

RSPO – SECOND ANNUAL SURVEILLANCE ASSESSMENT**ASOSIASI PETANI SAWIT SWADAYA AMANAH
INDEPENDENT SMALLHOLDER GROUP****Office:**

KUD Bakti Building, Village of Trimulya Jaya, Sub District of Ukui
District of Pelalawan, Riau Province
Indonesia

Location:

Village of Trimulya Jaya, Air Mas, Bukit Jaya; Sub District of Ukui, District
Pelalawan, Riau Province, Indonesia

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FINAL DRAFT FOR REVIEW

Section 1 Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0133-12-000-00	Date	5 th October 2012
Company Name	Asosiasi Petani Sawit Swadaya Amanah		
Address	Desa Trimulya Jaya Kecamatan Ukui Kabupaten Pelalawan Provinsi Riau Indonesia		
Subsidiary of (if applicable)	None		
Contact Name	H. Sunarno		
Website	-	E-mail	hnarno@gmail.com
Telephone	+62 813 7165 6847	Facsimile	-

2. Certification Information			
Certificate Number	SPO 594864	Date	29 July 2013 (original registered date) 28 July 2018 (expiry date)
Scope of Certification	Production of certified FFB from independent smallholder group		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
None	None	--	--
None	--	--	--

3. Location, total area, and number of farmer of Independent Smallholder Group			
Name of sub group (Group ID)	Location (GPS & Map Reference)	Total Area (ha)	Number of farmer
311	Trimulya Jaya village	52.84	25
312	Trimulya Jaya village	123.49	56
313	Trimulya Jaya village	82.79	39
314	Trimulya Jaya village	88.94	37
315	Trimulya Jaya village	83.79	36
316	Trimulya Jaya village	80.82	40

317	Bukit Jaya village	63.00	31
318	Bukit Jaya village	61.81	28
319	Air Mas village	62.42	29
320	Trimulya Jaya village	62.77	28
<i>SUBTOTAL (Existing member)</i>		762.67	349
321	Air Mas village	73.14	37
322	Bukit Jaya village	36	21
323	Bukit Jaya village	49.93	27
324	Bukit Jaya village	40.96	22
325	Trimulya Jaya village	48.05	25
326	Trimulya Jaya village	19.14	10
327	Trimulya Jaya village	18.18	10
<i>SUBTOTAL (New join member)</i>		285.40	152
GRAND TOTAL		1,048.07	501

4. Description of Supply Base

Name of sub-group (Group ID)	Mature (ha)	Immature (ha)	Infrastructure & Other (ha)	Total Planted (ha)	Total Hectarage	% of Planted
311	52.84	--	--	52.84	52.84	100%
312	123.49	--	--	123.49	123.49	100%
313	82.79	--	--	82.79	82.79	100%
314	88.94	--	--	88.94	88.94	100%
315	83.79	--	--	83.79	83.79	100%
316	80.82	--	--	80.82	80.82	100%
317	63.00	--	--	63.00	63.00	100%
318	61.81	--	--	61.81	61.81	100%
319	62.42	--	--	62.42	62.42	100%
320	62.77	--	--	62.77	62.77	100%
321	73.14	--	--	73.14	73.14	100%
322	36	--	--	36	36	100%
323	49.93	--	--	49.93	49.93	100%
324	40.96	--	--	40.96	40.96	100%
325	48.05	--	--	48.05	48.05	100%
326	19.14	--	--	19.14	19.14	100%

327	18.18	--	--	18.18	18.18	100%
Total	1,048.07	--	--	1,048.07	1,048.07	100%

5. Plantings & Cycle

Name of sub-group (Group ID)	Age (Years) – Ha					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (2014)	Actual (2014)	Forecast (2015)
311	-	-	52.84	-	-	1,258.20	1,248.54	1,316.33
312	-	-	123.49	-	-	2,350.03	2,384.65	2,507.85
313	-	-	82.79	-	-	1,744.12	1,731.95	1,829.94
314	-	-	88.94	-	-	1,549.57	1,582.19	1,667.59
315	-	-	83.79	-	-	1,911.37	1,796.57	1,887.84
316	-	-	80.82	-	-	1,764.33	1,719.51	1,811.99
317	-	-	63.00	-	-	1,226.44	1,357.88	1,429.20
318	-	-	61.81	-	-	1,356.94	1,164.42	1,224.14
319	-	-	62.42	-	-	1,795.43	1,379.00	1,440.85
320	-	-	62.77	-	-	1,425.09	1,363.55	1,437.49
321	-	-	73.14	-	-	Not Certified yet	Not Certified yet	1,487.03
322	-	-	36	-	-	Not Certified yet	Not Certified yet	887.78
323	-	-	49.93	-	-	Not Certified yet	Not Certified yet	1,147.36
324	-	-	40.96	-	-	Not Certified yet	Not Certified yet	734.45
325	-	-	48.05	-	-	Not Certified yet	Not Certified yet	1,000.85
326	-	-	19.14	-	-	Not Certified yet	Not Certified yet	498.31
327	-	-	18.18	-	-	Not Certified yet	Not Certified yet	371.94
Total	-	-	1,048.07	-	-	16,381.52	15,728.26	22,680.93

6. Certified Tonnage (tonnes/year)

Estimated (2014)					Actual (2014)					Forecast (2015)				
FFB	CPO	PK	PKO	PKE	FFB	CPO	PK	PKO	PKE	FFB	CPO	PK	PKO	PKE
16,381.52	3,276.3	819.07	327.29	400.04	15,728.56	3,144.08	784.84	312.99	383.77	22,680.93	4,536.18	1,134.05	510.32	623.73

*) The extraction rate of OER for CPO, KER for PK, KOER for PKO, and KEER for PKE are to be based on the RSPO guidance for Group Certification of independent smallholders. This calculation is used for Estimated and Forecast of Certified tonnage, i.e. OER=20% of FFB, KER=5% of FFB, KOER=45% of PK, KEER=55% of PK.

*) The OER, KER, KOER, and KEER in Actual certified tonnage figures were based on the physical sampling test at the partnering mill that received their FFB, i.e. OER=19.9% of FFB, KER=4.9% of FFB, KOER=39.8% of PK, and KEER=48.8% of PK.

Section 2 Assessment Process

2.1. Certification Body

Certification Body:

BSI Services Malaysia Sdn Bhd

Accreditation Certificate No. RSPO- ACC– 019, since 31 October 2014

B08-01 (East), Level 8, Block B, PJ8,

No. 23 Jalan Barat, Seksyen 8,

Petaling Jaya 46050 Selangor

Malaysia Tel: +61 2 8877 7100, Fax: +61 2 8877 7120

Email: todd.redwood@bsigroup.com

BSi is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSi Standards is the UK's National Standards Body. BSi provides independent, third-party certification of management systems. BSi has a Accredited Office in Malaysia, and and RSPO affiliate office in Indonesia, Singapore, Thailand, Australia, and Vietnam.

2.2. Assessment Methodology

The Second Annual Surveillance Assessment was conducted between 18 and 21 May 2015. The approach to the audit was to treat each independent smallholder group and its member as an RSPO Certification Unit. Each smallholder member was audited together with Group Manager and Internal Control System. A range of environmental and social factors were covered. These included consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

The Major Nonconformities that were assigned during this assessment were followed up to check the effectiveness of corrective actions and it was closed out on 9 July 2015. Minor Nonconformities and observation will be verified in the next surveillance.

