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Roundtable on Sustainable Palm Oil

Public Summary Report

Report no: RSPO P&C – 24188 – ASA-1.3

PT Windu Nabatindo Lestari

Katari, Village of Keruing, Sub-District of Cempaga Hulu, District of Kotawaringin Timur, Province of Central Kalimantan, Indonesia

Date of assessment:

Remote Audit:	-
On-site Audit:	18-23 June 2024

Certification Body :

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1.0 SCOPE OF CERTIFICATION ASSESSMENT

The surveillance assessment was carried out on (1) One Mill – (Katari Agro Mill) and (3) three Estate (Katari Agro Estate, Pelataran Agro Estate & Pantai Mas Estate) with total area 8,798.26 Ha.

1.1 Description of the Organization

Detail description of certification unit is mentioned below:

RSPO Registered Parent Company Name	Bumitama Agri Limited
RSPO Member ID	1-0043-07-000-00
Company/Organization Name (to be audited)	PT Windu Nabatindo Lestari
Address	Head Office: Jl Melawai Raya No 10, Kebayoran Baru Jakarta Selatan, 12160, Indonesia Site address: Katari, Village of Keruing, Sub-District of Cempaga Hulu, District of Kotawaringin Timur, Province of Central Kalimantan, Indonesia
Email	eric.perdana@bumitama.com
Website	https://bumitama-agri.com/
Telephone/Fax	(62-21)727 98418
Certification Unit / Palm trace member ID (Name of mill)	Mill 1 : Katari Agro Mill / RSPO_PO1000005104
Supply base name (scope of certification)	
Company owned Estate:	1. Katari Agro Estate 2. Pelataran Agro Estate 3. Pantai Mas Estate
Other operating estate owned by Company	-
Other Source	-
Supply Chain Model	<input type="checkbox"/> IP <input checked="" type="checkbox"/> MB
Mill Capacity (tonnes/hour)	Mill 1 60 Mill 2
Certificate Number	

1.2. Standards Applicable

<input checked="" type="checkbox"/>	RSPO Principles & Criteria	<input checked="" type="checkbox"/> INA-NI 2020 <input type="checkbox"/> MY-NI, 2019	<input type="checkbox"/> NG-NI, <input type="checkbox"/> GH-NI 2019	<input type="checkbox"/> Generic, 2018 <input type="checkbox"/> CM-NI 2021
<input checked="" type="checkbox"/>	RSPO P&C Certification System, year 2020			

2.0 DESCRIPTION OF CERTIFICATION UNIT

2.1 Location

Figure 1 GPS locations for all estates and mills included in certification assessment

Name of mill and estate/SH/outgrower	Location	GPS locations	
		Latitude (N / S)	Longitude (E / W)
Katari Agro Mill	Katari Village, Sub-District of Cempaga Hulu, District of Kotawaringin Timur, Province of Central Kalimantan, Indonesia	S 02°05'54"	E 113°02'24"
Katari Agro Estate	Keruing Village, Sub-District of Cempaga Hulu, District of Kotawaringin Timur, Province of Central Kalimantan, Indonesia	S 02°05'31"	E 113°05'09"
Pelataran Agro Estate	Pelataran Village, Sub-District of Cempaga Hulu, District of Kotawaringin Timur, Province of Central Kalimantan, Indonesia	S 02°03'44"	E 112°58'03"
Pantai Mas Estate	Katari Village, Sub-District of Cempaga Hulu, District of Kotawaringin Timur, Province of Central Kalimantan, Indonesia	S 02°03'25"	E 113°03'21"

Note :

Is there scheme/associate smallholder on table above ? Yes No

If Yes, please filling in table below :

Name of scheme/associate SH	Number of SH members
-	-

2.2 Maps



Figure 1. Operational Map of Pundu Nabatindo POM - PT Windu Nabatindo Lestari

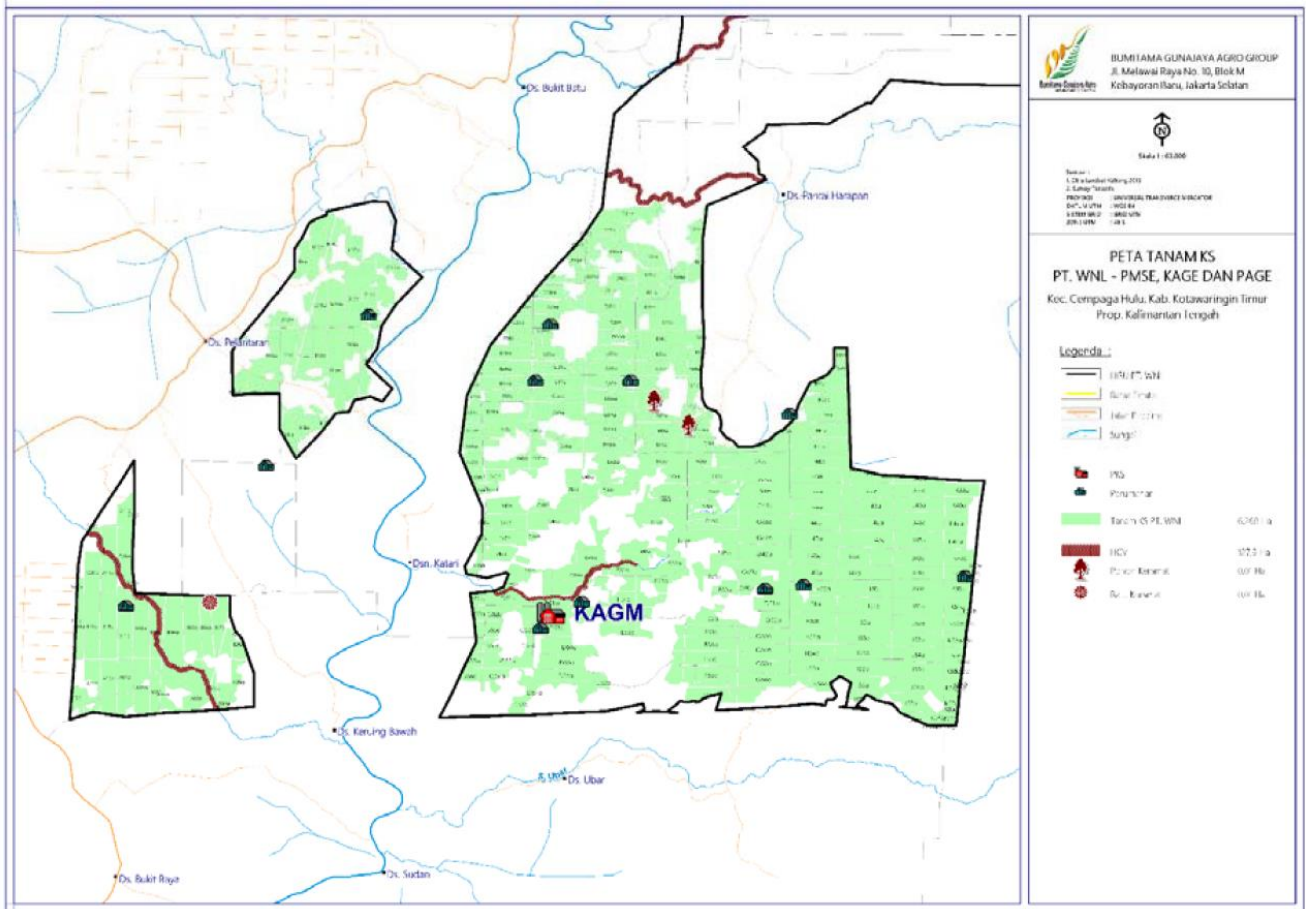


Figure 2. Operational Map of Katari Agro Mill - PT Windu Nabatindo Lestari & Supply Bases

2.3 Supply Base Composition

Table 2 FFB Supply Base Composition for Katari Agro Mill

FFB Contributor	FFB supplied ^{*)}		Projection of FFB production or supplied for Next License ^{**)}	
	Tonnes	%	Tonnes	%
Certified category :				
Company owned estates :				
Katari Agro Estate	52,088.98	16.86	53,000.00	17.10
Pelantaran Agro Estate	26,541.19	8.59	27,000.00	8.71
Pantai Mas Estate	39,589.90	12.81	40,000.00	12.90
Sub Total	118,220.07	38.26	120,000.00	38.71
Other companies under company member/SH/Outgrower :				
Pundu Nabatindo Estate	309.31	0.10	-	-
Sub Total	309.31	0.10	-	-
Non-certified category :				
PT FBI – KAGE (BGA Group)	33,437.91	10.82	190,000.00	61.29
PT FBI – PAGE (BGA Group)	27,679.50	8.96		

FFB Contributor	FFB supplied ^{*)}		Projection of FFB production or supplied for Next License ^{**)}	
	Tonnes	%	Tonnes	%
PT FBI – PMSE (BGA Group)	23,967.27	7.76		
PT FBI – PNBE (BGA Group)	524.94	0.17		
Huma Betang Estate (BGA Group)	55,760.26	18.05		
Keruing Raya Estate (BGA Group)	48,739.65	15.77		
Pantai Harapan Estate (BGA Group)	153.38	0.05		
Panaga Raya Estate (BGA Group)	182.20	0.06		
Sub Total	190,445.11	61.64	190,000.00	61.29
GRAND TOTAL	308,974.49	100.00	310,000.00	100.00

Note :

*) . Period of May 2023 to April 2024

**) . Period of May 2024 to April 2025

Table 3 CPO and PK production and sold period of May 2023 to April 2024 and projected for period of May 2024 to April 2025

For single supply chain model

Remarks		Amount (mt)				
		FFB	CPO		PK	
Certified tonnage (license) ^{*)}	From Estate	137,000.00			6,165.00	
	From Independent Smallholder (ISH)	-	32,880.00			
	From Scheme or Associate SH/Outgrower	-				
Actual Production						
Actual OER and KER (%)		n.a	23.60		4.30	
Total production		308,974.49	72,928.63		13,295.18	
Total non-certified production		190,445.11	44,952.93		8,193.52	
Total certified production		118,529.38	27,975.70		5,101.66	
Actual Sold^{**)}						
Actual sold volume under RSPO scheme ^{***)}		n.a	PL	CL	PL	CL
Actual sold volume under other scheme certified (ISCC, etc)		n.a	-	-	-	-
Actual sold conventional		n.a	15,021.21	9,508.06	807.22	718.64
Book and Claim (If any)		n.a	-	-	-	-
New (Projected) Production						
OER and KER projection (%)		n.a	23.60		4.30	
Total production		310,000.00	73,160.00		13,330.00	
Total non-certified production		190,000.00	44,840.00		8,170.00	
Total certified production (RSPO Scheme)	From Estate	120,000.00			5,160.00	
	From Independent Smallholder (ISH)	-	28,320.00			
	From Scheme or Associate SH/Outgrower	-				

Note :

*) . There is not volume extention.

) . **PL : Previous License & **CL** : Current License

***). It is sold certified volume by physically only.

2.4 Area of Plantation (Total, Planted and Mature)

Estate/SH/Outgrower Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production* (tonnes)	Average yield/ ha
Katari Agro Estate	3,534.37	2,581.82	2,581.82	-	52,088.98	20.18
Pelataran Agro Estate	1,934.58	1,387.43	1,387.43	-	26,541.19	19.13
Pantai Mas Estate	3,329.99	2,299.09	2,299.09	-	39,589.90	17.22
TOTAL	8,798.26	6,268.34	6,268.34	-	118,220.07	18.86

Note:

*) 100% FFB from 3 Estate supply bases sent to Katari POM for Period May 2023 – April 2024.

2.5 Dates of Plantings and Replanting Cycles

The company follows a replanting cycle of 25 years. Information on the dates of plantings are as per the table below:

Table 5 Age and year of plantings of company estate supplying to Katari Agro Mill periode of June 2024

Year of Plantings	Oil palm planted area at each estate/division (ha)			
	Katarai Agro Estate	Pelataran Agro Estate	Pantai Mas Estate	Total
2003	35.13	-	331.10	366.23
2004	1,182.98	173.64	682.78	2,039.40
2005	557.71	358.32	109.52	1,025.55
2006	212.90	423.26	102.70	738.86
2007	28.21	394.24	120.05	542.50
2008	183.06	37.97	224.82	445.85
2009	29.57	-	130.74	160.31
20010	60.57	-	185.06	245.63
20011	109.91	-	122.00	231.91
20012	90.19	-	158.62	248.81
20013	91.59	-	125.48	217.07
20014	-	-	6.22	6.22
TOTAL	2,581.82	1,387.43	2,299.09	6,268.34

Table 6 Land use data for Katari Agro Mill & Supply Bases – PT Windu Nabatindo Lestari period of June 2024

Estate/SH/Outgrower Name	Total area (ha)	Oil Palm Planted Area (ha)	Other commodities (ha)	HCV/Potential HCV areas* (ha)	Land used for other purposes (ha)			
					Local Government office, Road, Housing, Drain, POM	Nursery	Cleared Area	Other Land
Katari Agro Estate	3,534.37	2,581.82	-	50.00	142.28	-	-	759.59
Pelataran	1,934.58	1,387.43	-	17.02	69.08	-	-	461.05

Agro Estate								
Pantai Mas Estate	3,329.99	2,299.09	-	60.22	104.97	-	-	865.71
TOTAL	8,798.26	6,268.34	-	127.24	316.33	-	-	2,086.35

Note :

*)). HCV areas outside of estate/plantation areas

Table 7 Planned and actual oil palm replanting activities for Katari Agro Mill & Supply Bases – PT Windu Nabatindo Lestari.

Year	Total planned replanting area (ha)	Total planned replanting area for each estate (ha)					Actual total area replanted (ha)
		2024	2025	2026	2027	2028	
2024	-	-	-	-	-	-	-

2.6 Data & Information Relate of Employment & Social Issues

Table 8 Number of Employees Based on Workplace as of May 2024

	Full time		Temporary				Total Internal Employee		Contractor*		Total manpower (internal + Contractor)
			PKWT/Contract*		PHL/Casual*						
	M**	F**	M**	F**	M**	F**	M**	F**	M**	F**	
Katari Agro POM	106	8	-	-	-	-	106	8	21	-	135
Katari Agro Estate	277	166	-	-	-	-	277	166	-	-	443
Pelantaran Agro Est.	240	92	-	-	-	-	240	92	-	-	332
Pantai Mas Estate	297	165	-	-	-	-	297	165	-	-	462
Total	920	431	-	-	-	-	920	431	21		1,372

Note:

**). M = Male & F = Female

Table 9 Risk Assessment of Third Party/Contractor period of June 2024.

Company Name	Risk factors					Risk mitigation factors				Risk evaluation
	a	b	c	d	e	f	g	h	i	j
PT Surya Mentaya Jaya	√	X	√	√	√	√	√	√	X	Normal
CV Catur Borneo Abadi	√	X	√	√	√	√	√	√	X	Normal

Note :

- Third-party is providing operational service (example transportation, independent storage, road maintenance, develop of building, etc) where it is non-processing activities and/or supplying labor
- More than 30% labor is outsourcing/subcontractor/non-permanent
- Third-party carrying out more dominant if compared with other third-parties for one activity segment/sector or more than 30% from allocation total of activity.
- No agreement between company and third-party
- Third party has not implemented occupation safety & health or social or labor issues
- Third party has audited by company against relevant of indicator in RSPO P&C standard and any non-conformity or third party has not audited by company
- Third party have not legal entity
- Third party has not carried out controlling relate of the implementation of occupation safety & health or social & labor or environment management.
- The contractor is an RSPO-certified organization that includes documented procedures for outsourcing services within the scope of certificate.
- Risk Assessment (please enter "high" or "normal", do not cross)

Calculate of Risk Category is Risk Factor x Risk Mitigation Factor (each parameter is 1 point) and Risk Category: Low Risk is =< 10 point & High Risk is > 10 point

3.0 ASSESSMENT PROCESS

Initial Certification	1. SA	2. SA	3. SA	4. SA
Audi Audit Date: - Lead Auditor: - Auditor team: - 1. - 2. - 3. -	-	-	-	-
Recertification	1.1 SA	1.2. SA	1.3. SA	1.4. SA
Audit Date: - Lead Auditor: - Auditor team: - 1. - 2. - 3. -	-	-	Lead Auditor: Mohamad Amarullah Auditor team: - 1. Doni 2. Bayu Yogatama 3. Rindu RR 4. Wahyu	

Unit of Certification is transfer from other CB in 2024 (ASA-1.3)

3.1 Qualifications of Lead Assessor and Assessment Team

Name	Position	Qualifications / Experience
Mohamad Amarullah	Lead Auditor	<p>Education: Master of Science in wood science and technology from Universiti Putra Malaysia (2008-2010) and Bachelor of Forestry with major on Forest Product Technology from IPB University (2000-2005)</p> <p>Training Attended: ISO 17021 & ISO 17065 (2014); HCV (2014); ISPO (ISPO Commission 2014); ISO 9001 & ISO19011 (2014); ISO 14001 (2015); RSPO (Daemeter and Proforest 2016); life cycle analysis; RSPO SCCS (BM TRADA 2018); Refreshment ISPO Permentan No. 38 in 2020 (Mutu Institute 2021); Refreshment RSPO (Checkmark 2022); RSPO ISH Standard Refreshment (RSPO 2022); SA 8000 (SAI 2023)</p> <p>Working experience: Experienced as an auditor for sustainable palm oil scheme since 2014 and as a research assistant and oil palm agronomist for over six years (2008-2014).</p> <p>Scope of audit during surveillance audit assessment Partial certification, TBP, and management towards human rights, manpower, complaint, and grievance</p>
Doni	Auditor	<p>Education: Master of Rural Sociology, Bogor Agricultural University (IPB), Indonesia, 2005.</p> <p>Trainings: RSPO Independent Smallholder Standard Refreshment Training (2022), RSPO Auditor Refreshment in 2022, Lead Auditor for ISO 45001 in 2021, ISPO Auditor Refreshment in 2021, ISPO Auditor in 2013, Auditor Roundtable on Sustainable Palm Oil (RSPO) in 2017, RSPO P&C Social Auditor Organized by VERITE in 2017, Auditor for Sustainable Production Forest Management (<i>Pengelolaan Hutan Produksi Lestari/PHPL</i>) 2014, Up-Grading Training for Sustainable Production Forest Management (PHPL) in 2020, Geographic Information System (GIS) 2019, Refreshment of ISO 9001 in 2019, Participatory Mapping in 2014, Preparation of HCV and SIA Documents in 2014, Assistance Techniques for Rural Farming Communities in 2005, Conflict Resolution in 2005, Journalism in 2003.</p> <p>Work Experience: ISPO and RSPO certification audits, PHPL certification audits, has worked as a consultant for <i>Badan Pembangunan Nasional/ BAPPENAS, Kementerian Lingkungan Hidup dan Kehutanan, Bank BRI, Kementerian Pembangunan Daerah Tertinggal (KPDT) dan Kementerian PU Dirjen Cipta Karya, JICA and UN – HABITAT – UNDP, Wetland International (WI)</i>. Team for preparing HCVF documents for <i>Hutan Tanaman Industri/HTI</i> companies, HPH and preparing HCV/SIA documents for oil palm plantations. Auditor in PT TUV Rheinland Indonesia (2021-present).</p> <p>Scope of audit during surveillance audit assessment FFB Traceability, SIA, CSR, Transparency, Business Plan</p>
Bayu Yogatama	Auditor	<p>Education: Bachelor of Forestry, majoring in forest conservation from IPB University.</p> <p>Training attended: ISO 17021, ISO 17065, QMS ISO 9001:2015 and ISO 19011:2011, ISPO, RSPO (P&C, SCCS, NPP, & RaCP), Green Industry, and awareness on SA 8000.</p>

		<p>Working experience: Facilitator in UNDP Project (2015); Inspector of wood products (Plywood) in Malaysia (2016); Auditor ISPO (Indonesian Sustainable Palm Oil) and RSPO in PT Mutuagung Lestari (2017 - 2023). Auditor in PT TUV Rheinland Indonesia (2023-now).</p> <p>Scope of audit verified: Legal compliance, business plan, EIA, & HCV</p>
Rindu Rezza Rachmansyah	Auditor	<p>Education: Bachelor of Agriculture, Majoring in Plant Pest & Disease from Padjadjaran University.</p> <p>Training attended: ISO 17021, ISO 17065, ISO 9001:2015, ISO 14001, ISO 45001, ISO 19011, ISPO (training in 2017 & refreshment in 2021), RSPO (P&C, SCCS, NPP, & RaCP), and awareness on SA 8000.</p> <p>Working experience: Field Expert in PT Agricon (2012-2013), Assistant Manager for Monitoring & Evaluation of Forest Rehabilitation in PT Inhutani III (2014-2017), Auditor for ISPO & RSPO in PT Mutuagung Lestari (2017-2023) and Auditor in PT TUV Rheinland Indonesia (2023-now).</p> <p>Scope of Audit: Legal compliance; Long term plan and economic viability; Continuous improvement and reporting; BMP & SCCS</p>
Wahyu	Auditor	<p>Education: Master Degree of Management of Manufacturing Engineering, Faculty of Engineering, University of Pancasila and Degree of Mechanical Engineering, University of Indonesia</p> <p>Working experience: PT Carsurin, as QHSE Coordinator (2006 -2009), PT Mutu Hijau Indonesia, Jakarta as Technical Manager (2010-May 2014) and Auditor PT TUV Rheinland Indonesia (May 2014-present)</p> <p>Training attended: RSPO (Pro-Forest & Daemeter), Calculation of GHG at Palm Oil Plantation (Komisi ISPO), ISPO (Komisi ISPO), Verified Legal Compliance & Reduced Impact Logging (Tropical Forest Foundation), SVLK (Ministry of Forestry), CoC (LEI), ISO 9001:2008 (IRCA), ISO 14001:2015 (IRCA); General OHS Expert (Ministry of Manpower), Refreshment ISPO.</p> <p>Scope of audit verified: Legal compliance, transparency information, code of conduct, OSH management.</p>

Peer reviewer

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3.2. Assessment Agenda

Date	Location	Actual Audit Activity
Tuesday, 18/06/2024	KAGE	Travelling from Jakarta to Site Opening meeting
Wednesday, 19/06/2024	Katari Estate & Katari Mill Agro & Agro	<p>Katari Agro Estate</p> <ul style="list-style-type: none"> Field visit to Boundary Pole (HGU) Field visit to HCV Area in Katari Estate Field visit to spraying activity Field visit to interrow maintenance Field visit to barn owl box Field observation and interview operator to Divisi 1, Katari Estate (Housing of harvester and sprayer, Warehouse of chemist, fertilizer and PPE, Temporary hazardous and toxic storage, <i>Rumah bilas</i>, Final waste disposal site and daycare center Document Verification related RSPO P&C. <p>Katari Agro Mill</p> <ul style="list-style-type: none"> Document Verification related RSPO P&C. Field Visit to Security Post Field visit to Storage tank station. Interview with Dispatch operator. Field visit to Kernel Silo station. Interview with Dispatch operator. Field visit to weighbridge station. Interview with WB operator. Wastewater Disposal Installation Warehouse (IPAL) Land Application Water resource (inlet) Housing of POM worker Field visit to Loading Ramp and and interview with the operator. Field visit to Sterilizer and and interview with the operator. Field visit to Boiler and and interview with the operator. Field visit to Generator Room and and interview with the operator. Hydrant simulation at Boiler Area <p>Document Verification related RSPO P&C</p> <ul style="list-style-type: none"> Interview with CV Catur Borneo Abadi (transporter PK) Interview with PT Surya Mentaya Jaya (transporter CPO) Interview with board Koperasi Harapan Abadi Interview with Koperasi Produsen Cahaya Anugerah K Interview with Kantor Pertanahan Kabupaten Kotawaringin Timur Interview with Demang Adat Kecamatan Cempaga Hulu Interview with Kelompok Tani Keluarga Berlin Interview with Pundu Village Head Interview with Kalteng Pos Interview with KSU Sehati Interview Stakeholder Consultation by phone to Head of Pelantaran Villagers, Plantation division of Agriculture agency Kotawaringin Timur Regency, Head of Environment agency Kotawaringin Timur Regency, and Head of Bukit Batu Villagers.
Thursday, 20/06/2024	Plataran Agro Estate & Pantai Mas Estate Agro & Mas	<p>Plataran Agro Estate</p> <ul style="list-style-type: none"> Field visit to Boundary Pole (HGU) Field visit to HCV Area in Katari Estate Field visit to spraying activity Field visit to interrow maintenance

Date	Location	Actual Audit Activity
		<ul style="list-style-type: none"> • Field visit to barn owl box • Field observation and interview operator to Divisi 1, Katari Estate (Housing of harvester and sprayer, Warehouse of chemist, fertilizer and PPE, Temporary hazardous and toxic storage, <i>Rumah bilas</i>, Final waste disposal site and daycare center • Document Verification related RSPO P&C. <p>Pantai Mas Estate</p> <ul style="list-style-type: none"> • Field visit to Boundary Pole (HGU) • Field visit to HCV Area in Katari Estate • Field visit to spraying activity • Field visit to interrow maintenance • Field visit to barn owl box • Field observation and interview operator to Divisi 1, Katari Estate (Housing of harvester and sprayer, Warehouse of chemist, fertilizer and PPE, Temporary hazardous and toxic storage, <i>Rumah bilas</i>, Final waste disposal site and daycare center • Document Verification related RSPO P&C.
Friday, 21/06/2024	Katari Agro Estate	<ul style="list-style-type: none"> • Previous NCR verification • Document Verification related RSPO P&C • Closing Meeting • Travelling to Palangkaraya
Saturday, 22/06/2024	Palangkaraya - jakarta	Flight from PKY to CGK

Agenda for Verification of Closure of Major Non-conformities (if necessary)

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3.3 Assessment Methodology and Program

The recertification assessment was conducted between 18 – 22 June 2024 as per the assessment program above (section 3.2). The assessment was carried out in accordance with PT TUV Rheinland Indonesia’s RSPO audit procedure as well as the RSPO Certification Systems document. During assessment, the qualified TUV Rheinland assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

Due to the location and proximity of the estates, combined with common management systems, it was possible to carry out both field and document assessments of all estates and the mill within the time frame without compromising the integrity of the assessment in anyway.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base. The total audit sample are taken from sample from company’s owned estate and sample from scheme smallholders.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment.

As for the as scheme smallholders, the sample were determined following the were based on the formula $(y) \times (z)$; where y is total number of scheme smallholders where z is the multiplier defined by the risk assessment.

The multiplier risk assessment for Low Risk is 0.8; Medium Risk is 1.2 and High Risk is 2.

Considering of risk parameter applied for the existing estate and smallholders, the risk of parameter can be defined: low.

The following table would be used to identify the locations to be audited each year in the 5 year cycle.

The following table would be used to identify the locations to be audited each year in the 5 year cycle.

Assessment Program					
Mill and supply based Name	Re-Certification	SA 1.1	SA 1.2	SA 1.3	SA 1.4
Mill	-	-	-	Katari Agro Mill	
Estate	-	-	-	<ul style="list-style-type: none"> • Katari Agro estate • Pelataran Agro Estate • Pantai Mas Estate 	
Smallholder	-	-	-	-	

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix 5.

Certification assessments will determine compliance or non-compliance with each P&C indicator. Non-compliances shall be graded as either minor (non-critical) or major (critical), in accordance with the status of the relevant indicator in RSPO P&C.

The assessment was based on random samples and therefore nonconformities may exist that have not been identified

4.0 STAKEHOLDER CONSULTATION AND STAKEHOLDERS CONTACTED

PT TUV Rheinland Indonesia has informed to respective stakeholder via email prior to conducting audit and were notified to make comments for RSPO P&C. Stakeholder consultation took place in the form of meetings and interviews. Meetings with stakeholders were held to seek their views on the performance of the company with respect to the sustainability practices outlined in the RSPO Principles & Criteria, and to comment on aspects where improvements could be made. Meetings with local stakeholders/communities were held at their respective premises within and near the company's areas. Stakeholders included those immediately linked with the operation of the company such as employees, out growers, the local government, NGO's, trade and labor unions and local communities. A stakeholder consultation meeting was also held on Central Office on 19-21 June 2024.

In all the interviews and meeting, the objectives of the RSPO and the purpose of the assessment was clarified at the outset followed by an evaluation of the relationship between the stakeholders and the company before discussion proceeded to obtain the stakeholders feedback on the company's compliance to different aspects of the RSPO Principles & Criteria. Although several stakeholders were not familiar with RSPO but they agreed with its objective and expressed their willingness to collaborate in the promotion of sustainable palm oil in Central Kalimantan Province. In all interviews and meeting, the assessment team did not restrict discussion of both the positive and negative aspects of operations conducted by PT WNL estate and mill.

The stakeholder consultation meeting held with stakeholders during the audit was extensive and productive, with an attendance of more than 10. This was followed by site inspections, including visits to the local communities, interviews with land claimants and contractors, and inspections of worker amenities and infrastructure.

All stakeholder issues raised were recorded and forwarded to the management for their written response, and this is summarized in (section 10 Appendix 5). The list of stakeholders that attended the stakeholder consultation meeting and stakeholders interviewed during the assessment is included as (Appendix 5).

5.0 COMPLIANCE TO OTHER RSPO REQUIREMENT

5.1 Time Bound Plan for Other Management Units

The time frame laid out below is considered to be both challenging and realistic. The audit team is satisfied that the company conforms with the RSPO requirements for partial certification as laid out in Clause 5.5 of the RSPO Certification Systems document (year 2020).

Tabel 8 Time Bound Plan of Bumitama Agri Limited

No	Unit Management	Mill	Supply Base	Location	Status	Time Bound	Time Bound Rev
1	PT Windu Nabatindo Lestari (WNL)	Pundu Nabatindo Mill	PT Windu Nabatindo Lestari	Central Kalimantan	Certified 2014	2014	2014
			Koperasi Harapan Abadi		Non-certified	2022	2023
			Independent Smallholders (Kelompok Tani Tenera)		Certified 2018	2018	2018
			PT Fajar Bumi Nabati		Non-certified	2022	2025
			PT Gemilang Subur Maju				
2	PT Windu Nabatindo Lestari (WNL)	Katari Agro Mill	PT Windu Nabatindo Lestari	Central Kalimantan	Certified 2016	2016	2016
3	PT Karya Makmur Bahagia (KMB)	Gunung Makmur Mill	PT Karya Makmur Bahagia (KMB)	Central Kalimantan	Certified 2014	2014	2014
			Koperasi Unit Desa Mekar Jaya (KMB)		Non-certified	2022	2025
			Koperasi Unit Desa Sekar Tani (KMB)				
			Koperasi Unit Desa Lestari (KMB)				
			Koperasi usaha Bersama (KMB)				
			Koperasi Makarti Jaya (KMB)				
			Koperasi Marga Rahayu (KMB)				
			Koperasi Tani Santoso (KMB)				
			PT Tanah Tani Lestari (TTL)	Central Kalimantan	Non-certified	2022	2025
			Koperasi Hapakat (TTL)				
			Koperasi Rika Bersatu (TTL)				
			Koperasi Usaha Bersama (TTL)				
			Koperasi Eka Harahap (TTL)				
			Koperasi Berkat Usaha Besama (TTL)				
			Koperasi Bina Tani (TTL)				
Independent Smallholders (Kelompok Karya Bersama)	Certified	2022	2021				
4	PT Karya Makmur Bahagia (KMB)	Bukit Makmur Mill	PT Karya Makmur Bahagia (KMB)	Central Kalimantan	Non-certified	2022	2025
			PT Langeng Makmur Sejahtera (LMS)		Non-certified	2022	2025
			Koperasi Telawang Bersatu		Non-certified	2022	2025
			Koperasi Hinje Are				
			Koperasi Eka Harahap (LMS)				
5	PT Windu Nabatindo Abadi (WNA)	Sungai Cempaga Mill	PT Windu Nabatindo Abadi (WNA)	Central Kalimantan	Non-certified	2022	2025
			KSU Sehati Pundu		Non-certified	2022	2025
			PT Nabatindo Karya Utama (NKU)		Non-certified	2022	2025
			Koperasi Koling Hapakat		Non-certified	2022	2023
6	PT Windu Nabatindo Abadi (WNA)	Selucing Agro Mill	PT Windu Nabatindo Sejahtera (WNS)	Central Kalimantan	Non-certified	2022	2025
7	PT Bumitama Gunajaya Abadi	Kotawaringin Mill	PT Bumitama Gunajaya Abadi (BGB)	Central Kalimantan	Non-certified	2024	2024
8	PT Bumitama	Lamandau Mill	PT Bumitama Gunajaya Abadi	Central	Non-certified	2022	2025

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No	Unit Management	Mill	Supply Base	Location	Status	Time Bound	Time Bound Rev		
	Gunajaya Abadi (BGB)		(BGB)	Kalimantan					
			Koperasi Kompak Maju Bersama		Non-certified	2022	2025		
			Koperasi Mitra Bahaum		Non-certified	2022			
			Koperasi Tanjung Biru		Non-certified	2022			
			PT Andalan Sukses Makmur (ASMR)		Non-certified	2022			
			Koperasi Seberang Jaya Sejati		Non-certified	2022			
			Koperasi Pulai Sejahtera		Non-certified	2022			
			PT Investa Karya Bhakti (IKB)		Non-certified	2022		2025	
9	PT Gunajaya Karya Gemilang (GKG)	Kendawangan Mill	PT Gunajaya Karya Gemilang (GKG)	West Kalimantan	Certified 2015	2016	2016		
			PT Gunajaya Ketapag Sentosa (GKS)		NPP was Completed				
		West Kalimantan	Koperasi Serba Usaha Bersama	Non-certified	2022	2023			
			Koperasi Serba Usaha Karya Bersama						
			Koperasi Binasari						
			Koperasi Perkebunan Fajar Mandiri						
			Koperasi Rimba Sari						
10	PT Agro Sejahtera Manunggal (ASM)	Pembangunan Raya Mill	PT Agro Sejahtera Manunggal (ASM)	West Kalimantan	Certified 2019	2018	2019		
			KopBun Agro Seriam Mandiri		Certified 2019			2018	2019
			PT Gunajaya Harapan Lestari (GHL)		Non-certified			2022	2025
			Koperasi Bawal Sejahtera Mandiri		Non-certified			2022	2025
11	PT Karya Bakti Agro Sejahtera (KBAS)	Sungai Rasau Mill	PT Karya Bakti Agro Sejahtera (KBAS)	West Kalimantan	Non-certified	2022	2024		
			KUD Rangkong Betuah		Non-certified			2022	2025
			KUD Rasau Tiga Bersama		Non-certified			2022	2025
			PT Agriplus		Non-certified			2022	2025
12	PT Ladang Sawit Mas (LSM)	Bukit Tunggal Jaya Mill	PT Ladang Sawit Mas (LSM)	West Kalimantan	Non-certified	2022	2024		
			KopBun Bukit Tunggal Sejahtera		Non-certified			2022	2024
			KopBun Mitra Pejalalan Permai		Non-certified			2022	2024
			PT Lestari Gemilang Intisawit (LGI)		Non-certified			2022	2024
			Koperasi Kayong Sekayuk		Non-certified			2022	2024
			Koperasi Mitra Sejati		Non-certified			2022	2024
			PT Agro Manunggal Sawitindo (AMS)		Non-certified			2022	2024
			PT Nabati Ago Subur (NAS)		Non-certified			2022	2024
			PT Sejahtera Sawit Lestari (SSL)		Non-certified			2022	2024
			PT Karya Makmur Langgeng (KML)		Non-certified			2022	2024
			PT Gemilang Makmur Subur (GMS)		Non-certified			2022	2025
			Koperasi Istana Pawan Mandiri		Non-certified				
			Koperasi Rungau Sejahtera		Non-certified				
			PT Damai Agro Sejahtera (DAS)		Non-certified				
13	PT Rohul Sawit Industri (RSI)	Suka Damai Mill	PT Masuba Citra Mandiri (MCM)	Riau	Certified 2019	2018	2019		
			PT Masuba Citra Mandiri (MCM) Area Liability Conversation 326.04 ha		Certified 2023			2018	2023
			Koperasi Karya Melayu Sejati		Certified 2019			2018	2019
14	PT Sentosa Prima Agro (SPA)	Bukit Belaban Mill	PT Sentosa Prima Agro (SPA)	West Kalimantan	Non-certified	2022	2024		
			PT Raya Sawit Manunggal (RSM)						
			PT Wahana Hijau Indah (WHI)						
			PT Hungarindo Persada (HPE)					Non-certified	2022

5.2 Compliance to Rules for Partial Certification

Compliance of the uncertified management units of **Bumitama Agri Ltd** against the rules for partial certification according to RSPO Certification System clause 5.5.3 was assessed by desk study as well as web check on relevant complaints; verification to company's parent company, a positive assurance statement based upon company's self assessment completed with sufficient evidence against each requirement; consultation with targeted stakeholders including consultation with the relevant NGO, and or further stakeholder consultation and field inspection considering the risk assessment result of any non compliance with the requirements. A summary of findings is as stated below.

Partial Certification Requirements	Audit Findings
<p>5.5.1 The registered RSPO member is the holding company or one of its subsidiaries</p>	<p>PT Masuba Citra Mandiri and PT Rohul Sawit Industri is a subsidiary of Bumitama Agri Ltd. Bumitama Agri Ltd is an RSPO member with ID No. 1-0043-07-000-00 since October 7, 2007.</p> <p>Bumitama Agri Ltd has beent provide result of the self-assessment for all units entering estate and mill at the time bound.</p>
<p>5.5.2 A challenging time-bound plan for certifying all its management units and/or entities is submitted to the Certification Body (CB) during the initial certification audit. The time-bound plan shall contain a current list of all estates and mills.</p> <ul style="list-style-type: none"> • As a minimum, all estates and mills shall be certified within five (5) years after obtaining RSPO membership. Any new acquisitions shall be certified within a three year time frame. Any deviations from these maximum periods requires approval by the RSPO secretariat • Any revision to the time-bound plan, including for the scheme smallholders and outgrowers, shall be reviewed by the CB. Changes to the time-bound plan are permitted only if the organisation can demonstate to the CB that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment the company is legally registered with the local notary or chamber of commerce (or equivalent) 	<p>Bumitama Agri Ltd has a time-bound plan to achieve RSPO certification for all relevant entities.</p> <p>For the period of 2023, the BGA Group's Time Bound plan has been revised. This is because there are still several units under the management of the BGA Group which until the end of 2022 are still in the process of certification (NPP process, RaCP process). This time bound plan has submitted to RSPO for approval.</p>
<p>5.5.3 (a). No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) and HCS in accordance with RSPO P&C criterion 7.12. Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure*. For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB.</p> <p>*Any new plantings since this period must be reported to TUV Rheinland to conduct verification of compliance to the New Planting Procedure</p>	<p>There are several units under NPP process and some company unit was passing the NPP notification. The units include:</p> <ul style="list-style-type: none"> • PT Nabatindo Karya Utama (PT NKU) • PT Andalan Sukses Makmur (PT ASMR) • PT Gunajaya Ketapang Sentosa (PT GKS) • PT Ladang Sawit Mas (PT LSM) • PT Gemilang Makmur Subur (PT GMS) <p>For other units, HCV assessments have been carried out and there is no indication of land clearing in primary forest and / or HCV areas.</p> <p>The RaCP also present in the company subsidiary of BGA group and now under RSPO compensation panel review.</p>
<p>5.5.3 (b). Land conflicts, if any, are being resolved through a mutually agreed pro-</p>	<p>Based on the self assessment document submitted by the BGA Group, it known that there is no significant land conflict in</p>

Partial Certification Requirements	Audit Findings
cess, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO criteria 4.4, 4.5, 4.6, 4.7 and 4.8.	areas that have not been certified. However, some units still cannot provide information on maps of land conflicts.
5.5.3 (c). Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	The management has a mechanism that is open to all affected parties through Code of Conduct (BGA-COC-HC-333.1); Grievance Resolution (BGA-SOP-HC-311.1). Based on the self assessment document submitted by the BGA Group, it is known that there is no significant labor dispute in areas that have not been certified.
5.5.3 (d) Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1	Based on the self assessment document, it is known that units that have not yet received certification have tried to fulfill the legal provisions that apply to oil palm plantation activities (for example: Location Permits, Environmental Permits, HGU etc.)

