed (filled by auditor) :			

- Information from field visits and interviews with operators at the Engine Room station known they had never attended OSH training for power and production plane.
- Permenaker No 38 year 2016 concerning OHS for power and production plane stated
 - Article 110: Operation of Power and Production Plane is carried out by OHS operators
 - Article 111: OHS operators include first movers, machine tool and production operators; furnace operator
 - Article 113: First movers operators include combustion motor operators, steam turbines, water turbines, gas turbines and windmills.

Non-Conformance Description (filled by auditor):

The company has not been able to show the recording of occupational safety and health (OHS) training programs for Power and Production Plane Personnel operators as stipulated in Permenaker No. 38 of 2016. Non-conformity No.2019.03.

Root Cause Analysis (filled by organization audited):

The mill management was uncertain on whether occupational safety and health certification is mandatory for the initial movers, machine tool and production operators and furnace operators.

Correction (filled by organization audited):

1. An official letter has been sent to the Labour Department to seek confirmation on occupational safety and health certification obligations for initial movers, machine tool and production operators and furnace operators. The Labour Department has responded and provide clarification on the above matters. (Please refer to Appendix 3A).
2. The mill management has immediately registered the operators for OSH training by the accredited training provider. The operators have attended the training on 14th October 2019 and the certificates are attached as per Appendix 3B.

Corrective Action (filled by organization audited):

1. To identify all other operators who is currently assisting the operation as back-up person but performing the task and develop a training programme as all operators shall possess the certificate at all time. (Please refer to Appendix 3C).
2. The management have included the OSH licenses for the mill operators in the summary of permits/license. (Please refer to Appendix 3D). In the event of any main operators with OSH licenses have resigned or being transferred to other stations, the back-up operators with OSH license will replace the position with immediate effect.
3. To identify all other operators who is currently assisting the operation as back-up person but performing the task and develop a training programme as all operators shall possess the certificate at all time.

Assessor Evaluation and Conclusion (filled by auditor):

Verification on December 14, 2019

The company shows evidence of improvement in the form :

1. Letter No. 402 / HRD / EKS / UP-SSS / X / 2019 dated October 14, 2019 concerning confirmation of the implementation of Permenaker No38 of 2016
2. Letter of response No. 566/332 / X / Disnakertrans / 2019 dated October 21, 2019 from the Head of UPT Pangkalan Bun Manpower Supervision Office which states that the intended operator is the motor fuel starter or the same as the generator operator
3. There was an application for operator training on October 11, 2019 for 2 PT SSS operators (NIK 056/131011 and NIK 058/011011 from Mill Manager to HR Manager
4. Certificate of training of first-class movers operators by Synergy Solutions (14-17 October 2019)
5. In House Training on 30 and 31 October 2019 for 12 PT SSS generator set operators
6. Statement from the Directorate General of Labor and Supervision and OHS for 2 PT SSS operators (NIK 056/131011 and NIK 058/011011) dated 18 November 2019 which explained that both of them had fulfilled the requirements as OHS Diesel Motor Class 1 operator

7. Summary Permit list of PT Surya Sawit Sejati	
Auditor Clonclusion: Based on above explanation, this non conformities has been closed.	
<i>Verified by</i>	: Haikal Ramadhan Kharismansyah & Trismadi N

<i>NCR No.</i>	: 2019.04	<i>Issued by</i>	: Haikal Ramadhan Kharismansyah
<i>Date Issued</i>	: 11 October 2019	<i>Time Limit</i>	: 10 January 2020
<i>NC Grade</i>	: Major	<i>Date of Closing</i>	: December 14, 2019
<i>Standard Ref. & Requirement</i>	: 6.5.1 Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.		