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

		Visit1	Visit2	Visit3	Visit4	Visit5
Business area/Location	Date (mm/yy):	05/14	05/15	05/16	05/17	05/18
	Duration (days):	12	12	12	12	17
Smallholder Group ID: KT 311			X	X	X	X
Smallholder Group ID: KT 312		X		X		X
Smallholder Group ID: KT 313			X	X	X	X
Smallholder Group ID: KT 314		X		X	X	X
Smallholder Group ID: KT 315		X		X	X	X
Smallholder Group ID: KT 316			X	X		X

Smallholder Group ID: KT 317	X	X	X		X
Smallholder Group ID: KT 318	X	X	X		X
Smallholder Group ID: KT 319	X		X	X	X
Smallholder Group ID: KT 320		X	X		X
Smallholder Group ID: KT 321	n/a	n/a	X		X
Smallholder Group ID: KT 322	n/a	n/a	X		X
Smallholder Group ID: KT 323	n/a	n/a	X	X	X
Smallholder Group ID: KT 324	n/a	n/a	X	X	X
Smallholder Group ID: KT 325	n/a	n/a	X		X
Smallholder Group ID: KT 326	n/a	n/a	X	X	X
Smallholder Group ID: KT 327	n/a	n/a	X	X	X

Tentative Date of Next Visit: 01/07/2016

Total No. of Mandays: 12 Mandays

2.3. Assessment Team:

Aryo Gustomo – Lead Assessor

He holds degree in Agriculture science and graduated from Bogor Agriculture University. He is a specialist in oil palm plantation with Agronomy background. He had vast working experienced related to oil palm industries i.e. as a Plant breeder/agronomist in the one of Malaysian oil palm seed producer, and as a field assistant in oil palm Plantation Company in Indonesia. Several relevant Training he has completed include ISO 9001 and 14001 Lead Auditor, RSPO P&C Lead auditor endorsed courses, RSPO SCCS Lead auditor endorsed course, RSPO RED, Social Report Assurance training, ISPO auditor training, ISCC Auditor training, and training on HCV identification and management. Currently he works for BSI Group based in Jakarta office as one of the BSI qualified RSPO and ISPO lead auditor. He had been involved in several RSPO certification audits including New Planting Procedure assessment as a lead auditor/auditor with geographical audit experiences cover Indonesia, Malaysia, Thailand, Papua New Guinea, and Africa. During this assessment, he mainly focused on the aspect of Group certification standard, legal, environment, smallholder best practices; and supply chain requirement.

Nanang Muallib – Assessor

He holds a Bachelor degree in Forestry Technology from Bogor Agriculture University, 1999. He has 4 years experience worked in the Forest plantation company in Indonesia, and has experiences involves in the several RSPO certification audits as team member. He has attended the 5 days RSPO P&C Certification System Assessment Training held by PT Mutuagung Lestari on 2009 as well as 5 days ISO 9001 auditor training on 2009. He has been approved as an HCV Assessor under RSPO Scheme. He has been involved in several assessments related to the Forestry and Sustainable oil palm certification in Indonesia. He has experienced involves in RSPO certification assessments more than 15 oil palm different organizations (including mills and estates) in Indonesia. He has an excellent command of Bahasa Indonesia and English in both writing and speaking. He is also familiar with RSPO P&C Certification assessment and qualified as audit team member. During this assessment, he assessed on the aspect of HCV identification and management, and also Social community engagement and stakeholders consultation.

Pratama Agung Sedayu - Assessor

He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member covering assessment with RSPO P&C in Indonesian and Malaysia. He completed the ISO 9001, ISO 14001, OHS 18001 Lead Auditor training, HCV identification and management, RSPO Lead auditor endorsed course for P&C, RSPO SCCS lead auditor endorsed courses, ISPO auditor training. Currently he works for BSI Group Indonesia as BSI Qualified Lead auditor for RSPO, ISPO and ISO 9001. He can communicate fluently in Bahasa Indonesia and English both oral and written. During this assessment, he assessed the smallholder best practices, environment, working safety, and emergency preparedness.

Haeruddin – Assessor

He holds Bachelor Degree in Forest Management, graduated from Hasanuddin University on 1994. He has 16 years of work experience in forest concession, forestry industry and the latest is within Oil Palm Plantation in Indonesia. He experiences as auditor for several sustainability standard including FSC, UTZ, Organic Farming, 4C, ISPO and RSPO. He completed the ISO 9001 Lead Auditor Course; ISPO Lead Auditor endorsed Course, RSPO Lead Auditor Course, and also completed ISCC, RSPO SCCS, RSPO RED course, etc. He had been involved in RSPO auditing since November 2010 in more than various companies in Indonesia, Malaysia, Thailand, Papua New Guinea, and Gabon. During this assessment, he assessed on the aspects of legal, HCV management, and Social community engagement.

Reviewer:

This summary report was reviewed by Sabar Kembaren, he is BSI's RSPO internal reviewer and Qualified Lead Auditor.

Section 3 Assessment Findings

3.1 Details of audit results of RSPO P&C, Generic, 2013.

Criterion / Indicator	Assessment Findings	Compliance
PRINCIPLE 1: COMMITMENT TO TRANSPARENCY		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Organization records of request information from stakeholders in Log Book <i>"Petani Swadaya Kecamatan Ukui Kabupaten Pelalawan tahun 2012-2015"</i> . Log book consist of requester, letter no. , name requester, address, institution, request information, approval status and PIC There are 11 request information was noted from 1 st January – April 2015. Sample taken; request information from Dishutbun on 7 April 2014, letter no. 525/Dishutbun-PPP/2014/517 related request list of Amanah Members, it has been response on 7 April 2014 and from Prof. Dr. Sulistyawati Irianto letter no. 686/UN.2.F13.K/PDP.4.02/2015 dated 16 March 2015, respomse on 20 March 2015 related request data and research. Based on document review, it was found that request information is responded timely manner. Request information by letter documented in " Surat masuk" and response documented in " Surat keluar – Dokumen Permintaan Informasi Eksternal". Retention time is determined 3 years and request information will be respons within 14 days since reception of request as stated in Log Book.	YES

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>- Major compliance -</p>	<p>See indicator 1.1.1 above: There are 11 request information was noted from 1st January – April 2015. Sample taken; request information from Dishutbun on 7 April 2014, letter no. 525/Dishutbun-PPP/2014/517 related request list of Amanah Members, it has been response on 7 April 2014 and from Prof. Dr. Sulistyawati Irianto letter no. 686/UN.2.F13.K/PDP.4.02/2015 dated 16 March 2015, response on 20 March 2015 related request data and research.</p> <p>Based on document review, it was found that request information is responded timely manner. Request information by letter documented in " Surat masuk" and response documented in " Surat keluar – Dokumen Permintaan Informasi Eksternal". Retention time is determined 3 years and request information will be respons within 14 days since reception of request as stated in Log Book.</p>	<p>YES</p>

Criterion / Indicator	Assessment Findings	Compliance
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
1.2.1	<p>Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>Legal and others document is publicly updated 03 September 2014, such as: Legalitas (Akte Pendirian, SHM), Rencana program swadaya, HCV, SOP, Good Agriculture Practices, Social Impact Assessment, Sosial activities, Dokumen Pembangunan lokasi, SPPL, STD-B</p> <p style="text-align: center;">YES</p>

Criterion / Indicator		Assessment Findings	Compliance
Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. - Minor compliance –	There is no written policy has been provided by smallholder group, however, during the audit and interview with group manager and its member they can show commitment to code of ethical conduct and integrity in all operations and transactions. This has been communicated regularly within group members during annual budget meeting.	YES
PRINCIPLE 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS			
Criterion 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	There is several evidences found during the audits, e.g.: - Copy of Land Title ownership for each smallholder plot. This was confirmed and checked within 18 samples smallholders of existing member and 14 samples smallholders of new join member. - Deed of Establishment for Association Number: 01, dated 1 st August 2008, authorised by Ministry of Law Number: AHU – 172.AH.02.01 on 2008. - Tax registration Number: S-7S/WPJ.02/KP. 1302/2015 - Registration of Plantation Business or " <i>Surat Tanda Daftar Usaha Budidaya Perkebunan (STD-B)</i> " for each smallholder member. Currently, there were 124 smallholder members has obtained STD-B, while other smallholder member is in progress by local government of Forestry and Plantation Agency. A letter Number 24/AMANA/ADM/ XII/2012, dated 06 December 2012 has been proposed to local authority. - Statement Letter from each smallholder member on the Capability of Environmental Management and Moitoring, approved by Local Authorities i.e. Kabid Amdal/Ketua Tim Teknis Komisi Penilai AMDAL BLH Pelalawan District.	YES