6.0 ASSESSMENT FINDINGS

6.1 Summary of Findings

The following is a audit findings made for the indicator listed in the RSPO Principles & Criteria (INANI 2020):

Note :

- YYYY & (YYYY + ZZZZ) : Generic 2018 & INA-NI, 2020 (revision/add)
- XXXXX : the result of Accreditation Body (AB) audit (it have to verify as top priority and submitting the evidence of compliances)
- R : Remote Audit; O : On-site Audit; R & O : Remote & On-site Audit;

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	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.		
R	1.1.1 (C) Management documents that are specified in the RSPO P&C are made publicly available		
	<p>a. How are the management documents listed in (b) below made publicly available?</p> <p>b. Are the management documents related to the environmental, social and legal issues below made publicly available :</p> <ul style="list-style-type: none"> - Results of FPIC processes; - [SEIA / SEIA/AMDAL]; - Human Rights [policies / policy] including [policy / policies] on protection of human rights defenders (HRDs)/whistleblowers; - Social programmes [avoding / to avoid] or [mitigating / mitigate] negative social impacts; - [Social programmes advancing livelihoods / social programs to improve living standards]; - Figures of gender distribution within all workers categorised by management, administrative staff and workers (both permanent casual workers, piece rate workers); - [Partnership / cooperative] programmes for independent smallholders, education and health programs in the communities (where applicable) <p>c. Are the following management documents (but not necessarily limited to) made available upon request :</p> <ul style="list-style-type: none"> - [Land titles/user rights / certificate of land rights/cultivation rights] (Criterion 4.4) - Occupational health and safety plans (Criterion 3.6) - Plans and impact assessments relating to environmental and social impacts (Criterion 3.4) - HCV & HCS documentation (if relevant) (Criterion 7.12) - Pollution [prevention/mitigation] and reduction plans (Criterion 7.10) - Details of complaints and grievances (Criterion 4.2) - Negotiation procedures (Criterion 4.6) - Continuous improvement plans (Criterion 3.2) - Public summary of the certification assessment report - Human Rights Policy (Criterion 4.1) 	<p>The company has these publicly accessible documents, as stated in the SOP Communication WNL-SUST-SOP-09 on March 2018:</p> <ul style="list-style-type: none"> • AMDAL, UKL/UPL, Environment Management and Monitoring Reports • Company manual and policy. • Programs related to environmental, legal, and social issues based on RSPO P&C • HCV and Social Impact Assessment. • Grievances and complaints details. • Summary report of the certification assessment results. • GHG calculation and minimize emission program. <p>The document contains a list of accessible information covering relevant legal, social and environmental aspects related to the sustainability system. This document includes land certificates, OHS plans, environmental and social impact plans and assessments, HCV documentation, pollution prevention and reduction plans, complaints, negotiation procedures, continuous improvement plans, public summary reports on certification assessments, and human rights policies. The company has shown documents related to mandatory reports that are carried out regularly and sent to government agencies, for example: Environment Management and Monitoring (RKL-RPL) Report of PT WNL for second semester 2023 submitted to <i>Dinas Lingkungan Hidup Kabupaten Kotawaringin Timur</i> on 4th January 2024. Based on interviews with local communities, local contractors, and internal stakeholders, it is known that the company has conducted socialization regarding the procedures for requesting information and has assigned a person in charge to respond to requests for information. Each party also knows the types of general information that can be accessed. It was further explained that publicly accessible documents are specific documents for each operational unit.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>
O	1.1.2 Information is provided in the official language used in the area in which the unit of certification is located and accessible to relevant stakeholders		
	<p>a. Are the documentation including information provided to stakeholder and communication with stakeholder done in appropriate languages?</p> <p>b. Are stakeholders aware of the type of information available and how to get access to the information?</p> <p>c. How and where is the information disseminated?</p> <p>d. From the audit evidences, what type of information is provided to the stakeholders?</p>	<p>The company has these publicly accessible documents, as stated in the SOP Communication WNL-Sust-SOP-09 (see indicators 1.1.1). The documents are available in Bahasa. It contains a list of accessible information covering relevant legal, social and environmental aspects related to the sustainability system. This document includes land certificates, OHS plans, environmental and social impact plans and assessments, HCV documentation, pollution prevention and reduction plans, complaints, negotiation procedures, continuous improvement plans, public summary reports on certification assessments, and human rights policies. The company has shown documents related to mandatory reports that are carried out regularly and sent to government agencies, for example: Environment Management and Monitoring (RKL-RPL) Report of PT WNL for second semester 2023 submitted to Environment Agency of Kotawaringin Timur Regency on 4th January 2024.</p> <p>The company has reported several mandatory reports on legal aspects, namely:</p> <ul style="list-style-type: none"> • Environment Management and Monitoring (RKL-RPL) Report of PT WNL for second semester 2023 submitted to <i>Dinas Lingkungan Hidup Kabupaten Kotawaringin Timur</i> on 16th January 2024. • Semester 2, 2023 fire control report to the <i>Dinas Perkebunan Kabupaten Kotawaringin Timur</i> on January 3, 2024. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
		<ul style="list-style-type: none"> Fourth Quarter P2K3 Report (October-December 2023) to the <i>Dinas Tenaga Kerja Provinsi Kalimantan Tengah</i> on January 8, 2024. Investment activity report (LKPM) of PT Windu Nabatindo Lestari POM unit for the first quarter of 2024 has been reported as evidenced by a receipt from the Ministry of Investment on April 2, 2024. The PT Windu Nabatindo Lestari HGU Utilization Report for the 2024 period was reported to the Head of the Regional Office of the National Land Agency for Central Kalimantan Province on March 20, 2024. PT Windu Nabatindo Lestari's Plantation Business Progress Report for the 4st Quarter of 2023 has been reported to the Agriculture Office of East Kotawaringin Regency on March 13, 2024. 	
R	1.1.3 (C) Records of requests for information and responses are maintained		
	<p>a. Are records of requests for information and responses maintained? Please indicate the type of records reviewed</p> <p>b. Does the company have an SOP to ensure constructive response to stakeholders?</p> <p>c. Is there a clear time frame for response to request for information?</p> <p>d. [Who is the personnel in charge (PIC) for receiving and responding to request / who is officers can be contacted by concerned external parties] ?</p>	<p>The company has an Information Service SOP in Communication (WNL-SUST-SOP-09) on 1st March 2018. The procedure informed that some documents relevant to RSPO criteria can be accessed by stakeholder. The objective of this procedure is to provide practical guidance for handling communications in the field of Occupational Safety, Health and Environmental Protection (OHS & environment) and RSPO both internally and with external parties with a maximum response of 15 days after information request letter received by certificate holder. The PIC appointed to take care of this matter is the CSR Staff.</p> <p>Company has documented incoming letter from external stakeholder in Incoming Letter Logbook. Based on that document, the letter mostly about assistance request and meeting invitation. Company also records the response of incoming letter, for example letter from Rubung Bayung Village No. 1/PPKML/DS-RB/I/2024 dated January 10 2024 regarding assistance for traditional <i>mapas lewu</i> activities in Rubung Bayung Village addressed to the management of PT WNL. On January 15, 2024, PT WNL management responded to the request via letter No. 03/BGA-PUNDU/I/2024 addressed to the Head of Rubung Bayung Village.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	1.1.4 (C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official		
	<p>a. Is there SOP being developed by the unit of certification for consultation and communication between the company and all relevant stakeholders?</p> <p>b. Has the SOP been communicated to the relevant stakeholders and understood by these parties? If yes, how was it done?</p> <p>c. Who in the company is appointed to be responsible for communication and consultation with the relevant stakeholders?</p> <p>d. Is the position made official with clear and proper job description?</p> <p>e. Are the relevant stakeholders aware of and know how to contact the person in charge?</p> <p>f. Are the relevant stakeholders aware of the established SOP? Please interview the relevant stakeholders?</p> <p>g. Are there records of actions taken in response to input from stakeholders?</p> <p>h. Has the certificate holder (CH) communicated about RSPO P&C requirements and or the complaint from external party to relevant stakeholders/affected parties ?</p>	<p>The company has SOP in Communication (WNL-SUST-SOP-09) on 1st March 2018. The objective of this procedure is to provide practical guidance for handling communications in Occupational Safety, Health and Environmental Protection, and RSPO with internal and external parties. The maximum response is 15 days after information request letter received by certificate holder. The PIC appointed to take care of this matter is the CSR Staff.</p> <p>Records of communication with stakeholders are in minutes of meeting of regular/incidental meeting, as well as log book of communication. Based on consultation with stakeholders (agencies, villagers, contractors, labor union, gender committee, etc.) it is known that the stakeholders have understood the mechanism and PIC of communication and consultation to the company. There is no obstacle in communicating with person in charge.</p> <p>For example, the lates socialization procedure to Stakeholders conducted inKatari Agro Mill on 8 April 2024, Pantai Mas Estate 9 January 2024 and Pelantaran Agro Estate on 11 January 2024. This socialization has also been carried out to external stakeholders, for example on 25 January 2024 and when making or renewing a cooperation contract.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	1.1.5 There is a current list of contact and details of stakeholders and their nominated representatives / An up-to-date list of contacts and detailed stakeholder information is available along with designated representative]		
	<p>a. Is there a list of contact and details of stakeholders and their nominated representatives?</p> <p>b. What details are included in the list?</p> <p>c. When was the list last updated?</p> <p>d. Are the listed contacts exist? Auditor to verify by contacting the listed stakeholders randomly</p>	<p>Based on a review of the company's stakeholder list document for the 2024 period, it is known that there are still several relevant stakeholders who have not been included in the stakeholder list (for example internal stakeholders, <i>dinas perindustrian dan perdagangan kabupaten</i>, banks and so on) and information regarding the complete address and position of the relevant PIC not yet available. This condition is raised as a non-conformance No RSPO05676.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A NCR No: 05676
1.2	The unit of certification commits to ethical conduct in all business operations and transactions		
R & O	1.2.1 A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>a. Is there a written policy committing to a code of ethical conduct and integrity in all operations and transactions, including recruitment and contracts?</p> <p>b. Does the policy include as a minimum :</p> <ul style="list-style-type: none"> - A respect for fair conduct of business? - A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources? - A proper disclosure of information in accordance with applicable regulations and accepted industry practices? 	<p>The unit certification showed commitment to ethical behavior is contained in the Code of Conduct Number BGA-COC-HC-333.1-R0 which was ratified on October 28th, 2014, by the Board of Directors. The policy consists of 5 chapters, namely:</p> <ul style="list-style-type: none"> • Introduction • Basic principles of Good Corporate Governance (GCG): Transparency, Accountability, Responsibility, Independence, Fairness and Equality. • Company ethical standards towards stakeholders (workers, surrounding communities, government, business partners, suppliers/contractors, mass media and shareholders) • Code of conduct for BGA Group employees, for example: <ul style="list-style-type: none"> - Respect for human rights in accordance with applicable laws and regulations - Maintain and care for occupational safety and health - Prohibition of immoral behavior, narcotics, illegal drugs, gambling and smoking - Avoid personal conflicts of interest (insider transactions) - Prohibition of giving and receiving gifts, favours or other facilities (including all forms of corruption/bribery/embezzlement of funds). - Conflict of interest - Etc. ▪ Enforcement and reporting <ul style="list-style-type: none"> - Commitment to uphold the code of conduct. - Violation. - Violation reporting mechanism. - Sanctions and consequences. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	1.2.2 A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice		
	<p>a. What is the mechanism in place to monitor the compliance and implementation of the policy and overall ethical business practice?</p> <p>b. Has the mechanism been effectively implemented?</p>	<p>Socialization regarding this policy (Code of Conduct Number BGA-COC-HC-333.1-R0) has been carried out in every estate and mill unit, for example socialization at the Katari Agro Mill on 8 April 2024, Pantai Mas Estate 9 January 2024 and Pelantaran Agro Estate on 11 January 2024. This socialization has also been carried out to external stakeholders, for example on 25 January 2024 and when making or renewing a cooperation contract.</p> <p>Based on interviews with plantation and mill employees, representatives of internal and external stakeholders, it is known that the policy has been understood and implemented in all business operations and transactions, including recruitment and contracts.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
Principle 2 : Operate legally and respect rights - Implement legal requirements as the basic principles of operation in any jurisdiction			
2.1	There is compliance with all applicable local, national and ratified international laws and regulations		
R & O	2.1.1 (C) The unit of certification complies with applicable legal requirements		
	<p>a. Is the complete list of legal requirements available?</p> <p>b. When was the list updated?</p> <p>c. Is there evidence of compliance to the applicable legal requirements</p>	<p>Findings:</p> <p>The UoC has list of legal requirements as seen on documents below:</p> <ul style="list-style-type: none"> - <i>Law Register K3 WNL</i>. The document contains list of legal requirements in the field of health & safety. - <i>Law Register Lingkungan WNL</i>. The document contains list of legal requirements in the field of environment. - <i>Law Register Perkebunan WNL</i>. The document contains list of legal requirements in the field of plantation. - <i>Law Register Ketenagakerjaa WNL</i> The document contains list of legal requirements in the field of manpower/labor. <p>The last updated of the above documents on 16 January 2024.</p> <p>Some documents were reviewed and there is evidence of compliance with the applicable legal requirements, for example:</p> <ul style="list-style-type: none"> - Mills machineries and equipments have been inspected and tested periodically by the authorized parties and are still valid, for example: <ol style="list-style-type: none"> 1. Boiler #1, permit deed no. 393/PUBT/DISNAKERTRANS/2023. The testing period is valid until February 2025. 2. Boiler #2, permit deed no. 392/PUBT/DISNAKERTRANS/2023. The testing period is valid until February 2025. 3. Turbine 1600 KW, permit deed no. 385/PUBT/DISNAKERTRANS/2023. The testing period is 	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No: RSPO05677</p>

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		<p>valid until February 2025.</p> <p>4. Turbine 1800 KW, permit deed no. 384/PUBT/DISNAKERTRANS/2023. The testing period is valid until February 2025.</p> <p>5. Sterilizer No. 01, permit deed no. 386/PUBT/DISNAKERTRANS/2023. The testing period is valid until February 2025.</p> <p>6. Air Compressor No. 01, permit deed no. 390/PUBT/DISNAKERTRANS/2023. The testing period is valid until February 2025.</p> <p>7. Motor Diesel (Genset) No. 01, Capacity 250 KVA, permit deed no. 78/ILMD/DISNAKERTRANS/2023. The testing period is valid until 19 March 2025</p> <p>8. Motor Diesel (Genset) No. 02, Capacity 550 KVA, permit deed no. 77/ILMD/DISNAKERTRANS/2023. The testing period is valid until 19 March 2025</p> <ul style="list-style-type: none"> - The UoC has plantation business permits as follows: <ol style="list-style-type: none"> 1. Katari POM: Permit No. 508/003/IUP-P/EK-SDA/I/2014, dated 06 January 2014 2. KAGE & PSME: Permit No. 525.26/151/V/EKSBANG/2004, dated 17 May 2004. 3. PAGE: Permit No. 525.26/356/V/EKSBANG/2007, dated 30 May 2007 - The UoC has permit of temporary storage for hazardous waste (TPS LB3), permit no. 018/DPMPPTSP-PT/LB3/III/2020, dated 02 March 2020 and valid until 01 March 2025. - KAGE has submitted document of <i>Laporan Perkembangan Usaha Perkebunan (LPUP)</i> period Q1 of 2024 to <i>Dinas Pertanian dan Ketahanan Pangan</i> of Kotawaringin Timur district date 22/05/2024. <p>NCR Document of Law Register in the field of manpower/labor, H&S and Environment updated on January 16, 2024, still contains some expired regulations. And, Katari, Pantai Mas and Pelantaran estates have not able to show the list of permits and SIO documents.</p>	
○	<p>2.1.2 A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and also includes listing and [evidence of legal due diligence / evidence on evaluation of legal compliance] of all contracted third parties, recruitment agencies, service providers and labour contractors.</p>		
	<p>a. Is there a documented system which includes the following?</p> <ul style="list-style-type: none"> - Personnel in charge to identify the legal requirements and ensure compliance; - Comprehensive list of international, national, sub-national and provincial laws which details the requirements of specific to the mill and estate operations. - Relevant sections within the law that is identified and linked to activities within the unit of certification. <p>b. How legal compliance is verified and assessed?</p> <p>c. Is there a documented methodology (e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation?</p>	<p>Findings: The UoC has established a documented system for ensuring legal compliance i.e.: <i>SOP Identifikasi dan Evaluasi Peraturan</i>, document no. WNL-SUST-SOP.O7, revision 0. The SOP was signed by Regional Head 2 of BGA on date 01/03/2018. This system has means to track changes to the legal requirements and also includes listing and evidence on evaluation of legal compliance of all contracted third parties. The system also includes personnel in charge to identify the legal requirements and ensure compliance, comprehensive list of legal requirements which details the requirements of specific to the mill and estate operations, and relevant sections within the legal requirements.</p> <p>The legal compliance was verified and assessed periodically at least one a year by the assigned personnel as stated in the SOP and recorded on Law Register (indicator 2.1.1). The UoC has conducted evaluation of legal compliance contracted parties as seen document, for example:</p> <ol style="list-style-type: none"> 1. <i>Evaluasi Kontraktor Transportasi CPO/PK</i> (PT Catur Borneo Abadi, Kernel Transportation) dated 18/12/2023. 2. <i>Evaluasi Kontraktor Transportasi CPO/PK</i> (PT Surya Mentaya Jaya, CPO Transportation) dated 18/12/2023. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
○	<p>2.1.3 Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries</p>		
	<p>a. Is there a map showing location of boundary markers?</p> <p>b. Is there physical presence of boundary markers?</p> <p>c. How does the company maintained its boundary markers? Note to auditor: Ground verification of boundary markers using GPS should be conducted. Priority should be on boundaries with other estates, community areas, protected area and rivers</p> <p>d. Any planting beyond these legal or authorised boundaries? How was this verified?</p>	<p>Findings: The UoC has a documented mechanism for monitoring and maintain legal boundary (Patok HGU) as seen on <i>SOP Pemeliharaan Patok HGU</i>, document no. WNL-GIS-SOP-01, revision 0, dated 27/07/2017. The SOP was approved by Regional Head 2 of BGA. The UoC has maps of legal boundary, as follows:</p> <ul style="list-style-type: none"> - Katari estate, has a map with scale 1:45,000 as seen on document <i>Peta Patok HGU PT WNL Katari Agro Estate</i>. - Pelantaran estate, has a map with scale 1:45,000 as seen on document <i>Peta Patok HGU PT WNL Pelantaran Agro Estate</i>. - Pantai Mas estate has a map with scale 1:45,000 as seen on document <i>Peta Patok HGU PT WNL Pantai Mas Estate</i>. <p>There is evidence that the estates have carried out monitoring and maintenance the legal boundary as seen on <i>Program dan Realisasi Pemeliharaan Patok HGU Tahun 2024 and Monitoring Patok HGU April 2024</i>.</p> <p>Based on ground verification to some boundaries, it was observed that there was physical presence of</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		boundary markers. The boundaries are well maintained, visible, and readibly. Some boundaries were observed as follows: - Katari estate, Division 1: HGU stakes no: 74 (block B51), 73 (block B52), and 71 (block 55). - Pantai Mas estate, Division 2: HGU stakes no: 88 (block C30/31 and 87 (block 32) - Pelantaran estate: HGU stake no. 33 (division 4, block E11), no. 34 (division 4, block E12), no. 03 (division 3, block B04), no. 04 (division 3, block B02/C02), and no. 03 (division 03, block C01/C02). There is evidence that the planting within the legal boundaries.	
2.2	All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.		
R	2.2.1 A list of contracted parties is [maintained / available]		
	a. Is each of the site maintained a list of contracted parties? b. Is the list included the following? i. contractor providing operational services to the site? ii. Labour including the following: - Temporary employment - Short-term contracts; renewable contract - Fixed-term, project, task-based contracts or casual work iii. FFB suppliers	Findings: The UoC has been maintained list of contracted parties, i.e. document of <i>Kontraktor Commercial PT WNL</i> . The document was signed by Act. Commercial Specialist Reg. Pundu. There are 2 (two) contracted parties to mll, i.e.: - PT Surya Mentaya Jaya, contractor of CPO transporter CV Catur Borneo Abadi, contractor of PK transporter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:
R & O	2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting [applicable / relevant] legal requirements, and this can be demonstrated by the third party.		
	a. Are there contractual agreements between the Company and the third party listed in 2.2.1? b. Is the agreement requiring the third party to comply with applicable legal requirements and to provide evidence of its compliance? c. How does the organization ensure that compliance is met by third party?	Findings: There is contractual agreements between the UoC and the third party listed in the 2.2.1, for example: - Contract no. 001/WNLSPK/XII/2023, namely <i>Surat Perjanjian Jasa Angkutan Barang (SPKS-KAB)</i> date 29/12/2023 between the UoC and PT Surya Mentaya Jaya regarding CPO transportation. The contract is valid from January to December 2024 - Contract no. 002/WNLSPK/XII/2023, namely <i>Surat Perjanjian Jasa Angkutan Barang (SPKS-KAB)</i> date 29/12/2023 between the UoC and PT Catur Borneo Abadi regarding Kernel transportation. The contract is valid from January to December 2024. The agreement was required the contractors to comply with applicable legal requirements including labor, health & safety, and etc. The UoC has ensure that compliance is met by the contractor by carried out evaluation of compliance, for example: - Evaluation of contractor (PT Catur Borneo Abadi, Kernel Transportation) as seen on document <i>Evaluasi Kontraktor Transportasi CPO/PK</i> dated 18/12/2023. - Evaluation of contractor (PT Surya Mentaya Jaya, CPO Transportation) evaluation as seen on document <i>Evaluasi Kontraktor Transportasi CPO/PK</i> dated 18/12/2023. The records of evaluation includes identity card, BPJS, payments, PPE, and etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:
R	2.2.3 All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. [Where young workers are employed, the contracts include a clause for their protection.... the last sentence has deleted on INA-NI]		
	a. Are the contractual agreements between the Company and the third party listed in 2.2.1 contain clauses disallowing child, forced and trafficked labour to be employed by the third party, and where young workers are employed, the contracts include a clause for their protection? b. How does the company ensure that the third party comply with the above requirements?	Findings: There are contractual agreement between the UoC and the third party listed in 2.2.1 contain clauses disallowing child, forced and trafficked labor to be employed by the contractors as seen on documents: - Contract no. 001/WNLSPK/XII/2023, namely <i>Surat Perjanjian Jasa Angkutan Barang (SPKS-KAB)</i> date 29/12/2023 between the UoC and PT Surya Mentaya Jaya regarding CPO transportation. The contract is valid from January to December 2024 - Contract no. 002/WNLSPK/XII/2023, namely <i>Surat Perjanjian Jasa Angkutan Barang (SPKS-KAB)</i> date 29/12/2023 between the UoC and PT Catur Borneo Abadi regarding Kernel transportation. The contract is valid from January to December 2024. There is no young workers employed by the contracted parties.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINT STATUS																		
2.3	All FFB supplies from outside the unit of certification are from legal sources.																				
R	2.3.1 (C) For all directly sourced FFB, the mill requires : - Information on geo-location of FFB origins - Proof of the ownership status or the right/claim to the land by the grower/ smallholder - [Where applicable / if relevant], valid planting/ operating/ trading license, or is part of a cooperative which allows the buying and selling of FFB																				
	a. Has the mill maintained a list of directly and indirectly sourced FFB suppliers? b. Has the mill identified the geo-locations of FFB origins of its FFB suppliers? c. How does the mill tracked the geo-locations? d. Has the mill obtained the proof of the ownership status or the right/claim to the land of their FFB suppliers? a. e. Where applicable, has the suppliers provided the mill of their valid planting/ operating/ trading license, or is part of a cooperative which allows the buying and selling of FFB?	Findings: Katari Agro Mill has been received FFB from own estates within certification and other estates or company subsidiary of Bumitama Agri, Ltd. The Mill has been received FFB from: - Certified FFB from own estates within scope of certification, i.e. Katari Agro, Pelantaran, and Pantai Mas estates. - Uncertified FFB from own estates outside the scope of certification, i.e. PT Fajar Bumi Nabati. - Uncertified FFB from other estates under BGA Group, i.e. Huma Betang and Keruing Raya estates Scheme smallholders estate of PT Windu Nabatindo Lestari i.e. Pantai Harapan estate.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:																		
O	2.3.2 For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1 PROCEDURAL NOTE : For Implementation Procedure for 2.3.2 refer to Annex 4																				
	a. Is there evidence that the mill is complying to indicator 2.3.1 above? b. Is there any smallholders identified as supplier to the mill? c. If yes to (b), are the the requirements in indicator 2.3.1 been met? d. If no to (b), has the mill established a timeline to fulfilled the requirements? e. Is the timeline meeting the requirements of Annex 4 of P&C 2018, i.e. for existing certified mill, 3 years from 15 November 2018, and for newly certified mill, 3 years from the Initial Certification	Findings: Katari Agro Mill has not received FFB from indirect supplier.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No:																		
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 longterm economic and financial viability																				
R & O	3.1.1 (C) A business or management plan (minimum three years) is documented [that includes / and], where applicable, a jointly developed business case for Scheme Smallholders																				
	a. Is there a documented business or management plan with a minimum planning period of 3 years? b. Is the business or management plan contain : i. Attention to quality of planting materials? ii. Crop projection = Fresh Fruit Bunches (FFB) yield trends? iii. Mill extraction rates = Oil Extraction Rate (OER) and Kernal Extraction Rate (KER) trends? iv. Cost of production = cost per tonne of Crude Palm Oil (CPO) trends? v. Forecast prices? vi. Financial indicators? c. Is the business or management plan approved by the top management? d. For smallholder schemes, has the scheme management provided their members with information on business or management plan and its progress?	There is business/management plan for five years (projection) 2024–2028. The business/management plan consist as follow: - Financial Plan - Area Statement - Crop & Estate Cost - Crop Projection - FFB Processed & Milling Cost - Plantation Development Cost - Capital Expenditure: for Estate and Mill - Sustainability Cost - Etc The business/management has been approved by the top management. And also the business management plan included smallholders.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																		
R	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.																				
	a. Is there a documented annual replanting programme projected for a minimum of five years? b. Is the progress of implementation monitored and recorded? c. Is there evidence of a yearly review of the replanting programme?	The unit of certification has an annual replanting programme as stated on the management plan document periods 2024 to 2028. The company does not have a replanting program for the next 5 (five) years, scheduled as follows:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																		
		<table border="1"> <thead> <tr> <th>Estate</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> <th>2028</th> </tr> </thead> <tbody> <tr> <td>Katari Agro Estate</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Pelantaran Agro Estate</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Estate	2024	2025	2026	2027	2028	Katari Agro Estate	0	0	0	0	0	Pelantaran Agro Estate	0	0	0	0	0	
Estate	2024	2025	2026	2027	2028																
Katari Agro Estate	0	0	0	0	0																
Pelantaran Agro Estate	0	0	0	0	0																

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CR	CHECKLIST	RESULTS OF VERIFICATION					COMPLAINC E STATUS
		Pantai Mas Estate	0	0	0	0	
R & O	3.1.3 The unit of certification holds management reviews at planned [intervals appropriate / term according] to the scale and nature of the activities undertaken.						
	<ul style="list-style-type: none"> a. Has the unit of certification conducted management review at planned intervals? b. Has the agenda included the following minimum items: <ul style="list-style-type: none"> i. Results of internal audits? ii. Customer feedback? iii. Process performance and product conformity? iv. Status of preventive and corrective actions? v. Follow-up actions from management reviews? vi. Changes that could affect the management system? vii. Recommendations for improvement? c. When was the management review conducted? d. Is there minutes of meeting? e. What are the outcome of the review? f. Are the actions been implemented? 	<p>The unit certification has conducted periodic management reviews. Management reviews can take the form of management reviews or field visits. For example, the 2024 management review will be held on March 22, 2024, attended by the Area Controller, Mill Manager, Unit Manager, Sustainability, HR, SSDM, and Commercial Manager. Some of the things discussed included follow-up to previous management reviews, internal audit results, corrective and preventive actions, process performance and product conformity (process performance and PNBM production data), feedback from customers, complaints from stakeholders, external FFB supplier performance, contractor performance, environmental monitoring management, peatland management, HCV management plan review 2022-2023 period, program to increase understanding of plasma/independent farmers, social management matrix implementation program, K3 program, recommendations for improvement.</p> <p>The company showed that the RSPO internal audit report which was carried out on March 13-21, 2024, resulted in 7 discrepancies and all of them were declared closed.</p>					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No
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.						
R & O	3.2.1 (C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.						
	<ul style="list-style-type: none"> a. Are there action plans for continual improvement for the following: <ul style="list-style-type: none"> i. Optimising the yield of the supply base. ii. Reduction in use of pesticides (Criterion 7.2) iii. Environmental impacts (Criteria 3.4, 7.6 and 7.7) iv. Waste reduction (Criterion 7.3) v. Pollution and greenhouse gas (GHG) emissions (Criterion 7.10) vi. Impacts on communities, workers and smallholders (Principle 6) vii. Integrated management of HCV-HCS, peatland and other conservation areas (Criteria 7.7 and 7.12) b. Are the action plans included the PIC for implementation and monitoring? c. Are records of implementation of the action plan available? d. What are the examples and evidence of continual improvements that have been implemented. 	<p>There are action plans for continual improvement. continual improvement is part of management review. Magament review is discussing: follow-up to previous management reviews, internal audit results, corrective and preventive actions, process performance and product conformity (process performance and PNBM production data), feedback from customers, complaints from stakeholders, external FFB supplier performance, contractor performance, environmental monitoring management, peatland management, HCV management plan review 2022-2023 period, program to increase understanding of plasma/independent farmers, social management matrix implementation program, K3 program, recommendations for improvement.</p>					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	3.2.2 As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat by Certification Body during Annual Surveillance Assessment by using the RSPO metrics template.						
	<ul style="list-style-type: none"> a. Is the RSPO metrics template filled and completed accordingly? b. Who is responsible to fill the template? c. Is the data traceable to the source of information? 	<p>The company has RSPO metrics template filled and completed by the sustainability department. The RSPO metric template was submitted to CB on 16 June 2024. Based on documents verification, the RSPO template metric document correctly according to the actual conditions for the period 2023 and 2024.</p>					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:
3.3	Operating procedures are appropriately documented, consistently implemented and monitored.						
R	3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place.						

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>a. Are the SOPs for mills and plantation documented? b. Are the SOPs appropriate and adequately cover all estate and mill processes and activities? Provide examples of SOPs established in the estate and mill c. Are the SOPs dated and approved by the management? d. Is a copy of the latest version of the SOP available on site and is it documented in an appropriate language? e. Are the SOPs made available at the appropriate location accessible by the workers? f. Is there evidence that SOPs are implemented and understood by workers?</p>	<p>Findings: The UoC has defined documented operating procedures for mill, plantations, and other operations, as seen on documents: 1. Standard Operational Procedure for Palm Agronomy. The SOP was approved by the Director on 27 May 2011. The SOP consists of 3 volumes, namely: - BGAAGRKS-SOP-01 Volume 1: Seeding (SOP-01), Land Preparation (SOP-02), Construction and Maintenance of Roads and Bridges (SOP-03), Construction and Maintenance of Ditches (SOP-04), Soil and Water Conservation (SOP-05), Planting Nuts (SOP-06), Planting Palm Oil (SOP-07). - BGAAGRKS-SOP-01 Volume 2: Weed Control (BGAAGRKS-SOP-08), Fertilization (BGAAGRKS-SOP-09), Pest and Disease Control (BGAAGRKS-SOP-10). - BGAAGRKS-SOP-I Volume 3: Castration and Canopy Management (BGAAGRKS-SOP-11), Staple Census and Production (SOP-12), Harvest (SOP-13), Pesticide Management (SOP-14), Transport Management (SOP -15), Marginal Land Management (SOP-16), Replanting (SOP-17), and etc. 2. Standard Operating Procedure – Operational of Mill Porcessing, document no. BGA-OP-1002.0-RO. The SOP was signed by management of the UoC dated January 2014. The SOP consists of FFB receiving, sortation, FFB processing, laboratory, Storage Tank and Bulk SILO, mill maintenance, water treatment, products dispatch, final effluent, and etc.</p> <p>There is sufficient evidence that the procedures were cover all main activities processes from land clearing to transporting FFB and for Mill from FFB receipt to products despatch. All of procedures written in Bahasa and available at suitable locations.</p> <p>The results of interviews with workers including staffs, mill's workers, harvesters and sprayers, there is evidence that the employee could explain the SOPs for their respective tasks.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
O	<p>3.3.2 A mechanism to check consistent implementation of procedures is in place.</p>		
	<p>a. What are the mechanisms established to check consistent implementation of procedures (including activities who done by contractors/other parties example re-planting operations, maintenance activities, etc) in the unit of certification? b. Are the mechanisms implemented?</p>	<p>Findings: The UoC has mechanisms to check the consistent implementation of procedures, i.e procedure of internal audit, document no. SOP No. WNL-SUST-SOP-35. The scopes of internal audit includes RSPO – SCCS, ISPO, ISO 9001, ISO 14001, and etc. Internal audit has been carried out at least once a year or is carried out based on the interest status of the area to be audited.</p> <p>There is evidence that internal audit implemented as scheduled. The last audit has carried out May 2024. The records of internal audit are available, i.e. minute of internal audit, attendance list, internal audit report, nonconformity report, and etc.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
R & O	<p>3.3.3 Records of monitoring and any actions taken are maintained and available.</p>		
	<p>a. Are the following records maintained? i. Measurements or results of internal control and monitoring activities ii. Records of corrective actions and improvement undertaken b. If any activities carried out by other parties/contractor, is there the monitoring record for some activities carried out by other parties/contractor relate of the performance of major activity and other requirements (PPE, first aid kit, working equipment, work insurance, employee bring his/her wife/families to help with their job and his/her child in working areas, etc) ? c. Are there the record of follow-up action from the monitoring result)?</p>	<p>Findings: The UoC has maintained records of internal audit, such as minute of internal audit, attendance list, internal audit report, nonconformity report, corrective actions and improvements.</p> <p>The records of follow-up action from the internal audit and external audit, safety inspection, and the results of activities carried out by other parties.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
3.4	<p>An occupational health and safety (H&S) plan are documented, effectively communicated and implemented.</p>		
R & O	<p>3.4.1 (C) SEIA In new plantings or operations including mills, [an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented / is conducted independently and participatively by involving the affected stakeholders, inclusive of impact assessment from the smallholder/outgrower scheme (if any). The assessment is to be documented]. A copy of the executive summary of the SEIA and Environmental and Social Management Plan is deposited at the Town Hall.</p>		
	<p>a. Is there any new plantings or operations, or expanding existing ones by the company? If Yes, what is the size of the new development i.e. new planting area or operation or expansion? b. Has an independent social and environmental impact assessment (SEIA) been documented for the new plantings or operations (i.e. existing planting)? c. Has an SIA been conducted ? When was the last SIA or SIA review conducted ? d. Are the impact assessments prepared by accredited independent experts?</p>	<p>Social Impact Assessment The company has conducted Social Impact Assessment (SIA) Program for Palm Oil Plantations and Mills within the scope of PT. Windu Nabatindo Lestari and carried out by Lingkar Komunitas Sawit (LINKS) that has started in December 2018 and has completed in June 2020. The scope of SIA study is not carried out per unit but the company's overall scope. The methodology used is a qualitative approach and primary and secondary data collection, with the coverage of the study areas, namely Pun-</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS			
	<p>e. Are all environmental and social impact (positive and negative) adequately identified?</p> <p>f. Is the SEIA undertaken based on the scope of operation or all activities in plantation and mill (including re-planting and nursery activity, etc) ?</p> <p>g. Is the SEIA undertaken in a participatory manner, including the relevant affected stakeholders?</p> <p>h. Is the SEIA assessment include and as a minimum :</p> <p>i. Assessment of the impacts of all major planned activities, including land clearing, planting, replanting, pesticide and fertiliser use, mill operations, roads, drainage and irrigation systems and other infrastructure</p> <p>ii. Assessment of the impacts on HCVs, biodiversity and RTE species, including beyond concession boundaries and any measures for the conservation and/or enhancement of these</p> <p>iii. Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems</p> <p>iv. Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources</p> <p>v. Baseline soil surveys and topographic information, including the identification of steep terrain, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding</p> <p>vi. Analysis of type of land to be used (forest, degraded forest, peatlands, cleared land, etc.)</p> <p>vii. Assessment of land ownership and user rights (including Traditional or customary rights owned by the local community (if identifiable) in SIA document)</p> <p>viii. Assessment of current land use patterns</p> <p>ix. Assessment of impacts on people's amenity</p> <p>x. Assess impacts on employment, employment opportunities or from changes of employment terms (including Welfare of workers/labour and women, children and vulnerable group in SIA document)</p> <p>xi. A cost-benefit analysis on social aspects</p> <p>xii. Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents and Contribution to the local development, including improvement of human resources, local and customary communities</p> <p>xiii. Assessment of salient risk of human rights violations</p> <p>xiv. Assessment of the impacts on all dimensions of food and water security including the right to adequate food, and monitoring food and water security for affected communities</p> <p>xv. Assessment of activities which may impact air quality or generate significant GHG emissions</p> <p>i. Are there schemed smallholders/outgrowers involved?</p> <p>j. Are they considered and involved in the whole process of the SEIA?</p> <p>k. What are the main impacts affecting these smallholders/outgrowers?</p> <p>l. Is the assessment involved consultation with the affected parties? Who are the affected parties? (external & internal parties) ?</p> <p>m. What are the main findings of the assessment?</p> <p>n. Is the process in conducting the SIA and the findings documented (including the meeting or stakeholder consultancy record) ?</p> <p>o. Are the findings of the SEIA found any negative impacts? If yes, is there a management and monitoring plan developed to mitigate the negative impacts?</p>	<p>du Village, Bukit Batu Village, Pelantaran Village, Sei Ubar Mandiri Village, Keruing Village, Village Harapan Beach, Sudan Village and Bukit Raya Village. There are 70 external participants for the program, including village officials, community leaders, managers of oil palm cooperatives, farmers, trade unions, employees and residents of employee housing. In addition, there are 108 internal respondents include management and employees. The SIA review includes:</p> <p>External</p> <ul style="list-style-type: none"> • Tenure conflict. • Provide information to owners of enclave land in land use tittle (HGU) • Free prior and informed consent (FPIC) • Improving communication with stakeholders • Increase human resource capacity. • Job opportunity information. • Improving community economic empowerment and food security • Improving the quality of education for the nearest community • Improving the health quality of the nearest community • Improving the management and strengthening of plasma institutions. • Increase the productivity of plasma plantation production. <p>Internal</p> <ul style="list-style-type: none"> • Reforming the labor system • Improve employee housing facilities. • Education on waste sorting and disposal • Improving public facility services • Strengthening the institutional gender committee and employee cooperative • Increase knowledge of SOP and OHS. <p>The employees receive significant positive impact, such as the utilization of public facilities. The presence of Labor Union is helpful in assisting the needs between employees and the company management regarding the employment issue.</p> <p>In Surveillance Audit Activity 1.3 there has been no change in the scope of activities in the Certification Unit management area from the previous year. Apart from that, until the audit activity was carried out there had been no stone planting or new construction. All previously owned SEIA documents are still applicable today.</p> <p>The certification unit has several documents related to social and environmental impact assessments which are carried out independently and in a participatory manner, involving affected stakeholders. The document covers the pre-construction activities, the operation stage and the post-operation stage. Some of the documents held by the certification unit include:</p> <p>Environmental Impact Assessment (EIA)</p> <p>The company already has an environmental impact analysis contained in several documents, including:</p> <ul style="list-style-type: none"> • Environmental Impact Analysis Document (AMDAL 2008) number 16/komisi-kotim/VI/2008 which was ratified on June 28, 2008 for the scope of HGU with an area of 9,616.28 Ha and a Palm Oil Mill with a Capacity of 90 Ton FFB/Hour. • UKL/UPL documents for Pelantaran Agro Estate covering an area of 1,934.58 Ha in accordance with the Decree of the BLH of Kotawaringin Timur Regency Number 660/27/RKM/UKL-UPL/BLH/V/2013 dated 22 May 2013. Environmental Documents have obtained Environmental Permit with Number.188.45/297/Huk-BLH/2013 from the Regent of East Kotawaringin on June 26 2013. • The Katari Agro Mill UKL/UPL document covering an area of 13.55 Ha with a capacity of 90-ton FFB/hour in accordance with the Decree of the BLH of Kotawaringin Timur Regency Number 660/31/RHM/UKL-UPL/BLH/2013 dated 26 June 2013. Environmental Documents have obtained Environmental Permit with Number.188.45/298/Huk-BLH/2013 from the Regent of East Kotawaringin on June 26 2013. <p>Aspects that need to be managed in the document metrics include:</p> <table border="1" data-bbox="1498 1927 2602 1982"> <tr> <td align="center">AMDAL 2008 (PT WNL)</td> <td align="center">UKL-UPL 2013 (Pelantaran Agro Estate)</td> <td align="center">UKL-UPL 2013 (Katari Agro Mill)</td> </tr> </table>	AMDAL 2008 (PT WNL)	UKL-UPL 2013 (Pelantaran Agro Estate)	UKL-UPL 2013 (Katari Agro Mill)	
AMDAL 2008 (PT WNL)	UKL-UPL 2013 (Pelantaran Agro Estate)	UKL-UPL 2013 (Katari Agro Mill)				

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS						
		<ul style="list-style-type: none"> • Soil properties (fertility) • Surface water quality • Abundance of benthos • Population number and distribution • Job and business opportunities • Income level and public unrest • Potential accidents and disease transmission. 	<ul style="list-style-type: none"> • Work accident • Water quality • B3 waste • Community anxiety • Air quality • Noise and Public Health. 	<ul style="list-style-type: none"> • Public perception of increasing workforce • Increased work accidents • Air quality & noise reduction • Water pollution • Solid waste pollution • WTP clean water • Pollution of water & soil and Utilization of waste water on the ground. 					
R	3.4.2 For the unit of certification, a SEIA is available and social and environmental management and its monitoring plans have been developed with participation of affected stakeholders.	<p>Social Impact Assessment The social impact monitoring and management plan has been managed and monitored through the SIA Management and Monitoring Plan for 2024 based on the results of the 2018 SIA study. The surrounding community needs identification is carried out by gathering the information from Musrenbang (Forum for Development Planning) result. The results of the identification of social aspects include social, economic, environmental, land ownership, socio-cultural aspects, employment, stakeholder aspects, aspects of general conditions and characteristics of the surrounding community such as geographical conditions around plantations, general conditions of the village environment (health level, population, education, health, economy, agriculture). The social impact management and monitoring plan has been developed with the participation of widely affected stakeholders. The plan includes internal & external grievance, social conflict, land tenurial and community satisfaction. Based on the document verification and interviews with relevant stakeholders, SIA program has done in participatory approach and suitable with the company operational activities.</p> <p>Environmental Impact Assessment (EIA) The Management Unit already has EIA documents, within the scope of this audit there are three EIA documents which cover the entire scope of certification. Each environmental document owned explains the management and monitoring plans that must be carried out (contained in the Management and Monitoring Plan Matrix). In general, several environmental management and monitoring plans that have been established include:</p> <table border="1" data-bbox="1486 1249 2614 1533"> <thead> <tr> <th>AMDAL 2008 (PT WNL- Coverage Pantai Mas)</th> <th>UKL-UPL 2013 (Pelantaran Agro Estate)</th> <th>UKL-UPL 2013 (Katari Agro Mill)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Soil properties (fertility) • Surface water quality • Abundance of benthos • Population number and distribution • Job and business opportunities • Income level and public unrest • Potential accidents and disease transmission. </td> <td> <ul style="list-style-type: none"> • Work accident • Water quality • B3 waste • Community anxiety • Air quality • Noise and Public Health. </td> <td> <ul style="list-style-type: none"> • Public perception of increasing workforce • Increased work accidents • Air quality & noise reduction • Water pollution • Solid waste pollution • WTP clean water • Pollution of water & soil and Utilization of waste water on the ground. </td> </tr> </tbody> </table> <p>Based on document review, it can be concluded that all management and monitoring parameters requested in environmental documents have been implemented. For example, the implementation of environmental management for important impacts of air quality by installing dust collectors, increasing the height of the mill chimney and revegetation around the mill. The company has evaluated each significant impact for monitoring parameter that is applied as required in KepmenLH 45 of 2005, which includes an evaluation of trends, evaluation of critical levels, and evaluation of compliance. Based on the evaluation results, it is known that all parameters are still suitable by the related Quality Standards, and there is no indication of contamination.</p> <p>The implementation of environmental management has been carried out in accordance with all RKL-RPL documents and Environmental Permits owned by the company. The certification unit makes 3 RKL-RPL reports because the scope of the Katari Agro Mill certification has 3 RKL-RPL matrices. The environmental management report is carried out every semester and submitted to Environmental Agency of Kota-Waringin Timur Regency. The last report was carried out on 16th January 2024 for the RKL-RPL Report second semester 2023. Based on the report, it is known there is no negative impact caused by the company.</p>		AMDAL 2008 (PT WNL- Coverage Pantai Mas)	UKL-UPL 2013 (Pelantaran Agro Estate)	UKL-UPL 2013 (Katari Agro Mill)	<ul style="list-style-type: none"> • Soil properties (fertility) • Surface water quality • Abundance of benthos • Population number and distribution • Job and business opportunities • Income level and public unrest • Potential accidents and disease transmission. 	<ul style="list-style-type: none"> • Work accident • Water quality • B3 waste • Community anxiety • Air quality • Noise and Public Health. 	<ul style="list-style-type: none"> • Public perception of increasing workforce • Increased work accidents • Air quality & noise reduction • Water pollution • Solid waste pollution • WTP clean water • Pollution of water & soil and Utilization of waste water on the ground.
AMDAL 2008 (PT WNL- Coverage Pantai Mas)	UKL-UPL 2013 (Pelantaran Agro Estate)	UKL-UPL 2013 (Katari Agro Mill)							
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	<p>a. Is the SEIA management and monitoring plan developed with participation of affected stakeholders (external and internal parties) ?</p> <p>b. Are adequate plan of monitoring and management of social impact to avoid or reduce of negative impact and promote of positive impact ?</p> <p>c. Is the above plan implemented?</p> <p>d. Is there any documented record to outline the plan on mitigation, implementation and monitoring according to the SEIA report?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>							