Evidence observed (filled by auditor) :	
<ul style="list-style-type: none"> • As a basic wage companies use <i>UMSP</i> <ul style="list-style-type: none"> - In accordance with the Decree of the Governor of Central Kalimantan No. 51 of 2018 dated 21 November 2018, the Regency / City Sectoral Minimum Wage in the province of Central Kalimantan as of January 1, 2019 is 2,965,514.00 idr - Government Regulation No.78 of 2015 concerning Wages includes stating: <ul style="list-style-type: none"> Article 13 states that in the case wages are set daily for companies with a work system of 6 days a week wages a month divided by 25 (twenty-five); Article 15 states that wages based on unit yields are determined in accordance with agreed work results Article 41 states that the lowest monthly wages consist of wages without benefits or basic wages with fixed allowances; - Article 35 states that in the case of workers' wages paid on the basis of a piece / piece or commission, the daily income is the same as the average daily income for the last 12 months provided that it cannot be less than the minimum wage requirement - The current minimum daily wage as explained by the accompanying officer is <i>UMSP</i> / Number of dates per month • Based on the September 2019 salary slip found the following information: <ul style="list-style-type: none"> - The number of days in September is 30 - Daily wage for <i>KHT</i> is 2,965,514.00 idr - / 30 days = 98,850.5 idr Sampling of employee salary slip RH01729 for September 2019 (Harvesters); The working starting date is September 09. From September 9 to September 30 there are 22 Calendar Days Absent 3 Days Daily salary / 10 day salary □ 988,505 idr Pruning payment □ 525 oil palm tree 3,432 idr <i>Buffalo Harvesting</i> → 9 days; Tonage 9.659 Ton; 434,655idr. So Wages Per day when using wages with a yield unit is 45,000.00 idr The total daily work income plus a piece of work is 1,426,592 idr The wage that should be paid within 19 working days is 1,878,158.867 Idr • Lada POM employee trainee wage payment slips: ED133 Basic salary 2.965.514 idr Wage deduction : Absent (1 day) Rp 98.850 + JHT 59,310 + BPJS Kesehatan 28,085 + BPJS Pensiun 	

Wages received 2,750,000.00 idr (2,965,515 idr - **98,850 idr** - 59,310 idr - 28,085 idr)
 Even though in that period the workers worked **full time** (25 days work + 5 Sundays Sundays are considered working day because it uses divider 30 for daily wage). **There are deductions due to national holidays on Sundays so the system cuts the wages of workers**

- Wages paid are not in accordance with regulation

Non-Conformance Description (filled by auditor):

The remuneration system shown by the company is not in accordance with applicable labor regulations, for example PP No. 78 of 2015 concerning wages.

Root Cause Analysis (filled by organization audited):

1. Buffalo collection system is a newly implemented system in PTSSS. The productivity is not at full scale and optimum. The productivity target for the buffalo operators are too high and minimum wage could not be achieved by the operators.
2. The checkroll system, Pinfosys system does not recognise the payment method for restday on a public holiday for a trainee worker in the mill management. There are two type of payment method in the Pinfosys system (Pinfosys Monthly Rate & Pinfosys Daily Rate).

Correction (filled by organization audited):

1. The basis for all types of harvesting work has been determined and endorsed by the President Director of PTSSS (Please refer to Appendix 4A).
2. The socialization on the harvesting work basis to all harvesting workers (Please refer to Appendix 4B).
3. The shortfall of wages for harvesting workers has been paid by the estate management on 7 October 2019 (Please refer to Appendix 4C).
4. The shortfall of wages for mill trainees has been paid by the mill management on 12 October 2019 (Please refer to Appendix 4D).

Corrective Action (filled by organization audited):

1. The payment mechanism for buffalo harvesting has been revised to meet the reasonable productivity target. (Please refer to Appendix 4E).
2. The wage calculation for temporary/trainee has been standardized and endorsed by the President Director of PTSSS (Daily/Monthly). (Please refer to Appendix 4F).
3. The HR team to carry out internal audits along with RSPO/ISPO audit to check on wages and all statutory payment for both contractors and checkroll workers.
4. Warning letter to be issued to harvesters/ general workers who unable to get the minimum wages for the month due to poor productivity. Briefing will be conducted on the particular workers to improve productivity however no such cases as of todate

Assessor Evaluation and Conclusion (filled by auditor):

Verification On December 14, 2019

The company provides evidence of improvements consisting of:

1. Letter from the president director on October 29 about the basis system for the buffalo system. In the letter also mentioned during the low crop, the FFB base is converted to an area base of 2.5ha / HK. Management will monitor the productivity of harvesters
2. Letter from the president director dated December 2, 2019 regarding employee wages which in essence refers to the 2015 minimum wage and PP 78
3. Socialization of harvest bases to harvesters for all estates on November 1, 2019 at morning briefing
4. Payback receipt (Top Up Payment) July - September 2019 for harvesters who do not reach the base and are subject to wage deductions