Criterion / Indicator		Assessment Findings	Compliance
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>Group manager and group members have adequate knowledge regarding legal requirements related to their operation. Implementation of the related legal requirements relevant to oil palm cultivation, including those related to the group activities are checked regularly by group manager and through the local district government agriculture extension officer. Organization has conducted an analysis of compliance with laws and regulations include compliance discussion article by article. Evaluation on legal compliances is documented in Doc. 008/APSSAL 13, retention time 3 year, document name "Kepatuhan Pada Peraturan dan Hukum yang berlaku".</p>	YES
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p>The group manager, group management and the partnering palm oil mill's officer regularly provide an up-to-date list of applicable laws and regulation to ensure the group and members aware of the latest regulations. Mechanism for ensuring compliance is conducted during group's internal assessment and supported by PT. IIS as partnering Mill company.</p> <p>Result was recorded in Internal assessment report.</p>	YES
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance –</p>	<p>Smallholder group has updating their list of applicable laws, together with partnering mill extension officer.</p>	YES

Criterion / Indicator	Assessment Findings	Compliance
Criterion 2.2 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.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	The company has legal land ownership as indicator 2.1.1. Review of record confirmed all copies of legal land ownership with actual legal use were kept in group management documentation this includes all 18 samples of existing member as well as 14 samples of new join member. Interview with selected sample of smallholder revealed that they kept copy of land ownership as well. Example record observed: - Land Title Number 94/2004 for plot number 386/KT321 - Land Title Number 00368/2005 for plot number 380/KT321 - Land Title Number 216/1991 for plot number 383/KT321 - Land Title Number 05419//2011 for plot number 362/KT321 - Land Title Number 00019//2006 for plot number 396/KT322 - Land Title Number 00021/2006 for plot number 392//KT322 - Land Title Number 00575/2005 for plot number 323/KT322 - Land Title Number 11/2002 for plot number 434/KT322 - Land Title Number 00282/2006 for plot number 435//KT324 - Land Title Number 00487/2005 for plot number 456/KT324 - Land Title Number 00623/2006 for plot number 471/KT325 - Land Title Number 00581/2005 for plot number 479/KT325 - Land Title Number 00817/2006 for plot number 491//KT326 - Land Title Number 00698/2006 for plot number 500/KT327 - Land Title Number 35/2002 for plot number 004/KT311 - Land Title Number 14/2002 for plot number 018/KT311 - Land Title Number 00533/2005 for plot number 281/KT318 - Land Title Number 39/2003 for plot number 258/KT317	YES
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance –	The company carried out monitoring of boundary pegs on regular basis. Maps of boundaries identified the position of boundary pegs, during field visit found that the boundaries are demarcated clearly in most of existing member. However field inspection to the selected plots of existing and new join member found some of boundary pegs were not presented, for instance: plot number 041/KT312, 032/KT312, 383/KT321, 380/KT321.	Minor NC – Ref: 1192606N1

Criterion / Indicator		Assessment Findings	Compliance
2.2.3	<p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance –</p>	No any dispute was noted. Group manager ensure that group members lands are not claimed or contested by any third parties or local communities and there is no violation of customary rights. If any land dispute will be go through the “Mekanisme Komunikasi dan konsultasi”.	YES
2.2.4	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	No any dispute was noted. There is no dispute noted during this assessment and no issues were raised by the stakeholders during interview, and revealed there is no dispute between associations and other community members.	YES
2.2.5	<p>For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>- Minor compliance –</p>	No any dispute was noted. There is no dispute noted during this assessment and no issues were raised by the stakeholders during interview, and revealed there is no dispute between associations and other community members.	YES
2.2.6	<p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p>- Major compliance -</p>	No any dispute was noted. There is no dispute noted during this assessment and no issues were raised by the stakeholders during interview, and revealed there is no dispute between associations and other community members.	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 2.3			
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.			
2.3.1	<p>Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>- Major compliance –</p>	<p>Most of smallholder members were obtained a land use right from local government to cultivate those lands for oil palm planting since 1997; and now smallholder members are hold land title for those occupied land. There are various types of land ownership noted and each land ownership comes with particular rights or term of use. Interview with head of villages (Air Mas and Trimulya Jaya) confirmed there are no traditional rights or land dispute with any third party including within new join member</p>	YES

	Criterion / Indicator	Assessment Findings	Compliance
2.3.2	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <ul style="list-style-type: none"> a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for 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 company's title, concession or lease on the land. <p>- Minor compliance -</p>	<p>There is no traditional land rights neither land dispute within group members, this was confirmed during interview with head of villages.</p>	<p>YES</p>
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>There is no traditional land rights neither land dispute within group members, this was confirmed during interview with head of villages.</p>	<p>YES</p>



Criterion / Indicator		Assessment Findings	Compliance
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>- Major coimpliance –</p>	<p>There is no traditional land rights neither land dispute within group members, this was confirmed during interview with head of villages.</p>	<p>YES</p>

Criterion / Indicator	Assessment Findings	Compliance
PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY		
Criterion 3.1		
There is an implemented management plan that aims to achieve long-term economic and financial viability.		
<p>3.1.1</p> <p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>Asosiasi Swadaya Amanah is able to demonstrate:</p> <p>A 5 years planning document titled "Road Map Program Rencana Kerja 5 tahun Asosiasi Amanah".</p> <p>Organization shows "Surat Keputusan SOP Asosiasi Petani Sawit Swadaya Amanah No.028/DOK/SOP/APSSA/2013 tentang Prosedur Perkiraan Produksi Buah Kelapa Sawit per tahun." The document explains the method to calculate the production estimation for the coming years, taking into consideration the actual production from last two (2) years. The annual production estimation assigned to dedicated officer "Petugas Taksasi".</p> <p>The cost estimation 2015 Kebun Swadaya Asosiasi Sawit Swadaya Amanah explains the planting year, hectarage, number of farmer plots, production estimation (kg), average price (Rp./kg), total revenue, estimation of fertilizer cost (Rp/plot and Rp/subgroup), estimation of weed control (Rp/plot and Rp/subgroup), harvesting cost estimation, transportation cost estimation, total operational cost, total earning (Rp/subgroup/year and Rp/subgroup/month) and average earning (Rp/subgroup/month)</p> <p>Production budget for next year projected by adding 5% on top of the actual production from last year. For example: Actual production of KT313 from 2014, with planting year 2000 is 1,742,800kg, 5% estimation is at 87,140kg; production budget for 2015 is sets at 1,829,940kg.</p>	<p>YES</p>

Criterion / Indicator		Assessment Findings	Compliance
3.1.2	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance –</p>	<p>The organization is able to shows replanting document titled "Rencana program replanting Asosiasi Petani Sawit Swadaya Amanah". The document states the most immediate replanting planned for 2026 for subgroup KT 319. The other replanting year planned for 2028 for 9 subgroups. The closest replanting plan is for subgroup KT319, planting year 1997/1998 of 62Ha.</p>	YES

Criterion / Indicator	Assessment Findings	Compliance
PRINCIPLE 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS		
Criterion 4.1		
Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p> <p>- Major compliance -</p>	<p>Association referred to the documented procedure "Agricultural Policy Manual untuk Petani Plasma" No. AA-PLASMA-PP-KS-01 belongs to partnering mill company of Asian Agri.</p> <p>The documents consist of "Panduan Pelaksanaan Pembibitan" AA-PLASMA-PP-KS-01 dated 1st September 2011, recommendation to use certified seedling, double stage and single stage nursery, fertilizer application during nursery stage;</p> <p>"Pengendalian Hama dan Penyakit" AA-PLASMA-PP-KS-02 explains the type of pest, life cycle of pest, dosage for pesticide application, biological control, disease to oil palm;</p> <p>"Pemupukan" AA-PLASMA-PP-KS-03 explains the type of fertilizer, fertilizer order from farmer, fertilizer quality checks, fertilizer recommendation for immature and mature palm, fertilizer application (timing, technique, location, dosage, etc);</p> <p>"Potong Buah (Panen)" AA-PLASMA-PP-KS-04 explains the criteria of FFB ripeness, FFB quality, FFB quality supervision and inspection;</p> <p>"Buku Operasional Pengendalian Hama Terpadu Kelapa Sawit", Direktorat Perlindungan Perkebunan Direktorat Jenderal Perkebunan Departemen Pertanian 2007;</p> <p>"Kumpulan Diskripsi Varietas Benih Bina Tanaman Tahunan Direktorat Perbenihan dan Sarana Produksi Direktorat Jenderal Perkebunan 2005";</p> <p>"Pedoman Pengamatan dan Pengendalian OPT Penting Kelapa Sawit" Direktorat Perlindungan Perkebunan Direktorat Jenderal Perkebunan Kementerian Pertanian 2010; "Pedoman Teknis Pengembangan Kelapa Sawit Program Revitalisasi Pertanian dari Direktorat Jenderal Perkebunan Departemen Pertanian 2009".</p>
		YES