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
R & O	<p>3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p>		
	<p>a. Is the review of the management and monitoring plan conducted regularly? How frequent was the review? b. Was the review done internally or externally? c. Is the plan updated as necessary (i.e. in cases where the review has concluded that changes should be made to current practices)? d. Is there evidence that the review has been done in a participatory way (external & internal parties) ? e. When was the last reviewed done? f. Was the process recorded/documentated?</p>	<p>Social Impact Assessment SIA Management and Monitoring Plan PT WNL describes monitoring indicator, monitoring method, PIC and frequency. The evaluation is stated in Social Evaluation and Monitoring PT WNL 2023 report. There are external and internal program category. The report explanation includes program name, implementation, documentation, and evaluation. The examples of external programs are routine coordination with stakeholders, training on best management practice in plantation, socialization on open recruitment in PT WNL, identify and analyse economic potential in nearby villages, and providing health facility. From the evaluation remarks, it can be concluded that the programs are implemented as plan, although there are still some ongoing programs. The examples of internal programs are training to the daycare staff, support to the labor union, office public facility maintenance program, and training on OHS. The company can show the detail progress of each mentioned program in the report. Based on the interview with nearby villages, some program can be confirmed for its implementation.</p> <p>The company has the Environmental Monitoring and Management Plan and report it to the Environmental Agency of Kotawaringin Timur Regency on 16th January 2024 for the second semester of 2023. The implementation of Environmental Management and Monitoring is carried out in accordance with the direction as described in indicator 3.4.1. The effectiveness of environmental management and monitoring can be seen from the results of environmental management and monitoring analysis. It means the management and monitoring plans are in sync with the actual implementation.</p> <p>The RKL-RPL document also shows that the company has managed all the impacts recommended in the UKL-UPL Documents. In general, the forms of evaluation carried out by the company include Trend Evaluation, Critical Level Evaluation, and Compliance Evaluation. Numerous things can be concluded from the RKL-RPL document, for instance:</p> <ul style="list-style-type: none"> • Environmental management in plantations and palm oil processing factories with 3R (Reuse, Recycling and Recovery) and IPM (Integrated Pest Management) principles. • Environmental management by utilizing palm oil mill solid waste. Shells and fiber are used as boiler fuel. EFB is used as compost and organic fertilizer in Estate. • Palm Oil Mill Effluent (POME) is applied as a substitute for liquid fertilizer in Estate. All POME produced is used as fertilizer, nothing is discharged into water bodies/rivers. • BOD of POME that is applied to the land has met the requirements according to PermenLHK No 5/2021, seen from the monthly tests carried out. • The measured emission quality of the boiler chimneys is below the required quality standards. • Ambient air quality and noise are still below the quality standard for employee residential areas and for locations around PKS. • The quality and quantity of groundwater taken from monitoring wells still meet quality standards. The quality standard used is PermenLHK No 5/2021 • Surface water quality still meets the class III quality standard, no indications of significant surface water contamination were found by plantation or factory activities refer to PP 22/2021 • The quality of biota in the waters of PT WNL is moderate and less stable. • There are no health problems caused by the direct operation of the palm oil plantation and Mill. • Relationship with the community is well-maintained through the company's involvement in various activities in the surrounding community, it can be shown by CSR documents. <p>Based on the field observations, it can be seen that the company has carried out environmental management in accordance with the RKL-RPL by installing warnings for conservation areas, prohibits hunting protected animals. Based on the results of interviews with sprayer and fertilizer workers, they also stated that they were aware of the prohibition on applying chemicals to the buffer zone or riparian and reservoir.</p> <p>Review and evaluation of management plans and monitoring is carried out periodically every 6 months</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
		and is contained in the RKL-RPL implementation report in accordance with KepMenLH 45 of 2005.	
3.5	A system for managing human resources is in place		
R	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives in accordance with the applicable regulation .		
	<p>a. Are there SOPs for recruitment, selection, hiring, promotion, retirement and termination of workers established? Please indicate the SOPs reference number</p> <p>b. Is the company explicitly stated the indiscriminatory policy during the recruitment selection, hiring and promotion process?</p> <p>c. Are the SOPs communicated in appropriate languages and made available to the workers and their representatives?</p> <p>d. What types of employment arrangements are there in the company? (E.g., contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.)</p>	<p>Procedure of manpower management towards recruitment, selection, promotion, retirement, and termination is presented in several documents, as follows:</p> <ul style="list-style-type: none"> • Procedure No. BGA-SOP-HC-304.1-R0 about employee recruitment and selection. • Procedure No. WNL-SOP-HRD-001.1-R0 about employee selection and recruitment. • Procedure No. BGA-SOP-HC-307.1-R1 (Rev. 01) about employee promotion. • Company regulation of PT WNL for period 2023 – 2025. • Internal Office Memorandum No. 018/IOM-A/BGA-HC/IV/19 about guidelines for recruitment for non-staff in the plantation. • Memorandum No. 001MEMO-BGA/HC-BCU/1/2023 about promotion of internal employee through training elementary development program. • Inter Office Memo No. 021/IOM/PQIC/IT/HC-BGA/V/2018 concerning Employee Recruitment • Inter Office Memo No. 007/IOM/COO-BGA/IX/2020 concerning Employee Promotion • Inter Office Memo No. 120/IOM-C/HC-BGA/V/19 concerning Employee Pension • Inter Office Memo No. 160/IOM-B/POP-HC/VIII/2017 concerning Termination of Employment. • Internal Office Memorandum No.006/IOM-A/HR/I/10 about determining of employee work grading. <p>All procedure are available in Bahasa and available to workers and its representatives. Based on interview with representative form surrounding villages (community), gender committee, bipartite, and workers from estate and mill, it was known that workers understanding towards process of recruitment, promotion, retirement and termination were considered satisfactory, and no negative issues regarding its implementation. Information of recruitment also stated transparent and fair. Furthermore, it was noted that all mill and estates workers are permanent employee of PT WNL.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -
O	3.5.2 Employment procedures are implemented, and records are maintained. [If necessary, there are calls for applications favouring the recruitment of local residents with equal competence] .		
	<p>a. Are the employment procedures implemented?</p> <p>b. Are records of implementation of the procedures been maintained?</p>	<p>Implementation of manpower procedure has satisfactory implemented and recorded by human resources department, for example as follows:</p> <ul style="list-style-type: none"> • Manpower Compulsory Report (WLKP) for PT WNL for mill and estate unit had delivered lastly via online on 20 June 2024, with Report No. 74354.20240620.0002 and No. 7453.20240620.0001, for mill and estate unit, respectively. • Regional Head Memorandum No. 001/MEMO/HR-Pundu/WNL/I/2024 dated 23 January 2024 about proposal for retirement severance payment in Pundu Region, that will be retire on 17 April 2024. • Regional Head Memorandum No. 015/MEMO-BGA/RH-Pundu/09/2023 dated 20 September 2023 about promotion of worker on behalf initial ANS from Plantation Administration Region to become RPO Assistant. This promotion had approved through People and Organization Development (POD) Department Head and HCGD Head Memorandum No. 053/MEMO-BGA/POD/III/2024 dated 28 March 2024 about confirmation on staff promotion is Pundu Region for period 2024. Together with this document, attached competency development program evaluation. • Katari Agro POM Mill Manager Letter to Pundu Regional Head Letter No. 004/WNL-KAGM/V/2024 dated 28 May 2024 about proposal for additional worker for security position. The process of recruitment had approved by Regional Head on 04 June 2024. Candidate resume, checklist of documents requirement such as ID card, family card, marriage card, application letter, bank account, tax, education certificates, qualification certificate, and medical health statement are available. • Compensation on Retirement of Pantai Mas Estate Employee had approved by 8 top management on 22 February 2024, with the final process shows through Agreement Letter No. 013/WNL- 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		<p>HR/PB/IV/2024 dated 03 April 2024.</p> <ul style="list-style-type: none"> Warning Letter 1 No. 004/SP-WNL-AR3B/VI/2023 dated 10 June 2023, issued as non-compliance on company regulation by Transport Clark (initial SRN) in Pelantaran Agro Estate. Due to negative respond from the respective worker, issued Warning Letter 2 No. 004/SP-WNL-AR3B/IX/2023 dated 30 September 2023, and Warning Letter 3 No. 005/SP-WNL-AR3B/XII/2023 dated 15 December 2023. Up to June 2024, the respective worker has positive cooperation and do not terminate. Pelantaran Estate Manager Mutation Letter No. 006/Area3/PAGE/VII/2023 dated 07 July 2023 for Harvesting Foreman on behalf initial EDI from Division 1 to Division 3. 	
3.6	An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.		
R	3.6.1 (C) All operations [are risk assessed to identify H&S issues / activities risks assessed to identify the H&S issues]. Mitigation plans and procedures are documented and implemented.		
	<p>a. Is there a health and safety policy in place? b. Is there any SOP to conduct risk assessments of all its operations? Please indicate the reference number. c. Are risk assessments conducted for all company's operations, processes and activities where health and safety are an issue (including working tools used, age plant (mature and or immature) and unsafe condition or potential risk as example the angle of descent and the risers and treads of stairways in the mill)? d. Is there documented mitigation plan for the identified issues in the risk assessments? e. Are the plans been implemented, monitored and reported? f. Is the risks assessment and the actions plan reviewed when accidents & incidents occurred to prevent further recurrence? g. If it has included, does the result of identification of source of hazard and risk control revised because considering tha actual accidents & incidents that occurred ? h. Are accidents & incidents recorded? i. Are all precautions attached to products properly observed and applied to the workers? j. Are the workers aware of the risks associated with their work activities? k. Is there plan included targets for improving occupational health and safety?</p>	<p>Findings: There is a documented health and safety policy in place, i.e. <i>Kebijakan Keselamatan dan Kesehatan Kerja</i>. The policy was signed by Chief Operating Office of BGA on dated 27/08/2018. There is evidence that the policy has been disseminated to all employees and other related parties, for example can seen on document of <i>Berita Acara Sosialisasi Kebijakan K3</i>, dated 14/06/2024 on division 4 & 2 of Katari Agro estate The socialization was attended by 22 participant as seen on document Daftar Hadir dated 14/06/2024. Minute of H&S socialization and attendance list on Pelantaran estate on dated 09/01/2024. And, minute of H&S socialization and attendance list on Pantai Mas estate on dated 03/04/2024.</p> <p>The UoC has established a documented procedure to conduct risk assessment for all operations, i.e. procedure of Hazard Identification Risk Assessment & Risk Control (<i>Identifikasi Bahaya, Penilaian dan Pengendalian Risiko</i>), document no. SOP-WNL-SOP-71, Revision 00. The SOP was approved by Regional Head 2, dated 01/03/2018.</p> <p>There is evidence that the UoC has been conducted risk assessments as seen on document Hazard Identification Risk Assessment and Risk Control (HIRARC). The risk assessment has been conducted for all company's operations, processes and activities where health and safety are an issue (including working tools used, age plant (mature and or immature) and unsafe condition or all potential hazards. The last updated was prepared by H&S expert and approved by regional head date January 2024.</p> <p>Mitigation or action plans for the identified issues in the risk assessments have been defined associated with HIRAC document and detailed in the document of <i>Langkah Kerja Gantt Chart K3 Region Pundu (2023 & 2024)</i>. There is evidence that the plan have been implemented and monitored periodically (monthly) through P2K3 meeting. Risk assessment and actions plan reviewed when accident occurred in the meeting to prevent further recurrence. The UoC has maintained records of accident and incident.</p> <p>Based on-site interview with employees of Mill, Katari Agro, Pelantaran Agro, and Pantai Mas estates, it was obtained evidence that the workers aware of the risks associated with their work activities.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No. -</p>
O	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people are monitored.		
	<p>a. What are the evidences of implementation of the H&S plan? b. Is the effectiveness of the health and safety plan monitored? c. Is the health and safety plan made publicly available? d. Is there an action taken if targets are not achieved? e. Has the company identified the responsible person/persons to implement and monitor the H&S plan? f. Is adequate and appropriate protective equipment available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting, etc?</p>	<p>Findings: The UoC has implemented the H&S plan FY 2023 and 2024, as seen on document <i>Langkah Kerja Gantt Chart K3 Region Pundu (2023 & 2024)</i>. for example: monthly P2K3 meetings, H&S internal audit, monthly monitoring of fire fighter equipments, emergency drill, annual medical surveillance, safety inspection, PPE distribution & monitoring, and etc. The effectiveness of the H&S plans are monitored periodically every month during P2K3 meeting.</p> <p>There is evidence an action taken if targets are not achieved as seen on document of minutes of meeting P2K3. The UoC has identified the responsible person/persons to implement and monitor the H&S plan, i.e. <i>Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3)/H&S committee</i> and general H&S expert.</p> <p>Based on observations at Mill and Estates, evidence was obtained that workers at Mill and Estates wore complete and appropriate PPE. The workers have confirmed that the PPEs were provided by the UoC free of charge and replaced if damaged.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
3.7	All staff, workers, Scheme smallholders, outgrowers and contract workers are appropriately trained.		
R &	3.7.1 (C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders, outgrowers and subcontractors, taking into account gender-specific needs, and which covers applica-		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
O	ble aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.		
	<p>a. Is the company maintained a list of staff, workers, scheme smallholders, outgrowers and contract workers whom training must be provided to?</p> <p>b. Is there a formal training programme in place that covers all aspects of the RSPO Principles and Criteria that includes :</p> <p>i. Regular assessment of training needs of all staff, workers, smallholders and contract workers;</p> <p>ii. Training for workers on scheme smallholder and ourgrower plots;</p> <p>iii. Documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training</p> <p>c. Who is responsible for the development of training programme, scheduling and the conduct of training?</p> <p>d. Are the training for workers cover, at minimum, the following:</p> <p>i. the health and environmental risks of pesticide exposure;</p> <p>ii. recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women);</p> <p>iii. ways to minimise exposure to workers and their families;</p> <p>iv. International and national instruments or regulations that protect workers' health;</p> <p>v. Productivity and best management practice;</p> <p>vi. relevant SOPs</p> <p>e. Are all workers involved in the operation appropriately trained in safe working practices</p> <p>f. Are the training provided in a form understood by the workers?</p> <p>g. Are there assessment of training for the workers?</p> <p>Note to auditor : To interview staff, workers, smallholders and contract workers to verify that the implementation of the training programme and the effectiveness of the training</p>	<p>The certification unit implemented a training program focused on RSPO P&C aspects for all staff, workers, smallholders, and local stakeholders during 2023 and 2024. The outcomes of these training efforts are detailed in the Training Calendar for those years, including:</p> <ul style="list-style-type: none"> - Training sessions covering work techniques such as harvesting, spraying, fertilization, pruning, pest and disease management, pesticide types, supply chain requirements, first aid, occupational health and safety (OHS), personal protective equipment (PPE), hazard identification and risk assessment control (HIRAC), fire safety drills, fire extinguisher usage, hazardous materials handling, waste management, and company policies for plantation workers. - Operator-specific training encompassing OHS for machinery operators and welders, along with first aid, PPE, HIRAC, fire safety protocols, emergency response procedures, and relevant company policies for mill workers. - Training and community engagement sessions on RSPO, ISPO, company policies, communication protocols, and grievance procedures tailored for contractor workers, smallholders, stakeholders, and nearby communities. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	3.7.2 Records of training are maintained, where appropriate on an individual basis.		
	<p>a. Are documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training been maintained?</p> <p>b. Are training records maintained for each employee, where appropriate?</p>	<p>The company records training programs for individual workers in the BumitamaTech management system. In 2024, 221 persons were targeted for training. At the time of the audit, 68% of the target had enrolled in the training. For example, on March 14-15, March 18-20, May 6-13, and May 14-20, 2024, refresher training for field supervisors (mandors) was conducted. A total of 69 mandors attended the sessions.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	3.7.3 Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.		
	<p>a. Are there specific personnel carrying out tasks for effective implementation of the supply chain?</p> <p>b. Are the job descriptions for each of the personnel identified above defined and communicated?</p> <p>c. Are there evidence that specific training was provided and relevant to the task performed?</p> <p>d. When was the last training on SC conducted and to whom?</p> <p>e. Through interviews with the relevant personnel involved in the SC, are the persons knowledgeable and competent in implementing the supply chain procedures?</p>	<p>The training program period of 2023 & 2024 is available including RSPO Supply Chain. Actual training for RSPO Supply Chain in 2023 was conducted in 23 March 2023 & 14 June 2024. The training was subjected to RSPO SCC System. Training attended by relevant personnel in mill and estate. The personnel's who involved training from mill are production clerk, weighbridge clerk, security, assistant, and other relevant staff, furthermore the participants from estate are harvesting supervisor, field assistant, head of administration, transportation clerk, harvesting clerk, production clerk and other staff.</p> <p>Based on interviews with the workers involved in SCCS operations, such as security (for FFB receiving verification), weighbridge operator (for dividing the amount of certified and uncertified sourced), and Administration Head (for recording and monitoring the MB data), knowing that the workers understood the SCCS mechanism, and the MB record has conducted and monitored well. Furthermore, based on interview with field assistant, production clerk and other estate staff they also have an understanding related to RSPO including the certified and non-certified area as well as adding stamp 'FFB certified' in consignment letter of FFB from certified area.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
3.8 Supply chain requirements for mills			
R	3.8.1 (C) A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable. Note : Definition Identity Preserved Mill		
	<p>a. Are all FFBs sourced from certified estates within the unit of certification?</p> <p>b. Are there FFBs from other certified estates (not within the certified unit)? If yes, how do you confirm that the supplying estates are certified?</p> <p>c. How do you confirm that the mill only process certified FFB?</p> <p>d. Are there any FFB processed from non-certified sources?</p> <p>e. Is the mill assure that certified PO is kept separate from non-certified PO and PO from other certified mills, including during transport and storage?</p>	<p>The Katari Agro POM does not use IP but MB because it is still taking the FFB from uncertified source (direct supplier from the same group company that hasn't been certified yet). Therefore, this indicator is Not Applicable.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>

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Katari Agro Mill - PT Windu Nabatindo Lestari
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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS															
R	<p>3.8.2 (C) A mill is deemed to be MB if the mill process FFB from both RSPO certified & uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB. Note : Definition Mass Balance Mill</p>																	
	<p>a. Are the certified and non-certified FFB been monitored? b. How is the monitoring of incoming certified and non-certified FFB been conducted?</p>	<p>The company has been monitoring the certified and non-certified FFB i.e. mass balance report. The company conduct monitoring of incoming certified and non-certified FFB based on delivery note of FFB. The certified FFB were from Three Main Estate (Katari Agro Estate, Pelantaran Agro Estate & Pantai Mas Estate) and non-certified from the same group company that hasn't been certified yet.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>															
R	<p>3.8.3 (C) The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report. Note : Explanation (Volume and Product Integrity)</p>																	
	<p>a. Has the projected certified volume for CPO and PK been appropriately determined by the mill? b. What was the basis for determining certified volume? c. For previous license volume, how was the actual production volume as compared to certified volume?</p>	<p>The company has a projected certified volume for CPO and PK that has been determine by the mill. The basis for determining certified volume is actual production last year. Based on document verification seen that the actual production still below from the certified volume which stated in the license. Further details can be seen in Tables 2 & 3 in the report section above.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>															
R & O	<p>3.8.4 (C) The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform Note : Explanation (Volume and Product Integrity)</p>																	
	<p>a. What is all transactions has registered through RSPO IT platform for the appropriate supply chain ? b. What is all transactions has reported through RSPO IT platform for the appropriate supply chain ?</p>	<p>The mill has been registered in IT platform palm trace RSPO https://palmtrace.rsपो.org/web/rsपो/member-directory which information as follows:</p> <ul style="list-style-type: none"> Name of RSPO Member: Katari Agro Mill – PT Windu Nabatindo Lestari RSPO Membership Number: 1-0043-07-000-00 (BUMITAMA AGRI LTD) Name of Certification Body: PT TUV Rheinland Indonesia RSPO Palm Trace ID Number: RSPO_PO1000005104 Number of Mill: 1 Number of Certified Estate: 3 Type of Business: Oil Mill <p>All transaction has been announced to RSPO IT Platform and confirmed shipped. During license it was known there is product sold as RSPO certified and non-certified/conventional as described in indicator 3.8.8 and 3.8.16. The company has been removed of certified stock for products sold as another scheme.</p> <p>It's confirmed through the palm trace journal transaction record, all the transaction claimed as certified was registered in the RSPO IT Platform (palm trace). With the transaction summary was: Current license (Palm Trace data on 20 June 2024)</p> <table border="1" data-bbox="1501 1749 2228 1892"> <thead> <tr> <th>Number of transaction</th> <th>Amount of product (MT)</th> <th>Product type</th> <th>Transaction Type</th> <th>Transaction Status</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>CSPO</td> <td>-</td> <td>-</td> </tr> <tr> <td>4</td> <td>1,547.25</td> <td>CSPK</td> <td>Confirmed</td> <td>Shipping</td> </tr> </tbody> </table>	Number of transaction	Amount of product (MT)	Product type	Transaction Type	Transaction Status	0	0	CSPO	-	-	4	1,547.25	CSPK	Confirmed	Shipping	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>
Number of transaction	Amount of product (MT)	Product type	Transaction Type	Transaction Status														
0	0	CSPO	-	-														
4	1,547.25	CSPK	Confirmed	Shipping														
R	<p>3.8.5 (C) The mill shall have written procedures and/or work instructions equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following :</p> <ul style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 																	

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<ul style="list-style-type: none"> Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill's procedures for the implementation of this standard The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill <p>Note : Documented Procedure</p>		
	<ul style="list-style-type: none"> a. Are the following procedures established? : <ul style="list-style-type: none"> i. receiving and processing of certified and non-certified FFB? ii. SOPs as required under the SCC requirements? iii. Training procedure? b. Are the procedures complete to cover the supply chain requirements? c. Has the organization identified relevant person(s) responsible for the implementation of the RSPO SC? d. Are the roles, responsibility and authority been defined and are the personnel aware of their roles? e. Where are the procedures kept and are they accessible by the personnel involved in the SC implementation? f. Are the personnel involved in the SC implementation knowledgeable and able to demonstrate awareness of the organization's procedures? 	<p>The Katari Agro Mill have procedure related to supply chain that has been included in RSPO Supply Chain Procedure in Document No. SUST-WNL-SOP-43 Revision R2 dated 10 September 2021. This procedure has referred to the latest RSPO Supply Chain System and has covered all aspect in SCCS MB Model such as, receiving & recording the traceability of RSPO certified/uncertified source product, FFB processing, announcement in RSPO Palmtrace and any other.</p> <p>The company has defined the person incharge to implement the procedure in company based on the proceruder where the designated PIC is Commercial Departement, Mill/Estate Manager, Mill Administrative Head, OQC Department, & any others whose duties and responsibilities are clearly outlined in the procedure and decision. This letter stated that roles, responsibility and authority has been defined and the personnel aware of their roles. The procedure kept in Document Control and has been deliver to each department. The Company also conducts routine training activities every year to ensure that the PIC who is responsible along with the parties under him and dealing with the supply chain in the mill continue to get refreshment. SCCS training was conducted on 24 February 2024, attended by 81 participants, including PICs responsible for implementing SCCS in the mill.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	<p>3.8.6 (C)</p> <ul style="list-style-type: none"> The mill shall have a written procedure to conduct annual internal audit to determine whether the mill : <ul style="list-style-type: none"> a. Conforms to the requirements in the RSPO Supply Chain Certification Requirement for mills and the RSPO Role on Market Communications and Claims. b. Effectively implements and maintains the standard requirements within its organisation Any non-conformities found as part of the internal audit shall be issued & required corrective action. The outcomes of the internal audits and all actions taken to correct non- conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports <p>Note : Internal Audit</p>		
	<ul style="list-style-type: none"> a. Is there SOP for conducting internal audit? How regular is the internal audit? b. Has the internal audit assessed the organization conformance to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents? c. When was the internal audit conducted and was the internal audit done by competent auditor(s)? d. Are there non-conformities raised? If yes, has it been responded in a timely manner? e. Are the outcomes of the internal audit and corrective actions of the non-conformities been reviewed in the management review? f. Are all the audit records and reports been maintained? g. Did the internal audit show that the organization effectively implements and maintains the standard requirements within its organization? 	<p>Internal Audit Procedures has been included in RSPO Supply Chain Procedure in Document No. SUST-WNL-SOP-43 Revision R2 dated 10 September 2021 which explains that internal audit activities must be carried out every 12 month period and prepared by the management representative. The audit activities are based on the needs of each activity or aspect depending on the planning made by the management representative.</p> <p>RSPO Internal Audit activities were carried out on 13 – 21 March 2024 which was conducted in conjunction with RSPO (Indonesian Sustainability Palm Oil) internal audit activities. The result was that there were seven (7) nonconformities and included for SCCS indicator (Criterion 3.8) there were two (2) non-conformities found. As evidence that the nonconformities have been corrected and successfully resolved (closed as of 16 June 2024), the mass balance update is shown to be good and there is refresh training on SCCS to the existing supply chain PICs.</p> <p>The results of the internal audit activities have also been reviewed by the Company's management on 22 March 2024 to ensure that there is a discussion of the non-conformities along with the plan/target to resolve the non-conformities.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	<p>3.8.7 (C)</p> <ul style="list-style-type: none"> i. The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received ii. The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage iii. The mill shall have a mechanism in place for handling non-conforming FFB and/or documents <p>Note : Purchasing/Good In</p>		
	<ul style="list-style-type: none"> a. Is the mill conduct verification and document the tonnage and sources of certified and the tonnage of non-certified FFBs received? b. Where is it recorded? c. Is there overproduction? If yes, did the mill inform the CB? d. What is the mechanism in place for handling of non-conforming products? 	<p>The mill conduct verification related incoming FFB both of certified and non-certified FBB day by day. The mill records incoming FFB on incoming FFB report. The Mill have mechanism to verify and document the tonnage and sources of certified FFBs received i.e. incoming FFB procedure (SUST-WNL-SOP-43 Revision R2 dated 10 September 2021) to know the quantity or volume of incoming certified material, the FFB truck will stop at the weighbridge and the operator will check relevant documents and issue a weighbridge ticket. The document to be verified from certified sources include delivery note stamped at the origin estate, as well as certificate code including selected SCC Model.</p> <p>All certified FFB will be transferred to assign loading ramp. The operator will indicate information regarding storage location on each weighbridge ticket according to the relevant claim. The mill has been mech-</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS																						
		anism to inform CB immediately if there is projected overproduction of certified tonnage. The mill has procedure for handling non-conforming oil palm products and/or documents.																							
R	<p>3.8.8 (C) The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation) :</p> <ul style="list-style-type: none"> • The name and address of the buyer ; • The name and address of the seller; • The loading or shipment / delivery date; • The date on which the documents were issued; • RSPO Supply chain certificate number; • A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • A unique identification number; <p>Note : Sales and goods out</p>	<p>Documentation for the Sustainable Certified Product (CSPO and CSPK), consist of daily record of the FFB acceptance, daily record of certified production, which classified as the CSPO and CSPK, certified sales record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.</p> <p>The mill has product information provided in such as document of contract agreement, delivery order, delivery ticket, report of loading, weighbridge ticket and other invoices for CSPO/CSPK. Documents verification and interview during an audit it was known the claimed RSPO product of (CSPO & CSPK), the supplying mill has been ensuring that the following minimum information for RSPO certified products is made available and traced, its evidenced with several supporting documents as follows delivery ticket, report of loading, weighing minutes, weighing card, and delivery note. Those documents cover information's of delivery date, description of product and supply chain model, product quantity, unique identification number, certificate number, sender's name, and address of the seller.</p> <p>Katari POM has records of transaction for certified CSPK product sold. Total certified product sold registered in palm trace (please see 3.8.4) above. for sampling taken to ensure the minimum information requirements are fulfil by the company is presented below:</p> <table border="1" data-bbox="1498 1449 2228 1980"> <thead> <tr> <th colspan="2">Document Information</th> </tr> </thead> <tbody> <tr> <td>Contract document</td> <td>1140070921</td> </tr> <tr> <td>Seller reference</td> <td>1140070921</td> </tr> <tr> <td>Buyer</td> <td>PT Sinar Alam Permai</td> </tr> <tr> <td>Address</td> <td>Jl. Pelabuhan CPO Tanjung Kalaf RT.18 Kumai Village, Kumai Subdistrict, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia.</td> </tr> <tr> <td>Number of RSPO certificate</td> <td>INTERTEK-RSPO-0139835</td> </tr> <tr> <td>Seller</td> <td>Katari Agro Mill – PT Windu Nabatindo Lestari</td> </tr> <tr> <td>Address</td> <td>Keruung Village, Cempaga Hulu Subdistrict, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia</td> </tr> <tr> <td>Number of RSPO certificate</td> <td>MUTU-RSPO/089</td> </tr> <tr> <td>Product</td> <td>CSPK</td> </tr> <tr> <td>Mass balance model</td> <td>MB</td> </tr> </tbody> </table>	Document Information		Contract document	1140070921	Seller reference	1140070921	Buyer	PT Sinar Alam Permai	Address	Jl. Pelabuhan CPO Tanjung Kalaf RT.18 Kumai Village, Kumai Subdistrict, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia.	Number of RSPO certificate	INTERTEK-RSPO-0139835	Seller	Katari Agro Mill – PT Windu Nabatindo Lestari	Address	Keruung Village, Cempaga Hulu Subdistrict, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia	Number of RSPO certificate	MUTU-RSPO/089	Product	CSPK	Mass balance model	MB	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
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	<p>a. Is there any document accompanying the certified oil palm products delivery? b. On which document/documents does the mill put the supply chain model and the SCC certificate number? c. Do all documents sampled meet the requirements of this clause? Verify the documents</p>																								

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS														
		<table border="1"> <tr><td>Amount</td><td>498.18 MT</td></tr> <tr><td>Seller RSPO member ID</td><td>RSPO_PO1000005104</td></tr> <tr><td>Buyer RSPO member ID</td><td>RSPO_PO1000000395</td></tr> <tr><td>Confirmation date</td><td>23-03-2024</td></tr> <tr><td>Shipping B/L date</td><td>09-02-2024</td></tr> <tr><td>Transaction ID</td><td>TR-f1801e31-4905</td></tr> <tr><td>Transaction status</td><td>Confirmed</td></tr> </table> <p>The supply chain model and certificate status presented on contract document. So, based on verification document above, the minimum requirement by the RSPO SCC already met.</p>	Amount	498.18 MT	Seller RSPO member ID	RSPO_PO1000005104	Buyer RSPO member ID	RSPO_PO1000000395	Confirmation date	23-03-2024	Shipping B/L date	09-02-2024	Transaction ID	TR-f1801e31-4905	Transaction status	Confirmed	
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Transaction status	Confirmed																
R	<p>3.8.9 (C) i. The mill shall not outsource its milling activities. In cases where the mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding certificate shall ensure that the independent third party complies with the requirements of this RSPO Supply Chain Certification. Note : Outsourcing Activities</p> <p>a. Are there outsourced activities to independent third parties? Please list down the outsourced activities b. Is there agreement in place with the third party service providers? c. Is the agreement included the requirement that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard? d. Are there outsourced facilities that were deemed risky and visited?</p>	<p>Based on document verification and interview with the SCCS PIC, it was known that there is no new out-sourcing during last year period. Only two contractor (CPO & PK) transporters as follows:</p> <ol style="list-style-type: none"> <i>Surat Perjanjian Jasa Angkutan Barang</i> (SPKS-KAB) No 001/WNL/SPK/XII/2023 dated 9 December 2023 with PT Surya Mentaya Jaya for CPO Transporter valid until 31 December 2024. There is statement that the contractor gives an access to the CBs to evaluate or audit them. There is also statement that third party shall comply with the requirements of RSPO SCCS. <i>Surat Perjanjian Jasa Angkutan Barang</i> (SPKS-KAB) No 002/WNL/SPK/XII/2023 dated 9 December 2023 with PT Catur Borneo Abadi for Palm Kernel Transporter valid until 31 December 2024. There is statement that the contractor gives an access to the CBs to evaluate or audit them. There is also statement that third party shall comply with the requirements of RSPO SCCS. <p>Based on interview with both of transporter sighted that the company has evaluated them regularly, the company also have socialized about SCCS. The auditor evaluate that both of transporter were low risk.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>														
R	<p>3.8.9 (C) ii. The mill shall ensure the following : a. The mill has legal ownership of all input material to be included in outsourced processes; b. The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification bodies (CBs) has access to the outsourcing contractor or operation if an audit is deemed necessary; c. The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor; d. The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance; Note : Outsourcing Activities</p>																
	<p>a. Is the agreement signed with independent third party legally enforceable? b. Is the legal ownership of the materials included in outsourced processes clearly defined in the agreement? c. Are these companies RSPO certified? If not, do they have to be verified? d. Is there SOP for outsourced process been established and communicated to the relevant contractor? e. Is there mechanism to ensure that outsourced activities are in compliance to RSPO SC requirements and facility's Standard Operating Procedure (SOP)? f. Has the third party contractor maintained records and available to the CB during the audit? Is this requirement included in the agreement?</p>	<p>Based on document verification and interview with the SCCS PIC, it was known that there is no new out-sourcing during last year period. Only two contractor (CPO & PK) transporters as follows:</p> <ol style="list-style-type: none"> <i>Surat Perjanjian Jasa Angkutan Barang</i> (SPKS-KAB) No 001/WNL/SPK/XII/2023 dated 9 December 2023 with PT Surya Mentaya Jaya for CPO Transporter valid until 31 December 2024. There is statement that the contractor gives an access to the CBs to evaluate or audit them. There is also statement that third party shall comply with the requirements of RSPO SCCS. <i>Surat Perjanjian Jasa Angkutan Barang</i> (SPKS-KAB) No 002/WNL/SPK/XII/2023 dated 9 December 2023 with PT Catur Borneo Abadi for Palm Kernel Transporter valid until 31 December 2024. There is statement that the contractor gives an access to the CBs to evaluate or audit them. There is also statement that third party shall comply with the requirements of RSPO SCCS. <p>Based on interview with both of transporter sighted that the company has evaluated them regularly, the company also have socialized about SCCS. The auditor evaluate that both of transporter were low risk. The latest SCCS requirements socialization was conducted on 22 April 2024 to all contractors.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>														
R	<p>3.8.10 (C) The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products Note : Outsourcing Activities</p>																

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Katari Agro Mill - PT Windu Nabatindo Lestari
Kotawaringin Timur, Province of Central Kalimantan**

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	a. Is there a list of contractors (used for the processing or physical handling of certified oil palm products) with names and contact details? b. When was the list last updated?	Based on document verification sighted that all contractors used for CPO & PK transporter: PT Surya Mentaya Jaya (CPO) & PT Catur Borneo Abadi (PK).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	3.8.11 (C) The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products Note : Outsourcing Activities		
	a. Are there new contractors appointed by the company for the processing or physical handling of RSPO certified oil palm products? If yes, is the list of contractor been updated? b. Is there agreement in place?	There is no new contractor since previous surveillance audit. There are 2 (two) same contractors until this audit it is PT Surya Mentaya Jaya (CPO) & PT Catur Borneo Abadi (PK).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	3.8.12 (C) i. The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements Note : Record Keeping		
	a. Is there accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements? b. Who are responsible for maintaining the records?	The unit of certification has the up-to-date record and report that are kept in mill office, complete, accurate and up-to date. All the record can be accessed by the auditor, such as record of certified product shipping, sales contract, delivery order/invoice, production report and product sales. The SOP of Supply Chain RSPO No. SUST-WNL-SOP-43, revision R2 dated 23 July 2021, stated that all records shall be kept minimum for 5 (five) years. There is required documents covering all aspects of this RSPO Supply Chain Certification Standard requirements such as record of certified product shipping, sales contract, delivery order / invoice, production report and product sales. The PIC who responsible to monitor the SCCS implementation in accordance with Memo from Compliance, Safety & Certification Dept Head on behalf (NVG).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	3.8.12 (C) ii. Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock The organisation shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months Note : Record Keeping Note for auditor : Records for the previous license period and the new license period needs to be verified		
	a. What is the retention period, and is it complying with the legal and regulatory requirements? b. Are there records showing the FFB input and the products produce and sold by the mill available? c. Is the organization able to confirm the certified status of raw materials or products in stock? Check Palm-Trace & Accounting system of certified products	The unit of certification has the up-to-date record and report that are kept in mill office, complete, accurate and up-to date. All the record can be accessed by the auditor, such as record of certified product shipping, sales contract, delivery order/invoice, production report and product sales. The SOP of Supply Chain RSPO No. SUST-WNL-SOP-43, revision R2 dated 23 July 2021, stated that all records shall be kept minimum for 5 (five) years. Based on document review known that the mill kept the document according to the procedure, while the records variable cover FFB received from certified and uncertified sources, production of CPO and PK (certified, noncertified, total), products dispatch (as RSPO certified, sold in another certified scheme, sold as non-certified, total sold), as well as balance/stock of certified products. (see table 3).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	3.8.12 (C) iii. For IP module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis iv. For MB module, the mill : a) shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis b) All volumes of certified CPO & PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short. (i.e. product can be sold before it is in stock.) Note : D.5.1 & E.5.1		
	a. <ul style="list-style-type: none"> • For IP mill, has the record of certified FFB receipts and process, and CSPO and CSPK produced and sold been established on a real-time basis? • For MB mill, what accounting system that is applied? 	Based on document review known that the mill kept the document according to the procedure, while the records variable cover FFB received from certified and uncertified sources, production of CPO and PK (certified, noncertified, total), products dispatch (as RSPO certified, sold in another certified scheme, sold as non-certified, total sold), as well as balance/stock of certified products. (see table 3). There is no sell	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	b. Are the delivered volume of CSPO and CSPK in accordance with the approved conversion ratios by RSPO c. If not, what are the ratios? d. Does the mill sell short? e. If yes, have they balanced the account within a period of three months?	short during current license period. The mill also sales from positive stock with three monthly bases.	<input type="checkbox"/> N.A NCR No :
R	3.8.13 (C) OER & KER shall be applied to provide a reliable estimate of the amount of certified CPO & PK from the associated inputs. Mill shall determine and set their own extraction rates which shall be based upon past experience, documented and applied consistently. Note : Conversion Factors		
	a. What was the conversion rate used for the estimation of certified volume of CSPO and CSPK? b. Is the conversion rate applied provide a reliable estimate for the amount of certified output available from the associated inputs? c. Is the conversion ratio periodical reviewed?	The company delivered volume of CSPO and CSPK in accordance with the approved conversion ratios by RSPO. Based on document verification dated 30 April 2024 seen that the company conduct sounding and provide OER is 23.60% and KER is 4.30%. Based on document verification related mass balance report period 01 May 2023 to 30 April 2024 seen that the company does not conduct sell short.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	3.8.14 (C) Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate. Note : Conversion Factors		
	a. Was the conversion rate following the actual performance or industry average?	The company delivered volume of CSPO and CSPK in accordance with the approved conversion ratios by RSPO. Based on document verification dated 30 April 2024 seen that the company conduct sounding and provide OER is 23.60% and KER is 4.30%. Based on document verification related mass balance report period 01 May 2023 to 30 April 2024 seen that the company does not conduct sell short.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	3.8.15 (C) For IP module, The mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm product including during transport and storage to strive for 100% separation. Note : Processing		
	a. For IP mill, is there SOP for managing the certified oil palm products separated from non-certified oil palm product including during transporation and storage (to strive for 100% separation)? b. Are there documented procedures established to ensure no contamination during transport and storage for its RSPO certified oil palm product from non-certified materials?	Not Applicable, Katari POM has decided to claim the volume of oil palm products produced from processing of the certified FFB as MB.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
R & O	3.8.16 (C) i. Shipping Announcement in the RSPO IT platform shall be carried out by the mill when RSPO Certified product are sold as certified to refineries, chrusher & traders not more than three months after dispatch with the dispatch with the dispatch date being the Bill of Lading or the dispatch document date ii. Remove : RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT Platform. Note : Registration of Transaction		
	a. Is the shipping announcement carried out in accordance with the internal SOP requirements? b. Is the confirmation from the buyer conducted in the RSPO IT Platform? c. Is tracing conducted at least annually? d. Is volume sold under other scheme or conventional being remove from the certified volume?	Documentation for the Sustainable Certified Product (CSPO and CSPK), consist of daily record of the FFB acceptance, daily record of certified production, which classified as the CSPO and CSPK, certified sales record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation. The mill has product information provided in such as document of contract agreement, delivery order, delivery ticket, report of loading, weighbridge ticket and other invoices for CSPO/CSPK. Documents verification and interview during an audit it was known the claimed RSPO product of (CSPO & CSPK), the supplying mill has been ensuring that the following minimum information for RSPO certified products is made available and traced, its evidenced with several supporting documents as follows delivery ticket, report of loading, weighing minutes, weighing card, and delivery note. Those documents cover infor-	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A NCR No : 05678

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS																																				
		<p>mation's of delivery date, description of product and supply chain model, product quantity, unique identification number, certificate number, sender's name, and address of the seller.</p> <p>Katari POM has records of transaction for certified CSPK product sold. Total certified product sold registered in palm trace (please see 3.8.4) above. for sampling taken to ensure the minimum information requirements are fulfil by the company is presented below:</p> <table border="1" data-bbox="1501 537 2228 1268"> <thead> <tr> <th colspan="2">Document Information</th> </tr> </thead> <tbody> <tr> <td>Contract document</td> <td>1140070921</td> </tr> <tr> <td>Seller reference</td> <td>1140070921</td> </tr> <tr> <td>Buyer</td> <td>PT Sinar Alam Permai</td> </tr> <tr> <td>Address</td> <td>Jl. Pelabuhan CPO Tanjung Kalaf RT.18 Kumai Village, Kumai Subdistrict, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia.</td> </tr> <tr> <td>Number of RSPO certificate</td> <td>INTERTEK-RSPO-0139835</td> </tr> <tr> <td>Seller</td> <td>Katari Agro Mill – PT Windu Nabatindo Lestari</td> </tr> <tr> <td>Address</td> <td>Keruing Village, Cempaga Hulu Subdistrict, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia</td> </tr> <tr> <td>Number of RSPO certificate</td> <td>MUTU-RSPO/089</td> </tr> <tr> <td>Product</td> <td>CSPK</td> </tr> <tr> <td>Mass balance model</td> <td>MB</td> </tr> <tr> <td>Amount</td> <td>498.18 MT</td> </tr> <tr> <td>Seller RSPO member ID</td> <td>RSPO_PO1000005104</td> </tr> <tr> <td>Buyer RSPO member ID</td> <td>RSPO_PO1000000395</td> </tr> <tr> <td>Confirmation date</td> <td>23-03-2024</td> </tr> <tr> <td>Shipping B/L date</td> <td>09-02-2024</td> </tr> <tr> <td>Transaction ID</td> <td>TR-f1801e31-4905</td> </tr> <tr> <td>Transaction status</td> <td>Confirmed</td> </tr> </tbody> </table> <p>The supply chain model and certificate status presented on contract document. So, based on verification document above, the minimum requirement by the RSPO SCC already met.</p> <p>NCR No. RSPO05678 Based on the review of book keeping documents (mass balance) for the period May 01, 2023 - April 30, 2024, it is known that the Company sold 28,255.60 tons of certified products conventionally for CSPO and 1,929.66 tons for CSPK, but the Company has not removed the certified product stock in the Palmtrace platform and this has not been accommodated in the company's supply chain procedures. The Company has not been able to prove that all certified products sold conventionally have been removed from the Palmtrace platform and has procedures related to this provision.</p>	Document Information		Contract document	1140070921	Seller reference	1140070921	Buyer	PT Sinar Alam Permai	Address	Jl. Pelabuhan CPO Tanjung Kalaf RT.18 Kumai Village, Kumai Subdistrict, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia.	Number of RSPO certificate	INTERTEK-RSPO-0139835	Seller	Katari Agro Mill – PT Windu Nabatindo Lestari	Address	Keruing Village, Cempaga Hulu Subdistrict, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia	Number of RSPO certificate	MUTU-RSPO/089	Product	CSPK	Mass balance model	MB	Amount	498.18 MT	Seller RSPO member ID	RSPO_PO1000005104	Buyer RSPO member ID	RSPO_PO1000000395	Confirmation date	23-03-2024	Shipping B/L date	09-02-2024	Transaction ID	TR-f1801e31-4905	Transaction status	Confirmed	
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<p>R & O</p>	<p>3.8.17 (C) The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims. Note : Claims</p> <p>a. Is the mill making claims? If yes, has the claim following the RSPO Rules on Market Communications and Claims</p>	<p>Based on document verification, site visit and website checking. It was known that the unit of certification does not use Trademark on their product, letter or other documentations. This indicator not applicable.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>																																				
<p>Principle 4 : Respect Community and Human Right and Deliver Benefits</p>																																							