5. Payback slip mill tarinee for September 2019. Shortage of 1 HK has been paid	
Based on the analysis of the root causes, corrections, and corrective actions the nonconformity are stated to have been closed	
<i>Verified by</i>	: Haikal Ramadhan Kharismasnyah

3.4.2. Identification of Findings, Corrective Actions and Observations at IC/ASA-1/ASA-2/ASA-3/ASA-4/Re-Certification Assessment

NCR No.	:		Issued by	:	
Date Issued	:		Time Limit	:	
NC Grade	:		Date of Closing	:	
Standard Ref. & Requirement	:				
Evidence observed (filled by auditor):					
DURING ASA 2, THERE WERE NO FOUND OF NON-CONFORMITIES AGAINST TO ALL RSPO P&C STANDARD.					
Non-Conformance Description (filled by auditor):					
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	:				

3.4.3. Opportunity for Improvement




No	Ref. Std.	Description
1		
2		

3.4.4. Noteworthy Positive Components

No	Ref. Std.	Description
1		The company commitment to implement the principles of sustainable palm oil management.
2		Personal competence in their respective fields.

3.5 Summary of Arising Issues from Public and Auditor Verification

Public Issues (Institution/ NGO/Community)	Auditor Verification
will be completed during the onsite audit	

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY				
4.1	Formal Sign-off of Assessment Findings				
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <table border="0" data-bbox="470 777 1331 1092"><tr><td data-bbox="470 777 779 861">PT Surya Sawit Sejati Management Representative</td><td data-bbox="1088 777 1331 861">Mutuagung Lestari Lead Auditor</td></tr><tr><td data-bbox="470 1008 779 1092"><u>C. Mathews</u> Friday, 04 December 2020</td><td data-bbox="1039 882 1331 1092"> <u>Moh Arif Yusni</u> Friday, 04 December 2020</td></tr></table>	PT Surya Sawit Sejati Management Representative	Mutuagung Lestari Lead Auditor	<u>C. Mathews</u> Friday, 04 December 2020	 <u>Moh Arif Yusni</u> Friday, 04 December 2020
PT Surya Sawit Sejati Management Representative	Mutuagung Lestari Lead Auditor				
<u>C. Mathews</u> Friday, 04 December 2020	 <u>Moh Arif Yusni</u> Friday, 04 December 2020				

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

No	Institution/ NGO/ Community	Address	Phone/ Email	Form of Communication	Date of Contact	Response	
						Yes	No
	will be completed during the onsite audit						

Appendix 2. Assessment Program

DATE	02 – 04 December 2020	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Wednesday, 03 December 2020		
08.00 – 08.30	Opening meeting preparation	
08.30 – 09.00	Opening meeting (recorded video conference) <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) 	All Auditor
09.30 – 12.00	<ul style="list-style-type: none"> • Document review and completing audit checklist. • Verification of Basic Information Mill and Estate • Confirmation of Time Bound Plan • Review of Partial Certification 	All Auditor
12.00 – 14.00	<ul style="list-style-type: none"> • Break 	All Auditor
14.00 – 16.00	<ul style="list-style-type: none"> • Document review and completing audit checklist. 	All Auditor
16.00 – 17.00	Presentation of Daily Progress.	
Thursday, 04 December 2020		
08.00 – 12.00	<ul style="list-style-type: none"> • Document review and completing audit checklist. 	All Auditor
12.00 – 14.00	<ul style="list-style-type: none"> • Break 	All Auditor
14.00 – 16.15	<ul style="list-style-type: none"> • Document review and completing audit checklist. 	All Auditor
16.15 – 17.00	<ul style="list-style-type: none"> • Presentation of Daily Progress. 	
Friday, 05 December 2020		
08.00 – 12.00	<ul style="list-style-type: none"> • Document review and completing audit checklist. 	All Auditor
12.00 – 15.30	Internal discussion by auditor team preparing for Closing Meeting	All Auditor
15.30 – 16.30	Closing Meeting (recorded video conference) <ul style="list-style-type: none"> • Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion)/ • Comments, Responses and Questions 	All Auditor