Criterion / Indicator		Assessment Findings	Compliance																																
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance –	Organization has policy to have internal inspection, under “Buku Pedoman Internal Control System (ICS) Petani Kelapa Sawit Swadaya 2014” page 13. Organization prepared “Ceklist Pemeriksaan Internal”, which checks the detail of farmer member (name, internal assessor, farmer code, date of audit), land (location, hectarage, seedling material, planting year, land history, last year production, estimation of production this year, the farmer member’s evidence of compliance with RSPO principle and criteria.	YES																																
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance –	Audit team seen the “Ceklist Pemeriksaan Internal” carried out by internal assessor on April 2015, 32 farmer plots were checked. For Instance: <table border="1" data-bbox="913 715 1778 986"> <thead> <tr> <th>Name</th> <th>Plot/KT</th> <th>Date</th> <th>Assessor</th> </tr> </thead> <tbody> <tr> <td>Bustami</td> <td>020/311</td> <td>13/04/2015</td> <td>Dadang</td> </tr> <tr> <td>M Maskur</td> <td>498/327</td> <td>15/04/2015</td> <td>Siswoyo</td> </tr> <tr> <td>Slamet</td> <td>337/320</td> <td>14/04/2015</td> <td>Saeroji</td> </tr> <tr> <td>Marsudi</td> <td>346/320</td> <td>14/04/2015</td> <td>Saeroji</td> </tr> <tr> <td>Yasir</td> <td>336/320</td> <td>14/04/2015</td> <td>Siswoyo</td> </tr> <tr> <td>H Narno</td> <td>381/321</td> <td>15/04/2015</td> <td>Dadang</td> </tr> <tr> <td>M Ali</td> <td>159/315</td> <td>13/04/2015</td> <td>Sukirto</td> </tr> </tbody> </table>	Name	Plot/KT	Date	Assessor	Bustami	020/311	13/04/2015	Dadang	M Maskur	498/327	15/04/2015	Siswoyo	Slamet	337/320	14/04/2015	Saeroji	Marsudi	346/320	14/04/2015	Saeroji	Yasir	336/320	14/04/2015	Siswoyo	H Narno	381/321	15/04/2015	Dadang	M Ali	159/315	13/04/2015	Sukirto	YES
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4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance –	This indicator is not applicable due to independent smallholder does not have palm oil mill.	Not applicable																																

Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.2		
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.		
<p>4.2.1</p> <p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p> <p>- Minor compliance –</p>	<p>“Pemupukan” AA-PLASMA-PP-KS-03 explains the type of fertilizer, fertilizer order from farmer, fertilizer quality checks, fertilizer recommendation for immature and mature palm, fertilizer application (timing, technique, location, dosage, etc). Asosiasi Amanah shows the record “Historis & Estimasi Produksi 2012 – 2018”</p> <p>Opportunity for Improvement: AMANAH could improve their smallholder member plots for those who indicated nutrients deficiency. This was observed by auditor during field visit to plot number 479/KT325, 032/KT312, 500/KT327</p>	<p>YES</p>

Criterion / Indicator		Assessment Findings						Compliance																																																																																																																								
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance –	<p>The organization is able to demonstrate the record of fertilizer inputs under “Kebutuhan Pupuk Tahun 2015 berdasarkan Hasil Analisa Daun Tahun 2014”</p> <table border="1"> <thead> <tr> <th>KT</th> <th>Planting year</th> <th>ZA (kg) Feb</th> <th>ZA (kg) Ags</th> <th>RP (kg) Jun</th> <th>Dolomite (kg) Mar</th> </tr> </thead> <tbody> <tr><td>311</td><td>2000</td><td>17,598</td><td>17,598</td><td>7,039</td><td>17,598</td></tr> <tr><td>312</td><td>2000</td><td>42,608</td><td>38,347</td><td>17,043</td><td>None</td></tr> <tr><td>313</td><td>2000</td><td>27,225</td><td>27,225</td><td>16,335</td><td>None</td></tr> <tr><td>314</td><td>2000</td><td>25,908</td><td>25,908</td><td>15,545</td><td>None</td></tr> <tr><td>315</td><td>2000</td><td>28,748</td><td>28,748</td><td>17,249</td><td>None</td></tr> <tr><td>316</td><td>2000</td><td>29,278</td><td>26,350</td><td>11,711</td><td>None</td></tr> <tr><td>317</td><td>2000</td><td>22,183</td><td>22,183</td><td>8,873</td><td>17,746</td></tr> <tr><td>318</td><td>2000</td><td>19,005</td><td>19,005</td><td>11,403</td><td>15,204</td></tr> <tr><td>319</td><td>2000</td><td>25,453</td><td>22,907</td><td>10,181</td><td>25,453</td></tr> <tr><td>320</td><td>2000</td><td>22,130</td><td>19,917</td><td>13,278</td><td>17,704</td></tr> <tr><td>321</td><td>2000</td><td>25,405</td><td>22,865</td><td>15,243</td><td>20,324</td></tr> <tr><td>322</td><td>2003</td><td>14,280</td><td>14,280</td><td>8,568</td><td>None</td></tr> <tr><td>323</td><td>2002</td><td>16,403</td><td>16,403</td><td>6,561</td><td>13,122</td></tr> <tr><td>324</td><td>2000</td><td>14,485</td><td>14,485</td><td>5,794</td><td>None</td></tr> <tr><td>325</td><td>2002</td><td>18,663</td><td>16,796</td><td>11,198</td><td>14,930</td></tr> <tr><td>326</td><td>1997</td><td>7,895</td><td>7,106</td><td>3,158</td><td>None</td></tr> <tr><td>327</td><td>2001</td><td>6,335</td><td>6,335</td><td>2,534</td><td>None</td></tr> <tr><td></td><td></td><td>363,598</td><td>346,455</td><td>181,712</td><td>142,080</td></tr> <tr><td></td><td></td><td>2,5kg/ palm</td><td>2,38kg/ palm</td><td>1,25kg/ palm</td><td>0.98kg/ palm</td></tr> </tbody> </table>						KT	Planting year	ZA (kg) Feb	ZA (kg) Ags	RP (kg) Jun	Dolomite (kg) Mar	311	2000	17,598	17,598	7,039	17,598	312	2000	42,608	38,347	17,043	None	313	2000	27,225	27,225	16,335	None	314	2000	25,908	25,908	15,545	None	315	2000	28,748	28,748	17,249	None	316	2000	29,278	26,350	11,711	None	317	2000	22,183	22,183	8,873	17,746	318	2000	19,005	19,005	11,403	15,204	319	2000	25,453	22,907	10,181	25,453	320	2000	22,130	19,917	13,278	17,704	321	2000	25,405	22,865	15,243	20,324	322	2003	14,280	14,280	8,568	None	323	2002	16,403	16,403	6,561	13,122	324	2000	14,485	14,485	5,794	None	325	2002	18,663	16,796	11,198	14,930	326	1997	7,895	7,106	3,158	None	327	2001	6,335	6,335	2,534	None			363,598	346,455	181,712	142,080			2,5kg/ palm	2,38kg/ palm	1,25kg/ palm	0.98kg/ palm	YES
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4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance –	<p>Asosiasi Petani Sawit Swadaya Amanah is able to demonstrate Foliar Analysis Report carried out by PT Nusa Pusaka Kencana Analytical & QC Laboratory. The leaf samples were taken from each KT/subgroup and sent for analysis back in November 2014 – and utilized as base for fertilizer recommendation in 2015.</p>						YES																																																																																																																								