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
4.1	The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders		
R & O	4.1.1 (C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), [is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces. <i>This policy is documented and communicated to all levels of workforce, operations, supply chain and local communities.</i>		
	<ul style="list-style-type: none"> a. Is there a written policy or commitment made by the senior management on Human Rights including prohibiting retaliation against Human Rights Defenders (HRD) or a stand alone policy to protect HRD? b. Is the policy included the prohibition of intimidation and harassment by the unit of certification and contracted services, including contracted security forces? c. How was the policy communicated to all levels of the workforce, operations, supply chain and local communities? When was the last communication conducted? d. What evidence is available to demonstrate that all levels of workforce, supply chain and local communities been informed of the above? e. Based on interview with the workers, supply chain and local communities who have been communicated, are they aware of the policy? 	<p>The unit of certification has made a policy to respect human rights as outlined in the Labor and Human Rights Policy document which has been in force since January 15th, 2023, and has been signed by the Pundu Regional Head.</p> <p>The policy states the principles that the certification unit is committed to complying with laws and regulations in the field of employment and upholding human rights in the framework of developing sustainable oil palm plantations. This policy is available in Indonesian and has been communicated to all employees and local stakeholders. For example socialization at the Katari Agro Mill on 8 April 2024, Pantai Mas Estate 9 January 2024 and Pelantaran Agro Estate on 11 January 2024. This socialization has also been carried out to external stakeholders, for example on 25 January 2024 and when making or renewing a cooperation contract.</p> <p>Based on the results of interviews with <i>LKS Bipartit</i> representatives, gender committees, local contractors and representatives of the Pundu Village community, it is known that there were no incidents of human rights violations in the certification unit, no employees were intimidated and/or experienced violence by the certification unit.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	4.1.2 The unit of certification does not instigate violence or [use any form of harassment, including the use of mercenaries and paramilitaries in their operations / <i>any form of intimidation in its operations</i>]		
	<ul style="list-style-type: none"> a. Is there mercenaries and paramilitaries use in the operations of the company? If yes, what is the scope of their work? b. Does the interviews with the relevant stakeholders (workers and local communities) or online search reveal use of violence by/in the unit of certification? c. If there are reported cases or interviews reveal used of violence by/in the unit of certification, please verify with relevant stakeholders. 	<p>The unit of certification does not have records regarding the use of force/army/paramilitary in resolving conflicts/problems that exist between the unit of certification and relevant stakeholders (local communities, workers, or others). This has been stated in the Labor and Human Rights Policy document which has been in force since January 15th, 2023, and has been signed by the Pundu Regional Head. In point 5 it is explained that the certification unit is committed not to carry out acts of extrajudicial intimidation or violence in any form against human rights defenders, including the use of military/security forces.</p> <p>Based on the results of interviews with representatives of external stakeholders, it is known that the unit of certification does not use paramilitaries or mercenaries in the company's operational areas. If there is a problem, it will be resolved by means of deliberation without resorting to violence. Resolution of conflicts/problems with deliberations is quite effective.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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.		
O	4.2.1 (C) The mutually agreed system <i>is in place</i> , open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring <i>the</i> anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, <i>as long as the report is supported with sufficient preliminary evidences</i> . <i>The system ensure that there is</i> [without / <i>no</i>] risk of reprisal or intimidation and follows the RSPO policy for HRDs		
	<ul style="list-style-type: none"> a. Is there a system in place to deal with complaints and grievances for all affected parties? b. Does the system allow for the complainant to agree on the process of the grievance mechanism? c. Does the system allow for the protection of the anonymity of the complainant if requested? d. How is a complaint or grievance investigated, addressed and resolved? e. <i>what is all complaints and grievances submitted to personal/section which responsible to receive complaints and grievances by affected parties via existing system ?</i> f. <i>If existing system is the use of gradual mechanism, are there the record of compliant and grievance on the foreman/supervisor because he/she is the PiC of receiving complaint & grievance in first level ?</i> g. Is the system effective to ensure complaints or grievances are addressed or resolved in an effective, timely and appropriate manner? h. Is there a non-retaliation or non-reprisal policy that protects complainants or whistle-blowers? i. Does the complainant know that his/her anonymity will be protected if requested? j. Where a resolution is not found mutually, is there a process for complaints to be brought to the next level e.g. RSPO Complaints System? 	<p>The certification unit has Communication SOP number WNL-SUST-SOP-09 Revision 1 which was approved by the Regional Head. The procedure explains that the steps for submitting complaints can be conveyed in writing and orally through staff appointed as communicators. The maximum response time for complaints is 15 days after the information is received. The document also explains that if a complaint arises in the RSPO complaint process, the unit of certification through the relevant department will handle the complaint in accordance with the RSPO process. Then, the certification unit has recapitulated all complaints and conflicts submitted by all affected parties around the unit of certification in the Complaints and Responses Recording Book/Logbook. Based on the results of the document review, it is known that during 2023-2024 (May) there were no conflicts reported to PT WNL.</p> <p>Based on the results of field visits in the company's operational areas, there are whistle blowing sign boards that have been installed in public places such as in employee housing locations, in front of estate offices, and other strategic locations. For example, on the miil office page, 081286419700, email: audit.pengaduan@bumitama.com.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	4.2.2 Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>a. Are there procedures to ensure the above system is understood by the affected parties, including the illiterate parties?</p> <p>b. How was the system made known and communicated to all parties including illiterate parties? When was the last communication been carried out?</p> <p>c. Is there evidence that the system is known/understood by all parties including the illiterate parties?</p>	<p>The unit of certification has established a complaint handling system for all affected parties, which is documented in Communication SOP number WNL-SUST-SOP-09 Revision 1 which was approved by the Regional Head. In point 7.1.3 letter "g", it is explained that if it is not possible to submit/request information or complaints by stakeholders in writing due to various reasons (writing skills/disabilities), then submission/requests for information or complaints can be made verbally through Public Relations staff /CSR. The certification unit also has a <i>LKS Bipartit</i> and a Gender Committee which regularly hold meetings with workers, one of the agendas of which is to accommodate problems and complaints directed at the certification unit.</p> <p>Inspection of the employment record of May 2024 confirmed that the lowest education of employees is Elementary School (SD) and, based on interviews with labour union representatives, found no illiterate workers. The HRD confirmed that all workers could read, write and count. In anticipation of the illiterates, socialisation was conveyed as a simple message and delivered verbally. Interviews of harvesters and mill workers confirmed understanding of the policy.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>4.2.3 The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p>		
	<p>a. Is the complaints or grievance resolution process documented?</p> <p>b. Does the grievance mechanism requires the company to keep parties informed of its progress against an agreed timeframe?</p> <p>c. Is the progress of the resolution process been informed to the parties to a grievance?</p> <p>d. Are outcomes or decisions communicated to the parties?</p>	<p>A review of the complaint logbook found that the company-maintained records of grievances. An inspection found that no grievances were raised but requests for house repair from workers or a donation proposal from communities. The record includes the name of the complainant, the date of the complaint, the types of complaint, the signature of the person receiving the complaint, and any action taken. Record also confirmed an immediate response from the company. For example, on 8 March 2024, PGA Work FC HCD MS1 Estate requested a house toilet repair. The repair was done on 9 March 2024.</p> <p>Grievances and complaints of internal stakeholders could also be submitted to LKS Bipartite meetings. Mill and Estate have shown evidence regarding meeting the note of LKS Bipartite. Both company and a labour union have a complaint logbook. Mill and estates also have records of worker complaints/grievances and their responses regarding housing facilities maintenance.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>4.2.4 The conflict resolution mechanism includes the option of access to independent legal and technical advice [./.] [the ability for / the] complainants have the freedom to choose individuals or groups to support them and/or act as observers [./.] [as well as the option of a third-party mediator / The parties can choose the option to engage a third-party mediator]. Note : Auditor need to interview with the grievance parties to determine the process.</p>		
	<p>a. Does the conflict mechanism include the option of access to independent legal and technical advice, the the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator?</p> <p>b. Has there been a case of the above occurred? If yes, what is the outcome?</p>	<p>In the Communication SOP number WNL-SUST-SOP-09 Revision 1 which was approved by the Regional Head, it is explained that the unit of certification is committed to actively giving freedom to the reporting party to obtain legal and technical assistance from an independent party.</p> <p>Based on the results of the document review, it is known that during the last one there were no conflicts reported to PT WNL. The results of interviews with all parties such as workers, contractors, representatives of the Pundu Village community, state that the conflict resolution mechanism can use options to obtain legal and technical assistance from independent parties, where the reporting party has the freedom to choose the person or group that can support it and/ or act as an observer and the parties can choose the option of involving a mediator (third party).</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
4.3	<p>The unit of certification contributes to local sustainable development as agreed by local communities.</p>		
O	<p>4.3.1 Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p>		
	<p>a. Have the local development needs been identified in consultation with local communities?</p> <p>b. Are there any contributions made to the local development? If yes, are they in accordance with what have been agreed during the consultation?</p>	<p>The company is actively involved in various Musyawarah Rencana Pembangunan (musrenbang)—Development Planning Consultative Assembly at the village/sub-district level to input the preferred programmes. A document review and interviews of local communities (Kruing Village) con-firmed that the certification unit contributes to local development. The contributions were based on the results of consultation with communities. The implementation of the company's contribution to local development in 2023 and (2024 until May) is example:</p> <ul style="list-style-type: none"> ▪ Village road care ▪ Arts, culture and sports ▪ Donation with AC machines in Bukit Raya Village and Parit Village ▪ Donation of mosque carpets in Sei Ubar Mandiri Village 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
4.4	<p>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.</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS																														
R	<p>4.4.1 (C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>a. Are there documents showing legal ownership or lease of the land available? (e.g. land titles, lease documents)</p> <p>b. Is there legitimate claim from the stakeholders?</p> <p>c. Has the claim been identified and assessed through the FPIC process?</p> <p>d. Are there documents showing history of land tenure available? (e.g. legal documents showing land status change, SIA and EIA reports, HCV assessment reports)</p> <p>e. Who was the previous land owner of the unit of certification?</p>	<p>PT WNL has obtained the location permit from Regent of Kotim Regency No 1090.460.42 on 26 October 1994 about the Granting of Location Permit for Palm Oil Plantations on Behalf of, PT. Windu Nabatindo Lestari in Pundu Village and Pantai Harapan Village, Subdistrict of Cempaga, District of Kotawaringin Timur covering an area of 17,500 Ha. PT WNL has a Plantation Business License, issued by the Regent of East Kotawaringin on 17 May 2004 (No.525.26/151/V/EKBANG/2004) for a Palm Oil Plantation covering an area of 17,500 Ha and its Processing Factory. Katari POM has a Plantation Business License from the Regent of East Kotawaringin (No 508/003 /IUP-P/EK.SDA/I/2014) with Mill Processing facilities with a capacity of 90 MT/hour located in Katari Hamlet, Keruing Village, Cempaga Hulu Sub District, Kotawaringin Timur District.</p> <p>The certificate holder has land Use Right (HGU) with Certificate Number: 24, issued by National land Agency of Kotawaringin Timur District, Province of Central Kalimantan, March 10, 2004 with total area 9,616.28 Ha and Land Use Title Certificate No. 50 issued by National Land Agency of East Kotawaringin District, Central Kalimantan Province on May 10, 2008 covering of 1,934.583 Hectares, more over the certificate holder has building right title covering 149,820 M² (HGB Certificate No 5, 10 September 2007). Based on that's explanation above the total area that managed by PT PWNL are 11,565.845 Ha. The details are as follows:</p> <table border="1" data-bbox="1498 863 2502 1035"> <thead> <tr> <th>Certificate HGU</th> <th>Pundu</th> <th>Katari Agro estate</th> <th>Pantai Mas Estate</th> <th>Pelataran Estate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>HGU No. 24</td> <td>2,752.600</td> <td>3,533.690</td> <td>3,329.990</td> <td>-</td> <td>9,616.280</td> </tr> <tr> <td>HGU No. 50</td> <td>-</td> <td>-</td> <td>-</td> <td>1,934.583</td> <td>1,934.583</td> </tr> <tr> <td>HGB No 5</td> <td>14.982</td> <td>-</td> <td>-</td> <td>-</td> <td>14.982</td> </tr> <tr> <td>Total</td> <td>2,767.582</td> <td>3,533.690</td> <td>3,329.990</td> <td>1,934.583</td> <td>11,565.845</td> </tr> </tbody> </table> <p>*The bold text is Scope of Katari Agro Mill & Supply Bases with total 8,798.263 Ha</p> <p>The certification scope of Katari Agro Mill & Supply Bases is 8,798.263 Ha from Certificate HGU No 24 year of 2004 & HGU No.5 and the rest of the area (2767.582 Ha) under scope of Pundu Nabatindo Mill and its supply base.</p>	Certificate HGU	Pundu	Katari Agro estate	Pantai Mas Estate	Pelataran Estate	Total	HGU No. 24	2,752.600	3,533.690	3,329.990	-	9,616.280	HGU No. 50	-	-	-	1,934.583	1,934.583	HGB No 5	14.982	-	-	-	14.982	Total	2,767.582	3,533.690	3,329.990	1,934.583	11,565.845	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
Certificate HGU	Pundu	Katari Agro estate	Pantai Mas Estate	Pelataran Estate	Total																												
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Total	2,767.582	3,533.690	3,329.990	1,934.583	11,565.845																												
O	<p>4.4.2 Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include :</p> <p>a) Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups [in the communities / <i>within community</i>], with [particular / <i>specific</i>] assurance that vulnerable, minorities' and gender groups are [consulted / <i>asked for their opinions</i>], and that information has been provided to all affected groups, including <i>in it</i> information [on / <i>about</i>] the steps [that are....<i>the sentence has deleted on INA-NI</i>] taken to involve them in decision making</p> <p>b) Evidence that the unit of certification has respected communities [decisions...<i>the word has deleted on INA-NI</i>] to give or withhold their consent to the operation at the time that these decisions were taken</p> <p>c) Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land</p>	<p>The company has Indemnity of Planting and Area Procedure (BGA- SOP-GL-903.1-R0) June, 1st 2013 in the procedure described how to calculate and distribute fair and gender-equal compensation in all activities related to the compensation process for land over the land right cultivated by the Company, the purpose is to ensure the area of plantation free from others right.</p> <p>Based on the results of interviews with previous landowners, it was known that the process of land acquisition was done through the following stages: identification of landowners, negotiation of the compensation, and payment of compensation. The list below serves as the proof of records of voluntary land acquisition (FPIC – Free, Prior, and Informed Consent) at the early stage of the estate establishment. The total size of locations being compensated at the area of WNL (Land Use Title for the estate and Building Use Title for the mill) stretching from the year of 2006 to the year of 2015 covered an area of 6,712.27 Ha.</p> <p>Based on interview with Head of Pundu Village, Head of Keruing Village, <i>Demang Adat Cempaga Hulu</i> and several previous landowners. It was known that the company was conducted land acquisition through FPIC process. There is no intimidations or paramilitaries usage during negotiations process.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																														
R	<p>4.4.3 (C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). Note to auditor : Actual ground verification showing the accuracy of the dispute map should be conducted</p>																																

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	a. Is there a map of the extent of legal, customary or user rights? Is this map of appropriate scale? b. Was the map produced through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities)? c. Are the maps accepted by the relevant communities?	The unit of certification has a HGU boundary map with a scale of 1: 50,000 contained in the HGU certificate issued by the Land Office. This map was produced through cadastral process (participatory mapping) involving affected parties by relevant authorities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.4.4 All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements		
	a. Is there evidence that all the information (maps, agreement, records, impact assessment, benefit sharing and legal arrangements) is available in appropriate forms and languages, understood and accessible to affected parties?	Based on document Identification of HCV and stakeholder consultation with National Land Agency of Kotawaringin Timur District, it was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants list and photographs. All land acquisition between local people and company representatives conducted as mutual agreement and with Bahasa that understood by all parties involved. All relevant information regarding land acquisition is available in appropriate forms and languages.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.4.5 (C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.		
	a. Who is the representative of the community in the negotiation process? b. Is the representative appointed by the community? c. Is the record of appointment to represent the community available and shared with the affected parties?	Based on interview with the previous landowners, Head of Pundu Village, Head of Keruing Village, & <i>Demang Adat Cempaga Hulu</i> sighted that information their get the compensation for the land he has claimed and all the files for the settlement process are also kept by the person concerned. All land claim settlement processes, from identification, negotiation to compensation, are carried out through the agreement of the parties without any coercion or pressure from other parties. In addition, there is resolve land cases through a mediation approach and there is no indication of the use of violence.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.4.6 There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. Note to auditor : interviews with affected parties to be conducted to verify the occurrence of the process		
	a. Is there evidence that the implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties? b. When was the reviewed conducted?	Based on the results of interviews Head of Pundu Village, Head of Keruing Village, & <i>Demang Adat Cempaga Hulu</i> , it was informed that the company has had a positive impact such as employee recruitment and CSR assistance. There are no land conflicts between the community and the company, besides that the company regularly holds meetings with community representatives and absorbs community aspirations which are applied in company policies such as CSR or other assistance. Communication with the community is no problem, every request for information is always responded to by the company. The company was shown sample of implementation FPIC, as follows: <ul style="list-style-type: none"> • GRTT on behalf of Naptali.J. (Land/field owner) located in Block D-30 with an area of 3.9 ha voluntarily handed over the land to PT WNL with compensation of IDR 5,000,000 / ha so that the amount received was IDR 19,500,000; the first stage was paid Rp. 5,000,000 on December 31, 2009 and the second stage was Rp. 14,500,000,- on February 13, 2010. Receipt of payment of Rp. 19,500,000 (Persil Number P-883) dated February 13, 2010. Declaration of ownership of the used land land. Land survey certificate (PT: 013/GRTT/GIS-BGA/II/2009) covering an area of 3.9 ha, measuring date 11 December 2009. • GRTT on behalf of Kartinah is located in block F11 A land area 5.71 ha Division 1 PMSE dated 30 May 2018 with land compensation of Rp 110,000,000,- with parcel number P-1235 accompanied by a participatory map that has been known by the land owner with a land area of 5,71 ha, known to the company (surveyor, PMSE manager, GIS Assistant and Head Assistant). GRTT on behalf of Bambang SB (Land/field owner) located in Block C-2 covering an area of 3.2 ha voluntarily handed over the land to PT WNL with compensation of IDR 5,000,000,- /ha and payment was made on 12 October 2006 Statement of ownership of former land. Land survey letter No. KP1-44 covering an area of 3.3 ha.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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 (C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.		
	a. What are the documents showing identification of legal, customary and user rights? b. Does the SEIA include the identification and assessment of legal, customary and user rights of the area?	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :

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○	4.5.2 (C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions [, with /.] All the relevant information and documents made available, [with / and community have] option of resourced access to independent third-party advice through a documented, long-term and two-way process of consultation and negotiation.	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	
	<ul style="list-style-type: none"> a. Is comprehensive FPIC process carried out for all oil palm development including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions? b. What evidences are available to support (a)? 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	4.5.3 Evidence is available that affected local peoples understand they have the right to say 'agree or not agree' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements [should be / are] non-coercive and entered into voluntarily and carried out prior to new operations.		
	<ul style="list-style-type: none"> a. Has it been communicated to the community that they have the right to say 'no' to the proposed development at all stages, up until the agreement with company is signed? What evidence was sighted? b. Is there evidence to demonstrate that the consent/agreement has been given prior to new operations? c. Is the negotiated agreements made without coercion and entered into voluntarily and carried out prior to new operations? If yes, what documents to support this? 	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	4.5.4 To ensure local food and water security, as part of the FPIC process, [participatory SEIA / SEIA participation] and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.		
	<ul style="list-style-type: none"> a. Has the company conducted a participatory SEIA and participatory land-use planning with local peoples prior to new planting? b. During the process, has the impact on food and water security for local people, full range of food and water provisioning options identified, discussed and agreed with the local people? c. Are there any measures proposed for implementation in b, and are these documented? d. Is there transparency of the land allocation process? 	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.5.5 Evidence is available that the affected communities and rights holders have had the option to access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.		
	<ul style="list-style-type: none"> a. What are the records to show that the community and rights holders have freedom to access information and independent advisor(s) concerning the legal, economic, environmental and social implications of the proposed operations on their lands? 	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	4.5.6 Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.		
	<ul style="list-style-type: none"> a. Did the communities (or their representatives) give consent to the initial planning phases of the operations prior to the new issuance of a concession or land title? b. What evidences were sighted for (a) above? 	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	4.5.7 After 15 November 2018, New lands will not be acquired for plantations and mills [after 15 November 2018 as a result of recent ([2005 or later / after November 2005]) expropriations in the national interest (eminent domain) without [consent (eminent domain) / FPIC process], except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.		
	<ul style="list-style-type: none"> a. Is there any new land acquired after 15/11/2018 for plantations and mills? b. Have the local communities consented and/or compensated prior to acquisition of the land? 	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
○	4.5.8 (C) New lands are not acquired in areas inhabited by communities in voluntary isolation. Note to auditor : There should be direct verification of above with the local communities		
	a. Is there any community in voluntary isolation being identified? b. Is there any new land acquired in area with communities in voluntary isolation?	Based on document Identification of HCV and stakeholder consultation, there was not found customary/indigenous rights in operational area. There were the records of the process of collecting information on the preparation of the High Conservation Values Identification Report and the Social Impact Assessment Report. The recording evidence comprising of participants' list and photographs. There is no new land expansion and new planting activity during this audit. This indicator is not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
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 (C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place. Note to auditor : There should be direct verification of above with the affected parties		
	a. Is there documented system in place for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation? b. Is the documented system agreed by the affected parties?	As a guidance during land compensation the company has had a Procedure – Indemnity of Planting and Area (BGA- SOP-GL-903.1-R0) in the procedure described how to calculate and distribute fair and gender-equal compensation in all activities related to the compensation process for land over the land right cultivated by the Company, the purpose is to ensure the area of plantation free from others right.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.		
	a. Does the company have a documented system in place to calculate and distribute fair and gender-equal compensation (monetary or otherwise)? b. Is the documented system agreed by the affected parties c. Does the system include participative monitoring and evaluation with the affected parties and the corrective action was taken into consideration?	Based on document Social Impact Assessment report and HCV Identification report that knowns in PT WNL area there was no land under customary right. The evidence of compensation to landowner in each estate and the participation of head of village as witnessed was documented in each estate. Overall, of compensation document was kept as historical of land acquisition by company. All of document was signed by company representation early landowner and included of government in village and sub district level.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.6.3 Evidence is available that equal opportunities are provided to both men and women to hold land titles for small holdings	<i>(if possible based on local law, customs and/or agreement).</i>	
	a. What are the evidence that demonstrates equal opportunities were provided to both men and woman to hold land titles for smallholdings?	The unit of certification was shown that land acquisition has been done through negotiation. Based on the results of interviews with the Previous landowners obtained information if l compensation process has been held with transparency regarding the mutual agreement. The whole area managed by the company has been compensated. Based on interview with previous landowners as well as village head obtained information during land compensation has been pay attention regarding equal opportunities were provided to both men and woman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.6.4 The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.		
	a. Is the process and outcome of any compensation claims documented and made publicly available to the affected parties? b. What evidence was sighted for (a) above and was it done with the participation of affected parties?	Based on the results of interviews Head of Keruing Village; Head of Pundu Village, & Previous landowners; Cooperative Officials of Harapan Abadi (scheme smallholder), obtained information that if all compensation process has been held with fairly transparent regarding to mutual agreement. Whole area that managed by the company has been compensated. The compensation process involved all community witnessed also by the Village Head, Customary leader, Sub district head and others relevant parties. All land acquisition between local people and company representatives conducted as mutual agreement and with Bahasa that understood by all parties involved. All relevant information regarding land acquisition is available in appropriate forms and languages. For example: <ul style="list-style-type: none"> • Surat Pernyataan dated 13 June 2003 on behalf ALN (with area 2.9 Ha) knowledge by Head of Keruing Village. It was completed with other documentation Surat Pernyataan Memiliki Tanah bekas Ladang, Surat Ukur and payment record. • Surat Pernyataan dated 9 February 2003 on behalf ATI (with area 10 Ha) knowledge by Head of Pantai Harapan Village. It was completed with other documentation Surat Pernyataan Memiliki Tanah bekas Ladang, Surat Ukur and payment record. • Surat Pernyataan dated 11 April 2003 on behalf SNI (with area 48 Ha) knowledge by Head of Keruing Village. It was completed with other documentation Surat Pernyataan Memiliki Tanah bekas Ladang, Surat Ukur and payment record. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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.		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
○	4.7.1 (C) A mutually agreed procedure for identifying people entitled to compensation is in place.		
	<ul style="list-style-type: none"> a. Does the company have a documented system or procedure in place to identify people and/or community groups entitled to compensation? b. Is the procedure agreed by the affected parties? 	The unit of certification has a procedure in place to identify people and/or community groups entitled to compensation presented in document No. BGA-SOP-GL-903.1-R0, approved by CFO dated 5 June 2013. The procedure is described how to identify people and/or community groups entitled to compensation. Based on the results of interviews Katari Village, Pelantaran Village, Pundu Village, Previous landowners, Cooperative Officials of Harapan Abadi (scheme smallholder) known that they know about the procedure through the socialization given and they agree with the procedure and compensation process was done directed to the landowner and landowners are given the freedom to release their land without coercion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.7.2 (C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties. Note to auditor : There should be direct verification of above with the affected parties		
	<ul style="list-style-type: none"> a. Does the company has documented system to calculate and distribute fair compensation? b. Is the documented system agreed by the affected parties and made available to them? 	The unit of certification has a procedure in place to identify people and/or community groups entitled to compensation presented in document No. BGA-SOP-GL-903.1-R0, approved by CFO dated 5 June 2013. The procedure is described how to identify people and/or community groups entitled to compensation. Based on the results of interviews Katari Village, Pelantaran Village, Pundu Village, Previous landowners, Cooperative Officials of Harapan Abadi (scheme smallholder) known that they know about the procedure through the socialization given and they agree with the procedure and compensation process was done directed to the landowner and landowners are given the freedom to release their land without coercion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.		
	<ul style="list-style-type: none"> a. Does the company provide communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development? b. What are the evidences to a above? 	As part of the company's development, the company has also developed palm oil plantations for the community through a smallholder scheme. The development of the smallholder scheme is one of the company's efforts so that the community around the company can benefit from the company's existence. In addition, to facilitate community access, the company has opened and built access roads to the community, where there are several access roads that cross the company connecting the surrounding villages/hamlets. With the existence of this access road, it is easier to access from villages / hamlets that now can pass through the company's access road. this information has been verified through public consultation with village head and government agency as well as workers who still live around the company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC. Note to auditor :		
	<ul style="list-style-type: none"> • Due diligence should be conducted on the management to provide evidence that there has been no historical or current land dispute • There should be direct verification of above with the affected parties <ul style="list-style-type: none"> a. Are there, or have there been any land disputes? b. If there are or have been disputes, are there : <ul style="list-style-type: none"> i. Documents to proof legal acquisition? ii. Records of FPIC process including resolution of the dispute? c. If there has been acquisition involving compensation, are there : <ul style="list-style-type: none"> i. Records that fair compensation has been provided and accepted by parties involved? ii. Records that all affected parties are consulted and represented? iii. Documents of negotiations/discussion available? 	Based on the results of interviews with the previous landowners, it was known that they had received compensation, and all the settlement process files were also kept by the person concerned. All land claim settlement processes, starting from identification, negotiation to awarding of compensation are carried out through the agreement of the parties without any coercion or pressure from other parties. Based on the results of interviews with Previous landowners, Head of Pundu Village, Head of Keruing Village; & the Cooperative Officials of Harapan Abadi (scheme smallholder) received information that the company had resolved land cases through a mediation approach and there was no indication of the use of force. Information was also obtained that in there is no land dispute during period of 2023/2024.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.8.2 (C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.		
	<ul style="list-style-type: none"> a. Does the company have cases of land conflict? (i.e. preventing the company from operating normally) b. If the company has cases of conflict, are records of the following available? <ul style="list-style-type: none"> i. Status of land conflict ii. SOP/ mechanism for conflict resolution iii. Implementation of SOP/mechanism iv. Acceptance of the procedures by all parties 	Based on the results of interviews with Previous landowners, Head of Pundu Village, Head of Keruing Village; & the Cooperative Officials of Harapan Abadi (scheme smallholder) received information that the company had resolved land cases through a mediation approach and there was no indication of the use of force. Information was also obtained that in there is no land dispute during period of 2023/2024.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	v. Records of conflict resolution		
○	4.8.3 Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).		
	<ul style="list-style-type: none"> a. Is there evidence that the land has been acquired through dispossession or forced abandonment of customary and user rights prior to the current operations? b. Are there any parties who can establish legitimate rights on the land? c. If so, are the requirements in 4.4.2, 4.4.3 and 4.4.4 been met? 	Based on the results of interviews with Previous landowners, Head of Pundu Village, Head of Keruing Village; & the Cooperative Officials of Harapan Abadi (scheme smallholder) received information that the company had resolved land cases through a mediation approach and there was no indication of the use of force. Information was also obtained that in there is no land dispute during period of 2023/2024.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	4.8.4 For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities and indigenous people where applicable). Note to auditor : Actual ground verification showing the accuracy of the dispute map should be conducted		
	<ul style="list-style-type: none"> a. Is there an SOP for participatory mapping of disputed area? b. Is the disputed area mapped? c. Is there documented evidence of involvement and acceptance by the affected parties? 	Based on the results of interviews with Previous landowners, Head of Pundu Village, Head of Keruing Village; & the Cooperative Officials of Harapan Abadi (scheme smallholder) received information that the company had resolved land cases through a mediation approach and there was no indication of the use of force. Information was also obtained that in there is no land dispute during period of 2023/2024.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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.		
R	5.1.1 Current and previous period prices paid for FFB are publicly available and accessible by smallholders		
	<ul style="list-style-type: none"> a. Is there any information on current and previous price paid for FFB available during the audit? Note : Recommended good practice to maintain for 12 months of previous b. Has the mill made available the information (current and previous prices) to the smallholders? If yes, how was it done? c. Are the smallholders aware of such information is available? 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders		
	<ul style="list-style-type: none"> a. What evidence is available to show that the mill has regularly explained the FFB pricing to smallholder? b. What was the mechanism used to explain the FFB pricing to smallholders? c. How often is the mechanism being implemented? 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented		
	<ul style="list-style-type: none"> a. How is the price of FFB determined? b. Was the price equal to or above the prices established by the government or government endorsed initiatives? c. In the case of FFB price is not fix by the government, what is mechanism used to determine the price? d. Has the price been agreed with the smallholders in the supply base? Please interview smallholders involved e. Is there any documented agreement between the company and the smallholders on the fair pricing? f. Was there any complaints on FFB pricing? If yes, how was the complaint handled and what was the solution? 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
○	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable		
	<ul style="list-style-type: none"> a. Is there list of all parties including women and independent representative organizations assisting SH available in the company? If yes, when was it updated? b. Has the parties in the list involved in decision-making processes and understand the contracts? If yes, how was the process carried out ? c. Is the contracts include any FFB price reduction due to repayment for replanting, or other support mechanisms where applicable? 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
R & O	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe		
	<ul style="list-style-type: none"> a. Is there a contractual agreement between the miller and smallholders or their appointed representative? b. Do all parties understand the contractual agreements they have entered into? c. Are all contractual agreements fair, legal and transparent and have an agreed timeframe? d. Who keeps the contractual agreements? Please check the agreement with the smallholders 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
R	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given		
	<ul style="list-style-type: none"> a. How are payments made to the smallholders or their appointed representative? b. What is the mode of recording/documenting transactions between millers with smallholders and/or their appointed representative? c. Are the receipts dated, specified the price, weight, deductions and amount to be paid? d. Have agreed payments been made in a timely manner as agreed in the contract? 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
R	5.1.7 Weighing equipment is verified by an independent third party on a regular basis [(this can be government)		
	<ul style="list-style-type: none"> a. Is there evidence that the weighing equipment been calibrated or verified by third party? If yes, when was it last conducted and who performed the calibration/verification? b. How regular is the calibration/verification been conducted? 	Weighing bridge has been calibrated by the Department of Trade and Industry of Kotawaringin Timur District UPTD Metrology Legal, as seen on description: - Certificate of Testing Results from the Department of Trade and Industry UPTD Legal Metrology Kotawaringin Timur District No. 500.2.3.15/61/DKUKMPP/3/2024 dated February 12, 2024, brand AVERY WEIGH-TRONIX (England) and model E1205, No. Series 134750225, capacity 40,000 kg/10 kg, class III, address PT Windu Nabatindo Lestari-Katari Agro Mill. Recalibrated 7 February 2025. - Certificate of Testing Results from the Department of Trade and Industry UPTD Legal Metrology Kotawaringin Timur District No. 500.2.3.15/60/DKUKMPP/3/2024 dated February 12, 2024, brand AVERY WEIGH-TRONIX (England) and model E1205, No. Series 134350532v, capacity 40,000 kg/10 kg, class III, address PT Windu Nabatindo Lestari-Katari Agro Mill. Recalibrated 7 February 2025.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	5.1.8 The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who [holds / owns] and sells the certified materials		
	<ul style="list-style-type: none"> a. Is the units of certification supports the ISH with certification, where applicable? If yes, what is their role b. Is there an agreement between the unit of certification and the ISH group to go for certification? If yes, when was it signed? c. Has the agreement defined the roles of the unit of certification e.g. who runs the ICS, holds the certificates, and who holds and sell the certified material? 	Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party, therefore indicators is Not Applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
R	5.1.9 (C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner		
	<ul style="list-style-type: none"> a. Is there a mechanism to deal with complaints and grievances from smallholders and all affected parties? b. Is the existence of the system been made known and communicated to all parties? If yes, how was it done? c. Are there any grievances reported and are they dealt in a timely manner? 	The company has SOP for handling complaints from numerous parties. It is the Procedure for Handling Complaints for the company scope number SOP-WNL-KOM-01 on 29 th August 2013. The procedure explains the external communication with an official letter submitted to the company regarding the complaints. The company will respond not more than 15 days after it is received. The guarantee of the anonymity of the reporter is also applied. The procedure also clarifies the verification and rating of complaints, preparation of handling plan, implementation of handling, monitoring of implementation, and documentation to settlement through legal channels. It is mentioned that the settlement after the complaint is received no later than 1 month. There is also a procedure for communication in the Communication SOP Number WNL-SUST-SOP-09 on 1 st March 2018 and applied to all activities and fields in PT WNL. It includes internal and external communication related to HSE, Labor, Social, RSPO & ISPO. The scope of external communication contains the conveyance of HSE, employment, social information to or from third parties, including the government, business partners, contractors and suppliers, families of employees of PT. WNL, community, Non-Governmental Organizations, media, and others.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
5.2	The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains		
O	5.2.1 The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>a. Is there a list of all smallholders including women and other partners in their supply base?</p> <p>b. Has the unit of certification consults with the above stakeholders to assess their needs for support to improve their livelihoods and their interest in RSPO certification? If yes, when and where was the consultation carried out?</p> <p>c. Is there minutes of meeting available and minuted the need to support?</p> <p>d. Has there been any action taken to follow up on the issues highlighted in the consultation?</p>	<p>Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party. However, the PT WNL company provides support for farmers' livelihoods and participates in sustainable palm oil development, for example:</p> <ul style="list-style-type: none"> ▪ Event Minutes No. 020/CSR-REG2/VI/2024 dated 7 June 2024 technical training on palm oil cultivation for SDMPKS farmers at PT WNL (PNLA-PNBE), 166 SDMPKS palm oil farmer participants, material presented: mechanization, soil fertility and pests, standardization garden maintenance, field studies of replanting areas and <i>Tanaman Belum Menghasilkan/TBM</i>. ▪ Event Minutes No. 011/CSR-REG2/II/2024 dated 22 February 2024 training program workshop and socialization of ISPO partnership through Poktan and palm oil SMEs in encouraging low carbon emissions, PT WNL (PNLA) and R&D location, 70 oil palm farmer participants. Material: procedures and process flow for applying for ISPO certification for Poktan and cooperatives and requirements for applying for ISPO certification. ▪ Event Minutes No. 08/CSR-REG2/I/2024 dated 26 January 2024 training program and socialization and PSR workshop, 65 oil palm farmer participants. Material: PSR procedures and processes, infrastructure for Poktan and cooperatives and socialization of preparations for the <i>BPDPKS</i> scholarship program for children of oil palm farmers. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
○	<p>5.2.2 The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder) PROCEDURAL NOTE : The RSPO has recently developed a separate standard for independent smallholders and the Cameroon NI Working Group has decided to make it applicable to all independent smallholders in Cameroon</p>		
	<p>a. Is there any programmes developed by the unit of certification to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder)?</p> <p>b. What are the content of the programmes?</p> <p>c. Has the programmes been implemented (example via RSPO SH Trainer Academy)? When was the last programme held?</p> <p>d. Are there efforts been made to improve the farming practices of smallholders?</p> <p>e. Where there are smallholders, have efforts and/or resources been allocated to improve smallholder productivity?</p>	<p>Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party. However, the PT WNL company provides support for farmers' livelihoods and participates in sustainable palm oil development, for example:</p> <ul style="list-style-type: none"> ▪ Event Minutes No. 020/CSR-REG2/VI/2024 dated 7 June 2024 technical training on palm oil cultivation for SDMPKS farmers at PT WNL (PNLA-PNBE), 166 SDMPKS palm oil farmer participants, material presented: mechanization, soil fertility and pests, standardization garden maintenance, field studies of replanting areas and <i>Tanaman Belum Menghasilkan/TBM</i>. ▪ Event Minutes No. 011/CSR-REG2/II/2024 dated 22 February 2024 training program workshop and socialization of ISPO partnership through Poktan and palm oil SMEs in encouraging low carbon emissions, PT WNL (PNLA) and R&D location, 70 oil palm farmer participants. Material: procedures and process flow for applying for ISPO certification for Poktan and cooperatives and requirements for applying for ISPO certification. ▪ Event Minutes No. 08/CSR-REG2/I/2024 dated 26 January 2024 training program and socialization and PSR workshop, 65 oil palm farmer participants. Material: PSR procedures and processes, infrastructure for Poktan and cooperatives and socialization of preparations for the <i>BPDPKS</i> scholarship program for children of oil palm farmers. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
○	<p>5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production</p>		
	<p>a. Where applicable, is there any programmes to support smallholders to promote legality of FFB production?</p> <p>b. What are the supports provided?</p>	<p>Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from third party. However, the PT WNL company provides support for farmers' livelihoods and participates in sustainable palm oil development, for example:</p> <ul style="list-style-type: none"> ▪ Event Minutes No. 020/CSR-REG2/VI/2024 dated 7 June 2024 technical training on palm oil cultivation for SDMPKS farmers at PT WNL (PNLA-PNBE), 166 SDMPKS palm oil farmer participants, material presented: mechanization, soil fertility and pests, standardization garden maintenance, field studies of replanting areas and <i>Tanaman Belum Menghasilkan/TBM</i>. ▪ Event Minutes No. 011/CSR-REG2/II/2024 dated 22 February 2024 training program workshop and socialization of ISPO partnership through Poktan and palm oil SMEs in encouraging low carbon emissions, PT WNL (PNLA) and R&D location, 70 oil palm farmer participants. Material: procedures and process flow for applying for ISPO certification for Poktan and cooperatives and requirements for applying for ISPO certification. ▪ Event Minutes No. 08/CSR-REG2/I/2024 dated 26 January 2024 training program and socialization and PSR workshop, 65 oil palm farmer participants. Material: PSR procedures and processes, infrastructure for Poktan and cooperatives and socialization of preparations for the <i>BPDPKS</i> scholarship program for children of oil palm farmers. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
○	<p>5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling</p>		

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
	<p>a. Is there scheme smallholders in the unit of certification? b. Is there evidence that the unit of certificaion trains the Scheme Smallholders on pesticides handling? c. When was the training provided and how many participated?</p>	<p>Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from thrid party. However, the PT WNL company provides support for farmers' livelihoods and participates in sustainable palm oil development, for example:</p> <ul style="list-style-type: none"> ▪ Event Minutes No. 020/CSR-REG2/VI/2024 dated 7 June 2024 technical training on palm oil cultivation for SDMPKS farmers at PT WNL (PNLA-PNBE), 166 SDMPKS palm oil farmer participants, material presented: mechanization, soil fertility and pests, standardization garden maintenance, field studies of replanting areas and <i>Tanaman Belum Menghasilkan/TBM</i>. ▪ Event Minutes No. 011/CSR-REG2/II/2024 dated 22 February 2024 training program workshop and socialization of ISPO partnership through Poktan and palm oil SMEs in encouraging low carbon emissions, PT WNL (PNLA) and R&D location, 70 oil palm farmer participants. Material: procedures and process flow for applying for ISPO certification for Poktan and cooperatives and requirements for applying for ISPO certification. ▪ Event Minutes No. 08/CSR-REG2/I/2024 dated 26 January 2024 training program and socialization and PSR workshop, 65 oil palm farmer participants. Material: PSR procedures and processes, infrastructure for Poktan and cooperatives and socialization of preparations for the <i>BPDPKS</i> scholarship program for children of oil palm farmers. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>5.2.5 The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme</p>		
	<p>a. Has the unit of certification reviews the progress of the smallholder support programmes? b. When was the last review done? c. Was the progress of the support programmes reported and made publicly available? How regular was it done?</p>	<p>Based on the observation, document review and interview with employee, Katari Agro POM only receive FFB from its own estates (Katari Agro Estate, Pelataran Agro Estate, and Pantai Mas Estate). In addition, Katari Agro POM does not purchase FFB from thrid party. However, the PT WNL company provides support for farmers' livelihoods and participates in sustainable palm oil development, for example:</p> <ul style="list-style-type: none"> ▪ Event Minutes No. 020/CSR-REG2/VI/2024 dated 7 June 2024 technical training on palm oil cultivation for SDMPKS farmers at PT WNL (PNLA-PNBE), 166 SDMPKS palm oil farmer participants, material presented: mechanization, soil fertility and pests, standardization garden maintenance, field studies of replanting areas and <i>Tanaman Belum Menghasilkan/TBM</i>. ▪ Event Minutes No. 011/CSR-REG2/II/2024 dated 22 February 2024 training program workshop and socialization of ISPO partnership through Poktan and palm oil SMEs in encouraging low carbon emissions, PT WNL (PNLA) and R&D location, 70 oil palm farmer participants. Material: procedures and process flow for applying for ISPO certification for Poktan and cooperatives and requirements for applying for ISPO certification. ▪ Event Minutes No. 08/CSR-REG2/I/2024 dated 26 January 2024 training program and socialization and PSR workshop, 65 oil palm farmer participants. Material: PSR procedures and processes, infrastructure for Poktan and cooperatives and socialization of preparations for the <i>BPDPKS</i> scholarship program for children of oil palm farmers. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>
<p>Principle 6 : Respect Workers Rights and Conditions</p>			
6.1	<p>Any form of discrimination is prohibited</p>		
R	<p>6.1.1 (C) publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age</p>		
	<p>a. Is there a company policy on non-discrimination and equal opportunities? Does it at least cover the items mentioned in the criteria (6.1.1)? b. Is the policy publicly available to the relevant stakeholders? c. Is there evidence that the policy has been implemented? d. <i>Are there reduce of casual worker/long term temporary/daily worker by gradual and the change of status be permanent employee?</i> e. <i>Do casual worker/long term temporary/daily worker have equal opportunities to become permanent worker?</i></p>	<p>Unit of certification commitment towards non-discrimination and equal opportunities is presented in company labor and human rights policy dated October 2013, which mentioned that unit of certification will not discriminate against gender, race or ethnicity, disability, sexual orientation, age, and belief or religion. Based on the employee registration document, unit certification has provided equal opportunities and treatment in employment opportunities. This is evidenced by the diversity of ethnic accepted to work. Socialization of policy had conducted through muster morning, displaying on the mill and estate office information boards, and direct communication that periodically conducted, as for the latest is summarized as follows:</p> <ul style="list-style-type: none"> • Socialization for level of Foreman up had conducted to all units on 22 December 2023 and 01 March 2024, attended by 40 and 44 participants, respectively. • Socialization for workers in all mill and estate units had conducted gradually from 18 December 2023 to 02 February 2024. This socialization has also conducted together with delivery of Company Regulation (PP) document for period 2023-2025. • Socialization for surrounding communities and vendors or contractors' representatives had conducted on 26 January 2024, attended by 16 participants. <p>Based on list of employees in May 2024 review, it was known that there were no indication of discrimina-</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No. -</p>

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		<p>tion based on ethnic origin, caste, national origin, caste, religion, disability, gender, sexual orientation, ender identity, union membership, political affiliation or age. Implementation of policy observed, for example as follows:</p> <ul style="list-style-type: none"> All recruitment requirement has only mention about education level for certain position and minimum age as refers to applicable regulation. Recruitment of workers based on the results of selection, performance appraisal, ability, and expertise of workers. Furthermore, composition of workers consisting of various ethnic groups, religions, gender, and workers' origins. Worker performance review has only mentioned performance of workers without taking discrimination factors into account. Salary payment has only referred to company policy regarding wage structure and scale, without mentioning any point related to gender. <p>Women workers are given equal rights, wages, and opportunities to get promotions with male workers of the same type of work, for example there are several maintenance foremen who are female workers.</p>	
O	<p>6.1.2 (C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against. Evidence includes migrant workers' non-payment of recruitment fees. Note: When recruiting, the rights and needs of persons with disabilities and vulnerable persons must be taken into account</p>		
	<p>a. What evidence is available to support that workers and groups including local communities, women, and migrant workers have not been discriminated against? Evidence may include job advertisement, job description, appraisal, and/or information obtained via interviews with relevant stakeholders.</p> <p>b. For migrant workers, is there evidence that the workers are not paying recruitment fees during the recruitment process? Please check the contract between employer and agency, and contract between worker and agency.</p> <p>c. For migrant workers, is there evidence that they are not paying anything that a local worker is not required to pay, unless mandated by the law?</p> <p>d. Are there complaints against the company on issues relating to discrimination? If yes, what actions have been taken?</p>	<p>Based on list of workers in May 2024, it was known that the workers composition were diverse in term of gender, education background, origin, race, religion, etc, though the locals has still dominated. Furthermore, implementation of policy has reflected in several documents such as employees performance and evaluation, promotion letter, selection of process on job recruitment, contract agreement and payment slip document.</p> <p>There is no migrant worker within unit of certification operational areas. Based on interview with representative from workers, bipartite committee, gender committee and village representatives, it was known that the employees were dominated by local migrants and locals from surrounding village. There is no discrimination action to the workers. During recruitment process, the worker stated that the process has considered fair, and they are not paying any fees to other parties. Most of interviewed workers admit that they are happy of being part of PT WNL.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No. -</p>
R & O	<p>6.1.3 The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available</p>		
	<p>a. Are the company's employees recruited and promoted based on skills, capabilities, qualities, and medical fitness necessary for the job?</p> <p>b. What are the evidences to show this compliance?</p>	<p>Unit of certification has demonstrated several evidence regarding non discrimination to workers, for example as follows:</p> <ul style="list-style-type: none"> Regional Head Memorandum No. 015/MEMO-BGA/RH-Pundu/09/2023 dated 20 September 2023 about promotion of worker on behalf initial ANS from Plantation Administration Region to become RPO Assistant. This promotion had approved through People and Organization Development (POD) Department Head and HCGD Head Memorandum No. 053/MEMO-BGA/POD/III/2024 dated 28 March 2024 about confirmation on staff promotion is Pundu Region for period 2024. Together with this document, attached competency development program evaluation. Katari Agro POM Mill Manager Letter to Pundu Regional Head Letter No. 004/WNL-KAGM/V/2024 dated 28 May 2024 about proposal for additional worker for security position. The process of recruitment had approved by Regional Head on 04 June 2024. Candidate resume, checklist of documents requirement such as ID card, family card, marriage card, application letter, bank account, tax, education certificates, qualification certificate, and medical health statement are available. Work Agreement as permanent worker with security (initial WDD) dated 05 June 2024 and with storekeeper (initial HDI) dated 02 May 2024 in Akatari Agro Estate. Evaluation and other documents required were available. Pelantaran Estate Manager Mutation Letter No. 006/Area3/PAGE/VII/2023 dated 07 July 2023 for Harvesting Foreman on behalf initial EDI from Division 1 to Division 3. <p>Based on interviews with bipartite committee representatives, it was stated that employee recruitment and promotion were based on skills, capabilities and qualities. Promotion of the appointment of workers is based on the results of the assessment with the requirements of skills, capability, qualities and discipline. Document evidence showed through application letters, copy of applicants ID card, copy of Family Registration Card, Copies of Education Certificates, Interview Result, Medical Check Up Result and official decree from management as the result.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No. -</p>
O	<p>6.1.4 Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women</p>		
	<p>a. Is the unit of certification conducting pregnancy test? Was it required under the law?</p> <p>b. Is pregnancy testing conducted as a discriminatory measure?</p> <p>c. Does the company provide alternative equivalent employment for pregnant woman?</p>	<p>Pregnancy test is conducted voluntary by the worker itself but still facilitate by unit of certification on the clinic. The testing was used to monitor whether the women is safe or available to works related to agro-chemicals or hazardous materials, but never been used as requirement of recruitment process. For</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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		those who identified pregnant and/or under breastfeeding period, the respective worker will be allocated to manual upkeep works. This matter confirmed by representative of gender committee, bipartite committee, and female upkeep workers (pesticide and fertilizer applicators) in all estates.	<input type="checkbox"/> N.A NCR No. -
R & O	6.1.5 (C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women		
	<ul style="list-style-type: none"> a. Has the company formed a Gender Committee to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women? b. Is there a list of the members sitting in the committee? c. When was the last gender committee meeting held? d. Who attended and what issues were discussed? e. Is there any records of discussion? f. Were issues highlighted in the meeting resolved? 	<p>Unit of certification has gender committee on each mill and estate unit, with the structure for PT WNL had approved by Region Head on 01 March 2024. The committee consisted of Protector, Head of Gender Committee of PT WNL, Secretary, Treasurer, Section Head (Health and Sport, Environment, Complaint, and Religion Affairs), coordinator on eah mill and/or estate units.</p> <p>The main objective of forming a gender committee is to provide a forum that can accommodate the aspirations / complaints of workers (especially women), as company partners in carrying out the activities of socialization related to gender and other policies related to workers' reproductive rights. Sighted annual committee gender program which in general consist of socialization towards gender committee management, integrated healthcare centre, periodic pregnancy checking, socialization on child and maternal healthcare, socialization on gender equality, as well as mechanism of filing a complaint, grievance, included when there were any harassment and violence happened.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -
R & O	6.1.6 There is evidence of equal pay for the same work scope		
	<ul style="list-style-type: none"> a. Is there a wage structure for each level work? b. Is there a pay condition for each job scope? c. Is there any evidence that employees for the same work scope of all genders are being paid equally? 	<p>Minimum wage implemented for period 2024 has referred to Governor of Kalimantan Tengah Decree No. 188.44/552/2023 dated 28 November 2023. As respond on government regulation, top management issued Human Capital BGA Group Department Head Memorandum No. 490/MEMO-BGA/HC-POP/XII/2023 dated 11 December 2023 about structure and scale of wages for Mentaya and Pundu Region, which informed level of payment based on employees' grade, which ranged from P1 to U8.</p> <p>For daily permanent worker (PTH), wage has referred to the respective Governor Decree that settled at IDR 3.34 million per month, while for monthly permanent worker (PTB) were ranged from IDR 3.38 to 3.58 million per month. apart from salary, there is rice allowance for worker with amount 0.50 kg/day, 0.30 kg/day, and 0.25 kg/day, for worker, wife, and children (maximum 2), respectively. As for PTH, scale of salary has referred to COO and Director HC Memorandum No. 015/MEMO-BGA/HC/06/2024 dated 06 June 2024, which will be applicable on 01 January 2025. Regarding this matter unit management is encouraged to ensure this memorandum has satisfactory implemented as scheduled. Observation.</p> <p>Samples of payslip were inspected found that the workers on the same level and same scope of work has received the same wage.</p> <p>Based on interview with representative of bipartite committee, gender committee, and workers from mill and all estate, it was known that there is no discrimination in salary payment based on gender reason. Sighted payment slips for period March to May 2024 on workers with the same level but different gender and has found that there is no difference in wage payments.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -
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)		
R	6.2.1 (C) [Applicable labour laws, union and/or other collective agreements and documentation of pay and working conditions in accordance with applicable labour laws are available to the workers in national languages and explained to them in language they understand		
	<ul style="list-style-type: none"> a. Are there Labour laws, union and/or other collective agreements detailing payments and other conditions, made available in the languages understood by the workers, or explained to them by a management official? b. What types of employment arrangements are there in the company? (E.g., contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.) c. Is there documentation of pay and conditions for each employee? d. Do the workers understood the pay documentation and the conditions? e. is there labor contract signed for family members which bring by harvesters to help with loose fruits collection? f. are there the record of vendor/contractor evaluation and their support document regarding the compliance of Manpower regulation? g. are there punishment or correction action to vendor/contractor company by certificate holder because vendor/contractor company not compliance to manpower regulation? h. If any casual worker or daily worker, are they working 20 days or more than 20 days during 3 months? does changing status from casual worker to permanent worker for casual worker has worked more than 20 days during 3 months? i. Especially in Indonesia, did the collective labor agreement/company regulation registered in local govern- 	<p>Based on list of employee review for period 2023 to May 2024, it was known that there is no contract (PKWT) and casual (BHL) worker within unit of certification operational areas. All work activities had been done by permanent workers, that divided into permanent daily (PTH) and permanent monthly (PTB) worker. This situation confirmed during interview with Manpower Agency, Bipartite, Gender Committee, and workers from mill and estates.</p> <p>Mechanism on detailing payment and other condition is presented in document of <i>Peraturan Perusahaan</i> (PP) or company regulation for period 2023-2025, Chapter II Article 10. This regulation had agreed by Bipartite Committee and approved through "Direktur Jenderal Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja" or Director General of Industrial Relationship and Manpower Social Insurance from the Ministry of Manpower Decree No. KEP.4/HI.00.00/00.0000.230612026/B/VII/2023 dated 07 July 2023. Based on document review, it was known that there are no major changes from the previous PP. Apart from PP, applicable labour laws regarding payment and working condition has also mentioned in work agreement with contractors or vendors. The PP and work agreement are provided in Bahasa Indonesia. Based on interview with workers and bipartite committee representatives, employees understanding towards payment, premium, and overtime calculation and working condition as mentioned</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -

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	<p>ment? and is it in Indonesian language? j. Especially in Indonesia, did the collective labor agreement/company regulation explained by the management or labor union to worker? k. Especially in Indonesia, are the employees understand regarding the right and obligation inside the collective labor agreement/company regulation?</p>	<p>in PP and work agreement has considered satisfactory. Pursuance of manpower regulations by contractor or vendor to their workers has monitored and evaluated by the mill and estate management, that covers compliance towards minimum wage and BPJS insurance payment, completeness of safety equipment (PPE), quality of work, environment, and age of workers. Any contractors that do not comply to regulation will be terminated. This is conformed through interview with contractor representatives that already engaged with PT WNL.</p>	
R & O	<p>6.2.2 (C) Employment contracts and related documents detailing payments and conditions of employment (e.g., regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed [, including work done by family members. Remuneration must be based on the position held and length of service must be taken into account for the evolution of the level of the salary step</p>		
	<p>a. Is the pay and conditions of employment clearly detailed in the employment or service contracts? (E.g., working hours, deductions, overtime, sick leaves, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) b. Is the contract prepared in languages understood by the workers, explained to workers by management officials, and signed by both the authorised signatory of the company and employee? c. Does the pay and conditions provided in labour laws, union agreements or direct contracts of employment comply with: <ul style="list-style-type: none"> • The decent living wage as provided in the National Interpretation for the country; or • The local legal requirements in meeting the minimum wage; or • The industry minimum standard for a similar position or work responsibilities d. Does the payroll documents give accurate information on compensation for all work performed, including work done by family members? e. Is the pay received by the employee consistent with the terms of the contract and the law f. Through interviews with workers, are there any issues raised by the workers regarding the payment and conditions which does not meet the terms of contract of employment? g. Does remuneration based on the position held and leght of service of the level to salary?</p>	<p>Detail explanation on applicable minimum wage, allowances, working hours, deduction, overtime, sick leaves, holiday, maternity leave, reason for dismissal, period of notice, etc., were mentioned in the <i>Pertaturan Perusahaan</i> (PP) or company regulation for period 2023-2025, Chapter II Article 10. This regulation had approved through “<i>Direktur Jenderal Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja</i>” from Ministry of Manpower Decree No. KEP.4/HI.00.00/00.0000.230612026/B/VII/2023 dated 07 July 2023. All unit of certification are situated in Kotawaringin Timur District. Minimum wage implemented for period 2024 has referred to Governor of Kalimantan Tengah Decree No. 188.44/552/2023 dated 28 November 2023, which in Appendix has mentioned that minimum wage for Kotawaringin Timur Dostrict was settled at IDR 3,341,890 per month (or IDR 133,675.60/day or IDR 19,317.28/hour). As respond on government regulation, top management issued Human Capital BGA Group Department Head Memorandum No. 490/MEMO-BGA/HC-POP/XII/2023 dated 11 December 2023 about structure and scale of wages for Mentaya and Pundu Region, which informed level of payment based on employees’ grade, which ranged from P1 to U8. For daily permanent worker (PTH), wage has referred to the respective Governor Decree, while for monthly permanent worker (PTB) were ranged from IDR 3.38 to 3.58 million per month. apart from salary, there is rice allowance for worker with amount 0.50 kg/day, 0.30 kg/day, and 0.25 kg/day, for worker, wife, and children (maximum 2), respectively. Sighted wage simulation and overtime during period March to May 2024, for example as follows: <ul style="list-style-type: none"> • Premium for security in Katari Agro POM has referred to Intern Office Memorandum No. 013/IOM/MOC-PUNDU/V/2023 dated 03 May 2023 about premium for security in Pundu Region (included Katari), which mentioned that fixed premium as substitution of overtime payment. Based on simulation, premium has higher about IDR 28,000. • Premium for harvester is Katari Agro Estate, Pelantaran Agro Estate and Pantai Mas Estate was IDR 100 per kg, and applicable after reached the daily basis, which approximately around ± 1,000 kg (or about varies 65 to 100 FFB, depends on block condition). All harvesters stated that daily basis is usually reached at 11.00 am to 12.00 am. Furthermore, it was known that in total harvester income could obtained at least at IDR 4.00 to 5.50 million per month, and this calculation has found higher than overtime simulation. </p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -</p>
R	<p>6.2.3 (C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements</p>		
	<p>a. Are the regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal and period of notice in accordance with the legal and other labour requirements? b. What evidences available in the company to support the legal compliance on the above issues?</p>	<p>Unit of certification shows several documents related to manpower regulation implementation, for example as follows: <ul style="list-style-type: none"> • Payment of salary has verified to each employee in sampled estates and mill for period March to May 2024. In general, basic salary was in accordance with applicable regulation in 2024, which was about more than District minimum wage, which the value has mentioned in Indicator 6.2.2. Different amount of salary obtained is only affected by number of attendances, work performance and debt, without taking gender into account. • As for contractor workers which mostly works for product transporteer, it was known that the payment has in accordance (same or more) with District minimum wage. • Salary deduction has subjected to BPJS (in certain percentage), personal loan (if any), and cooperation membership fee. • Calculation of premium as verified through security officer in the Mill and harvesters in all estate for period April to May 2024 has in accordance with applicable regulation. As supported documents, sighted overtime order letter that signed by employee and its supervisor. • BPJS Ketenagakerjaan and BPJS Kesehatan or Government Insurance Scheme for manpower and healthcare security payment for period March to May 2024 in all units are available. Scheme for manpower included four social security programs, i.e.: work accident (JKK), old day (JHT), death (JKM) and pension security (JPN). Number of employees paid is comply with the employee’s data </p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -</p>

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		on the particular periods. Maternal leave for giving birth has given for three months, that should be approved by paramedic, Administration/HR Head and Manager. However, there is no pregnant worker during surveillance assessment period.																					
O	6.2.4 (C) The unit of certification provides adequate housing, sanitation facilities, drinking water supplies, electricity, or accessible. [National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, a reasonable time (5 years) is allowed to upgrade the infrastructure	medical, educational and welfare amenities to national standards or above, where no such public facilities are available are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A																					
	<p>a. Has the unit of certification provided the basic necessities such as that listed below to national standards or above, where no such public facilities are available or accessible?</p> <ul style="list-style-type: none"> • adequate housing; • sanitation facilities; • adequate electricity; • access to medical services; • access to children education • welfare amenities <p>b. Through interviews with workers, are there any complaints on the above?</p> <p>c. What is sanitation facilities in mill and plantation (including employee housing) still can be used and good condition/hygiene?</p> <p>d. Has the company acquired new non-certified units? If yes, is there a plan developed to maintain or upgrade the infrastructure within 5 years?</p>	Unit of certification has provided adequate housing which mostly permanent building. Apart from housing, other facilities such as prayer house (mosque and church), clinic, daycare, clean water, free electricity, fire extinguisher, schools (kindergarten, elementary, and junior high school), school buses, employees' cooperative, sport field (football, volleyball, badminton, tennis), fishing, employees' hall, and assembly points, were available in good condition. Based on observation to housing areas for mill and all estate employees, it was known that house condition and other building facilities were considered satisfactory. Electricity and clean water were available. There are no issues regarding water contamination, sanitation system and domestic waste management. Furthermore, based on interview with workers, it was known that maintenance and reparation were well implemented by estate management. Complaint regarding reparation will be responded and immediately take action as soon as possible. Since the PT WNL is not remote, access to shops, markets, and other public facilities are relatively good. Shops sell daily needs that could be found in every emplacement at a regular/affordable price. To support their work with rice supplies, PT WNL has provided their internal worker with a rice allowance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -																				
O	6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient, and affordable food																						
	a. What are the efforts made by the unit of certification to monitor and improve workers' access to adequate, sufficient, and affordable food?	Location of mill and all estate supply base operational areas were nearby government road, which takes time approximately about 15 to 30 minutes from estate housing complex by motorbike. Access from government road to the nearest traditional market in sub-district areas also considered close and take less than 30 minutes by motorbike. Weekly market spot were available and mobile vegetable seller has also allowed to conduct their activities inside the employees housing complex. Estate management has sets up workers cooperatives, namely Cooperative of "Unit Pelayanan Sembako" (UPS), at operating unit to help workers get reasonable prices. Based on interview with Head of Cooperative, it was known that service of cooperative was in between of 8.00 am to 9.00 pm. Moreover, unit management also allows workers to plant vegetables around the housing areas. In short, there is no issues regarding food access.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -																				
R & O	6.2.6 A DLW is paid to all workers in accordance with applicable regulations, [including those on piece rate/quotas / regular work hours / the calculation of which is based on a quota that can be achieved during regular working hours].	including workers who work on a piece rate/quota basis], [for whom the calculation is based on achievable quotas during																					
	PROCEDURAL NOTE: The RSPO Labour Task Force will prepare guidance on the DLW implementation, including details on how to calculate a DLW, expected for 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist																						
	<p>a. Is there an RSPO endorsed living wage country benchmark available?</p> <p>b. For countries with available benchmark Does the prevailing wage meet the GLWC Living wage standard? If the prevailing wage does not meet the GLWC standard, Is there an implementation plan with specific targets and phase implementation plan including: - Updated assessment on prevailing wages and in-kind benefits - There is annual progress on the implementation of living wages - Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment - The unit of certification may to choose to implement the living wage payment in specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.</p> <p>c. For countries without available Benchmark For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage Once the benchmark is available, this procedural note is no longer applicable. UoC shall have implementation plan with specific targets, and phased implementation process including: - Updated assessment on prevailing wages and in-kind benefits - There is annual progress on the implementation of living wages</p>	<p>Since there is no decent living wage standard in Indonesia, thus the unit of certification has implementing regulation on minimum wages to its employees for period 2024, as mandated through Governor of Kalimantan Tengah Decree No. 188.44/552/2023 dated 28 November 2023, which in Appendix has mentioned that minimum wage for Kotawaringin Timur District was set at IDR 3,341,890 per month. Apart from salary, there is rice allowance for worker with amount 0.50 kg/day, 0.30 kg/day, and 0.25 kg/day, for worker, wife, and children (maximum 2), respectively.</p> <p>Unit of certification has calculated decent living wage and prevailing wage for Kalimantan Tengah Province, which obtained value of IDR 3,537,252 and IDR 2,835,654 per month, respectively, that covered need on food, housing, and others (clothing, transportation, education, and healthcare). Living wage gap in the unit of certification was plus about IDR 701,598 per month.</p> <p>Total in-kind benefit per month for the lowest grade (single) is summarized in the following Table:</p> <table border="1" data-bbox="1498 1701 2181 1984"> <thead> <tr> <th>In-Kind Benefit Items</th> <th>Value (IDR)</th> </tr> </thead> <tbody> <tr><td>Basic salary</td><td>3,341,890</td></tr> <tr><td>Rice allowance (equal to 15 kg of rice)</td><td>195,362</td></tr> <tr><td>House and maintenance</td><td>245,375</td></tr> <tr><td>Water and electricity</td><td>4,498</td></tr> <tr><td>Clinic</td><td>337,597</td></tr> <tr><td>Transportation</td><td>302,220</td></tr> <tr><td>Uniform</td><td>10,493</td></tr> <tr><td>Food</td><td>36,340</td></tr> <tr><td>Sport facilities</td><td>14,492</td></tr> </tbody> </table>	In-Kind Benefit Items	Value (IDR)	Basic salary	3,341,890	Rice allowance (equal to 15 kg of rice)	195,362	House and maintenance	245,375	Water and electricity	4,498	Clinic	337,597	Transportation	302,220	Uniform	10,493	Food	36,340	Sport facilities	14,492	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -
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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS						
	<ul style="list-style-type: none"> - Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment - The UoC may to choose to implement the living wage payment in specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation 	<table border="0" style="width: 100%;"> <tr> <td>Child daycare</td> <td align="right">9,044</td> </tr> <tr> <td>Education (schoooloperational)</td> <td align="right">50,744</td> </tr> <tr> <td>Total (IDR)</td> <td align="right">4,548,055</td> </tr> </table> <p>Based on the table above, it was known that total in-kind benefit for the lowest grade has already 36 % higher that district minimum wage.</p>	Child daycare	9,044	Education (schoooloperational)	50,744	Total (IDR)	4,548,055	
Child daycare	9,044								
Education (schoooloperational)	50,744								
Total (IDR)	4,548,055								
O	6.2.7 Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal								
	<ul style="list-style-type: none"> a. Has the company identified what are the core work activities in the unit of certification? b. Are all the core work activities performed by permanent, full-time employed workers? c. Are there casual, temporary and day labour been employed? If yes, what is the scope of employment? 	<p>Unit of certification still consistent in determining core work, as refers to Indonesian Palm Oil Business Association (GAPKI) Decree No. SK/002/PPG/II/2013 dated 08 February 2013 about flow of activities in the implementation of work in the palm oil business plantation sector which in accordance with law No. 13 in 2003 about manpower Article 64 to 66, Minister of Manpower Regulation No. 19 in 2012 Article 3 Point 2c and Article 4 about job contracting requirements and GAPKI meeting result dated 18 January 2013, which stated that core work for oil palm plantation are harvesting and mill operations.</p> <p>Based on list of employee review for period 2023 to May 2024, it was known that there is no contract (PKWT) and casual (BHL) worker within unit of certification operational areas. All work activities had been done by permanent workers, that divided into permanent daily (PTH) and permanent monthy (PTB) worker. This situation confirmed during interview with Manpower Agency, Bipartite, Gender Committee, and workers from mill and estates.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -						
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								
R	6.3.1 (C) A published statement recognising freedom of association and right to collective bargaining in the official language used in the area in which the unit of certification is located is available and is explained to all workers in languages that they understand, and is demonstrably implemented								
	<ul style="list-style-type: none"> a. Has the company published a statement in local language or language understood to all workers recognising their rights to freedom of association and collective bargaining? b. What evidence to show that the above statement has been explained to all workers in languages that they understand? What are the evidences to support this? c. Are the employees including migrant, transmigrant and contract workers given an avenue to negotiate with the employer on the terms of their contract? 	<p>Unit of certification policy towards recognizing freedom of association and right to collective bargaining is presented in Manpower Policy dated 10 July 2017 which in Point 3 has mentioned that the company shall respects the workers right to formed and become a member of trade union, in accordance with Law No. 21 in 2000.</p> <p>Unit management and workers informed that there is no trade union, and do not have plan to form a trade union. Currently there is bipartite committee which had registered through Head of Manpower and Transmigration of Kotawaringin Timur District Decree No. 500.15/119/DISNAKERTRANS.4/III/2024 dated 26 March 2024, consisted of 26 members from employer and employee representatives. Organization committee is valid for three years. Based on interview with representatives of Bipartit Committee, it was known that the organization will select new committee for period 2026/2027 onwards. Furthermore, there is no migrant workers in the unit of certification operational areas. Most of workers were able to spoke on the same language (Bahasa Indonesia).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -						
O	6.3.2 Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in the official language used int the area in which the unit certification is located and made available upon request								
	<ul style="list-style-type: none"> a. Are there documented minutes of meetings between the company and main trade unions or workers representatives? b. When was the last meeting held? c. Are the minutes made readily available to employees upon request? 	<p>Bipartit committee meeting between employer and employee has conducted quarterly. Latest meeting had conducted on 20 May 2024, attended by 16 participants. Subject of meeting consisted of medical stock on the clinic in the estate, process of school bus for estate, and acceleration on housing reparation and maintenance. Minutes of meeting signed by Human Resources and Secretary. Picture of documentation was available.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -						
O	6.3.3 Management does not interfere with the formation or operation of registered unions/ labour organisations or associations or other freely elected representatives for all workers including migrant and contract workers								
	<ul style="list-style-type: none"> a. How do you confirm that the management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers? 	<p>Based on interview with bipartite committee representative, it was confirmed that mill and estate structural do not interfere selection of employee representatives. In general, it was known that unit management has allows its employee to form a trade union and will provide facilities for union activities. However, currently employee are not willing to do so. Presence of bipartite is considered satisfactory. Communication regarding industrial relationship and another manpower issues has periodically discussed by bipartite committee members.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -						
6.4	Children are not employed or exploited								
R	6.4.1 A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements								
	<ul style="list-style-type: none"> a. Has the unit of certification established a formal policy for the protection of children including prohibition of child labour and remediation? b. Are the requirements (i.e., prohibition of child labour and remediation) included into service contracts and 	<p>Unit of certification policy towards prohibition of child labour is presented in company regulation dated 15 January 2023, which stated that requirement for accepting workers is at least 18 years old. Policies regarding the age of workers are also applicable for contractor workers, which mentioned in work agree-</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						

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	supplier agreements? c. Has the unit of certification communicated the policy to their supplier and contractors?	ment. Evidence shows by the Identity Card (KTP) at the time of employee recruitment. Based on observation to estate and mill operational areas, there is signboard regarding prohibition to delegate any works to worker under 18 years old. This policy has well known by all workers.	<input type="checkbox"/> N.A NCR No. -																									
R	6.4.2 (C) [There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure / Documented evidence on the fulfilment of worker's minimum age requirements in accordance with applicable regulation and verification procedures for age requirements, are available]																											
	a. Is the minimum working age for workers clearly defined in the company's recruitment policy? If yes, is the minimum age not less than stated under national regulations? b. Are workers employed above the minimum school leaving age of the country or who are at least 15 years of age? c. Does ground verification and review of personnel files show evidence of employment of workers below the minimum working age?	Company policy towards child labour means worker under 18 years old. Based on list of PT WNL and contractor worker review, it was known that there were no child labour within mill and estate operational areas, when they are started join the company. The data supported by date of birth, date of work/join PT WNL units. Copy of identity card are available as it was one of requirement during recruitment process. Data on youngest workers on each unit is summarized in the following Table: <table border="1"> <thead> <tr> <th>Unit</th> <th>Initial Name</th> <th>Date of Birth</th> <th>Date of Join PT WNL</th> <th>Age When Joined</th> </tr> </thead> <tbody> <tr> <td>KAGM</td> <td>ERK</td> <td>13/03/2005</td> <td>21/09/2023</td> <td>18+</td> </tr> <tr> <td>KAGE</td> <td>RFS</td> <td>30/08/2005</td> <td>13/09/2023</td> <td>18+</td> </tr> <tr> <td>PAGE</td> <td>MAP</td> <td>25/08/2005</td> <td>02/11/2023</td> <td>18+</td> </tr> <tr> <td>PMSE</td> <td>MSP</td> <td>26/05/2005</td> <td>01/07/2023</td> <td>18+</td> </tr> </tbody> </table> Based on interview with representative from bipartite committee, gender committee and contractor, it was known that child under 18 years old is not allowed to work in all unit of PT WNL operational areas.	Unit	Initial Name	Date of Birth	Date of Join PT WNL	Age When Joined	KAGM	ERK	13/03/2005	21/09/2023	18+	KAGE	RFS	30/08/2005	13/09/2023	18+	PAGE	MAP	25/08/2005	02/11/2023	18+	PMSE	MSP	26/05/2005	01/07/2023	18+	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -
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PAGE	MAP	25/08/2005	02/11/2023	18+																								
PMSE	MSP	26/05/2005	01/07/2023	18+																								
O	6.4.3 (C) Young persons may be employed only for non-hazardous work, with protective restrictions in place for that work																											
	a. Has the company employes workers above 15 and below 18 years old? b. Where are young workers assigned to work? c. Is the work classified as hazardous or non-hazardous?	As mentioned in Indicator 6.4.3, it was known that there were no child workers (under 18 years old) within mill and estate operational areas, when they start join the company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -																									
O	6.4.4 The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live																											
	a. What evidence is available to demonstrate that the unit of certification has communicated to its supervisors and other key staff, smallholders, FFB suppliers and communities where workers live about its 'no child labour' policy and the negative effects of child labour, and promotes child protection? b. When was the communication last held and to whom?	Socialization of not allowing child worker is conducting through several method, as follows: <ul style="list-style-type: none"> Labor and human right policy dated 15 January 2023 has displayed on the mill and estate office information board, which containing dissalowing to employ child labour (under 18 years old). Socialization to internal and external stakeholder had conducted gradually in all units of certification, summarized as follows: <ul style="list-style-type: none"> Socialization for level of Foreman up had conducted to all units on 22 December 2023 and 01 March 2024, attended by 40 and 44 participants, respectively. Socialization to workers in all mill and estate units had conducted gradually from 18 December 2023 to 02 February 2024. This socialization has also conducted together with delivery of Company Regulation (PP) document for period 2023-2025. Socialization for surrounding communities and vendors or contractors' representatives had conducted on 26 January 2024, attended by 16 participants. Socialization with contractor or vendor has also conducted during the making of contract agreement and chaild labor matters has mentioned in the contract. Based on interview with representative from bipartite committee, gender committee, and workers from estate and mill, it was known that there is no child labour within mill and estate operational areas. Furthermore, it also stated that no child labour policy had communicate during muster morning by Foreman and/or Assistant.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -																									
6.5	There is no harassment or abuse in the workplace, and reproductive rights are protected																											
R	6.5.1 (C) A policy to prevent sexual and all other forms of harassment and violence is documented , implemented, and communicated to all levels of the workforce																											
	a. Does the company has a policy to prohibit any form of sexual and all other forms of harassment and violence? b. Has this policy been implemented and communicated clearly to all levels of the workforce? c. Is there any case of sexual and all other forms of harassment and violence being reported? If yes, what actions have been taken?	Unit of certification policy towards preventing sexual and other form of harassment and violence is presented in document of labor and human right polict dated 15 January 2023. The policy mentioned that it has applicable for all workers, suppliers, and contractors of PT WNL. Every worker is entitled to receive protection against sexual harassment in the workplace and Sexual harassment is an offense and if convicted of sexual abuse offenders will be penalized in accordance with applicable regulations. The policy had communicated annually to all stakeholders, as the latest in 2024 is summarized as follows: <ul style="list-style-type: none"> Socialization for level of Foreman up had conducted to all units on 22 December 2023 and 01 March 2024, attended by 40 and 44 participants, respectively. Socialization to workers in all mill and estate units had conducted gradually from 18 December 2023 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -																									

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		to 02 February 2024. This socialization has also conducted together with delivery of Company Regulation (PP) document for period 2023-2025. Socialization for surrounding communities and vendors or contractors' representatives had conducted on 26 January 2024, attended by 16 participants.																
R	6.5.2 (C) A policy to protect the reproductive rights of all, especially of women, is documented , implemented, and communicated to all levels of the workforce	<p>The policy regarding women reproductive rights is presented in document of labor and human right polict dated 15 January 2023, which mentioned that the company prevents all forms of sexual harassment, prevents violence against women and children, and protects the reproductive rights of all workers. The policy stated that the policy was applicable for all workers, suppliers, and contractors of PT WNL. Female workers who take leave for breastfeeding shall received a full salary. Furthermore, it also mentioned in company regulation (PP) period 2023-2025 Chapter V Article 30 and 32 about giving birth and menstrual leave, respectively. The policy had communicated annually to all stakeholders, as the latest in 2024 is summarized as follows:</p> <ul style="list-style-type: none"> Socialization for level of Foreman up had conducted to all units on 22 December 2023 and 01 March 2024, attended by 40 and 44 participants, respectively. Socialization to workers in all mill and estate units had conducted gradually from 18 December 2023 to 02 February 2024. This socialization has also conducted together with delivery of Company Regulation (PP) document for period 2023-2025. <p>Based on interview with bipartite committee and gender committee representatives, as well as with female workers (pesticide applicators) from all units, it was known several knowledge of workers understanding, such as:</p> <ul style="list-style-type: none"> Female employees are entitled to maternity leave 1 ½ months before childbirth and 1 ½ month after delivery (total maximum for three months). Furthermore, the company shall allow female workers sufficient opportunity to breastfeed their babies. Pregnant and breastfeeding women, it was strictly phobibited to works with agrochemicals, and to be trasferred to the non agrochemicals application works (example: manual weeding). <p>Unit management has provided menstrual leave for female workers where they are entitled to leave during the first two days of menstruation. Menstruation leave was given to female worker for 2 daysoff without any salary deduction, as previously approved by its upper oordinate and clinic paramedics.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -															
O	6.5.3 Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified in accordance with applicable regulations in Cemeroon .	<p>Unit of certification shows list of pregnant and maternity workers, up to June 2024, summarized in the following Table:</p> <table border="1"> <thead> <tr> <th>Unit</th> <th>Pregnant</th> <th>Maternity</th> </tr> </thead> <tbody> <tr> <td>KAGM</td> <td>-</td> <td>-</td> </tr> <tr> <td>KAGE</td> <td>11</td> <td>2</td> </tr> <tr> <td>PAGE</td> <td>-</td> <td>-</td> </tr> <tr> <td>PMSE</td> <td>-</td> <td>1</td> </tr> </tbody> </table> <p>Based on the above, it was known that there were 13 and 1 new mothers in Katari Agro Estate and Pantai Mas Estate, respectively. Unit of certification shows questionnaire form (title <i>Kebutuhan Ibu Baru</i>) that filled in by all new mothers on 21 June 2024. Based on assessment evaluation, new mother aspiration is summarized as follows:</p> <ul style="list-style-type: none"> Mothercare and childcare knowledge for mother by company doctor. To provide special room for breastfeeding during working hours. Presence of childcare. <p>Company's policy for female workers that have been implemented are the granting of a permit 90 days for maternity leave. Based interview with female workers and gender committee representatives, it was known that company has granting of a breastfeeding permit during working hours according to the needs of the baby, the provision of a breastfeeding room in the daycare center, and the availability of a clinic near the estate as a treatment facility.</p>	Unit	Pregnant	Maternity	KAGM	-	-	KAGE	11	2	PAGE	-	-	PMSE	-	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No. -
Unit	Pregnant	Maternity																
KAGM	-	-																
KAGE	11	2																
PAGE	-	-																
PMSE	-	1																
O	6.5.4 Grievance mechanism, which respects anonymity and protects complainants where requested, [is established / as long as complaint is supported with adequate information,] documented , implemented and communicated to all levels of the workforce	<p>Mechanism on handling employee grievance and complaints is presented in several documents, as follows:</p> <ul style="list-style-type: none"> Procedure No. BGA-SOP-HC-311.1-R0 dated 01 January 2012 about grievance resolution. Labor and human right policy dated 15 January 2023. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A															

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	<p>d. Has the company identified personnel who will be responsible to receive and manage complaints received from the workforce?</p>	<ul style="list-style-type: none"> Company regulation 2023-2025 Chapter III Article 21 and 22. <p>Those systems mentioned above has open to all affected parties (internal and external), which aims to mitigate and resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers.</p> <p>Socialization of policy had conducted to the affected parties. In Unit level, Quick Response (QRS) Staff will be the person in charge for complaint follow up and monitoring. This matter will be monitored by Sustainability Department Officer. Whistle-blower identity will be protected. Time of respond shall be less than 15 working days. Any grievance and complaint could be directly delivered to several media, such as delivered directly for mediation to the PIC and/or upper-ordinate, submit letter to suggestion box in the mill or estate office, involvement of Bipartite Committee, Gender Committee, and/or directly sent to Head Office in Jakarta. The mechanism had communicated annually to all stakeholders periodically, as for the latest in 2024 is summarized as follows:</p> <ul style="list-style-type: none"> Socialization for level of Foreman up had conducted to all units on 22 December 2023 and 01 March 2024, attended by 40 and 44 participants, respectively. Socialization to workers in all mill and estate units had conducted gradually from 18 December 2023 to 02 February 2024. This socialization has also conducted together with delivery of Company Regulation (PP) document for period 2023-2025. 	<p>NCR No. -</p>
6.6	<p>No forms of forced or trafficked labour are used</p>		
R & O	<p>6.6.1 (C) All work is voluntary and following are prohibited:</p> <ul style="list-style-type: none"> Retention of identity documents or passports or international vaccinations cards Payment of recruitment fees by the job seeker Contract substitution without worker's consent Involuntary overtime Lack of freedom of workers to resign Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty, and it is stated in the employment agreement. Debt bondage Withholding of wage The suppression of the right to annual leave 		
R & O	<p>a. Are all migrant workers legally recruited? b. Are migrant workers asked to sign a contract upon arriving in the receiving country? If yes, is that contract identical to the one signed in the country of origin? c. Have workers entered into employment voluntarily and freely, without the threat of a penalty, and have freedom to terminate employment without penalty given reasonable notice as per agreement? d. Are workers given a copy of their employment contracts? If yes, is the contract identical to the one signed at the time of recruitment? e. Is there evidence of contract substitution occurring? f. Who keeps the workers passports or identity documents? g. If the document is kept by the company for safekeeping purpose, where is it kept and was it voluntarily done? Does the company returned to the workers upon request? h. What are the penalties imposed if the workers were terminated or fired before their contract expires? i. Confirm with workers on the following whether the following occurs: - any involuntary overtime? - debt bondage? - withholding of wages? - lack of freedom to resign? - payment of recruitment fees? - suppression of the right to annual leave? j. What is the process if a worker wants to terminate their employment before their contract expires? Is the process in accordance with the employment contract?</p>	<p>Unit of certification commitment regarding not to recruit illegal migrant workers, included retention of identity card, contract substitution, involuntary overtime, penalty for termination, debt bondage, etc. is presented in the sustainable policy and labor and human right policy dated 15 January 2023. The company committed to prevent practice of forced labor, slavery, and used worker from human trafficking, in all operational activities. This policy also applicable for contractors and vendors. Job descriptions were presented in contract agreement which agreed by both parties (employer and employee) through signed and legal stamp. As looking to the several online sources and list of employees for period May 2024, it was known that there were no negative case related to forced labour, debt bondage, contract substitution, involuntary overtime, lack of freedom of workers to resign, penalty for termination of employment, withholding of wages, etc in the unit of certification operational areas. This matter had verified through interview with representative from Manpower Agency of Kalimantan Tengah Province, Bipartite Committee, Gender Committees and several workers from mill and estate.</p> <p>Objective evidence in all unit has found several compliances, as follows:</p> <ul style="list-style-type: none"> There is no validation of identity documents and payment fees during recruitment process. There is no indication on forced labor. Payment on overtime and premium are in accordance with applicable regulation. Furthermore, overtime works shall agree by the respective employee. Moreover, time of payment is always ontime. Workers have right and freedom to resign from the company. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No. -</p>
R & O	<p>6.6.2 (C) Where temporary (Specified Time Work Agreement/PKWT) or migrant workers are employed, a specific labour policy and procedures are established and evidence of [implemented / implementation] is available</p>		
	<p>a. What is the company's policy and procedures for temporary or migrant workers? b. Does the special labour policy include: - Statement of the non-discriminatory practices? - No contract substitution? - Post-arrival orientation programme with emphasis on language, safety, labour laws, cultural practices, etc? - The provision of decent living conditions?</p>	<p>As mentioned in 6.1 and 6.2 above, it was known that both of mill and estates do not have temporary workers (PKWT) and not have migrant workers. All permanent workers (PTH and/or PTB) was bounded by directly agreement between management and relevant workers. This agreement made in local language (Bahasa) and signed by both of parties. Work agreement already clear mentioned regarding rights and obligation refered to applicable Labour Laws.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No. -</p>