Criterion / Indicator		Assessment Findings	Compliance
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance –</p>	<p>The member of organization does understand the importance of putting back the organic matter into the plantation. Asosiasi Amanah can demonstrate the members implemented frond stacking in letter “U” shape. The frond stacking implementation recorded under “Konservasi Tanah dan Air” for KT 311 and KT 319.</p> <p>Field inspection confirmed there is no application of POME into smallholder member’s oil palm plot, however Plot number 078/KT312 was applied EFB.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.3 Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	<p>Eventhough a number of sampled plot farmers are able to indicate the type of fragile soil on their part, however, Asosiasi Petani Sawit Swadaya Amanah has not been able to provide map of fragile soil. Major nonconformity was raised.</p> <p>Corrective Action Taken:</p> <p>Group Manager has provided Soil Series Map following mapping analysis. Data Source of map provided from smallholder plot location overlaid with Imaginerary map 7 +ETM, path 126 raw 060 May 2007 as well as Landsystem Map – Bakorsurtanal (2000) of Riau Province.</p> <p>Fragile soil map provided in term of "Peta Sebaran Seri Tanah Petani Sawit Swadaya Amanah". Review of map found that most of soil type in smallholder member were under Typic Haplosaprists (peat soil with Sapric maturity or 2/3 of peat were squizeed out during the test), dark brown colour, low fertility, poor drainage, peat depth around 1-2 metres. However, some part of smallholder plots were categorised under Typic destrudepts, sandstone and siltstone materials, sandy clay textures, non stickly and non plastic, low natural fertility. Furthermore, group manager has signed agreement with third party consultant for next step of soil survey (agreement number: 01/SPJ/LEG-NPK/06/15) which planned startin 1 July 2015. The output of soil survey is soil fertility analysis and semi detail of Soil Type. Non Conformity can be closed on 9 Juli 2015.</p>	Major Nonconformities Ref: 1192606M3 – Closed on 9 July 2015
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance –	Field inspection to selected samples confirmed that most of smalholder plot were located on flat area.	YES



Criterion / Indicator		Assessment Findings	Compliance
4.3.3	<p>A road maintenance programme shall be in place.</p> <p>- Minor compliance –</p>	<p>Smallholder group is in collaboration with partnering mill to provide road maintenance. Where there is request from smallholder group to for road maintenance, the partnering mill would provide heavy vehicle such as road grader and compactor in rent payment system where partnering mill will charge to smallholder group for any cost occurred.</p>	<p>YES</p>

Criterion / Indicator		Assessment Findings	Compliance																																												
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>Asosiasi Petani Sawit Swadaya Amanah maintained "Standar Pengukuran Pengelolaan Air (Water management)" No.AA-APM-OP-1100.17-R0 as guideline for water management in peat soil area. The document explains characteristics of peat soil, agronomy barrier and non-agronomy barrier. The document also explains the technology to be considered including drainage control, land clearing, compacting, road leveling and water management including maintenance of drainage infrastructure. The organization has also prepared monitoring form.</p> <p>"Dokumen Monitoring Ketinggian Air (Paras Ukur dan Drain Block)" KT 314 – Monitoring of water level and drain block KT 314, for instance:</p> <table border="1"> <thead> <tr> <th>Month/week</th> <th>Water level (cm)</th> <th>Dam condition (Drain block)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Jan 2015</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Week 1</td> <td>20</td> <td>Good</td> <td>Water stay</td> </tr> <tr> <td>Week 2</td> <td>15</td> <td>Good</td> <td>Water higher</td> </tr> <tr> <td>Week 3</td> <td>10</td> <td>Good</td> <td>Water higher</td> </tr> <tr> <td>Week 4</td> <td>10</td> <td>Good</td> <td>Water stay</td> </tr> <tr> <td>Feb 2015</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Week 1</td> <td>15</td> <td>Good</td> <td>Water lower</td> </tr> <tr> <td>Week 2</td> <td>20</td> <td>Good</td> <td>Water higher</td> </tr> <tr> <td>Week 3</td> <td>10</td> <td>Good</td> <td>Water lower</td> </tr> <tr> <td>Week 4</td> <td>15</td> <td>Good</td> <td>Water higher</td> </tr> </tbody> </table>	Month/week	Water level (cm)	Dam condition (Drain block)	Remarks	Jan 2015				Week 1	20	Good	Water stay	Week 2	15	Good	Water higher	Week 3	10	Good	Water higher	Week 4	10	Good	Water stay	Feb 2015				Week 1	15	Good	Water lower	Week 2	20	Good	Water higher	Week 3	10	Good	Water lower	Week 4	15	Good	Water higher	YES
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Criterion / Indicator		Assessment Findings	Compliance
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the longterm viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p>	<p>Asosiasi Amanah is showing document of "Rencana Tindak Lanjut" to explain the land clearing and management of oil palm on lowland/peat, which differ from mineral soil.</p> <p>The important thing to monitor: thickness, physical state of peat (saprik, fibrik, humic), physical and chemical state of the peat; natural river around land being managed;</p> <p>Agronomic barrier: physical, chemical and biological nature of the lowland is a restricting factor against oil palm growth and production, low pH influenced the oil palm growth, lean-palm after year 3 due to soil subsidence, deficiency of K and micro nutrient: Boron, Copper and Zinc.</p> <p>Non agronomic barrier: land fire.</p> <p>Water management: using drain block and water gate, making water level pole, monitoring soil subsidence.</p>	YES
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>Water management is prepared, using drain block and water gate, making water level pole, monitoring soil subsidence.</p> <p>The plan is to have: 4 drain blocks each at KT311, KT312, KT314, KT316; 4 water level poles each at KT311, KT312, KT314; 1 soil subsidence monitoring at KT311, KT312, KT314;</p>	YES
<p>Criterion 4.4 Practices maintain the quality and availability of surface and ground water.</p>			
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance –</p>	<p>Association members located on flat area. Nevertheless, the association member implements the frond stacking on letter "U". The frond stacking implementation recorded under "Konservasi Tanah dan Air" for KT 315, KT 319, KT 326.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
4.4.2	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Field inspection confirmed in KT322 plot number 392 was planting bamboo near river to minimize surface run-off.</p> <p>However, field inspection found in plot number 380/KT321, 018/KT311, 380/KT321, and 018/KT311 there was some unintentional chemical application near to waterstream even though group manager has strictly rules for this and has been communicated to all group members.</p> <p>Observation: Smallholder group manager should be consistent to implement a policy with regards to chemical application near to waterstream or drainage.</p>	YES
4.4.3	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>- Minor compliance -</p>	<p>Not Applicable.</p> <p>Independent smallholder group does not have palm oil mill.</p>	YES
4.4.4	<p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p> <p>- Minor compliance -</p>	<p>Not Applicable.</p> <p>Independent smallholder group does not have palm oil mill.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5			
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>Association monitors the pest and diseases through census of bagworm, rat and ganoderma under "Laporan Hasil Pengamatan dan Pengendalian Hama dan Penyakit". The Census conducted on monthly basis.</p> <p>Record of "Sensus Hama Daun" monitors the leaf eater pest on monthly basis. Record shows monitoring performed on Januari – May 2014 result was in allowable threshold of 5%.</p> <p>Smallholder group member is provide "Formulir Sensus Hama dan Penyakit Tanaman" period January – May 2014. The form of pest census of rat, tirathaba, ganoderma, white ant, etc.</p> <p>Field inspection confirmed there is no sign of severe pest attack, Barn owl box in plot number 078/KT312 is available to control rat damage.</p> <p>Census of oil palm pest and disease infestation period December 2014 – May 2015 showed:</p> <ul style="list-style-type: none"> • KT 311 has pest and disease census on 2nd December 2014, records the attack on rat, tirathaba, ganoderma and termite. Rat attack identified minimum; • KT 324 has pest and disease census on 5th December 2014, records the attack on rat, tirathaba, ganoderma and termite under economic threshold of 5%; • Leaf eating pest monitoring form: • KT 315 dated 4th May 2015, records the attack of nettle caterpillar attack at different phases. Record shows no serious infestation; • KT 325 dated 15th January 2015, records show no attack from bagworm; 	YES