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	c. Have the policies and procedures been implemented?	Based on interview with mill and estate workers, as well as with manpower agency, bipartite committee and gender committee representatives, it was known that there is no negative issues related to involuntarily overtime, debt bondage, withholding of wages, lack of freedom to resign, and or payment of recruitment fees. Actual practices evidence shown that there is not involuntarily overtime, and force labor as seen in overtime form and annual leave records. Furthermore, there is no migrant workers nor trafficked labour. All workers were mostly locals.	
6.7	The unit of certification ensures that the working environment under its control is safe and without undue risk to health		
R & O	6.7.1 (C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded		
	a. Who has been appointed as the responsible person(s) for H&S in the unit of certification? b. Is there worker (no staff and no mandor/supervisor) as safety committee member? (Note: the result of compliance audit in PT Perkebunan Milano) c. Are meetings between the responsible persons and workers conducted on a regular basis, or as required by law, if any? When was the last meeting carried out? d. Are minutes of meeting recording attendees and issues discussed available? e. Are concerns of all parties about health, safety and welfare discussed at these meetings? f. Are there recommendations after safety committee meeting? if any, is it considering accident record? g. Does the safety committee implementing/following up recommendations of the result of safety committee meeting? h. Does the safety committee effectively implement measures to reduce accident ? i. Are actions taken on the issues raised?	Findings: The UoC has been formed <i>Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3)/H&S</i> committee as the responsible for H&S implementation. The P2K3 of the UoC has been approved through decree of manpower and transmigration of Kalimantan Tengah, No. KEP.107/DISNAKERTRANS/VI/2024, date 10/06/2024, regarding P2K3 (OHS committee). The members of P2K3 consists of representative of staff and non-staff workers. The document valid for 3 (three) years since issuance. The secretary of the P2K3 hold by General OHS expert shown by document of decree of minister manpower Keputusan Menteri Ketenagakerjaan Republik Indonesia No. 5/7169/AS.01.03/VI/2023, dated 05/06/2023, regarding appointment general OHS expert. The decree is valid for 3 (three) year since issuance. P2K3 has been conducted periodically monthly meeting. Records of meeting such as minute of meeting and attendance list are available. The last meeting has conducted on May 2024. The meetings were concern about health and safety, recommendations after P2K3 meetings were issued especially if any work accident occurred.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :
R & O	6.7.2 Accident and emergency procedures in Indonesian language are in place and [instructions are.... the sentence has deleted on INA-NI] clearly understood by all workers. [Accident procedures are available in the appropriate language of the workforce.... the sentence has deleted on INA-NI]. Assigned operatives trained in first aid are present in both field and other operations [, and / .] First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed		
	a. Are there SOPs for handling of accidents and emergency? b. Are the accident procedures available in appropriate language of the workforce? c. Are the SOPs cover all major potential emergencies, such as, but not limited to fire, chemical spillage, and potential natural disasters specific for the region, e.g., earthquakes, volcanoes, etc.? d. Are accidents investigated and action taken to prevent recurrence? e. Are accident reported to the local authority in accordance with local legal requirements f. Are the instructions on emergency procedures clearly understood by all workers? g. Is there evacuation map, sign of evacuation routes and assembly point? h. What is evacuation map and sign of evacuation routes still easily readable at worksites? i. Is the condition of assembly point still safe or maintained ? j. Are assigned operators trained in First Aid present in both field and other operations? k. Is there records of training of the first aiders? When was the last training conducted? l. Is first aid equipment available at worksites? Is the equipment available during conduct of field manual work? m. Is the content of the first aid kits carried by foreman/supervisor at worksites adequate if referring to the local regulation ? n. Are first aid kits adequately stocked and regularly checked in accordance with legal requirements? o. Are records of all accidents kept and periodically reviewed? When was the last review carried out?	Findings: Evacuation maps, sign of evacuation routes, and route to assembly points easily readable, safe and maintained. The assembly point locations are safe and free from obstacles. There are assigned operators trained in First Aid for Mill and estates, for example minute and attendance list of training dated 30 May 2024. The training was conducted by company's doctor and attended by 16 participants of Pelantaran and Pantai Mas estates. Training dated 28 May 2024 was attended by 21 participants of Katari Agro estate and Katari Mill. First aid equipment are available in workplace as observed during field visit to mill and estates. The contents of first aid kit in accordance Permenaker No. 15 year 2008. Records of first aid equipment distribution are available for example document of <i>Daftar Hadir</i> /attendance list of first aid distribution dated 22/05/2024. The contents of kits have been monitored periodically once a month and recorded on document Monitoring Kotak P3K. The UoC has reviewed accident periodically once a month during P2K3 meetings. The UoC has not able to show the following documents: - Procedures for handling work accidents and emergencies. - Records of work accident reports and investigations in 2023 and 2024 - Work accident reports to the authorities in 2023 The condition is a nonconformance against non-critical indicator 6.7.2 and raised a NCR Minor Raised to Major with No. RSPO05679	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A NCR No : RSPO05679
O	6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers [at the place of work / in the workplace,] to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing		
	a. Are all the workers provided with PPE as identified in the risk assessment carried out? b. Are all the workers using appropriate PPE in working areas ? c. Is adequate and appropriate PPE available to all workers at the place of work to cover all potentially hazard-	Findings: The UoC has defined a standard of PPE for all activities within the organization area, as seen on document of Memo 087/MEMO/BGA/CS-CRC/IX/2023, namely Penetapan Standar Alat Pelindung Diri (APD)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**RSPO Surveillance Assessment Report
Katari Agro Mill - PT Windu Nabatindo Lestari
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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS															
	<p>ous operations, such as pesticide application, machine operations, land preparation, and harvesting?</p> <p>d. Has Pesticide operator/application used mask with “active carbon cloth”?</p> <p>e. Is the PPE provided to workers free of charge and replaced when damage?</p> <p>f. Does the organization maintain a list of PPE distribution?</p> <p>g. Are all workers involved in the operation appropriately trained in safe working practices and trained in the use of the PPE?</p> <p>h. Are workers observed to be wearing appropriate PPE at the worksite?</p> <p>i. Does the organization monitoring on effectiveness and suitability of the use of PPE? especially for respiratory mask which used in spraying & fertilizing activity; rubber shoes, gloves and safety glasses which used in harvesting activity; and safety shoes in POM</p> <p>j. does the management/employer done the management of PPE (refer to article 7 – Minister of Man Power and Transmigration Regulation no. PER.08/MEN/VII/2010)?</p> <p>k. Are Safety Data Sheet (SDS) for pesticides used readily available for easy reference?</p> <p>l. Are there sanitation facilities available for workers handling pesticides to change out of PPE, wash and put on their personal clothing?</p> <p>m. How is the wastewater from the sanitation facilities handled to avoid land or water pollution?</p>	<p>The Memo contains PPE standard for all activities including PPE type and self life. The Memo also refer to Minister of Man Power and Transmigration Regulation no. PER.08/MEN/VII/2010).</p> <p>Based on-site visit to mill and estates, it was observed all workers wearing complete and appropriate PPE. The workers were informed that all PPE provided by the company free of charge and will replaced if damage. The pesticides operators observed wearing chemical respirator mask. The workers able to demonstrated their knowledge regarding PPE functions. Records of PPE distribution and monitoring have been maintained.by the UoC, for example:</p> <ol style="list-style-type: none"> 1. Katari POM: Minute of PPE distribution as seen on document of <i>Berita Acara Serah Terima Perlengkapan APD</i>, document no. 01/BA-APD/KAGM/III/2023, date 14/03/2024. Safety shoes have handover to 36 workers (for period 2024) 2. Katari POM: Minute of PPE distribution as seen on document of <i>Berita Acara Serah Terima Perlengkapan APD</i>, document no. 01/BA-APD/KAGM/III/2023, date 03/06/2024. Safety shoes have handover to 30 workers (for period 2024). 3. Katari Agro estate: PPE monitoring as seen on document <i>Monitoring APD</i>. There is evidence that PPE monitoring was carried out on daily base by mandore. <p>MSDS for pesticides used are available as observed on site (chemical and fertilizer houses), for example MSDS of Penta Up-Z 480 SL, Weed Solution, Prima-Furon 20 WG, Lindomin 865 SL, Furadan 3G, and Feromonas.</p> <p>The effectiveness and suitability of the PPE usage are monitored and controlled during the morning roll call before starting work. Workers with incomplete or inappropriate PPE are not permitted to work until it is provided.</p> <p>The UoC provided sanitation facilities for workers handling pesticides adn fertilizers to change out of PPE, wash and put their personal clothings. The facilities equipped with adequate clean water. And, the waste water was collected on the water-tight container. The waste water will be re-use for mixing the pesticides.</p>	<p><input type="checkbox"/> N.A</p> <p>NCR No : :</p>															
O	<p>6.7.4 All workers are provided with medical care and covered by accident insurance. Costs incurred from work related incidents, leading to injury or sickness, are covered in accordance with [national law / applicable regulations] or by the unit of certification [where national law does / if applicable regulation do] not offer protection</p>	<p>Findings: The UoC has insurance policy as stated in document of <i>Perjanjian Kerja Bersama (PKB)</i>/collective labor agreement There is evidence that all workers have been provided with medical care and covered by accident insurance (BPJS Ketenagakerjaan) as seen on document of <i>Penerima Asuransi BPJS Kesehatan dan Ketenagakerjaan</i> (update on May 2024). Based on-site interview with mill and estates workers, it was confirmed that the workers have provided by insurance (BPJS). There is evidence that the insurance policy still valid, as proven by checking BPJS application, list of BPJS membership, and BPJS payments. For example <i>BPJS Ketebahakerjaan</i> payment period May 2024 as follows:</p> <ul style="list-style-type: none"> - Posting date 12/06/2024 (18:27:31) - Effective date 12/06/2024 - Transaction Ticket No.: 240612996101227729779 - Debit Account: Windu Nabatindo Lestari <p>There is evidence that cost incurred from work related incidents leading to injury or sickness are covered by <i>BPJS Ketenagakerjaan</i>, for example:</p> <ul style="list-style-type: none"> - Employee name: Miliyani - BPJS membership ID: 18009981731 - Accident date: 11/01/2024 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>															
R & O	<p>6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics</p>	<p>Findings: The secretary of P2K3 has responsible to maintain, monitor and regularly reviewed the LTA. Records of LTA. year 2023 as follow:</p> <table border="1" data-bbox="1501 1900 2326 1990"> <thead> <tr> <th>Description</th> <th>KAGM</th> <th>KAGE</th> <th>PAGE</th> <th>PMSE</th> </tr> </thead> <tbody> <tr> <td>Working Hours</td> <td>247,104</td> <td>925,521</td> <td>704,403</td> <td>832,143</td> </tr> <tr> <td>No. of Accident</td> <td>3</td> <td>19</td> <td>61</td> <td>141</td> </tr> </tbody> </table>	Description	KAGM	KAGE	PAGE	PMSE	Working Hours	247,104	925,521	704,403	832,143	No. of Accident	3	19	61	141	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>
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		<table border="1"> <tr><td>Fatality</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>LTA</td><td>2</td><td>4</td><td>0</td><td>54</td></tr> <tr><td>FR</td><td>12.1</td><td>20.5</td><td>86.6</td><td>169.4</td></tr> <tr><td>SR</td><td>8.1</td><td>4.3</td><td>-</td><td>64.9</td></tr> <tr><td>LTIR</td><td>8.09</td><td>4.32</td><td>-</td><td>18.03</td></tr> </table> <p>Records of LTA year 2024 (until May) as follow:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>KAGM</th> <th>KAGE</th> <th>PAGE</th> <th>PMSE</th> </tr> </thead> <tbody> <tr><td>Working Hours</td><td>97,144</td><td>331,382</td><td>254,764</td><td>333,453</td></tr> <tr><td>No. of Accident</td><td>0</td><td>14</td><td>35</td><td>69</td></tr> <tr><td>Fatality</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>LTA</td><td>0</td><td>9</td><td>0</td><td>10</td></tr> <tr><td>FR</td><td>-</td><td>42.20</td><td>137.40</td><td>206.90</td></tr> <tr><td>SR</td><td>-</td><td>27.20</td><td>-</td><td>30.00</td></tr> <tr><td>LTIR</td><td>-</td><td>12.07</td><td>-</td><td>14.99</td></tr> </tbody> </table>	Fatality	0	0	0	0	LTA	2	4	0	54	FR	12.1	20.5	86.6	169.4	SR	8.1	4.3	-	64.9	LTIR	8.09	4.32	-	18.03	Item	KAGM	KAGE	PAGE	PMSE	Working Hours	97,144	331,382	254,764	333,453	No. of Accident	0	14	35	69	Fatality	0	0	0	0	LTA	0	9	0	10	FR	-	42.20	137.40	206.90	SR	-	27.20	-	30.00	LTIR	-	12.07	-	14.99	
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Principle 7 : Protect, Conserve and Enhance Ecosystems and the Environment																																																																				
7.1	IPM plans are implemented and monitored to ensure effective pestcontrol																																																																			
R & O	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control																																																																			
	<p>a. Is there a documented IPM plan?</p> <p>b. Does the IPM plan include among others the following?</p> <ul style="list-style-type: none"> - identification of potential pests and thresholds - the techniques used (cultural, biological, mechanical and physical methods)? - the native species used as part of the biological control method? - help in reducing the use of chemicals over a period of time? - Prophylactic use of pesticides - Minimization of pesticide use - Review on the plans to suit the present condition such as replanting? <p>c. Is there an SOP to implement the plan and monitor its effectiveness?</p> <p>d. Is there records of pest occurrence and control?</p> <p>e. Is there any sign of fire use for pest control?</p> <p>f. Is there any sign of rat pest dropping in the area?</p> <p>g. Is there training conducted on IPM?</p>	<p>Strategy on pest integrated management has refers to procedure related to integrated pest observation and control, among others BGA group agronomy references (BGAAGRKS-PTKS-PGL) and (BGAAGRKS-PTKS-PHT). Procedures governing control are carried out based on detection and census results that exceed economic thresholds. The procedure also explains that control can be carried out using biological, chemical or mechanical techniques.</p> <p>Certification units can show realization of integrated pest control plans in 2024. For example:</p> <ul style="list-style-type: none"> • Rat, <i>Oryctes Rhinoceros</i>, and LEC (Leave Eating Caterpillar) census for Katari Estate in January – April 2024 with the result of there is no attack so that the certification unit does not control activities with chemicals (pesticides) and still uses natural controls such as the use of beneficial plants / predators (barn owl). • Rat, <i>Oryctes Rhinoceros</i>, and LEC (Leave Eating Caterpillar) census for Pantai Mas Estate in January – April 2024 with the result of there is no attack so that the certification unit does not control activities with chemicals (pesticides) and still uses natural controls such as the use of beneficial plants / predators (barn owl). • Record of realization planting and upkeep the beneficial plant (<i>Turnera subulate & Antigonon leptopus</i>) in 2023 (Januari – December) for Katari Agro, Pelantaran Agro & Pantai Mas Estate. • IPM training on 06 June 2024 for all workers that has been do the IPM such as afdeling assistant, census officer and pesticide applicator. <p>In order to avoid Pest & Plant Disease (include weeds) resistance and prophylactic uses of pesticide, certification unit had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control, the use of pesticide with active ingredient Methyl Metsulfuron could be substitute with pesticide with active ingredient Triclophyr Butoksi Ethyl Ester, Dimethyl Amine and Isopropyl Amine Glyphosate.</p> <p>In addition, during the field observation activities carried out at the Katari Agro, Pelantaran Agro & Pantai Mas Estate units it was known that there were beneficial plants planted on each edge of the block as host plants for predators for LEC (Leaf Eater Caterpillar) control and there was also the use of barn owl (<i>Tyto alba</i>) as pest control for rat.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>																																																																	
R	7.1.2 [Species referenced in the Global Invasive Species Database and CABI.org / Invasive species] are not to be used according to applicable regulation in managed areas, unless plans to prevent and monitor their spread are implemented. The unit of certification sets up a control mechanism for invasive species, for example for mucuna spp. aumania spp, etc.																																																																			
	<p>a. Is the company personnel aware of [the Global Invasive Species and CABI.org / Minister of Environment and Forestry Regulation No.P.94/MENLHK/SEKJEN/KUM.1/12/2016 concerning invasive species] ?</p> <p>b. Are the listed species not used in the area? If in used, are the plans to prevent and monitor their spread implemented?</p> <p>c. Is there monitoring been carried out?</p>	<p>Both Katari Agro, Pelantaran Agro & Pantai Mas Estate management has list of invasive species (mostly plants). Based on identification result by each estate, it was known that there were three ivasive species, i.e.: <i>Turnera ulmifolia</i> and <i>Turnera subulata</i>. To prevent their spread sporadically, regularly chemical weeding has conducted by estate management. Furthermore, based on field observation to estate operational areas, it was known that invasive species founded according to Centre for Agriculture and Bioscience International (CABI) was <i>Tyto alba</i> (barn owl). However, this species was used for pest population</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																																																																	

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		control on rats. However, this species is not classified as invasive in Indonesia, as refers to Minister of Environment and Forestry Regulation (PermenLHK) No. 94 in 2019.																													
O	7.1.3 There is no use of fire for pest control unless in exceptional circumstances,i.e. where no other effective methods exist, and with prior approval of government authorities.																														
	<p>a. Is there SOP for pest control established? If yes, is the procedure included the handling of pest during normal and exceptional situation?</p> <p>b. Is the procedure specified fire is not used for pest control, unless it is permitted by authorities?</p>	Based on the review of the Katari Agro, Pelantaran Agro & Pantai Mas Estate IPM (Integrated Pest Management) document since 2023 to 2024 (May), there were no extraordinary circumstances requiring pest control with fire, the results of the document review show that the pest condition is still under control every year and below the economic threshold so that no chemical control or fire control has been carried out so far. Based on the results of field visits to Katari, Pelantaran & Pantai Mas Estate, there were no indications of burn marks after the use of fire for pest control.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																												
7.2	Pesticides are used in ways that do not endanger health of workers, families, communities or the environment																														
R & O	7.2.1 (C) Justification of all pesticides used is demonstrated. Selective products (perticides approved by the State of Cameroon) and application methods that are specific to the target pest, weed or disease are prioritised																														
	<p>a. Is the justification of all pesticides used been demonstrated?</p> <p>b. Is there SOP for use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species? Is the procedure included the following :</p> <ul style="list-style-type: none"> • Measures to avoid the development of resistance (such as pesticide rotation) are identified and applied, where possible • List of all pesticide with target species and justification of the use • Consideration of using less harmful alternatives <p>c. Is there evidence of implementation of SOP on the ground?</p>	<p>The certification unit has procedure on weeds management, the guidance covering about chosen, storage, application, contaminated handling, known about signs and symptoms of pesticides poison and first aid for poison case. To ensure pesticide used are in accordance with the target, certification unit conducted identification the type of weed found in operational area. For this procedure BGA group agronomy references No. BGAAGRKS-PTKS-PGL and No. BGAAGRKS-PTKS-PHT. The procedure describes active ingredient, methode, dosage to control of specific pest and weed.</p> <p>The unit of certification has a list of types of pesticides used in the past year along with a description of the active ingredients, LD50, registration number and validity period of the pesticide is documented in the document.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																												
O	7.2.2 (C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are made available by the unit of certification																														
	<p>a. Is there a pesticide application program?</p> <p>b. Are records of pesticides use available?</p> <p>c. Do the records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications?</p>	<p>The unit of certification has a list of types of pesticides used in the past year along with a description of the active ingredients, LD50, registration number and validity period of the pesticide. The following is an example of a list of pesticides used by companies in 2023-2024,</p> <table border="1" data-bbox="1537 1178 2561 1539"> <thead> <tr> <th>Chemical Name</th> <th>Active ingredients</th> <th>Number of applications</th> <th>LD 50</th> </tr> </thead> <tbody> <tr> <td colspan="4">Katari Agro Estate</td> </tr> <tr> <td>Prima Up 480 SL</td> <td>Glyphosate</td> <td>3,582.00 (L)</td> <td>5,000 mg/kg</td> </tr> <tr> <td colspan="4">Pelantaran Agro Estate</td> </tr> <tr> <td>Penta Up-Z 480 SL</td> <td>Glyphosate</td> <td>3,042.31 (L)</td> <td>5,000 mg/kg</td> </tr> <tr> <td colspan="4">Pantai Mas Estate</td> </tr> <tr> <td>Penta Up-Z 480 SL</td> <td>Glyphosate</td> <td>3,266.24 (L)</td> <td>5,000 mg/kg</td> </tr> </tbody> </table> <p>The certification unit has documented records of pesticide toxicity in the document of pesticide record. The document is recorded product name, active ingredients, LD50, area treated, amount of active ingredients applied per Ha, and total application. This document is constantly recorded and updated by DSS each month. Unit certification has also classified the pesticides used according to the WHO class. Based on the usage document and LD50 for each active ingredient content used in each existing pesticide, it is known that currently the Company does not use pesticides with toxicity composition that falls into the category of WHO pesticides class 1A or 1B.</p>	Chemical Name	Active ingredients	Number of applications	LD 50	Katari Agro Estate				Prima Up 480 SL	Glyphosate	3,582.00 (L)	5,000 mg/kg	Pelantaran Agro Estate				Penta Up-Z 480 SL	Glyphosate	3,042.31 (L)	5,000 mg/kg	Pantai Mas Estate				Penta Up-Z 480 SL	Glyphosate	3,266.24 (L)	5,000 mg/kg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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O	7.2.3 (C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans																														
	<p>a. Is there evidence of IPM plan being implemented?</p> <p>b. Are there records showing that the use of pesticides have been minimised, eliminated where possible, in accordance with Integrated Pest Management (IPM) plan?</p>	<p>The certification unit has carried out the IPM quite effectively, with no use of chemicals for pest control and does not use pesticides as prophylaxis. The pesticide used is routinely for weed control and if the conditions of the circle and path are still quite standard, weed control will be suspended.</p> <p>The IPM programme already listed which is then detailed into a monthly work plan and daily work plan. The IPM program prioritizes routine monitoring of the presence of pests. Pesticides are the last alterna-</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																												

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Kotawaringin Timur, Province of Central Kalimantan**

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		<p>tive control if indeed the observations show a value above the control threshold. Basically, the application of IPM aims to minimize the use of pesticides in pest control.</p> <p>The certification unit has shown a document on Recapitulation of Pest and Disease Census in which it contains the realization of the implementation of detection activities and census of disease pests. Based on realization of the LEC and rat census activities in 2024 in Katari Agro, Pelantaran Agro & Pantai Mas Estate, there are no indications of pest attack that has been above the minimum threshold, so there is no chemical control is needed.</p> <p>Based on document review and field observation, several IPM program with biological approach that has been implemented such as rat control by <i>Tyto alba</i>, and LEC (Leaf Eating Caterpillar) by planting beneficial plant such as <i>Turnera subulata</i> and <i>Antigonon leptosus</i>. Moreover, it has also conducted early detection routinely listed in the monthly report of early warning system. There is no prophylactic use. Based on the results of interviews with pesticide applicators in Katari Agro, Pelantaran Agro & Pantai Mas Estate, it is known that the use of pesticides is for sanitation activities (weedings) as control of weeds and there has been use of pesticides to control pest if there is has been over the minimum threshold.</p>	
O	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines		
	<p>a. Has there been prophylactic use of pesticides? If so, any justification provided?</p> <p>b. Is justification provided in accordance to national best practices guidance?</p>	Based on the explanation in indicator 7.2.3, document reviews and interviews with management, there was no prophylactic use of pesticide. To avoid Pest & Disease (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf and narrow leaf control, the use of Methyl Metsulfuron could be substitute with Isoprophyl Amine Glyphosate. Moreover, insecticide and rodenticide will be used when level of incident were above economic threshold limit. In fact, there is no use of insecticide and rodenticide during period 2023 to May 2024.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.2.5 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to : a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) [What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.		
	<p>a. Is there a policy, procedure or management plan committing to minimise and eliminate use of these pesticides and paraquat?</p> <p>b. Is the pesticides used in the company been cross checked with the WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide?</p> <p>c. Does physical verification of inventory in the chemical store match with the inventory records?</p> <p>d. Are there records of minimisation of pesticides and paraquat use?</p> <p>e. Where there is the use of the above pesticides or paraquat, has justification in line with national best practice guidelines been documented?</p>	Based on the list of pesticide review used during 2023/2024, as well as observation to pesticide store in chemical store and interview with pesticide applicators (vendor worker), it was known that pesticides used by estate management were herbicides which mentioned in Indicator 7.2.1 and 7.2.2. There is no use of insecticide, due to very low pest incidence (below threshold limit). Based on WHO classification, it was known that LD-50 figures pesticides were classified as Class III or slightly hazardous. Moreover, all pesticides used were listed on www.pestisida.id by Ministry of Agriculture, Republic of Indonesia.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.2.6 (C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they [carry out / conduct.]		
	<p>a. Is there SOP for chemicals/pesticides handling?</p> <p>b. Is there a training plan and training records for workers who apply or handle pesticides?</p> <p>c. Is there evidence that training has been conducted and understood by the workers?</p> <p>d. Are pesticides handled, used or applied only by persons who have completed the necessary training?</p> <p>e. Are the workers involved in chemical handling or application able to demonstrate understanding of the hazards and risks related to chemicals used when interviewed?</p> <p>f. Are pesticides always applied in accordance with the product label?</p> <p>g. Are Safety Data Sheet (SDS) for pesticides used readily available for easy reference?</p> <p>h. Is appropriate safety and application equipment provided and used?</p> <p>i. Is PPE used appropriate according to recommendations in any risk assessments done?</p> <p>j. Is appropriate PPE provided and used, and can the PPE be easily replaced if damage?</p>	<p>The certification unit has provided safe working practices training on pesticide handling or application, for example as follows:</p> <ul style="list-style-type: none"> IPM training on 06 June 2024 for all workers that has been do the IPM such as afdeling assistant, census officer and pesticide applicator in Katari Agro Estate. IPM training on 26 February 2024 for all workers that has been do the IPM such as afdeling assistant, census officer and pesticide applicator in Pelantaran Agro Estate. IPM training on 03 March 2024 for all workers that has been do the IPM such as afdeling assistant, census officer and pesticide applicator in Pantai Mas Estate. Hazardous Waste Handling and management training on 20 April 2024 was attended by 29 participants. <p>The results of field observation in rinse house, PPE warehouse and interview with pesticide applicator Katari Agro, Pelantaran Agro & Pantai Mas Estate, it is known that the aplicator have been given regular training in safe work practices. This was evidenced by the explain the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :

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		properly installed on the walls and doors of warehouse. The pesticide applicator also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as respirator mask, gloves, safety boots, apron and goggles. Furthermore, clean water and soap are available on the field. In addition, employees are also informed about the steps of secure work in each roll call in the morning before work. Meanwhile, the spraying workers interviewed also claimed that after spraying activity they will be washing up and drying up the PPE and spraying tools (sprayer tank, jerry can, etc), and taking shower/changing clothes in special place near pesticide store of the division office. Therefore, in observation they have a storage for keeping all PPE's and spraying tools after use. Based on the explanation above, it was concluded that those who applied the pesticide were employees who had attended the training, while the employees understood the dangers and risks related to the chemicals used.	
○	7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices Note to auditor : refer to the safety data sheet on storage and disposal		
	a. Is the storage of all pesticides followed the recognised practices?	Based on observation to Pesticide Store on the Katari Agro, Pelantaran Agro & Pantai Mas Estate, it was known that all pesticides have properly stored on a warehouse, separated based on type, equipped with balance record, hazardous symbols, fire extinguisher, MSDS, first aid box, etc. Used pesticide containers will be used for pesticide mixing and distribution to the field. Meanwhile, the rest were sent to Temporary Hazardous Waste Warehouse. Moreover, based on observation to employees housing complex, it was known that there is no use of used pesticide containers for domestic purposes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	7.2.8 All pesticide containers [are properly / that are] disposed of and/or [handled responsibly may not be reused for the same purpose or, for example, for mixing.		
	a. Is the storage of all pesticides followed the recognised practices? b. Is there evidence that empty pesticide containers are properly stored and disposed off and not used for other purposes? c. Is there evidence observed in the field that pesticide containers are indiscriminately disposed (in dump site) or used for other purposes, .e.g. as waste containers, flower pots?	The company has management of pesticide packaging waste SOP with document number 004/KG-BGA/CS/11/2022/R0 and effective date started from 23 rd March 2023. The procedure explains that all pesticide packaging waste must be rinse off three times then drained in the BGS house. The drained pesticide waste packaging must be stored in the Hazardous and Toxic Waste Warehouse to be taken by the transporter, next to the licensed collector. The employees are not allowed to bring the pesticide packaging waste to their houses and to reuse it. Based on observation to the employee's housing in Katari Agro, Pelantaran Agro & Pantai Mas Estate, there is no pesticide packaging waste usage by the residents. Based on field visits and interview with pesticide warehouse operator and the temporary storage area for hazardous and toxic waste in Katari Agro, Pelantaran Agro & Pantai Mas Estate, it is confirmed that the pesticide storage area is well managed. The company has an agreement letter for hazardous waste transporting with PT Semesta Langgeng Sentosa number 01/MOU/WNL-SLS/Add I/III/2023 on 19 February 2024 valid until 1 st March 2025.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :
R & ○	7.2.9 (C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying		
	a. Has aerial spray been applied? If yes, is there documented justification and approval by the government authority? b. Is the impact and risk associated with aerial application documented and made available? c. Are the identified affected communities informed of impending aerial pesticide applications and are the information given at least 48 hours prior to application of aerial spraying? d. What are the information given to local communities and how was it communicated?	Based on information from estate management, and previous reports, it was known that there was no pesticide application through aerial method by plane. All pesticides have applied through spraying both manually.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :
○	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated		
	a. Is there an updated list of pesticide operators (permanent and or temporary and or casual worker)? b. Is there records of annual medical surveillance of pesticide operators? c. is there record of medical surveillance of pesticide operators every 6 month (especially for Indonesia) ? how is the result ? d. Is there initial medical test for the new spraying team members ? how is the result ? e. Has all operator pesticides done medical test ? f. Is there evidence of documented action taken to treat related health condition? g. Are there any trends of workers being absent due to incident related to pesticide usage? h. If any the result of medical test is un-normal so is there the record of follow-up treatment of medical results ?	The certification unit regularly have a blood chemistry examination (SGOT, SGPT, Ureum, Creatinine) and X-rays for pesticide operator (total of 58 operators). Pesticide operator from Katari Agro, Pelantaran Agro & Pantai Mas Estate has examined health through inspection types of SGOT, SGPT, Ureum, Creatinine & X-Ray, to ascertain the condition of workers in good health. The last examination in semester 2 period of 2023 was conducted in August 2023 for all pesticide workers. This medical check up is cooperation with Prodia. Examination results stating that all pesticide applicators are in a healthy condition. Auditors conduct interviews with spraying workers in Katari Agro, Pelantaran Agro & Pantai Mas Estate and they admit that the companies always conduct a medical checkup every semester and they have not been exposed to skin disease or itches because they always use PPE while working. For the Health Check in the first semester of 2024, the company had just done it on 03-06 June 2024, so the results were not out at the time of the audit activities carried out by the auditor team. This will be re-verified during the next assessment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :

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O	7.2.11 (C) [No work with pesticides is undertaken by persons under the age of 18, pregnant or breast feeding women or other people that have medical restrictions and they are offered alternative equivalent work / No pesticide related work is carried out by pregnant or breastfeeding women, or people with medical limitation and they are offered other equivalent work alternatives]	There are female workers who work as pesticide applicators and none of them are pregnant/breastfeeding nor are there underage workers who work in the company as sprayers. For sprayers, all of them are carried out by contrspraying workers. Based on interviews with pesticide applicators in Katari Agro, Pelantaran Agro & Pantai Mas Estate, it is known that female workers are aware of the prohibition of pregnant/breastfeeding workers working with chemical agents so that when the audit was carried out there were no pesticide applicators who were pregnant/breastfeeding, and the Company has taken precautions by conducting routine checks related to pregnancy if there is any sign of pregnancy that has been said from the workers (workers has a good understanding related that issues).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :																																															
7.3	Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner																																																	
R	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.	Organization has shown evidence that the waste has been identified based on toxicity and hazardous characteristics, and then managed in accordance with waste management procedure. Company has identified the waste contained in the Waste Identification and Waste Management Plan documents that made by each Estate and POM. The identification is grouped by activities that produce waste, waste name, waste code, solid or liquid type, and its management. Determination of the waste code based on applicable regulation and stored in a hazardous and toxic waste warehouse that has permits as shown below:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																																															
	a. Is the list of waste products produced identified? b. Is the waste management plan available ? c. Is the plan included management and operation prescriptions for reduction, recycling, reusing of the waste? d. Is there evidence of implementation of the plan? e. Are domestic waste properly handled ? f. are domestic waste from houses dumped into open waste bin with using garbage bag ? g. Are the domestic waste separate organic and unorganic waste in house/waste bin, transporting to final disposal and final disposal areas ? h. Are the design of waste bin covered attracted flies and produced unpleasant odor and the rubbish collectors easier to empty the waste bins ?	<table border="1"> <thead> <tr> <th rowspan="2">Location</th> <th colspan="2">Coordinate</th> <th colspan="3">Size (Meter)</th> </tr> <tr> <th>S</th> <th>E</th> <th>Length</th> <th>Wide</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Pundu Nabatindo Mill</td> <td>01°59'34.9"</td> <td>113°03'45.9"</td> <td>6</td> <td>3</td> <td>3</td> </tr> <tr> <td>Pundu Nabatindo Estate</td> <td>01°59'57.1"</td> <td>113°05'45.6"</td> <td>3</td> <td>4</td> <td>4</td> </tr> <tr> <td>Central Pundu Nabatindo Traksi</td> <td>01°59'45.8"</td> <td>113°03'39.1"</td> <td>6</td> <td>12</td> <td>4</td> </tr> <tr> <td>Katari Agro Estate</td> <td>01°59'57.1"</td> <td>113°05'45.6"</td> <td>3</td> <td>4</td> <td>4</td> </tr> <tr> <td>Katari Agro Mill</td> <td>02°05'53.3"</td> <td>113°02'22.0"</td> <td>5,5</td> <td>8</td> <td>4</td> </tr> <tr> <td>Pantai Mas Estate</td> <td>02°2'49.24"</td> <td>113°2'29.02"</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>* permit for the Temporary Storage of Hazardous and Toxic Waste by the Regional Government based on the Decree of the Head of the Investment Service and One Stop Services of Kotawaringin Timur Regency Number 018/DPMPSTP-PT/LB3/III/2020. It was ratified on 2nd March 2020 and valid for 5 years.</p> <p>Wastes released by the unit of certification activities has been managed through several method, summarized as follows:</p> <ul style="list-style-type: none"> Hazardous waste has collected and stored on the permitted hazardous store (TPS LB3), with specification of building and coordinate described on the permit or technical recommendation (see indicator 7.2.8 for more detail). Household domestic waste from employees housing areas has separated and collected by estate management. Open buring on domestic waste disposal is strictly prohibited. However, based on observation to housing areas, it was known that there is no indication of open burning. Treated effluent from outlet pond has disposed to the river, and periodically ensure that water quality has met the regulation (PP No. 5 in 2014) requirements. Laboratory measurement and evaluation is reported to the Environment Agency on quarter basis. By-product such as empty fruit bunch (EFB) has used for mulching which aims to enhance soil organic matters and soil fertility, as well as to retain soil moisture on the field. Furthermore, fibre and kernel shell were used on Boiler station as source of energy. Minimizing air pollution through devices maintenance and periodic monitoring. 	Location	Coordinate		Size (Meter)			S	E	Length	Wide	High	Pundu Nabatindo Mill	01°59'34.9"	113°03'45.9"	6	3	3	Pundu Nabatindo Estate	01°59'57.1"	113°05'45.6"	3	4	4	Central Pundu Nabatindo Traksi	01°59'45.8"	113°03'39.1"	6	12	4	Katari Agro Estate	01°59'57.1"	113°05'45.6"	3	4	4	Katari Agro Mill	02°05'53.3"	113°02'22.0"	5,5	8	4	Pantai Mas Estate	02°2'49.24"	113°2'29.02"	2	2	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
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O	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated	Procedure of waste material disposal as well as its management is presented in several documents, for example as follows:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A																																															
	a. Is there an SOP for proper disposal of waste material? b. Is there training provided to workers and managers on proper waste disposal? c. Is there evidence of implementation of proper ways for waste disposal by the company?	<ul style="list-style-type: none"> SOP Mill Processing BGA-OP-1002 on 1st January 2014 Procedure Final Effluent: final effluent treatment before applied as Land Application. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A																																															

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		<ul style="list-style-type: none"> SOP PT Windu Nabatindo Lestari WNL-SUST-SOP-17 on 1st March 2018 Utilization of biomass waste in palm oil mill: fiber and shell are utilized as renewable fuel for boiler, EFB sent to the plantation as organic mulch, boiler ashes sent to dumping area, and the methane hasn't been utilized due to the technology and financial limitation. SOP PT Windu Nabatindo Lestari WNL-SUST-SOP-14 on 19th July 2021 Hazardous and Toxic Waste Management: hazardous waste generated by operational activities such as used packaging is contaminated. Other hazardous and toxic waste such as used oil drums, used paint buckets, used buckets, used containers, buckets used grease and used chemical sacks/packaging are stored in the hazardous Waste Temporary Storage Area. <p>All procedures above has mentioned that all hazardous waste should be placed on the permitted store with certain limitation on time of storage. Moreover, household domestic waste from employees housing areas has separated between organic and un-organic, which later to be dumped on the landfill and/or collected by the authority. Waste disposal through open burning is strictly prohibited.</p> <p>Based on the results of visits to the Katari Agro & Pantai Mas Estate hazardous waste warehouses, information was obtained that the last transportation was carried out on 30 April 2024, so the condition of the warehouses during the visit was relatively empty. Result of interview with worker & manager also showed that they understood regarding waste disposal to landfill and prohibition of waste burning. In addition, the landfill visit also shows that there are landfills that are full and have been stockpiled. For the new landfill, it is not in full condition and there are also no traces of waste burning activities at that location. Trash cans are provided properly and replaced if damaged. In addition, the company is also committed to reducing plastic waste from bottled drinking water and that is also applied in all areas of the company, including housing for the community and employees.</p>	<p>NCR No :</p>
O	<p>7.3.3 The unit of certification does not use open fire for waste disposal</p>		
	<p>a. Is there evidence that waste has not been disposed off using open fire?</p>	<p>Based on observation to employees housing areas in Katari Agro, Pelantaran Agro & Pantai Mas Estate, it was known that there is no indication of open burning practices for domestic waste disposal purposes.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
7.4	<p>Practice maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield</p>		
R & O	<p>7.4.1 Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts is documented</p>		
	<p>a. Are there SOPs for Good Agricultural Practices included managing soil fertility to optimise yield and minimise environmental impacts ?</p> <p>b. Is there evidence that the SOPs have been implemented and monitored?</p> <p>c. Is there any comparison made from the previous year with regard to the implementation of GAP? If yes, was the information used to optimise yield and minimise the environmental impact?</p>	<p>The company has Technical Guidelines for Palm Oil Plantations / Standard Operational Procedures for Palm Oil Agronomy to manage soil fertility which was issued on May 25, 2011 including:</p> <ul style="list-style-type: none"> BGA-AGR-KS-SOP-01 Volume 1 contains about soil and water conservation (SOP-05) and planting of legumes (SOP-06) BGA-AGR-KS-SOP-01 Volume 2 contains Fertilization (SOP-09) BGA-AGR-KS-SOP-01 Volume 3 contains Management of marginal lands (SOP-16) <p>Several records related to soil fertility management shows are leaf and soil sampling analysis, program and realization record of fertilizer application and EFB (empty fruit bunch) record. Time of sampling and application has followed the schedule recommended by Agronomist. Sighted manuring recommendation report of 2023 for manuring program 2024, respectively. Furthermore, based on estate management information and field observation, several strategies that had implemented which aims to enhance soil fertility are:</p> <ul style="list-style-type: none"> Manuring as recommended by IOPRI Agronomist team. EFB mulching on the inter-rows and inter-palms. Maintaining soft grasses which aims to keep soil moisture and prevent soil erosion. Froned stacking through U-shape method on the flat to rolling areas and parallel to the contour line on the terrace's areas. <p>The procedures have been implemented and monitored periodically through internal audit and management review. There is evidence that SOP implemented e.g record of fertilizer input.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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R	7.4.2 [Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health / Analysis of tissue samples (e.g leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.	Analysis of tissue samples (e.g leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.	
	a. Are there records of tissue and soil analysis? b. How regular is this been done and when was the last analysis done? Note to auditor : to compare the analysis against the previous year c. Are the results of the analysis incorporated into the fertilizer program?	The Certification unit has routinely monitored the changes on the nutrient status based on the regular soil sampling unit (SSU) and leaf sampling unit (LSU) analysis to determine fertilizers recommendation. The sampling spot has been determined in each division and block routinely by an Analytical Laboratory Research Department Laboratory and it's supported by well-trained census officer in each estate. The LSU is conducted annually. The last LSU result was issued on 24 March 2024 (Katari Agro, Pelantaran Agro & Pantai Mas Estate), the indicators observed include levels of N, P, K, Mg, Ca, B, Zn, Cu, Cl, Fe and Na and supporting data in the form of visual observations. The SSU is conducted for each division, and the last SSU result was issued on 30 May 2022. The realization of the evaluation of the status of soil fertility in Katari Agro, Pelantaran Agro & Pantai Mas Estate is to observe the determination of pH, organic C content, total N (in%), total P content and available P, K content, Mg content, Na content, Na content, Ca content and Cation Exchange Capacity (CEC). Visual observations performed every year at the time of leaf analysis activities. Visual observation is a consideration in determining the fertilizer recommendations, deficiency of nutrients and analyze the potential of disease which is likely to become endemic of a particular disease. All LSU & SSU tests conducted were to make fertilization recommendations for the 2024 period (hence the tests conducted in the previous year). Based on the recommendation and actual realization that has been conducted in 2024, UoC has been implemented the fertilization recommendations that has been based on the SSU & LSU.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.4.3 A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers		
	a. Is there a nutrient recycling strategy in place? b. Is the strategy included the recycling of EFB, POME, palm residues and optimal use of inorganic fertilisers? c. Are there records of application?	Currently, the Company has a strategy to use palm residual/waste for fertilizer such as the use of empty bunch, solid, and POME. As for palm oil mill effluent, the treated effluent (water) has directly discharged and flowed into the plantation for Land Application. From the results of the document review, the use of , POME & empty bunch in January – May 2024 is 27,300 Ton for empty bunch with an average application per plant of 300 kg/stand, while for POME has been totally implemented to 408 Ha as planed before.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.4.4 Records of fertiliser inputs are maintained		
	a. Are records of fertiliser inputs maintained? b. Is the fertiliser program linked to the agronomic report? If not are there any justification? c. Are there records of fertilizer usage per tonne of FFB production being monitored (in Summary Table, specific types of fertilizers)?	The certification unit shows record of fertilizer application for period January to December 2023. For example, summary of fertilizer application on 2023 (January-December) in Katari Agro, Pelantaran Agro & Pantai Mas Estate is summarized for example: Katari Agro Estate <ul style="list-style-type: none"> NPK used is 1,501.00 ton. HGFB used is 25.00 ton. Pelantaran Agro Estate <ul style="list-style-type: none"> NPK used is 1,057.99 ton. HGFB used is 23.59 ton. Pantai Mas Estate <ul style="list-style-type: none"> NPK used is 1,095.28 ton. HGFB used is 17.61 ton. Based on explanation above and document verification, it is known that in 2023 (January-December) the achievement of fertilization realization has been achieved as much as 100% for Katari Agro, Pelantaran Agro & Pantai Mas Estate. Actual fertilizer applications are recorded monthly and compared against fertilizer recommendations in the monthly estate manager's report with summary of reconciliation of fertilizer application schedule in the fertilizer plan and realization.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
7.5	7.5.1 Practices minimise and control erosion and degradation of soils		
R	a. Are there maps identifying marginal and fragile soils, including steep terrain and peat soils?	The company can show the map of marginal areas complied by the GIS Department based on soil survey activities that has been done bay BGA Research Department. Marginal land is defined based on the	<input checked="" type="checkbox"/> Yes

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		<p>main limiting actor, so it requires special action/treatment. Map document of PT Windu Nabatindo Lestari marginal land is available with the scale of 1:66,000 and the explanation is:</p> <ul style="list-style-type: none"> • Lowland minerals is 558 Ha • Kaolin Flat is 1,374 Ha • Lowland non mineral is 24 Ha • Sand area is 12 Ha <p>Other than that, the company can show the contours map of PT Windu Nabatindo Lestari with scale of 1:66,000 and based on that the company doesn't have any very steep slope.</p>	<input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	7.5.2 [There is no extensive replanting of oil palm on steep terrain / The replanting of palm oil is not conducted extensively on steep terrain in accordance with applicable regulations.]		
	a. Is there evidence of replanting on steep terrain (i.e. more than 25 degrees) greater than 25 ha within the replanting area? b. If yes, when was the replanting done and what is the total replanting area at above 25 degrees?	Based on field visit and interview with management it is known, there were no new planting or replanting activities within the scope of the certificate carried out by the company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	7.5.3 [There is no new planting of oil palm on steep terrain / New palm oil planting is not conducted on steep terrain in accordance with applicable regulations.]		
	a. Is there new plantings on steep terrain?	Based on field visit and interview with management it is known, there were no new planting or replanting activities within the scope of the certificate carried out by the company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :
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		
R	7.6.1 (C) [To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations / Evidence of long-term land suitability for oil palm cultivation, soil maps or soil surveys that identify marginal and fragile soils, including steep terrain are available, in planning and operations.]		
	a. Has the unit for certification submitted NPP to RSPO? If no, how does the unit conducted its soil maps or soil surveys identifying the marginal and fragile soil, including the steep terrain? b. Are the soil maps or soil surveys taken into account in plans and operations of the estates to ensure long term suitability of land for palm oil cultivation? c. Are the maps used to identify areas that are inappropriate for planting? d. Are there any new planting on unsuitable area as identify in the soil map?	<p>The company can show the map of marginal areas compiled by the GIS Department based on soil survey activities that has been done by BGA Research Department. Marginal land is defined based on the main limiting actor, so it requires special action/treatment. Map document of PT Windu Nabatindo Lestari marginal land is available with the scale of 1:66,000 and the explanation is:</p> <ul style="list-style-type: none"> • Lowland minerals is 558 Ha • Kaolin Flat is 1,374 Ha • Lowland non mineral is 24 Ha • Sand area is 12 Ha <p>Other than that, the company can show the contours map of PT Windu Nabatindo Lestari with scale of 1:66,000 and based on that the company doesn't have any very steep slope.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :
○	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, [done in accordance with the soil management plan for best practices / carried out according to the best-practice soil management plan.]		
	a. Is there evidence of planting on marginal and fragile soils? b. If yes in (a) above, how extensive is the area planted and was it done in accordance with the soil management plan for best practices? c. Is the plan implemented?	Based on field visit and interview with management it is known, there were no new planting or replanting activities within the scope of the certificate carried out by the company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
○	7.6.3 Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure		
	a. Are the areas where planting was carried out require drainage or irrigation? b. If yes, is there topographic information and soil surveys to guide the planning of drainage and irrigation system? c. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?	The company has a topographical maps and soil survey maps for managing the planting area. This information has been used by the company for development of oil palm plantation which is now underway, such as the establishment of road infrastructure, bridges, and any others.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
7.7	No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly		