Criterion / Indicator		Assessment Findings	Compliance
		<p>For beneficial plant introduction, Asosiasi Amanah shows document titled "Pengendalian Hama Terpadu Dokumen Monitoring Penanaman Bunga Pukul 8 tahun 2015." KT313 In plot number 113-Tahir, planted 15 polybags; 097-Agus planted 15 polybags; 083-Suryani planted 20 polybags;</p> <p>KT312 in plot number 078-Suwarto planted 20 polybags; 057-Mariyono planted 20 polybags; 034- Sugiyo planted 20 polybags; KT315 plot number 185-Katimo planted 25 polybags; KT317 plot number 317-Paino plantd 20 polybags.</p>	YES
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>Training on Integrated Pest Management dated 15th April 2015 in KUD Bakti ballroom, attended by representative from all Smallholder subgroups. For instance: KT312 represented by Sularto, KT315 represented by Tarmo, KT324 represented by Sunadi.</p>	YES

Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment.		
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p> <p>Organization listed all the agrochemical used in smallholder group. All agrochemical used listed under "Bukti Penggunaan Agrokimia Terdaftar" (Record of Registered Agrochemical used) referred to Agriculture Ministry office Book "Buku Pestisida Terbatas". The guidance book indicated the primary target species (weed/pest/disease) for each pesticide. Visit to agrochemical storage and crosscheck with the list, all agrochemical stored holds valid registration license.</p> <p>The type of herbicide used by Asosiasi Petani Sawit Swadaya Amanah, the registration number and registration expiry date:</p> <p>Gramoxone 276SL (Paraquat diklorida) No.RI.010301197436 valid until 18th March 2016;</p> <p>Elang 480SL (Isopropil Amina Glifosat) No.RI.0103019941170 valid until 9th January 2017;</p> <p>Kenlon 480EC (Triklpir) No.RI.01030120062433 valid until 23rd June 2016;</p> <p>Metsulindo 20WP (Metil Metsulfuron) No.RI.01030119991484 valid until 23rd June 2016;</p> <p>Kenrane 288 EC (Fluoroksipir) No.RI.01010120103759 valid until 6th September 2015;</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Record of Agrochemical used for the targeted weeds with appropriate dosage as per the recommendation on the label is recorded in "Rencana Kerja Harian" – Daily Work Order Book. Record shows date, type of herbicide used and quantity used.</p> <p>No blanket spraying noted during the field visits to 18 sample smallholder plots of existing member and 14 sample smallholder plots of new join member.</p> <p>The calculation of pesticide LD50 is not applicable to independent smallholders due to not practical to implement considering limited accessibility of this information.</p>	YES
4.6.3	<p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance –</p>	<p>There is no use of prophylactic use of pesticide. Smallholder only uses herbicide as weed control.</p>	YES

Criterion / Indicator	Assessment Findings	Compliance																								
<p>4.6.4 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, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance –</p>	<p>There is no WHO Class 1A or 1B used by organization. Asosiasi Petani Sawit Swadaya Amanah does use Class II agrochemical such as Paraquat. Paraquat is categorized under Limiterd Pesticide in Indonesia. The group manager and its members are aware of the requirement in RSPO related to use of Paraquat and considering alternative agrochemicals such as Glyphosate. The use of paraquat in 2014 declines compare to 2013.</p> <p>The amount of herbicide used recorded under: "Rencana dan Realisasi Daily Cost TUS 2014" (Plan and Implementatin Daily Cost TUS 2014):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Type of chemical/active ingredients</th> <th colspan="2">2014</th> <th colspan="2">2015</th> </tr> <tr> <th>Plan</th> <th>Actual</th> <th>Plan</th> <th>Actual (as of April 2015)</th> </tr> </thead> <tbody> <tr> <td>Glyphosate</td> <td>514 Liters</td> <td>565 Liters</td> <td>514 Liters</td> <td>282 Liters</td> </tr> <tr> <td>Paraquat</td> <td>144 Liters</td> <td>128 Liters</td> <td>144 Liters</td> <td>64 Liters</td> </tr> <tr> <td>Triclophyr</td> <td>31 Liters</td> <td>26 Liters</td> <td>31 Liters</td> <td>13 Liters</td> </tr> </tbody> </table> <p>Example of application: On 20th March 2015 KT 315 & KT 327 was spraying 41Ha, using Glyphosate 11 liters, Paraquat 10 liters and Triclophyr 2 liters.</p>	Type of chemical/active ingredients	2014		2015		Plan	Actual	Plan	Actual (as of April 2015)	Glyphosate	514 Liters	565 Liters	514 Liters	282 Liters	Paraquat	144 Liters	128 Liters	144 Liters	64 Liters	Triclophyr	31 Liters	26 Liters	31 Liters	13 Liters	<p>YES</p>
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Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Interview with 3 female sprayers revealed that all sprayers have provided with Limited Pesticide training. The Training for Limited Pesticide Use conducted by "Komisi Pengawasan Pupuk dan Pestisida" Riau Province in cooperation with PT Syngenta Group dated 14th May 2013. Training attended by group manager, some members and sprayers e.g. H Sunaryo, Zen Ahmadan, Didi Setiawan, Kuni Hidayati, Siti J, Eka Yuli M, Jumiah, Masliani, Nurita, Zakiyah (kiki), Kasikem, Suryanti, Siti Muayah, Yuni.</p> <p>Training certificate available, sampled and verified as follows: Kunik No.741/Set-KP3/1/2013 dated 2nd January 2013; Kiki No.741/Set-KP3/I/2013 dated 2nd January 2013; Zen Ahmadan No.741/Set-KP3/I/2013 dated 2nd January 2013.</p>	<p>YES</p>