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
R & O	7.7.1 (C) There is No new planting on peat regardless of depth after 15 November 2018 in existing and new development areas, as well as in new development areas		
	a. Is there peat in the unit of certification? If yes, please refer to RSPO Peat Audit Guidance for P&C 2018	Based on the previous assessment, observation onsite, document review and interviews wit manage-ment, the company no longer planting new plantations in existing area or new land clearing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :
R & O	7.7.2 [Areas of peat / Peat areas] within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE : Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below)		
	Refer to RSPO Peat Audit Guidance for P&C 2018	The record of peat inventory that has been sent to RSPO on 18 March 2020, which describe PT Windu Nabatindo Lestari – Katari POM operational area have peat land. The explanation in the reported peat inventory is peat land has been identified 540,60 ha in certified area and that has been planted palm oil plant.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R & O	7.7.3 (C) [Subsidence of peat / Peat subsidence] is monitored, documented and minimized		
	Refer to RSPO Peat Audit Guidance for P&C 2018	Based on the Subsidence inventory and map, the company right now has a 6-subsidence pole in the peat area of 540,60 Ha and this pole cover an area of 90 Ha. This subsidence has been monitored annu-ally. Based on the document review of subsidence montioring since January 2021 until May 2024 with average of decrease is 0.52 cm/year. Based on the observation in subsidence pole on the site, the pole still in good condition and there is no decrease in this year and the company has controlled the water levels by constructing water gates. Based on that, can be summarized that the company has managed peat area properly and in good condition.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
R	7.7.4 (C) [A documented water and ground cover management programme is in place / Availability of implementation evidence of the water and land cover management program]		
	Refer to RSPO Peat Audit Guidance for P&C 2018	<p>The CH has a water management program and has implemented it. The CH shows a 1:14,000 scale Water Management Map which informs the location of embankments and sluice gates. There are 18 embankments in KAGE with embankments 16,070 m long. The CH also has plans for making new embankments, washing ditches, maintaining sluice gates, and planting vetiver grass as an erosion barrier.</p> <p>The results of field observations in Katari Agro Estate, there is a piezometer as a tool for monitoring ground water levels in the block and also showed that there was a Watergate in Block. The results of the document review show that there are 6 piezometer monitoring points for 540.6 ha of peat area in Katari Agro Estate. Based on a review of periodic TMAT/piezometer monitoring documents is known that in May 2024 the TMAT height will be average in 40 cm from the ground surface.</p> <p>The CH has a water management program and has implemented it. The CH shows a 1:14,000 scale Water Management Map which informs the location of embankments and sluice gates. There are 18 embankments in KAGE with embankments 16,070 m long. The CH also has plans to build new embankments, wash ditches, maintain sluice gates, and plant verniver grass as an erosion barrier.</p> <p>The results of the document review show that The CH has 6 subsidence pole points and 6 piezometer monitoring points for an area of 540.6 ha, which means 1 pole and 1 piezometer represent 90 ha. Based on field observations, The CH also has a water gate in Block B52 which is functioning well, as an effort to keep water in the block. The company also showed seriousness regarding the condition of the sub-sidence pole and piezometer observed, namely in Block B54 which was in good condition.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No : :

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
R & O	<p>7.7.5 (C) [For plantations planted on peat, drainability assessments are conducted / Drainability assessment are conducted for plantations planted on peat] following the RSPO Drainability Assessment Procedure, or other [RSPO recognised methods / method recognized by RSPO], (at least five years or in accordance with the provisions of the RSPO Drainability Assessment Procedure) [prior to / before] replanting. [The assessment result is / The result of the assessment are] used to [set the time frame for future replanting / determine the period of replanting to be carried out], as well as [for phasing out of / to gradually replace] oil palm cultivation at least 40 years, or two cycles, (whichever is [greater / longer]), before reaching the natural [gravity drainability / gravitational drainage] limit for peat. [When oil palm is phased out / If oil palm is gradually replaced], it is replaced [with crops suitable for a higher water table (paludiculture) / by other commodity crops that are better suited for higher groundwater levels (paludiculture)] or rehabilitated with natural vegetation.</p>		
	<p>Refer to RSPO Peat Audit Guidance for P&C 2018</p>	<p>The company has a peat area in Katari Agro Estate covering an area of 540.6 ha, with planting years from 2003 to 2008 covering an area of ±405.71, which means it is 15 to 20 years old. The company also showed the PT WNL Drainability Assessment Activity Plan document for 2023 which was approved by the Head of Environmental, Protection, & Governance on 10 April 2023, with a reporting target to the RSPO in December 2023. Based on this, companies are encouraged to carry out drainability assessments and report to RSPO, according to existing plans.</p> <p>At the time of the audit, the company had produced a drainability assessment as of June 2024 prepared by the Geospatial Planning & Development Department of Bumitama Gunajaya Agro, with a study scope of 540.60 Ha of peat area in Katari Agro Estate. Based on the results of the DLT analysis in Table 6, the KAGE estate study unit found positive and not applicable NRI values. Of the 24 study blocks for the replanting plan, 18 blocks totaling 210.78 ha have a positive NRI, which means that the peatland can be planted for more than 2 oil palm planting cycles, assuming 1 cycle of 25 years. Therefore, 18 blocks of study units in PT WNL's KAGE estate can be replanted (Go). As for the positive NRI that is not applicable, there are 6 blocks with an area of 29.17 ha. This is because the condition of peat depth (DP) ≤ DDB does not meet the requirements of the DLT value calculation formula. The not applicable condition on peatland does not mean that it cannot be replanted, there is still potential for replanting because in the DLT analysis (Drainability Assessment Procedure v2, RSPO, October 2021) it is not further explained if the Not Applicable category is produced, so there is still potential for replanting through consideration and consultation with the RSPO.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
O	<p>7.7.6 (C) [All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance / All existing plantations on peat are managed according to applicable laws and/or "RSPO Guidelines for Best Management Practices (BMP) for Oil Palm Cultivation that are already on Peatlands", version 3 (June 2019) along with related audit guidelines (May 2019).]</p>		
	<p>Refer to RSPO Peat Audit Guidance for P&C 2018</p>	<p>The CH has a water management program and has implemented it. The CH shows a 1:14,000 scale Water Management Map which informs the location of embankments and sluice gates. There are 18 embankments in KAGE with embankments 16,070 m long. The CH also has plans to build new embankments, wash ditches, maintain sluice gates, and plant verniver grass as an erosion barrier.</p> <p>The results of the document review show that The CH has 6 subsidence pole points and 6 piezometer monitoring points for an area of 540.6 ha, which means 1 pole and 1 piezometer represent 90 ha. Based on field observations, The CH also has a water gate in Block B52 which is functioning well, as an effort to keep water in the block. The company also showed seriousness regarding the condition of the subsidence pole and piezometer observed, namely in Block B54 which was in good condition.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : :</p>
O	<p>7.7.7 (C) [All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance / All peat areas not planted and reserved in the managed area (regardless of depth) are protected as "peatland conservation areas"; unit of certification are prohibited from constructing drainage channels, building, roads and new electricity lines on peatlands; unless if it is for a non-corporate land clearance. Peatlands are managed in accordance with "RSPO Best Management Practices for the Management and Rehabilitation of Natural Vegetation related to Oil Palm Cultivation that already exists in Peatlands" (the latest version) along with relevant audit guidelines.]</p>		
	<p>Refer to RSPO Peat Audit Guidance for P&C 2018</p>	<p>Based on the Soil Type Map of PT Windu Nabatindo Lestari with number 02/SSDM/Tanah Type/WNL/2021 dated 10 July 2021, it is known that the peat area in PT Windu Nabatindo Lestari covering an area of 540.6 Ha is located in Katari Agro Estate. The peat area is included in the planted area. Thus, there is no peat area that is not planted by the company.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
7.8	<p>Practices maintain the quality and availability of surface and groundwater</p>		
R & O	<p>7.8.1 A water management plan is [in place / available] and is implemented to [promote more / support] efficient use of watersources and [continued / continuous] availability [of watersources...the word has deleted on INA-NI] and to avoid negative impacts on other users in the catchment. The plan [addresses the following / referred to contains the following matters] :</p> <p>a. The unit of certification does not [restrict / limit] access to clean water or [contribute to pollution of water used by communities / does not pollute the water used by the community.]</p> <p>b. Workers have adequate access to clean water</p> <p>c. depending on the agroecological zones, set up a guide for interpreting the results of wter analyses (Ph) by an accredited body</p>		

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>a. Is there a water management plan for mill and the estates? b. Is the plan includes the following? - Identification of water sources - Efficient use of water - Renewability of water source - Impacts on catchment area and local stakeholders - Access of clean drinking water all year round for workers - Avoidance of surface and ground water contamination c. Are the identified actions in the plan implemented? d. Is the company contribute to local communities programmes to protect, maintain and improve water sources?</p>	<p>Based on AMDAL document for PT WNL 2008, the UKL-UPL for the Katari Agro Mill 2013, the document identification of the HCV high conservation value area 2012, as well as the map of river flows and water sources at a scale of 1:63000, it can be seen that there are three points of water sources in the operational area of PT WNL unit Katari Agro Mill, namely the Katari River, Cempaga River, and Keruing River. Based on the document, it is also known that the management plan for water sources is to test the quality of surface water and monitoring wells every semester. All tests are carried out by a KAN accredited laboratory (LP-024-IDN). The company shows the results of surface water quality testing for all identified water sources contained in all RKL RPL reports for the second semester of 2022 and has been reported to the Environmental Agency of Kotawaringin Timur Regency on 19th January 2023 with letter number 03/EXT/Sust/WNL/RKL- RPL/I/2023.</p> <p>The company does not limit access to clean water and workers have adequate access to clean water. Based on the field observations in the estate housing area as well as interviews with fertilizer workers, spraying workers, and harvest workers, information was obtained that clean water facilities for housing were obtained from drilled wells provided by the company, Factory workers who lived in factory housing utilize the water source from reservoirs which has been processed in WTP. The company has consistently had a water management plan for mills and plantations that is stated in the Environmental Management and Monitoring document as well as riverbank management programs and other water sources.</p> <p>Testing for drinking water is also carried out by the company to see the quality and quantity of ground water taken from monitoring wells and drilled wells. The guidelines used in measuring and testing drinking water quality is the Minister of Health Regulation No. 32/2017, concerning Environmental Health Quality Standards and Water Health Requirements. It appears that all parameters are below the standard quality standards. The realization of water quality improvements that have been carried out by the company include:</p> <ul style="list-style-type: none"> • Conduct socialization to all employees and the surrounding community regarding water utilization. • Maintain a hygienic environment around water sources to minimize pollutants. • Create a program to improve water quality gradually with the provisions of the applicable laws. Report the results of the examination in accordance with the provisions of the applicable laws. • Testing the quality of river water and wells listed in the RKL/RPL report. • Management of surface water erosion and runoff, water management in low-lying areas and monitoring of surface water quality as stated in the implementation of the RKL-RPL • Management of riverbanks and water sources (reservoirs). • Waste water management using WWTP and utilizing it in licensed application areas as well as monitoring the quality of wastewater and monitoring wells. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
○	<p>7.8.2 (C) Water courses and wetlands are protected, including [maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) / the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the "RSPO Manual on BMPs for the management and rehabilitation of riparian reserves" (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).]</p>		
	<p>a. Is there a map identifying water courses and wetlands? b. Are the water courses and wetlands protected in accordance with the RSPO Manual on BMPs for the management and rehabilitation of riparian reserves? c. Are the riparian and buffer zones maintained and restored in existing plantation and replanting areas ? d. Is there SOP for riparian and buffer zone protection? If yes, has it been implemented?</p>	<p>Unit of certification has procedure for riparian and bufferzone protection in document SOP No. BGA-SOP-CCS-1113 dated 31 August 2012 about water management and water sources maintenance. That procedure mention for protection riparian areas is:</p> <ul style="list-style-type: none"> • Installing boundary signs • Involve the people who participate water sources usage to manage water sources and prevent the functions change • Monitoring periodically to find out the water table, water quality and take corrective actions • Management of buffer zones • Control of chemical application • Water management programs <p>As like mention in indicator 7.8.1 that Unit of certification has plan for water sources is to test the quality of surface water and monitoring welles every semester by KAN accredited laboratory no. LP-024-IDN. Some quality test has conducted in 2024, e.g</p> <ul style="list-style-type: none"> • Raw water test that has been conducted in the February 2024 and there is no parameter that has been above threshold. • Monitoring Well test that has been conducted in the February 2024 and there is no parameter that has been above threshold. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS																					
R	7.8.3 Mill effluent is [treated to be in compliance with national regulations / managed according to applicable regulations]. [Discharge / The] quality of mill effluent discharged , especially Biochemical Oxygen Demand (BOD), is [regularly monitored / monitored in accordance with applicable regulations .]	<p>POME quality testing document review shown for April 2024. The parameters result complies to the standards quality. Result of test BOD in January – April 2024 still under the threshold 5000 mg/l and pH 7.6 with threshold 6-9. All of POME management and monitoring has been reported to related institutions regularly every 3 months. The POME quality testing still complies with KepmenLH No. 28/2003.</p> <p>Katari Agro POM has permit to utilize palm oil industrial wastewater on the ground (Land Application) number 660/506/DLH EK.SDA/VII/2017 which was legalized on 24th January 2017 stated that the permit validity is 5 years. However, based on the technical directive by the Environmental Agency No 660/58/DLH-TL/VIII/2022 on 1st August 2022, it is mentioned that the land application permit is still valid if there is no change in the operational activities.</p> <p>Based on the observation results to WWTP and LA, it is confirmed that there is no pollution to the environment such as leaks or flooding. Therefore, the implementation of LA in Katari Agro POM does not cause a significant negative impact to surrounding environment. Based on the interviews with WWTP officers, it is stated that every liquid waste that flows into LA is always recorded. The flowmeter used is functioning properly and there has never been a leak or flood in the WWTP area.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																					
R	7.8.4 Mill water use per tonne of FFB is monitored and recorded.	<p>The mill water usage has been monitored and recorded in document of Recapitulation of Water Usage and Distribution, The record has been covered the FFB process, detail water usage for process and non-process, total water usage, and water usage per ton FFB, For instance, the total water usage in 12 months was 401,666 m³ and the FFB in the process is 308,974.49 ton with ratio usage 1.30 m³/ton FFB.</p> <p>The company has a mechanism for measuring mill water usage, described in IOM No. 048/IOM/EN-BGA/IX/2016 on 13 September 2016. It is explained that the measurement uses a flowmeter (recording in the morning and evening). The observation to the Water Treatment Plan (WTP) also showed that the flowmeter used is still functioning well, and the officer responsible for the WTP understands on the WTP process and records flowmeter data. Officers can also show the input data for inlet and outlet, which is recorded every day.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :																					
7.9	Efficiency of fossil fuel use and the use of renewal energy is optimised																							
R & O	7.9.1 [A plan for improving / Plans to increase the] efficiency of [the use of fossil fuels / fossil fuel use] and to optimise renewable energy [is in place / are available], monitored and [reported / documented].	<p>Findings: The UoC has a plan to improving/increase the efficiency of the use of fossil fuels and optimise renewable energy by utilization shell and fibre as biofuels. Records of fossil fuel and renewable energy for year 2023 and 2024 (until May) as follows:</p> <table border="1"> <thead> <tr> <th>Descriptions</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Solar/Fossil fuel (L)</td> <td>186,662</td> <td></td> </tr> <tr> <td>Fibre (tonne)</td> <td>24,497</td> <td>957</td> </tr> <tr> <td>Shell (tonne)</td> <td>28,728</td> <td>7,032</td> </tr> <tr> <td>FFB processed (tonne)</td> <td>329, 739</td> <td>109,722</td> </tr> <tr> <td>CPO Production (tonne)</td> <td>75,840</td> <td>25,255</td> </tr> <tr> <td>PK Production (tonne)</td> <td>14,179</td> <td>4,721</td> </tr> </tbody> </table> <p>There is not yet a plan for the mill to build a biogas plant.</p>	Descriptions	2023	2024	Solar/Fossil fuel (L)	186,662		Fibre (tonne)	24,497	957	Shell (tonne)	28,728	7,032	FFB processed (tonne)	329, 739	109,722	CPO Production (tonne)	75,840	25,255	PK Production (tonne)	14,179	4,721	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:
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7.10	Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions																							
R	7.10.1 (C) [GHG emissions are identified and assessed for the unit of certification / GHG emissions for the unit of certification are identified and assessed]. Plans to reduce or minimise [them / GHG emissions] are implemented, monitored through the Palm GHG calculator and [publicly reported / reported publicly].	<p>Findings: The UoC has GHG inventory within the scope of PT WNL, these following data can confirm the identification of GHG produced by PT WNL, particularly for the Katari Agro Mill unit and its supply based estates. The list of GHG emission sources from Mill and estate as follows:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A																					
	a. Are all sources of GHG emissions identified? b. Is the GHG emissions for the unit of certification calculated using the latest version of RSPO Palm GHG calculator? c. Are there plans to reduce or minimise the GHG emissions? Is this publicly reported?																							

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	<p>d. Are the plans being implemented? Was there any changes? Is it justified? e. Is there a system in place to monitor emission of greenhouse gases from estate (plantation) and mill operations? f. Is there regular reporting of the monitoring outcomes?</p>	<ul style="list-style-type: none"> - Use of Solar for transport & Machinery - Use of Fertilizer - Use of Solar for Mill activities - POME - Use of Fiber and shells for boilers and generators - Land Application - EFB application - Methane Capture - Planting cycle (25 years GHG emission cuts from land use change from forest to oil palm) - Emissions from planting oil palm on peatlands - etc <p>Identification of significant sources of GHG emissions has been identified. Therefore, the mitigation plan is developed by the company, both for mills and plantations. Significant GHG emissions include land use change, POME processing, use of fertilizers and pesticides, use of fossil fuels for operations and transportation.</p> <p>The mitigation plans such as the right dose of fertilizer use and application as recommended, reduction of reuse and recycling actions, restrictions on electricity use, transportation and machinery maintenance, and periodic air quality tests.</p> <p>The mill has utilized fiber and shell as renewable energy (as Boiler fuel) to reduction of fossil fuel usage. And, the estate has utilized FFB as organic fertilizer to substitute anorganic fertilizer.</p> <p>The UoC has calculated GHG by using palm GHG Calculator. The summary of GHG emissions for the period January - December 2023, is listed as follows:</p> <ul style="list-style-type: none"> - CPO: 1.29 tCO₂e / ton product - PK: 1.29 tCO₂e / ton product - PKO: 0.00 tCO₂e / ton product - PKE: 0.00 tCO₂e / ton product - Oil Palm planted on mineral soil: 19,557.16 ha - Oil Palm planted on peat soil: 1,119.24 ha - Total oil palm planted area: 20,676.40 ha - Conservation area (forested): 14.70 ha - Conservation area (non-forested): 191.72 ha - FFB production per ha: 27.79 tonne per ha - OER: 23.35% - KER: 4.25% <p>Mill Emission and Credit:</p> <ul style="list-style-type: none"> - Total: 55,882.44 tCO₂e (= 0.18 tCO₂e/t FFB) <p>Estate Emission and Sinks:</p> <ul style="list-style-type: none"> - Total Own: 35,580.92 tCO₂e (= 4.33 tCO₂e / ha), (=0.24 tCO₂e / t FFB), 	<p>NCR No:</p>
R	<p>7.10.2 (C) [Starting / Since] 2014, [the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them / an estimate of carbon stocks in the proposed development area has been carried out along with potential sources of emissions that can occur directly as a result of the development and plans to minimize these emissions are] prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p>		
	<p>a. Has the unit of certification identified and estimated carbon stock of the proposed development area? b. If yes, what are the potential major sources of emissions that may result directly from the development? c. Is there a plan to minimise the emissions? If yes, is the plan following the RSPO GHG Assessment Procedure for New Development d. Is the plan implemented and monitored?</p>	<p>Findings: Based on interview with company management and document verification, it is known that there has been no new land clearing since 2014. The company no longer undertakes new developments after 15th November 2018; therefore, the HCV document is still valid and does not require an HCS assessment.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
R & O	<p>7.10.3 (C) Other significant pollutants [are identified / identification results are available] and plans to reduce or minimise them are implemented and monitored.</p>		
	<p>a. Is there a documented list of all significant pollutants from the estate and mill operations? b. Are there plans to reduce or minimise the identified pollutants? c. Is there a system in place to monitor the pollutants?</p>	<p>Findings: The UoC has identified pollutions and emissions sources of Katari Agro POM in 2022, such as CO₂ (boiler, generator, transportation), CH₄ (POME), hazardous waste (WTP and chemical storage), noise</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		(machinery). The sources of pollution and emissions from estate are listed on the identification documents and management plans for pollution sources for year 2023, such as emissions (CO ₂ , CO), noise, chemical waste, organic and inorganic waste, and infectious waste. Plans to reduce or minimize have been implemented and monitored as explained in RKL-RPL second semester 2023. Fossil fuel reduction on Katari Agro POM has been implemented by fiber and shell usage for the boiler.	<input type="checkbox"/> N.A NCR No:
7.1 1	Fire is not used for preparing land and is prevented in the managed area		
	7.11.1 (C) Land for new planting or replanting is not prepared by burning.		
	a. Does the company have a zero burning policy or any statement on zero burning? b. Has the policy been implemented throughout the operations? c. Is there any new planting or replanting takes place? If yes, how was the land prepared?	Findings: There is no new planting or replanting within the UoC plantation area. However, the UoC has a zero burning policy as seen on documents: - Sustainability Policy (<i>Kebijakan Keberlanjutan</i>) 2022. - <i>Kebijakan Group Department</i> , title: <i>Persiapan Lahan Tanam Baru</i> (Newplanting) Document No. : 002/KG-BGA/EDR/10/2021/R0, Revision R-0 (Original), effective date 16/02/2022. The document was approved by COO of BGA. - Document of <i>Kebijakan Group Department</i> , title: <i>Persiapan Lahan Replanting (Peremajaan)</i> Document No. : 003/KG-BGA/EDR/10/2021/R0, Revision R-0 (Original), date 16/02/2022. The document was approved by COO of BGA. - Document of Standard Operating Procedure, title: <i>Persiapan Lahan Untuk Tanam Baru (New Planting)</i> , Document No.: BGA-SOP-OP-1021.01-R0, Revision R-0 (Original), date 16/02/2022. The document was approved by COO of BGA. - Document of Standard Operating Procedure, title: <i>Persiapan Lahan Untuk Peremajaan (Replanting)</i> , Document No.: BGA-SOP-OP-1021.02-R0, Revision R-0 (Original), effective date 16/02/2022. The document was approved by COO of BGA. There is no any signs of fire use throughout the operations. And, there is no new planting or replanting within the operation area.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:
	7.11.2 The unit of certification establishes fire prevention and control measures for [the areas directly managed / lands that are directly managed] by the unit of certification.		
	a. What is the mechanism/system established for fire prevention and control measures for areas directly managed by the unit of certification? b. Is there adequate fire control equipment? c. What are the equipment available and how are equipment maintained to ensure that they are functioning well at all time? d. Has fire drill been conducted? If yes, when was it last carried out? e. Are the relevant workers aware of the actions to be taken in case of fire occurrence?	Findings: The UoC has established a mechanism for fire prevention and control measures for areas directly managed, i.e. document of Standard Operating Procedure <i>Pengendalian Kebakaran Lahan</i> , Document No.: BGA-SOP-EM-1105.5-R0, Revision R-0 (Original), effective date: -. The document was approved by COO (20/04/2021), Director of CAP (21/04/2021) and CFO (03/05/2021). Mill and estates have formed emergency response teams in each unit. The UoC has been conducted monitoring and checking fire equipments, and conducted fire drill, as seen on documents below: 1. Minute of fire extinguisher drill as seen on document of <i>Berita Acara Simulasi APAR</i> , on date 23/03/2024. 2. PMSE: Minute of training and fire drill as seen on document of <i>Berita Acara Kegiatan Training & Fire Drill Kepada Satuan Tugas Pengendalian Kebakaran Hutan dan Lahan di Region Pundu</i> , on date 08/12/2023. The minute was prepared by Fire Fighting Department. The drill was attended by 10 participants (as seen on document of attendance list). 3. PMSE: Minute of training and fire drill as seen on document of <i>Berita Acara Kegiatan Training & Fire Drill Kepada Satuan Tugas Pengendalian Kebakaran Hutan dan Lahan di Region Pundu</i> , on date 22/01/2024. The minute was prepared by Fire Fighting Department. The drill was attended by 69 participants (as seen on document of attendance list). The UoC has adequate fire control equipments in accordance with Permentan No. 5 year 2018. The equipment are available and maintained. Monitoring of the equipment have been conducted periodically every months as seen on document of <i>Checklist Standards Sarpras Pemadam Kebakaran Lahan</i> . Based on-site interview with ERT members, and workers, there is evidence that they are aware of the actions to be taken in case of fire.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No:

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
O	7.11.3 The unit of certification engages [with adjacent stakeholders on / stakeholders in adjacent locations for] fire prevention and control measures.		
	<p>a. Has the company made engagement with adjacent stakeholders on fire prevention and control measures? b. What type of engagement is agreed?</p>	<p>Findings: The UoC has made engagement with adjacent stakeholders on fire prevention and control measures as seen on:</p> <ol style="list-style-type: none"> Document of <i>Nota Kesepakatan Antara PT Bumitama Gunajaya Agro Group Dengan Forum Komunikasi Kecamatan (FORKOPINCAM) Kecamatan Cempaga Hulu, Kabupaten Kotawaringin Timur, Kalimantan Tengah Dalam Pengendalian Kebakaran Hutan Dan Lahan</i>. The document was signed by related parties (head of sub-district Cempaga Hulu, police sector chief Cempaga Hulu, military pos commander of Cempaga Hulu, and CA Region Pundu (the UoC representative). Document of <i>Tim Satuan Tugas Kebakaran Hutan dan Lahan Kecamatan Cempaga Hulu</i>, document no. 300/008.1/trantib-Cemhul/2023, date 08/01/2023. The document was signed by head of sub-district of Cempaga Hulu. 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No:</p>
7.1 2	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		
R	<p>7.12.1 (C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is [conducted prior to / carried out before] any new land clearing, in accordance with the RSPO LUCA guidance document. Note to Auditor : Refer to Interpretation of Indicator 7.12.2 and Annex 5</p>		
	<p>a. Since November 2005, have any new plantings replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs)? If yes, was an adequate HCV assessment carried out prior to clearing the land. b. Has the unit of certification submitted the Disclosure form and LUCA to RSPO? c. Does the disclosure form reported any land liability? d. Since 15 November 2018, have any new plantings been done? If yes, was a HCV-HCSA assessment conducted and passed through the HCVRN ALS quality review process prior to any land clearing. e. Where HCVs & HCS forests have been identified on the land that is intended for new plantings, have new plantings been planned and managed to best ensure the HCVs & HCS forest identified are maintained and/or enhanced.</p>	<p>Based on plantation management information and a review of the hectare's statements, it was found that there was no additional planting or expansion of the plantation operational area after November 15, 2018. However, the Company cleared land after November 2005 without prior HCV assessment so that remediation and compensation procedures apply. The company carried out an HCV assessment for PT WNL's area with total area of Assessment is of 17,061.33 Ha which was carried out in September – October 2010 with the final document year 2012.</p> <p>On 15 December 2015 the company conducted a LUCA study with an area of 11,550 (Scope Certification PNBM & KAGM – PT WNL) Ha. Based on the results of the LUCA document study, it is known that the company cleared land in 2005-2010 with a total area of 740 Ha for Raw Liability and 48 Ha for Conservation Liability. The LUCA study was conducted for the scope of PT WNL and not for each certification unit within it (KAGM and PNBM).</p> <p>The Company has also submitted Liability Disclosure and LUCA for all PT WNL to the RSPO Compensation Plan on 25 April 2016 and has PASS status or acceptable.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>
R & O	<p>7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows : a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid. b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations. PROCEDURAL NOTE for 7.12.2 : For details of transitional measures, refer to Annex 5: RSPO transition from HCV assessments to HCV-HCS Assessments.</p>		
R & O	<p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid. a. Is there any land clearing after 15 November 2018? If yes, go to 7.12.2b) b. Who conducted the HCV assessment? c. Is the HCV assessment covers the following : - Presence of protected areas that could be significantly affected by the grower or miller; - Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. - Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; d. Was the HCV assessment performed in consultation with relevant stakeholders? e. Does the HCV assessment include checking of available biological records? f. Does the HCV assessment include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors)? g. Was the HCV assessment performed in accordance to the latest methodology available at global and national level? h. For existing plantation going for certification after 15 November 2018, are the applicable requirements in Annex 5 fulfilled?</p>	<p>The company has a document for high conservation value areas identification. The study scope is the entire PT WNL area and not separate for each certification unit. The HVC assessment was carried out by the Bogor Agricultural Institute (RSPO Approve Assessor) in September – October 2010 with the final document on 2012.</p> <p>Based on the document review, the following information is obtained:</p> <ul style="list-style-type: none"> The results of HCV Identification documents with total area of 17,039.05 Ha in accordance with the total HGU, conducted in 2010 with the date of the final document in 2012 showing the total HCV area in PT WNL is 359.75 Ha. The review from Peer Review document conducted in February 2012, the scope of study in the peer review is 11,550 Ha, of which the area is the current management area of PT WNL. The results of Internal Office Memo (IOM) document No. 611/Sustainability 3-RH 2/IX/2014 dated on 5th November 2014, showed that there was a change in the total area of HCV in PT WNL which was originally 359.75 Ha to 206,42 Ha. The difference in area is because the HCV assessment conducted in 2010 for PT WNL is no longer the same as the current actual condition. The scope of the HCV assessment is currently divided into several managed areas, namely certified PT WNL, non-certified PT WNL (PT FBI and PT GSM), PT WNS and KUD Harapan Abadi. HCV assessment map 2010 with a scale of 1:45,000, in the map it can be seen that there are areas outside the current scope of PT WNL's certification. The results of the IOM document study also explain the area for the Katari Agro Mill Certification Unit, which is a total HCV area of 127.92 Ha where the area is in accordance with the basic info and GHG 	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS																																																																																																
		<p>calculator with all conditions not planted with oil palm.</p> <p>HCV Area in PT WNL based on HCV Assessment, IOM and Each Certification Unit</p> <table border="1" data-bbox="1498 426 2602 909"> <thead> <tr> <th>Location</th> <th>HCV Type</th> <th>HCV (2010) (Ha)</th> <th>IOM (2014) (Ha)</th> <th>Estate</th> <th>Certification Unit</th> </tr> </thead> <tbody> <tr><td>SS Bengkuang</td><td>1.1; 1.2; 1.3; 2.3; 4.1</td><td>146.66</td><td>63.80</td><td>PNBE</td><td>Pundu Nabatindo</td></tr> <tr><td>SS Cempaga Buang</td><td>1.1; 1.2; 1.3; 2.3; 4.1</td><td>65.71</td><td>43.22</td><td>PMSE</td><td>Katari Agro</td></tr> <tr><td>SS Bahaur</td><td>1.1; 1.2; 1.3; 2.3; 4.1</td><td>44.73</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>SS Bahaur Kuning</td><td>1.1; 1.2; 1.3; 2.3; 4.1</td><td>12.86</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>SS Ubar</td><td>1.1; 4.1</td><td>26.85</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>SS Ringgung</td><td>1.1; 1.3; 4.1</td><td>0.35</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>SS Katari</td><td>1.1; 1.2; 1.3; 2.3; 4.1</td><td>18.2</td><td>16.99</td><td>PMSE</td><td>Katari Agro</td></tr> <tr><td></td><td></td><td></td><td>17.02</td><td>KAGE</td><td>Katari Agro</td></tr> <tr><td>SS Keruing</td><td>1.1; 1.3; 4.1</td><td>13.07</td><td>50.67</td><td>PAGE</td><td>Katari Agro</td></tr> <tr><td>Danau Kembar</td><td>1.1; 1.3; 2.3; 4.1</td><td>1</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>Areal Blok A-33</td><td>1.2; 1.3; 2.3</td><td>1</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>Hutan Kerangas</td><td>2.3</td><td>29.3</td><td>14.70</td><td>PNBE</td><td>Pundu Nabatindo</td></tr> <tr><td>Batu Keramat</td><td>6</td><td>0.01</td><td>0.01</td><td>PAGE</td><td>Katari Agro</td></tr> <tr><td>Pohon Keramat</td><td>6</td><td>0.01</td><td>0.01</td><td>PMSE</td><td>Katari Agro</td></tr> <tr><td>TOTAL</td><td></td><td>359.75</td><td>206.42</td><td></td><td>127.92 Ha at KAGM</td></tr> </tbody> </table> <p>*SS = Sempadan Sungai (Buffer Zone/River Bank)</p>	Location	HCV Type	HCV (2010) (Ha)	IOM (2014) (Ha)	Estate	Certification Unit	SS Bengkuang	1.1; 1.2; 1.3; 2.3; 4.1	146.66	63.80	PNBE	Pundu Nabatindo	SS Cempaga Buang	1.1; 1.2; 1.3; 2.3; 4.1	65.71	43.22	PMSE	Katari Agro	SS Bahaur	1.1; 1.2; 1.3; 2.3; 4.1	44.73	-	-	-	SS Bahaur Kuning	1.1; 1.2; 1.3; 2.3; 4.1	12.86	-	-	-	SS Ubar	1.1; 4.1	26.85	-	-	-	SS Ringgung	1.1; 1.3; 4.1	0.35	-	-	-	SS Katari	1.1; 1.2; 1.3; 2.3; 4.1	18.2	16.99	PMSE	Katari Agro				17.02	KAGE	Katari Agro	SS Keruing	1.1; 1.3; 4.1	13.07	50.67	PAGE	Katari Agro	Danau Kembar	1.1; 1.3; 2.3; 4.1	1	-	-	-	Areal Blok A-33	1.2; 1.3; 2.3	1	-	-	-	Hutan Kerangas	2.3	29.3	14.70	PNBE	Pundu Nabatindo	Batu Keramat	6	0.01	0.01	PAGE	Katari Agro	Pohon Keramat	6	0.01	0.01	PMSE	Katari Agro	TOTAL		359.75	206.42		127.92 Ha at KAGM	
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R & O	<p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>a. Is there land clearing after 15 November 2018?</p> <p>b. If Yes to (a), does it fall into any of the scenarios in Annex 5 and the 'RSPO Interpretation of Annex 5 & indicator 7.12.2' document?</p> <p>c. If Yes to (b), are the applicable requirements for the scenario in Annex 5 fulfilled?</p> <p>d. If No to (b), was a HCV-HCSA assessment conducted prior to any land clearing?</p> <p>e. Is the HCV-HCSA assessment passed the ALS quality control? How was this confirmed?</p> <p>f. Was the HCV-HCSA assessment conducted in consultation with stakeholders and take into account wider landscape-level considerations?</p>	<p>Based on the results of the document review, it is known that the company no longer undertakes new developments after 15th November 2018. Therefore, the HCV document is still valid and does not require an HCS assessment. The HCV analysis uses the Toolkit for HCV Area Identification 2008 and the Management and Monitoring Plan for HCV areas. It is in accordance with the Indonesian RSPO Guidelines 2010. The result of HCV assessment has passed the peer review conducted by Dr. Kunkun Jaka Gurmaya in February 2012. The assessment result is no major and 3 minor issues, but all is fixed.</p>																																																																																																	
O	<p>7.12.3 (C) In High Forest Cover Landscapes (HFCLs) within HFCCs, a specific procedure will apply for legacy cases and development by indigenous peoples and local communities with legal or customary rights, taking into consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.</p> <p>PROCEDURAL NOTE for 7.12.3 : There should be demonstrable benefits to the local community; clear recognition of legal and customary lands based on participatory land use planning; development should be proportional to the needs of the local community; with a balance between conservation and development. This procedure will also cover planting on previous or abandoned agricultural land / plantations. All other P&C requirements apply, including FPIC and HCV requirements.</p>	<p>This is requirement not relevant to Indonesian country until further decisions by RSPO so that this is section not applicable (N.A)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A</p> <p>NCR No :</p>																																																																																																
R & O	<p>7.12.4 (C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted [where / if] necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>a. Has the unit of certification identified the HCV, HCS, peatland and other conservation areas? This is applicable for both existing and new planting areas.</p> <p>b. Where (a) have been identified on the land that is intended for new plantings, have new plantings been planned and managed to ensure the identified HCVs are maintained and/or enhanced.</p> <p>c. Is there an integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas developed, implemented and adapted where necessary? Is the plan contains monitoring requirements?</p> <p>d. Is the integrated management plan developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified)?</p> <p>e. Is the plan reviewed by the unit of certification? When was the last reviewed conducted?</p>	<p>The organization has HCV management and monitoring document in 2023 & 2024 (<i>Matrix Pemantauan dan Pengelolaan NKT</i>), it records the implementation for these programs:</p> <ul style="list-style-type: none"> Monitoring/maintaining buffer zone sign (poles) in March and September 2024 Routine patrol and monitoring species in HCV area once a month HCV socialization to employees in February and August 2024 HCV socialization to nearby villages in February and August 2024 Control the chemical contamination to HCV area once a month. Testing river water quality every 6 month <p>The company has carried out management and monitoring in accordance with the established management plan, namely:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No :</p>																																																																																																

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Kotawaringin Timur, Province of Central Kalimantan**

CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINCE STATUS
		<ul style="list-style-type: none"> Establishment of HCV boundaries through the installation of HCV attributes, for example signboards related to HCV, HCV forested, boundary signs of chemical use in palm oil plants. HCV socialization, for example, indirect socialization by the warning/prohibition's signboard or references to animal protection regulations, socialization/training to employees and suppliers, as well as direct external socialization to the community around plantation. For example socialization HCV in Plataran Agro Estate dated 5 January 2024 attended by 20 Persons; Dated 18 January 2024 in Katari Agro Estate attended by 35 Persons. Training Management & Monitoring HCV dated 20 April 2024 in Pundu Estate attended by 10 Persons. Protection of water sources by determining boundary with HCV environmental services attributes, not applying chemical fertilizers within the defined river boundaries, planting bamboo on the riparian to avoid high erosion. Monitoring reports on animal/plant in 2023-2024. For example monitoring dated 29 May 2024 in Katari Riparian zones. Based on patrol known the signboard in good conditions and found the <i>Tupai</i> for animal and <i>sengon</i> for plant in good conditions. <p>The latest HCV management plan is reviewed on November 2023 with employee, Conservation and Natural Resources Agency, village heads, community leaders, and local communities around the operational area.</p> <p>Based on observation during audit, for examples to Cempaga Buang River at Division 1 Block D26 in Pantai Mas Estate, the company shows proper ways for maintaining and protecting the catchment area. There is no chemical used on HCV area, that is in line according to the signboard. The HCV signboard is seen in the area, and they are implemented the planting of local plant to enrich the plant and reduce risk of flood in the HCV area.</p>	
O	7.12.5 Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.		
	<ul style="list-style-type: none"> a. Are there rights of local communities identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas? b. Who are the affected communities? c. Is the identified areas mapped? d. Is there evidence of stakeholder consultation and negotiated agreement, in accordance to FPIC principles, with local community to optimally safeguard both the HCVs and rights of local communities? e. If a negotiated agreement cannot be reached, is there evidence of sustained efforts to achieve an agreement? 	Based on the HCV identification document, it is known that there is no area needed by the community to fulfil their basic needs. In addition, based on field visit, it is known that the community no longer fulfils their basic needs from the forest but from local markets. The livelihoods of the surrounding community include farming with rubber or palm oil plantations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N.A NCR No :
R & O	7.12.6 All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.		
	<ul style="list-style-type: none"> a. Is there a policy or rules to protect RTE species? b. Is there a programme to regularly educate the workforce about the status of the RTE species? When was the programme carried out? c. Is there evidence or action taken to implement the rules and programs? E.g. Inspections conducted to check no traps/snares put up within or nearby areas. d. Are there appropriate disciplinary measures imposed in accordance with company rules and national law, should any individual working for the company is found to have captured, harmed, collected or killed any RTE species? 	<p>The organization has SOP for HCV Management Program Number WNL-SUST-SOP-18 on 1st March 2018 and company policy on Protection of High Conservation Values on 1st June 2016 by Region Head 2. The document states that in accordance with sustainability principle, all employees are advised not to hunt, kill, or sell endangered protected animals or plants, and report such activities. Maintain and not disturb the area designated as HCV area and report any illegal acts. Employees who do not Comply will be subject to sanctions in accordance with laws and regulations. The company also installs hunting warning signboards and sanctions for violating government regulations in all HCV areas. The company has a sustainability policy explained related to monitoring any endangered or vulnerable species and looking for any signs of illegal activity. The company is committed to conserving natural resources, protecting, and enhancing the existing natural environment and its biodiversity.</p> <p>The company has established HCV management plan and conduct monitoring on the implementation. The patrol records on monitoring illegal hunting and other illegal activities also shown by the company.</p> <p>For example, RTE patrols summary results dated 29 May 2024 in Katari Riparian Riparian, it is reported that there is a positive progress of <i>Tabernaemontana macrocarpa</i> Jack in the area. The patrol officer also reporting the signboard condition and the exact location of animal finding.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A NCR No :
O	7.12.7 The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.		
	<ul style="list-style-type: none"> a. Is the management plan contained ongoing monitoring of status of HCV, HCS, other natural ecosystems, peatland conservation areas and RTE species? b. Is the status documented and reported? c. Are the result of monitoring available to justify the trend of HCV attribute for improvement of management 	<p>The company has carried out management and monitoring in accordance with the established management plan, namely:</p> <ul style="list-style-type: none"> Establishment of HCV boundaries through the installation of HCV attributes, for example signboards related to HCV, HCV forested, boundary signs of chemical use in palm oil plants. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A

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CR	CHECKLIST	RESULTS OF VERIFICATION	COMPLAINC E STATUS
	<p>plan ?</p> <p>d. Are the outcomes of monitoring fed back into the management plan?</p>	<ul style="list-style-type: none"> HCV socialization, for example, indirect socialization by the warning/prohibition's signboard or references to animal protection regulations, socialization/training to employees and suppliers, as well as direct external socialization to the community around plantation. For example socialization HCV in Plataran Agro Estate dated 5 January 2024 attended by 20 Persons; Dated 18 January 2024 in Katari Agro Estate attended by 35 Persons. Training Management & Monitoring HCV dated 20 April 2024 in Pundu Estate attended by 10 Persons. Protection of water sources by determining boundary with HCV environmental services attributes, not applying chemical fertilizers within the defined river boundaries, planting bamboo on the riparian to avoid high erosion. Monitoring reports on animal/plant in 2023-2024. For example monitoring dated 29 May 2024 in Katari Riparian zones. Based on patrol known the signboard in good conditions and found the <i>Tupai</i> for animal and <i>sengonfor</i> plant in good conditions. <p>The latest HCV management plan is reviewed on November 2023 with employee, Conservation and Natural Resources Agency, village heads, community leaders, and local communities around the operational area.</p> <p>Based on observation during audit, for examples to Cempaga Buang River at Division 1 Block D26 in Pantai Mas Estate, the company shows proper ways for maintaining and protecting the catchment area. There is no chemical used on HCV area, that is in line according to the signboard. The HCV signboard is seen in the area, and they are implemented the planting of local plant to enrich the plant and reduce risk of flood in the HCV area.</p>	<p>NCR No :</p>
R	<p>7.12.8 (C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p>	<p>Based on the study of the BGA Group Annex 8 Document (Remediation & Compensation Plan) which has been approved by RSPO on January 9, 2023, it is known that there are 17 PTs under BGA (including PT WNL) that have received RaCP approval with a total of 6,881.86 Ha Compensation & 2,745.13 Ha Remediation. Specifically for PT WNL, the Compensation area is 47.6 Ha which will be carried out Ex-Situ and Remediation 73.24 Ha In-situ.</p> <p>During the audit activities, the management unit has not been able to show:</p> <ul style="list-style-type: none"> Distribution of the In-situ Remediation area of 73.24 Ha at PT WNL Remediation Plans and Realizations that have been carried out since the RaCP was approved at PT WNL 3) Evidence of annual reporting of RaCP progress to RSPO (Annex 9). <p>It is become nonconformity with major status (RSPO05680).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N.A</p> <p>NCR No : RSPO0 5680</p>

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6.2 Compliance to Book & Claim requirement:

<i>Chapter is applicable by client :</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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if yes, please complete information require in **appendix 7**.