Criterion / Indicator		Assessment Findings	Compliance
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	<p>Field visit to agrochemical store confirmed:</p> <p>Agrochemical store located at the backyard of KUD Bakti's office. The agrochemical store is always locked. Work Instructions are available in the agrochemical store. MSDS is available in national language and legible. PPE is located inside the agrochemical store, consist of masker, face shield, apron, rubber glove, overall, rubber boot. The storekeeper, Mr. Zen Ahmadan has been trained on limited pesticide training, PPE usage and disposal of hazardous waste.</p> <p>The agrochemical storage is also keeping agrochemical materials from other smallholder member belong to KUD Bakti, KUD Bukit Jaya and KUD Air Emas.</p> <p>The disposal of agrochemical referred to MSDS. Asosiasi Amanah has an agreement with PT Inti Indosawit Subur to hand over the empty agrochemical container, to be sent for licensed hazardous waste storage.</p> <p>Asosiasi Amanah has document of "Mekanisme Pengembalian Wadah Bekas Limbah B3" explained that the empty pesticide container kept in agrochemical store, triple rinsed, punctured before sent to PT Inti Indosawit Subur for transported to licensed collector.</p>	YES
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	<p>The spraying of herbicide carried out by trained personnel/team. From interview, the personnel carrying the job do understand the health and safety as well as environmental aspects-impacts of herbicide usage.</p> <p>A specific health and safety check was conducted on regular basis to capture any signs of intoxication. Based on record review, the medical check result shows no signs of intoxication.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
4.6.8	<p>Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	Field inspection confirmed There is no aerial application of pesticide. This has also admitted by group manager during interview.	YES
4.6.9	<p>Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated; including provision of appropriate information materials (see Criterion 4.8).</p> <p>- Minor compliance –</p>	Audit team interviewed the spraying team. The spraying team does understand that information on chemical available at the Material Safety Data Sheet (available in Bahasa Indonesia).	YES
4.6.10	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p> <p>- Minor compliance –</p>	The disposal of agrochemical referred to document of "Mekanisme Pengembalian Wadah Bekas Limbah B3" and MSDS. Asosiasi Amanah has an agreement with PT Inti Indosawit Subur to hand over the empty agrochemical container, to be sent for licensed hazardous waste storage.	YES
4.6.11	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Asosiasi Petani Sawit Swadaya Amanah is in cooperation with neighbor scheme smallholder organisation i.e. KUD Bakti, KUD Karya Bersama and KUD Bina Usaha Baru to provide medical check up on 6-monthly basis.</p> <p>Interview with a number of female sprayers, Mrs. Kunik, Mrs. Wasini, Mrs. Kiki have undergone medical checkup on 10th February 2015. Zen Ahmadan was fit, Kunik is in good condition and ready for work, there is declining in Hb; Wasini is fit; Kiki is fit and healthy,</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance –</p>	<p>Interview with a number of female sprayers, Mrs. Kuni, Mrs. Wasini, Mrs. Kiki revealed that no pregnant and/or breastfeeding female worker is allowed to work with agrochemical.</p> <p>There is also monthly pregnancy test at local Clinic "Puskesmas".</p> <p>Record seen: "Hasil Pemeriksaan Berkala Test Kehamilan Pekerja dengan Kontak Kimia (Tim Unit Semprot)" for 13 workers: Mrs. Jumiah, Mrs. Kiki, Mrs. Kunik, Mrs. Marminah, Mrs. Yuni, Mrs. Partini, Mrs. Leni, Mrs. Siti, Mrs. Siti Masuroh, Mrs. Sri, Mrs. Yaroah, Mrs. Suniti and Mrs. Wasini. Record from January to April shows no pregnant female workers.</p>	YES
<p>Criterion 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p><i>Specific Guidance for 4.7.7: The National Interpretation will define the metrics for LTA. For countries where there are no national interpretations, the growers will determine their own metrics.</i></p>			
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>Asosiasi Petani Sawit Swadaya Amanah has established Health and safety policy under "Kebijakan Lingkungan, Sosial Kesehatan dan Keselamatan Kerja" (Policy of Environment, Social, Health and Safety). Occupational Health and Safety programme worked under "Rencana Keselamatan Kerja" (Programme of Work Safety) was produced on February 2013 as guidance for health and safety in smallholder' plantation.</p> <p>Group Manager and ICS performed monitoring through internal assessment process. The other measure through PPE inspection for harvester.</p> <p>Health and safety planning and monitoring is sufficient for independent smallholder.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>Asosiasi Petani Sawit Swadaya Amanah developed a simple hazard identification and risk assessment under "Analisa Resiko Berkaitan dengan Pekerjaan di Perkebunan Kelapa Sawit", latest review on January 2015. The hazard identification and risk assessment including activities and location covering: office administration, harvesting on field, FFB loading, spraying agrochemical and fertilizer application.</p> <p>In order to mitigate the risk, organization prepared health and safety plan through provision of appropriate PPE, signage and training.</p> <p>The hazard identification found to be sufficient.</p>	YES
4.7.3	<p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be 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 and, if it is used, burning.</p> <p>- Major compliance -</p>	<p>Asosiasi Petani Sawit Swadaya Amanah has prepared a health and safety programme including training on safe working practices. A number of safe working practices recorded:</p> <ul style="list-style-type: none"> -Training on first aider dated 6th May 2014, attended by 28 members; -Training on first aid and emergency for Independent Smallholder dated 18th November 2014; -Field day; on-the-field training covers PPE usage, harvesting and FFB quality, frond stacking including PPE inspection dated 17th February 2015, attended by 20 members and harvesters. <p>The safe working practices training found to be sufficient.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
4.7.4	The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -	As per Occupational Health and Safety programme under "Rencana Keselamatan Kerja" (Programme of Work Safety); the responsible person is Group Manager, Mr. Sunarno. Latest safety meeting, to discuss result of PPE usage inspection dated 17 th January 2015;	YES
4.7.5	Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -	Guidelines on accident and emergency procedures are available and disseminated to all group members. The emergency plan covers the cases of agrochemical intoxication/exposure, earthquake, flooding, landslide, fire break/forest fire and spillage. Zen Ahmadan is appointed first aider has been trained.	YES
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	Based on document review of work agreement, employee of Asosiasi Petani Sawit Swadaya Amanah has been provided with medical care.	YES
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	Asosiasi Petani Sawit Swadaya Amanah prepared a record to monitor the Lost Time Accident. Based on document review, there has been no accident recorded from January – April 2015.	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.8			
All staff, workers, smallholders and contract workers are appropriately trained.			
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance –	Training programme prepared under “Rencana dan Realisasi Pelatihan Tahun 2015” (Training Programme and Realisation for 2015). Training program includes awareness on RSPO group certification and RSPO P&C, good agriculture practices, safe working practices, environmental friendly, and list of protected animals. Training has covered all group member.	YES
4.8.2	Records of training for each employee shall be maintained. - Minor compliance –	-Training on Integrated Pest Management dated 15th April 2015 in KUD Bakti hall, attended by representative from all KT's. KT312 represented by Sularto, KT315 represented by Tarmo, KT324 represented by Sunadi. -Field day; on-the-field training covers PPE usage, harvesting and FFB quality, frond stacking including PPE inspection dated 17th February 2015, attended by 20 members and harvesters.	YES
PRINCIPLE 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY			
Criterion 5.1			
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Smallholder group maintained record of Environmental Impact Management Effort" dated 4 February 2013. The document includes the efforts to control upon environmental impacts from farm activities such as spraying, fertilizing and harvesting. The measurement described in Impact emitted Control efforts, Time Target, and personal in charge. Each of smallholder member has also hold document of Statement Letter of Capability for Environmental Management and Monitoring " <i>Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)</i> ", approved by Kabid Amdal/Ketua Tim Teknis Komisi Penilai AMDAL, Pelalawan District of Environmental Agency. Record observed was e.g. Mr. Suparjo (KT 313), 1.87 ha – Bidang perkebunan Kelapa sawit, Sukari (311), 1.64 ha	YES

Criterion / Indicator		Assessment Findings	Compliance
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance –	No any changes since the EIA document was established in 2013.	YES
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance –	Smallholder group manager and their members has provided plan to monitor all parameters includes management of biological, physical, and social Aspects. Record was kept in smallholdet group management documentation.	YES
Criterion 5.2			
The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	A simple HCV identification was conducted in October 2012, prepared by WWF. List Protected species "Daftar Satwa yang Dilindungi" as regulated in PP No. 7/1999 is in place, updated February 2013.	YES

Criterion / Indicator		Assessment Findings	Compliance
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	Amanah conduct monitoring of RTEs monthly for each plots member. RTEs monitoring is documented in "Species Langka – Diidentifikasi dan Dilindungi" in 2014. And "Formulir Daftar Temuan Satwa Liar Dilindungi" 2015. Sample taken: monitoring RTEs in KT 321, it was found species in blok/plot no. 354, 363, 372, 374 and 383, such as: Biawak, ular, Cakakak batu, lutung, kobra and KT 324, it was found 4 species in plots 438, 442, 449 and 456, such as: small squirell, Eagle, field mouse and monitor lizard.	YES
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance –	Training HCV on 07 April 2015, Training HCV was attended 80 members conducted by Conservation and HCV Officer – Staff Environment Sustainability, Asian Agri. Leaflet/brochure of Protected species is placed in surrounding smallholder plots. There was no noted, the group members capture, harm, collect or kill RTEs. During interview, it was noted that the group members aware to protect RTEs	YES
5.2.4	Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance –	Amanah conduct monitoring of RTEs monthly for each plots member. RTEs monitoring is documented in "Species Langka – Diidentifikasi dan Dilindungi" in 2014. And "Formulir Daftar Temuan Satwa Liar Dilindungi" 2015. Sample taken: monitoring RTEs in KT 321, it was found species in blok/plot no. 354, 363, 372, 374 and 383, such as: Biawak, ular, Cakakak batu, lutung, kobra and KT 324, it was found 4 species in plots 438, 442, 449 and 456, such as: small squirell, Eagle, field mouse and monitor lizard.	YES