If not, please delete **appendix 7**

7.0 STATUS OF PREVIOUSLY IDENTIFIED NON-CONFORMITIES

Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Verification Result	Status Open/ Closed
			Correction	Corrective Action			
2.2.2	-	There is no sufficient evidence that third parties have fulfilled relevant legal obligation, such as but not limited to BPJS, payment wage, PPE, and others	<ul style="list-style-type: none"> - Re-socialize Contractor SOPs to FFB suppliers and contractors - Complete documents proving the implementation of the contractor's fulfillment of legal obligations in accordance with the signed SPK Contractor evaluation documents in accordance with the Contractor's SOP. 	<ul style="list-style-type: none"> - Implementation of Contractor SOPs. 1. Implementation of internal audits and contractor evaluations on a regular basis 	<p>CPO Transport and PK transport contractor agreements have been contains specific clause on meeting relevant legal requirements including in field of employments, H&S, and etc.</p> <p>The UoC has requested and reviewed all the documents requested in the agreement before signing the new agreement. The documents were reviewed and available for example:</p> <ul style="list-style-type: none"> - List of employee - BPJS Employment membership and payment 	<p>Corrective actions have been implemented appropriately.</p> <p>The contractor evaluation has been carried out in accordance with SOP.</p> <p>All of requirements have had fulfilled by the contractors.</p>	Closed

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Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Verification Result	Status Open/ Closed
			Correction	Corrective Action			
					<ul style="list-style-type: none"> - BPJS Health membership and payment - Salary slips for workers, - PPE distribution records - etc 		
3.6.2	-	The company has not been able to show evidence of the implementation and monitoring of the OHS plan to deal with OHS risks to people according to the SOP they already have.	<p>Fulfil the implementation of applicable H&S procedures including:</p> <ul style="list-style-type: none"> - Providing spill containment facilities in diesel tanks in the Katari Agro Mill engine room station. - Replacing the MSDS in the hazardous waste (B3) PMSE warehouse with an Indonesian language MSDS. <p>Make a schedule and carry out inspections on the implementation of applicable procedures</p>	<ol style="list-style-type: none"> 2. Conduct inspections according to schedule 3. periodic internal audits 	<p>Based on field visit to hazardous waste (B3) and fuel storage tanks, it was observed that:</p> <ul style="list-style-type: none"> - MSDS in Bahasa, hazardous waste (B3) symbols available in appropriately, there are spillage tang containers, no oil or chemical spillage found during visit. - Monitoring checklist available onsite. 	Corrective actions have been implemented appropriately.	Closed

8.0 IDENTIFIED NON-CONFORMANCES, ROOT CAUSE ANALYSIS; CORRECTIVE ACTIONS TAKEN AND AUDITORS CONCLUSIONS

A total of 5 (five) nonconformances were identified during the main certification assessment. These consisted of 4 (Four) major non-conformities and 1 (one) minor non-conformity. For the major non-conformances, the company has taken the necessary corrective action to close these non-conformances within 90 days from completion of the assessment time (closing meeting), and this was verified by the audit team through as well as checks of documents submitted by the company. For the minor non-conformances, the company has taken corrective action against these as well, and for those which could not be verified as closed through document checks, the closure of these minor non-conformities will be assessed during the next surveillance audit. A summary of all identified non-conformances, corrective actions taken and auditor conclusions is as explained below:

8.1 Major Non-Conformities

Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Root Cause	Correction / Corrective Action		
2.1.1	RSPO05677	Document of Law Register in the field of employment/labor, H&S, and environment updated on January 16, 2024 are still contains expired legal regulations. The UoC was unable to show the list of permits and SIO documents for the Katari, Pantai Mas and Pelantaran estates.	1. The law register has not been updated as a whole 2. The list of licensing documents and competency certificate documents are stored by the relevant department at the HO, the lack of coordination causes the documents to be unavailable during the audit	Correction: 1. Review of law register documents 2. FU to the relevant departments in providing documents for lists of permits and competency certificates. Corrective Actions: 1. Implementation of law register document review according to procedures 2. Annual monitoring through internal audit.	Some document were reviewed: - Updated <i>Daftar Sertifikat Komtensi PT WNL</i> - Updated <i>Daftar Dokumen Perizinan PT WNL</i> . - Updated <i>Daftar Peraturan Perundang-undangan</i> (Law Register) in field of H&S, employment, plantation, and environment. There is evidence that all applicable legal requirements have been identified. There is no expire legal requirements listed. All of licensing and applicable requirements have been fulfilled. There is no expired licensing or permit found. The effectiveness of the corrective actions will be verified in the next audit.	Closed 24/09/2024

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Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Root Cause	Correction / Corrective Action		
3.8.16	RSPO 05678	Based on the review of book keeping documents (mass balance) for the period May 01, 2023 - April 30, 2024, it is known that the Company sold 28,255.60 tons of certified products conventionally for CSPO and 1,929.66 tons for CSPK, but the Company has not removed the certified product stock in the Palmtrace platform and this has not been accommodated in the company's supply chain procedures. The Company has not been able to prove that all certified products sold conventionally have been removed from the Palmtrace platform and has procedures related to this provision.	During the audit activity there was a change of PIC from the previous PIC so that there was a calculation error and monitoring of certified product sales was not running well	<p>Correction:</p> <ul style="list-style-type: none"> Assign a PIC who monitors the mass balance Recalculate mass balance data Perform remove for CSPK products sold conventionally Perform allocation to Credit for CSPO <p>Corrective Action:</p> <ul style="list-style-type: none"> Routine monitoring by PIC Review by CST Dept. through Internal Audit 	<p>Root cause determination, corrective and corrective actions have been well accepted. In addition, the company has also provided evidence of improvement that has been further verified, namely:</p> <ul style="list-style-type: none"> Updated Mass Balance data along with actual sales changes. Remove stock data of products that have been sold conventionally for CSPK. Data on the allocation of CSPO to credit in accordance with the amount of CSPO sold conventionally. Determination of PIC responsible for mass balance data and product sales. <p>Based on this, this non-conformity is declared fulfilled.</p>	Closed 24/09/2024
6.7.2	RSPO0 5679	The UoC has not able to show the following documents: <ul style="list-style-type: none"> Procedures for handling work accidents and emergencies. Records of work accident reports and investigations in 2023 and 2024. Work accident reports to the authorities in 2023	<ol style="list-style-type: none"> The UoC has a procedure for handling work accidents and emergencies, but there is a lack of control by the PIC so that the document cannot be shown to the auditor The company has a work accident report, listed in the P2K3 report, but there is a 	<p>Correction:</p> <ul style="list-style-type: none"> Provide documents on procedures for handling work accidents and emergencies Provide evidence of reporting. <p>Corrective Actions: Regular monitoring through internal audit by CST Dept.</p>	<p>Root cause analysis, correction and corrective action are accepted. Unit management can showed:</p> <ul style="list-style-type: none"> Procedures for handling work accidents and emergencies. Records of work accident reports and investigations in 2023 and 2024 Reports of work accidents to the authorities in 2023 <p>Effectiveness will be verified in next</p>	Closed 24/09/2024

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Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Root Cause	Correction / Corrective Action		
			lack of control by the PIC so that the document cannot be shown to the auditor 3.The UoC has reported work accidents to the relevant agencies		surveillance	
7.1 2.8	RSPO 05680	<p>Based on the study of the BGA Group Annex 8 Document (Remediation & Compensation Plan) which has been approved by RSPO on January 9, 2023, it is known that there are 17 companies (PT) under the BGA group (including PT WNL) that have received RaCP approval with a total of 6,881.86 ha of Compensation & 2,745.13 ha of Remediation. Specifically for PT WNL, the Compensation area is 47.6 ha which will be carried out Ex-Situ and Remediation 73.24 ha In-situ.</p> <p>During the audit activities, the management unit has not been able to show:</p> <ul style="list-style-type: none"> • Distribution of the In-situ Remediation area of 73.24 ha at PT WNL. • Remediation Plans and Realization that have been carried out since the 	The annual report on the progress of RaCP (Annex 9) is still in the process of being prepared by the PIC.	<p>Correction: Submitting annual reports on RaCP (Annex 9) progress to RSPO</p> <p>Corrective Action: Annual review in management review meeting to ensure Mediation is implemented, monitored and reported as scheduled.</p>	<p>The Management Unit has conducted a root cause analysis, made corrections and made corrective actions; the improvements shown include:</p> <ul style="list-style-type: none"> • RaCP Implementation Monitoring Report (Annex-9) for BGA Group for the period January - December 2023. • Evidence of RaCP implementation reporting to RSPO on August 2, 2024. • Based on evidence of improvement and corrective actions determined, the non-conformity is declared fulfilled. And will be further verified in the next surveillance. 	Closed 24/09/2024

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Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Root Cause	Correction / Corrective Action		
		RaCP was approved at PT WNL. • Evidence of annual reporting of RaCP progress to RSPO (Annex 9).				

It is recommended by the lead auditor to award the system of the company with a certificate pursuant to the above-mentioned RSPO standards after eliminating the non-conformities rated as “major”.

8.2. Minor Non-Conformities

Ref	NCR No.	Evidence Observed / NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Root Cause Analysis	Correction/ Corrective Action		
1.1.5	RSPO 05676	Based on the review of the company's stakeholder list document for the 2024 period, it is known as follows: <ul style="list-style-type: none"> ○ There are still several relevant stakeholders that have not been included in the list (for example: internal stakeholders, district industry and trade offices, banks, etc.). ○ Information regarding the complete address and position of the relevant PIC is not yet available. 	Lack of coordination between departments in compiling stakeholder lists	Correction: <ul style="list-style-type: none"> • Follow up to the relevant department regarding stakeholders concerned • Updating stakeholder data Corrective Actions: Annual review of stakeholder list	Root Cause Analysis, Correction Plan and Corrective Action are acceptable, and will be further verified in the next audit.	Closed 09/01/2025

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It is recommended by the lead auditor to award the system of the company a certificate pursuant to the above-mentioned RSPO standards. The non-conformities identified shall be audited again in line with the timeframe during the next surveillance audit

9.0 NOTEWORTHY POSITIVE COMPONENTS AND POTENTIAL FOR IMPROVEMENT

9.1 Positive Observation

No.	Ref.	Positive Comments
1	-	The Company is committed to implementing the principles of sustainable palm oil management.

9.2 Potential for Improvement:

No.	Ref.	Potential for improvement
1	6.1.6	The Company ensures the implementation of the COO and Director HC Memorandum policy No. 015/MEMO-BGA/HC/06/2024 dated June 6, 2024, regarding the wage scale for PTH employees, which will take effect on January 1, 2025.
2	7.2.6	Ensure that pesticide application activities on land do not exceed 5 hours, in accordance with applicable regulations.

10.0 ISSUES RAISED BY STAKEHOLDERS AND FINDINGS PERTAINING TO ISSUES

10.1 Issues Raised during Stakeholder Consultation Meeting

No.	Issues Raised	Management Response	Auditor Verification
1	Statutory Bodies/Badan Hukum (PT Catur Borneo Abadi & PT Surya Mentaya Jaya) CPO&PK Transporter Issue: There is no specific issues	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
2	Indigenous people (Demang Adat Cempaga Hulu) Issue: There is no specific issues	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
3	Local Government/ Head of Pelantaran Village; Bukit Batu Village, Pundu Village, Issue: There is no specific issues	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.

	There is no specific issues		
4	<p>City or Regional Government/Dinas-dinas terkait <i>Ka UPT Pengawasan Teanga kerja KOTIM & Seruyan</i> Issue:</p> <p>In general, ok, No conflict, any labour issues are usually solved at the bipartite level (company)</p> <p>Complaints usually stem from a lack of understanding of the pay mechanism</p> <p>Regular health checks for mill</p>	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
5	<p>Migran Workers Issue: N.A</p>	N.A	N.A
6	<p>Smallholders/Petani sekitar area estate (Koperasi Harapan Abadi, KSU Sehati, Koperasi Produsen Cahaya Anugrah Katulistiwa)</p> <p>Issue:</p>	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
7	<p>Woman Representative Gender Committee Issue:</p> <p>No issues with sexual harassment</p>	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
8	<p>Local NGO KALTENG POS</p> <p>Issue: There is no specific issues</p>	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
9	<p>National NGO (WWF, WALHI)</p> <p>Issue: There is no specific issues</p>	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
10	<p>Bipartite Issue: No issue so far No CLA, since there is no Labour Union</p>	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
11	<p>Previous Land owners Issue:</p>	No need clarification	Based on document verification sighted that the

	There is no specific issues		company still comply with the requirements, it has explained on the related indicators.
1 2	Dinas Pertanian KOTIM Issue: There is no specific issues	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
1 3	Dinas Lingkungan Hidup KOTIM Issue: There is no specific issues	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.
1 4	KANTAH/BPN KOTIM Issue: There is no specific issues	No need clarification	Based on document verification sighted that the company still comply with the requirements, it has explained on the related indicators.

10.2 Issues Raised during Stakeholder Interviews On-site

No.	Issues Raised	Audit Verification
-	-	-

11.0 CERTIFICATION DECISION

11.1 Recommendation for Certification

PT Windu Nabatindo Lestari – Katari Agro Mill has established and maintains an effective system to ensure compliance with the RSPO principles and criteria. The audit team has confirmed through the audit process that the company's practices complies with, adequately maintains and implements the requirements of RSPO Principles and Criteria NI-2020.

PT TUV Rheinland Indonesia recommends that PT Windu Nabatindo Lestari – Katari Agro Mill be approved as a producer of RSPO Certified Sustainable Palm Oil.

11.2 Date of Certificate Issued and Scope of Certificate

The scope of the certificate covers production of palm oil from PT Windu Nabatindo Lestari and its supply base, which includes Pundu Nabatindo POM & Estate. The first date of certificate issued is 19 June 2019. Further details of the certificate are as per Appendix 1.

11.3 Date of Next Surveillance Visit

The next surveillance visit is planned for 8-12 month since date issuance of license.

12.0 ACKNOWLEDGEMENTS OF INTERNAL RESPONSIBILITY AND FORMAL SIGN-OFF BY CLIENT

It is acknowledged that the assessment visit was carried out as described in this report and we accept the assessment findings and report content.

Signed on behalf of PT Windu Nabatindo Lestari

Signed on behalf of PT TUV Rheinland Indonesia



.....
Eric Perdana Andreas
Position: Compliance, Safety & Certification
Date: 10 January 2025



.....
Mohamad Amarullah
Lead Auditor
Date: 9 January 2025

APPENDICES

Appendix 1 Details of Certificate

Certificate

Standard : Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil Year 2018 (April 2020)

Certificate Registr. No. : 824 502 24188


Certificate Holder : PT TUV Rheinland Indonesia certifies :
PT Windu Nabatindo Lestari
Katari Agro Palm Oil Mill
Katari Village, Cempaga Hulu Sub-District,
Kotawaringin Timur District, Central Kalimantan Province,
Indonesia.

RSPO number : and its company owned estates according to the annex
Scope : -
Palm Oil Production and Plantation Management System
An audit was performed, Report No. ASA13_24188. Proof has been furnished that the requirements according to Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil Year 2018 (April 2020) are fulfilled.

Validity: The certificate is valid from 26-08-2021 until 25-08-2026.
The certificate shall remain valid in period stipulated above provided that the certificate holder mentioned here continues to comply with the RSPO P&C requirements. Status of compliance of the certificate holder shall be based on the annual inspections conducted by PT TUV Rheinland Indonesia.

RSPO registered parents company* : Bumitama Agri Ltd
(RSPO Member No. : 1-0043-07-000-00)
* Name of the RSPO registered member company of which the certificate holder is a subsidiary (if applicable)

Date of first certificate : August 26th, 2016

Indonesia, 10-01-2025 
PT TUV Rheinland Indonesia
Director

The certificate remains property of PT TUV Rheinland Indonesia and can be withdrawn in case of terminations as mentioned in the contract or in case of changes or deviations of the above-mentioned data. The licensee is obliged to inform PT TUV Rheinland Indonesia immediately of any changes in the above-mentioned data. Only an original and signed certificate is valid.

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Annex to certificate

Standard : Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil Year 2018 (April 2020)

Certificate Registr. No. : 824 502 24188

Location: **PT Windu Nabatindo Lestari**
 Address : **Katari Agro Palm Oil Mill**
 Katari Village, Cempaga Hulu Sub-District,
 Kotawaringin Timur District, Central Kalimantan Province,
 Indonesia.


The palm oil mill and supply base covered in certification scope are :

Name of Mill / Estate	Location	Certified Area (Ha)	GPS Locations	
			Latitude [N/S]	Longitude [E/W]
Katari Agro POM	Katari Village, Cempaga Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia	-	02° 05' 54" S	113° 02' 24" E
Katari Agro Estate	Kenung Village, Cempaga Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia	3,534.37	02° 05' 31" S	113° 05' 09" E
Peletaran Agro Estate	Peletaran Village, Cempaga Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia	1,934.58	02° 05' 44" S	112° 58' 03" E
Pantai Mas Estate	Kenung Village, Cempaga Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia	3,329.99	02° 03' 25" S	113° 03' 21" E

CPO Tonnage Total Production: 73,160.00 MT
 PK Tonnage Total Production: 13,330.00 MT
 Company Estates FFB Tonnes: 120,000.00 MT
 FFB Tonnes from other sources: 190,000.00 MT
 CPO Tonnage claimed for certification: 28,320.00 MT
 PK Tonnage claimed for certification: 5,160.00 MT

Scope of SCCS & supply chain model assessed : FFB receipt, produce and delivery of CPO & PK with implementation of the following SCCS :
 Identity Preserved
 Mass Balance

Indonesia, 10-01-2025


 PT TUV Rheinland Indonesia
 Director

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Appendix 2 Certification Audit Plan

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
Tuesday, 18 June 2024				
05.25-07.50	Flight from Medan to Jakarta	EF	-	Garuda GA-183
12.35-14.15	Flight from Jakarta to Palangkaraya	All Auditors	-	Citilink QG-452
14.15-17.00	Travelling to site	All Auditors	-	Please provide transportation and accommodation during audit
17.00-18.00	Opening meeting - Opening speech from company - Team introducing - Previous NC Verification	All Auditors	Management Representative from Mill and Estate	
18.00	End of audit day 1			
Wednesday, 19 June 2024 (Katari Agro Estate & Katari POM)				
08.00-11.00	Field Observation to Katari Agro Estate: <ul style="list-style-type: none"> • Comply to regulations • Boundary Poles Maintenance • Good Agriculture Practices • OHS Implementation • Environmental Management • Waste Management • Soil Fertility Effort • Erosion Management • Maintain the quality and availability of surface and groundwater. • Chemical handling • HCV Management • GHG implementation • Interview with local stakeholder (Previous Land Owners, Land Claimers) • Observation regarding infrastructure 	All auditors	Manager and Related PIC	
11.00-12.00	Field Observation to Katari Agro POM: <ul style="list-style-type: none"> • Comply to regulations • OHS Implementation • Environmental Management • Waste Management • Chemical handling • GHG implementation • Observation regarding infrastructure 	All Auditors	Auditee representative	
12.00 –	ISHOMA	All au-	-	-

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Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
14.00		ditor		
14.00 – 15.00	<ul style="list-style-type: none"> • Interview with local stakeholder (Head of village, FFB Supplier, Contractor, Plantation Agency, Labor Union, Gender Committee, Manpower Agency, Environmental Agency, Local NGO) 	All auditors		Please provide update List of Stakeholders
15.00 – 16.00	<p>Document verification:</p> <p>a. Previous NCR Verification</p> <p>b. Principle and Criteria:</p> <ul style="list-style-type: none"> - Managing human resources - Commitment to avoid any discrimination - Pay and condition for permanent and non-permanent workers - Respect to freedom association - Children not employed or exploited - No harassment and reproductive rights protection - No forced and trafficked labour used 	MA	Auditee	<p>Principle and Criteria</p> <p>3.5 (3.5.1 to 3.5.2)</p> <p>6.1 (6.1.1 to 6.1.6)</p> <p>6.2 (6.2.1 to 6.2.7)</p> <p>6.3 (6.3.1 to 6.3.3)</p> <p>6.4 (6.4.1 to 6.4.4)</p> <p>6.5 (6.5.1 to 6.5.4)</p> <p>6.6 (6.6.1 to 6.6.2)</p>
	<p>Document verification:</p> <p>a. Previous NCR Verification</p> <p>b. Principle and Criteria:</p> <ul style="list-style-type: none"> - Consultation and communication handling - Commitment of code of ethical conduct on business operations - Management plan for long-term economic and financial availability - Continuous improvement monitoring and reporting - Comprehensive SIA - Respect to human 	DO	Auditee	<p>Principle and Criteria</p> <p>1.1 (1.1.1-1.1.5)</p> <p>1.2 (1.2.1-1.2.2)</p> <p>3.1 (3.1.1 to 3.1.3)</p> <p>3.2 (3.2.1 to 3.2.2)</p> <p>3.4 (3.4.1 to 3.4.3) SIA only</p> <p>4.1 (4.1.1 to 4.1.2)</p> <p>4.2 (4.2.1 to 4.2.4)</p> <p>4.3 (4.3.1)</p> <p>5.1 (5.1.1 to 5.1.9)</p> <p>5.2 (5.2.1 to 5.2.5)</p>

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
	<ul style="list-style-type: none"> rights - Mutually agreed for complaint and grievances - Contribute to local sustainable development - Transparent and fairly with all smallholders (ISH or scheme) - Improved livelihood smallholders 			
15.00 – 16.00	Document verification: a. Previous NCR Verification b. Principle and Criteria: <ul style="list-style-type: none"> - Comprehensive EIA - Integrated pest management - Pesticide used in responsible manner to avoid the health and environmental damage - Waste management (3R) - Soil management and fertility - Soil erosion control management - Soil surveys and topographic information - No new planting on peat - Surface and ground water protection 	RG	Auditee	Principle and Criteria 3.8 (SCCS) 7.1 (7.1.1 to 7.1.3) 7.2 (7.2.1 to 7.2.11) 7.3 (7.3.1 to 7.3.3) 7.4 (7.4.1 to 7.4.4) 7.5 (7.5.1 to 7.5.3) 7.6 (7.6.1 to 7.6.3) 7.7 (7.7.1 to 7.7.7) 7.8 (7.8.1 to 7.8.4)
15.00 – 16.00	a. Previous NCR Verification b. Principle and Criteria: <ul style="list-style-type: none"> - Evidence on compliance to applicable law and regulations - Proof of contractors comply with the relevant legal requirements - Third party FFB le- 	WHY	Auditee	Principle and Criteria 2.1 (2.1.1 to 2.1.3) 2.2 (2.2.1-2.2.3) 2.3 (2.3.1-2.3.2) 3.3 (3.3.1 to 3.3.3) 3.6 (3.6.1 to 3.6.2) 6.7 (6.7.1 to 6.7.5) 7.9 (7.9.1) 7.10 (7.10.1 to 7.10.3) 7.11 (7.11.1 to 7.11.3)

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
	<ul style="list-style-type: none"> gal sources - Operational procedure availability, documented, implemented and evaluated - H&S plan and effectiveness implementation - Training - Safety environment in work place, mitigate and reduce the potential risk to health - Efficiency energy and renewable energy optimizing - Emission and GHG management - Fire not used for business process activity 			
15.00 – 16.00	<ul style="list-style-type: none"> a. Previous NCR Verification b. Principle and Criteria: <ul style="list-style-type: none"> - EIA - Training - Use of the land not diminish the legal customary rights through the FPIC process - Previous land ownership verification (if applicable) - No new planting carry out on local customary rights without FPIC process - Negotiation and compensation process and agreement - Land disputes handling and resolutions agreement - HCV and HCS protection and management 	BY	Auditee	Principle and Criteria 3.4 (3.4.1 to 3.4.3) EIA only 3.7 (3.7.1 to 3.7.3) 4.4 (4.4.1 to 4.4.6) 4.5 (4.5.1 to 4.5.8) 4.6 (4.6.1 to 4.6.4) 4.7 (4.7.1 to 4.7.3) 4.8 (4.8.1 to 4.8.4) 7.12 (7.12.1 to 7.12.8) *4.4.1 (including previous land ownerships verification if applicable).
16.00 – 17.00	Presenting audit results	each auditor	Auditee repre-	-

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
			sentative	
Thursday, 20 June 2024 (Pelantaran Estate and Pantai Mas Estate)				
08.00-12.00	Field Observation to Pelantaran Estate: <ul style="list-style-type: none"> • Comply to regulations • Boundary Plots Maintenance • Good Agriculture Practices • OHS Implementation • Environmental Management • Waste Management • Soil Fertility Effort • Erosion Management • Maintain the quality and availability of surface and groundwater. • Chemical handling • HCV Management • GHG implementation • Interview with local stakeholder (Previous Land Owners, Land Claimers) Observation regarding infrastructure	EF, RG, WHY	Manager and Related PIC	
08.00-12.00	Field Observation to Pantai Mas Estate: <ul style="list-style-type: none"> • Comply to regulations • Boundary Plots Maintenance • Good Agriculture Practices • OHS Implementation • Environmental Management • Waste Management • Soil Fertility Effort • Erosion Management • Maintain the quality and availability of surface and groundwater. • Chemical handling • HCV Management • GHG implementation • Interview with local stakeholder (Previous Land Owners, Land Claimers) Observation regarding infrastructure	BY, DO	Manager and Related PIC	
12.00 – 14.00	• ISHOMA	All auditor	-	-
14.00 – 16.00	Document verification: a. Previous NCR Verification b. Principle and Criteria:	MA	Auditee	Principle and Criteria 3.5 (3.5.1 to 3.5.2) 6.1 (6.1.1 to 6.1.6)

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
	<ul style="list-style-type: none"> - Managing human resources - Commitment to avoid any discrimination - Pay and condition for permanent and non-permanent workers - Respect to freedom association - Children not employed or exploited - No harassment and reproductive rights protection No forced and trafficked labour used 			6.2 (6.2.1 to 6.2.7) 6.3 (6.3.1 to 6.3.3) 6.4 (6.4.1 to 6.4.4) 6.5 (6.5.1 to 6.5.4) 6.6 (6.6.1 to 6.6.2)
	Document verification: a. Previous NCR Verification b. Principle and Criteria: <ul style="list-style-type: none"> - Consultation and communication handling - Commitment of code of ethical conduct on business operations - Management plan for long-term economic and financial availability - Continuous improvement monitoring and reporting - Comprehensive SIA - Respect to human rights - Mutually agreed for complaint and grievances - Contribute to local sustainable development - Transparent and fairly with all smallholders (ISH or scheme) - Improved livelihood smallholders 	DO	Auditee	Principle and Criteria 1.2 (1.1.1-1.1.5) 1.2 (1.2.1-1.2.2) 3.1 (3.1.1 to 3.1.3) 3.2 (3.2.1 to 3.2.2) 3.4 (3.4.1 to 3.4.3) SIA only 4.1 (4.1.1 to 4.1.2) 4.2 (4.2.1 to 4.2.4) 4.3 (4.3.1) 5.1 (5.1.1 to 5.1.9) 5.2 (5.2.1 to 5.2.5)

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
14.00 – 16.00	Document verification: a. Previous NCR Verification b. Principle and Criteria: - Comprehensive EIA - Integrated pest management - Pesticide used in responsible manner to avoid the health and environmental damage - Waste management (3R) - Soil management and fertility - Soil erosion control management - Soil surveys and topographic information - No new planting on peat - Surface and ground water protection	RG	Auditee	Principle and Criteria 3.8 (SCCS) 7.1 (7.1.1 to 7.1.3) 7.2 (7.2.1 to 7.2.11) 7.3 (7.3.1 to 7.3.3) 7.4 (7.4.1 to 7.4.4) 7.5 (7.5.1 to 7.5.3) 7.6 (7.6.1 to 7.6.3) 7.7 (7.7.1 to 7.7.7) 7.8 (7.8.1 to 7.8.4)
14.00 – 16.00	a. Previous NCR Verification b. Principle and Criteria: - Evidence on compliance to applicable law and regulations - Proof of contractors comply with the relevant legal requirements - Third party FFB legal sources - Operational procedure availability, documented, implemented and evaluated - H&S plan and effectiveness implementation - Training - Safety environment in work place, mitigate and reduce the	WHY	Auditee	Principle and Criteria 2.4 (2.1.1 to 2.1.3) 2.5 (2.2.1-2.2.3) 2.6 (2.3.1-2.3.2) 3.3 (3.3.1 to 3.3.3) 3.6 (3.6.1 to 3.6.2) 6.7 (6.7.1 to 6.7.5) 7.9 (7.9.1) 7.10 (7.10.1 to 7.10.3) 7.11 (7.11.1 to 7.11.3)

Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
	potential risk to health - Efficiency energy and renewable energy optimizing - Emission and GHG management - Fire not used for business process activity			
14.00 – 16.00	a. Previous NCR Verification b. Principle and Criteria: - EIA - Training - Use of the land not diminish the legal customary rights through the FPIC process - Previous land ownership verification (if applicable) - No new planting carry out on local customary rights without FPIC process - Negotiation and compensation process and agreement - Land disputes handling and resolutions agreement - HCV and HCS protection and management	BY	Auditee	Principle and Criteria 3.4 (3.4.1 to 3.4.3) EIA only 3.7 (3.7.1 to 3.7.3) 4.4 (4.4.1 to 4.4.6) 4.5 (4.5.1 to 4.5.8) 4.6 (4.6.1 to 4.6.4) 4.7 (4.7.1 to 4.7.3) 4.8 (4.8.1 to 4.8.4) 7.12 (7.12.1 to 7.12.8) *4.4.1 (including previous land ownerships verification if applicable).
16.00 – 17.00	Presenting audit results	each auditor	Auditee representative	-
Friday, 21 June 2024				
08.00 - 12.00	Continue verification of documents	All auditors	Manager and Related PIC	
12.00 – 14.00	ISHOMA	All auditors	-	-
14.00 - 16.00	Continue verification of documents	All auditors	Manager and	

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Date / Time ⁽¹⁾	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure - Element - Standard Chapter
			Related PIC	
16.00 - 16.30	Prepare to closing meeting	All auditors		
16.30 - 17.00	Closing Meeting	All auditors	Auditee representative	
17.00 - 21.00	Travelling to Palangkaraya	All Auditors		Stay in Palangkaraya, please provide hotel or accommodation
Saturday, 22 June 2024				
07.10-08.55	Flight from Palangkaraya to CGK	All auditors	-	Garuda GA-555

Appendix 3 List of Abbreviations

AMDAL	Analisis Dampak Lingkungan & Sosial (Social & Environmental Impacts Assessment)
CPO	Crude Palm Oil
EIA	Environmental Impact Assessment
ERTs	Endangered, Rare & Threatened species
ESH	Environmental Safety & Health
FFB	Fresh Fruit Bunches
EFB	Empty Fruit Bunches
HCV	High Conservation Value
IPM	Integrated Pest Management
LTA	Lost Time Accident
MSDS	Material Safety Data Sheets
NGO	Non-Government Organization
NPP	New Planting Procedure
OSH	Occupational Safety & Health
PKO	Palm Kernel Oil
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
UKL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
UPL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
	Please add other abbreviation if necessary

Appendix 4 Other Achievements and Certificatio Helds

Name of mill / es- tate	Certification Standard / Award achieved	Certification Body / Awarder	Date Achieved

Appendix 5 List of Stakeholders Interviewed and Contacted

No.	Name of Stakeholder	Institution / Position
Stakeholders Interviewed during Public Consultation Meeting		
1.	MLN	Ka UPT Pengawasan Tenaga Kerja KOTIM & Seruyan
2.	ARS	PT Catur Borneo Abadi (PK Transporter)
3.	KHF	PT Surya Mentaya Jaya (CPO Transporter)
4.	SMN	Head of Pelantaran Village
5.	RSL	Kalteng Pos
6.	SG	<i>Koperasi Produsen Cahaya Anugrah Katulistiwa</i>
7.	YRN	KSU Sehati
8.	SPN	Dinas Pertanian KOTIM
9.	DWN	Demang Adat Cempaga Hulu
10.	END	Dinas Lingkungan Hidup KOTIM
11.	AHM	Head of Bukit Batu Village
12.	DYO	Head of Pundu Village
13.	AT	Previous Land Owners
14.	ALN	Previous Land Owners
15.	IPN	Previous Land Owners
16.	SYH	Previous Land Owners
17.	MRN	Koperasi Harapan Abadi
18.	DMA	Kantah/BPN KOTIM
Stakeholders Interviewed On-Site		
1.	Due to confidentiality of stakeholders, the name of all stakeholders not provided in this table.	PIC LB3, Katari Agro Estate
2.		Harvester, Div.3, Pantai Mas Estate
3.		Harvester, Div.3, Pantai Mas Estate
4.		Harvester, Div.3, Pantai Mas Estate
5.		Water Treatment Plant
6.		Temporary Storage of Hazardous Waste of Mil
7.		Chemical Store
8.		Mills Workshop
9.		Spraying on Pantai Mas Estate, Divisi 02, Block C32
10.		Fertilizing on Pantai Mas Estate, Divisi 02, Block C37
11.		Hazardous materials storage of Pantai Mas estate
12.		Temporary Storage of Hazardous Waste of Pantai Mas estate
13.		Fire equipments of Pantai Mas estate
14.		Katari Agro Estate Manager
15.		Foreman of harvesting in Division II Katari Agro Estate
16.		Harvester in Div. II Block J45 Katari Agro Estate
17.		Harvester in Div. II Block J45 Katari Agro Estate
18.		Harvester in Div. II Block J45 Katari Agro Estate
19.		Foreman of upkeep works in Division II Katari Agro Estate
20.		Pesticide applicator in Div. II Block J47 Katari Agro Estate
21.		Pesticide applicator in Div. II Block J47 Katari Agro Estate
22.		Pesticide applicator in Div. II Block J47 Katari Agro Estate
23.		Pesticide applicator in Div. II Block J47 Katari Agro Estate
24.		Foreman of manuring in Division II Katari Agro Estate
25.		Fertilizer applicator in Div. II Block K 44/45 Katari Agro Estate
26.		Fertilizer applicator in Div. II Block K 44/45 Katari Agro Estate
27.		Fertilizer applicator in Div. II Block K 44/45 Katari Agro Estate
28.		Head of Assistant in Katari Agro POM

29		Sterilizer station operator in Katari Agro POM
30		Press station operator in Katari Agro POM
31		Kernel station operator in Katari Agro POM
32		Kernel station operator in Katari Agro POM
33		Boiler station operator in Katari Agro POM
34		Boiler station operator in Katari Agro POM
35		Boiler station operator in Katari Agro POM
36		Boiler station operator in Katari Agro POM
37		Engine room operator in Katari Agro POM
38		Pelantaran Agro Estate Manager
39		Foreman 1 (head) in Pelantaran Agro Estate
40		Foreman of harvesting in Division II Pelantaran Agro Estate
41		Harvester in Div. II Block G16 Pelantaran Agro Estate
42		Loosefruits picker in Div. II Block G16 Pelantaran Agro Estate
43		Pesticide applicator in Division II Pelantaran Agro Estate
44		Pesticide applicator in Division II Pelantaran Agro Estate
45		Pesticide applicator in Division II Pelantaran Agro Estate
46		GIS Team of Katari Agro Estate
47		Agronomist of Katari Agro Estate
48		Security of Katari Agro Mill
49		Security of Katari Agro Mill
50		Security of Katari Agro Mill
51		Security of Katari Agro Mill
52		Head Security of Katari Agro Mill
53		Sortation Worker of Katari Agro Mill
54		Sortation Worker of Katari Agro Mill
55		Sortation Worker of Katari Agro Mill
56		Sortation Foreman of Katari Agro Mill
57		SCCS PIC of Katari Agro Mill
58		Weightbridge Operator of Katari Agro Mill
59		Weightbridge Operator of Katari Agro Mill
60		GIS Team of Pelantaran Agro Estate
61		Assisten Division of Pelantaran Agro Estate
62		Krani Division of Pelantaran Agro Estate
63		Assisten Division of Pelantaran Agro Estate

Appendix 6 Organization's Land History and Information About All Previous Users of The Land

Total of land compensation: **6,633.96 ha**

Total of entity: 1054 unit so minimum of the quantity of sample each audit is $0.8 \times \sqrt{1054} \text{ unit} = 33 \text{ unit}$

No.	Year of Verification		Location (estate name and or village/sub-village name)	Previous land owner (person name / group name / traditional group name / etc)	Total areas (ha)	Year of land released and their evidences	Remarks or the result of interview
	Plan	Actual					
1	2024	-	-	M. Warli	20.09	2003	
2	2024	-	-	Budi	3.03	2003	
3	2024	-	-	Guntur	9.61	2004	
4	2024	-	-	Arman	4.60	2004	
5	2024	-	-	Riyadi	9.78	2004	
6	2024	-	-	Asmuni	15.46	2004	
7	2024	-	-	Aleh	12.73	2004	
8	2024	-	-	H Mukhlan	7.77	2004	
9	2024	-	-	Japri Wahab	0.66	2005	
10	2024	-	-	Isam	6.50	2006	
11	2024	-	-	alamson	1.94	2005	
12	2024	-	-	Agon	0.75	2006	
13	2024	-	-	H Mukhlan	5.13	2006	
14	2024	-	-	Suharto	3.39	2006	
15	2024	-	-	Debot	0.58	2006	
16	2024	-	-	Taman	1.91	2006	
17	2024	-	-	Aleh	1.92	2006	
18	2024	-	-	Syahril J	1.18	2006	
19	2024	-	-	Until	0.05	2007	
20	2024	-	-	Sahdan	1.63	2007	
21	2024	-	-	Jojon	3.16	2008	
22	2024	-	-	Mariono	4.08	2008	
23	2024	-	-	Edek	4.93	2009	
24	2024	-	-	Sahan	7.12	2009	
25	2024	-	-	Sandan	0.64	2009	
26	2024	-	-	Sandan	2.43	2009	
27	2024	-	-	Sahan	1.13	2009	
28	2024	-	-	Petrus	1.99	2009	
29	2024	-	-	Petrus	7.79	2009	
30	2024	-	-	Agan Lagu	10.19	2009	

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31	2024	-	-	Uping	1.06	2009	
32	2024	-	-	Uping	1.11	2009	
33	2024	-	-	Petrus	0.38	2009	
34	2024	-	-	Petrus	5.76	2009	
35	2024	-	-	Embo	0.84	2009	
36	2024	-	-	Agan	12.44	2009	
37	2024	-	-	Petrus	2.87	2009	
38	2024	-	-	Odok	2.75	2010	
39	2024	-	-	Amas	0.60	2010	
40	2024	-	-	Ubin	9.44	2010	
41	2024	-	-	Ahmad Mario	1.67	2010	
42	2024	-	-	Sabrin Lui	2.21	2015	
43	2024	-	-	Jhonson	2.48	2015	
44	2024	-	-	Imak U Tuwan	2.28	2015	
45	2024	-	-	M. Warli	20.09	2003	
46	2024	-	-	Budi	3.03	2003	
47	2024	-	-	Guntur	9.61	2004	
48	2024	-	-	Arman	4.60	2004	
49	2024	-	-	Riyadi	9.78	2004	
50	2024	-	-	Asmuni	15.46	2004	
51	2024	-	-	Aleh	12.73	2004	
52	2024	-	-	H Mukhlán	7.77	2004	
53	2024	-	-	Japri Wahab	0.66	2005	
54	2024	-	-	Isam	6.50	2006	
55	2024	-	-	alamson	1.94	2005	
56	2024	-	-	Agon	0.75	2006	
57	2024	-	-	Petrus	5.13	2006	
58	2024	-	-	Odok	3.39	2006	
59	2024	-	-	Amas	0.58	2006	
60	2024	-	-	Ubin	1.91	2006	
61	2024	-	-	Ahmad Mario	1.92	2006	
62	2024	-	-	Sabrin Lui	1.18	2006	
63	2024	-	-	Jhonson	0.05	2007	

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64	2024	-	-	Imak U Tuwan	1.63	2007	
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Appendix 7 Requirement on Book & Claim

If applicable please fill the table below:

Type of Book & Claim audit	<input type="checkbox"/> Remote Audit <input type="checkbox"/> Combined with RSPO SC <input type="checkbox"/> Combined with other on-site audit (.....)
Type of organization relate of SC actor	<input type="checkbox"/> POM <input type="checkbox"/> Crusher (KCP) <input type="checkbox"/> ISH Group <input type="checkbox"/> Manufacture/retailer
Within twelve (12) months Company the qualifying level of 500 RSPO credits have been claimed	<input type="checkbox"/> Yes <input type="checkbox"/> No Auditor findings: <i>(Please provide the amount of RSPO Credit, type of product sold)</i> Compliance status : <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :
RSPO Credits make market claims for one (1) year from the date of purchase of credits (include of it has complied with RSPO Role on Market Communications and Claims)	<input type="checkbox"/> Yes <input type="checkbox"/> No Auditor findings: <i>(Please state the date of start –ended periodic claim)</i> Compliance status : <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :
RSPO credit transactions document is consistent with the amount of credit volume and information stated on RSPO IT platform.	<input type="checkbox"/> Yes <input type="checkbox"/> No Auditor findings: <i>(Please inform simple of transation document compare with information on IT platporm)</i> Compliance status : <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :

A.2.3 SC Requirement

The organization has sold RSPO Credit of [CSPO/CSPKO and/or CSPKE/IS-CSPO/IS-CSPKO/IS-CSPKE] amount of mt. The organization [have/have not] valid RSPO certificate/lisence in the RSPO IT Platform so they [are/are not] allowed to sell RSPO Credit. The crusher [have/have not] volume of product stock from the previous license period amount ofmt (if any). The [mill/group] [has/has not] oversold due to underproduction and it [has/has not] maked a request to RSPO Secretariat to buy back RSPO Credit. The buyer status [is/is not] RSPO member. The RSPO Credit has traded on the online marketplace of the RSPO IT system and/or off market deal (OMD). If OMD, OMD [has/has not] reported in RSPO IT system by either party at the time the deal is made. The organization has purchased RSPO Credit in form of [.....] to cover the use of uncertified/conventional oil palm product based on a one to one	Compliance status: <input type="checkbox"/> Yes <input type="checkbox"/> No NCR No.(if any) :
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Kotawaringin Timur, Province of Central Kalimantan**

ratio or oleochemical and its derivatives [has/has not] referred to ratio in the RSPO Rules for physical transition of oleochemicals and its derivatives.	
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