Criterion / Indicator		Assessment Findings	Compliance
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance –	No any HCV areas was identified within the group members plantation, however the Group Manager educated their members to protect RTEs and aware for riparian zone	YES
Criterion 5.3			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance –	Agrochemical waste products have been identified and documented. Interview with 18 sampled smallholders of existing member and 14 sampled smallholder of new join member confirmed understanding on disposal of empty agrochemical containers.	YES
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Group manager has established mechanisms for waste management which include hazardous agrochemical waste such as Management of agrochemical used containers by sending to the waste store belong to partnering mill. Agrochemical waste management is handled by spraying unit team (TUS) conducted by personnel who had received training. The empty agrochemical container is triple rinsed and punched at bottom before disposal. The remains of the agrochemical and contaminated water from the washing of used container are re-using for the next pre-mixing compound.	YES

Criterion / Indicator		Assessment Findings	Compliance
5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance –</p>	<p>Asosiasi Amanah has document of "Mekanisme Pengembalian Wadah Bekas Limbah B3" explained that the empty pesticide container kept in agrochemical store, triple rinsed, punctured before sent to PT Inti Indosawit Subur for transported to licensed collector.</p> <p>Observation: Attention should be made on sanitation of smallholder plot related to used plastic bag of fertilizer. This was due field inspection observed some evidence in plot number 018/KT 311, 004/KT 311 and 383/KT 321.</p>	YES
<p>Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance –</p>	<p>This criterion is not applicable to Independent Smallholders Group as stated in RSPO P&C Guidance for Independent Smallholder Under Group Certification, June 2010.</p>	Not Applicable

Criterion / Indicator	Assessment Findings	Compliance
Criterion 5.5		
Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
<p>5.5.1</p> <p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>Group manager and members are aware that they cannot use fire for land preparation during replanting from oil palm to oil palm or from any other crop. Zero burning techniques have been explained to group members through internal training. During field visit there is no evidence of any kind of burning was noticed. Interview with stakeholders' i.e. government officers, village head and neighbouring farmers confirmed that fire is not used. During the interview, the group manager and group members highlighted that there are no pest and disease problem.</p> <p>However, Field Inspection and interview with smallholder member on the field revealed there was fire used to dispose Male palm trees in Plot number 041/KT312; as well as revealed there was fire using for burning used plastic bag of fertilizer. Major nonconformity raised.</p> <p>Corrective Action Taken: Group manager has made awareness to all smallholder members through farmer sub-group representatives. The awareness was covered basic fire training, land fire handling, and the impact of the use fire in smallholder plots. Furthermore, group manager has installed some warning signage within smallholder plots to prevent the use of fire. Monitoring is planned every 4 month alongside with internal assessment. Group policy Punishment has been prepared for any members who break the rules.</p> <p>Nonconformity was closed on 9 July 2015.</p>	<p>Major Nonconformities Ref: 1192606M4 – Closed on 9 July 2015</p>

Criterion / Indicator		Assessment Findings	Compliance
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance –	Group manager and its members aware that fire is only permitted in special cases which involve elimination of pest and diseases where recommendation from relevant government agencies must be in place prior to use of fire. The smallholder group has developed replanting programme starting on 2028 and has referred to technical guidelines of "Pedoman Teknis Pembukaan Lahan Tanpa Bakar" (Land preparation with zero burning), published by the Ministry of Agriculture.	YES
Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions; particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	This criterion is not applicable to Independent Smallholders Group as stated in RSPO P&C Guidance for Independent Smallholder Under Group Certification, June 2010.	Not Applicable
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance -	This criterion is not applicable to Independent Smallholders Group as stated in RSPO P&C Guidance for Independent Smallholder Under Group Certification, June 2010.	Not Applicable
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance –	This criterion is not applicable to Independent Smallholders Group as stated in RSPO P&C Guidance for Independent Smallholder Under Group Certification, June 2010.	Not Applicable

Criterion / Indicator	Assessment Findings	Compliance
PRINCIPLE 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS		
Criterion 6.1		
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Smallholder group has established simplified SIA documents presented in "Rencana Kelola Sosial Terkait Aspek Permasalahan Sosial Kebun Asosiasi Petani Sawit Swadaya Amanah". This include harvesting and FFB transport related to Quality of FFB and Loose fruit, FFB robbery, bad road condition, PPE for Harvesting workers and sprayers, land title, and smallholder membership agreement.
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties.. - Major compliance -	SIA document was prepared based on consultancy with other parties such smallholder members, partnering mill, and head of villages. The latest consultancy conducted on 12 November 2014 during stakeholder meeting.
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The latest consultancy conducted on 12 November 2014 during stakeholder meeting.

Criterion / Indicator		Assessment Findings	Compliance
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance –	Smallholder group conducting stakeholder meeting every year as part of reviewing their SIA. There would be necessary changes of social impact based on consultancy with stakeholders.	YES
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	Not Applicable. No scheme smallholders is applied for smallholder group.	Not Applicable
Criterion 6.2			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	An identified line of communication is developed for the group. The partnering mills' extension officer is also communicate with the smallholder group management and members in providing technical advice and ensures communication between the group members and the partnering mill is effective. Smallholder member communication line through their head of subgroups prior to group manager and Approval Committee. While for external stakeholder, communication can go through group manager either by mail post or direct verbal.	YES
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Smallholder group has appointed Group Manager (Mr. H. Narno) responsible for consultation and communication with external and internal stakeholder.	YES

Criterion / Indicator		Assessment Findings	Compliance
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	Records of communications/consultations, request and action taken are recorded in Logbooks as above (indicator 6.2.1) and kept at the group office. Stakeholder lists are available and up dated. The group manager communicates with the stakeholders internally and externally.	YES
Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Systems for complaints are in place at smallholder group office. Group manager and members are aware of the procedure as well as external Stakeholders. This was confirmed with smallholder member and stakeholders during interview.	YES
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	During the assessment it is noted that there are no complaints/grievances reported to the group management. Interview with local village heads (Air Emas and Bukit Jaya) and workers as well as members confirmed no complaints or grievances are taken place within smallholder group	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.4 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..			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance –</p>	<p>It is noted that the land was initially developed as a forest production area taken over by government when the permit was ended since 1990s. Most of smallholder members were obtained a land use right from local government to cultivate those lands for oil palm planting since 1997; and now smallholder members are hold land title for those occupied land. There are various types of land ownership noted and each ownership comes with particular rights or term of use. Interview with head of villages (Air Mas and Bukit Jaya) confirmed there are no traditional rights or land dispute with any third party. There are no any issues related to loss of legal right to land because the group members are having their own land ownership documents. Stakeholders interviewed did not raised any issues related to compensation or lost of legal and customary rights.</p>	YES
6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance –</p>	See indicator 6.4.1	YES

Criterion / Indicator		Assessment Findings	Compliance
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	See indicator 6.4.1	YES
Criterion 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Smallholder group holds latest update minimum wage rules according to Riau Province Governor decree No. Kpts15/1/2015, dated 14 January 2015. Review records of payment slip for 2 office staff employed by smallholder group confirmed they gained salary over than minimum wage regulation.	YES
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	There are only 2 permanent workers employed by smallholder group. An agreement between group manager and their workers is in place. E.g. Work agreement for Kuntiah Wandasari (SPK. No. 005/DOK Amanah/SPK/V/2014 and Heri Idharyanto (006/DOK Amanah/SPK/V/2014). They have been appointed as office staff. The work agreement has covered payment and work condition according to relevant regulation such as working hour, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. Interview with 2 office staff confirmed that they have understood the pay and work condition provided in the work agreement.	YES

Criterion / Indicator		Assessment Findings	Compliance
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>This indicator is not directly applicable for smallholder group due to their small medium enterprise level is not necessary to provide public facilities for their workers.</p>	Not applicable
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>This indicator is not directly applicable for smallholder group due to their small medium enterprise level is not necessary to provide public facilities for their workers.</p> <p>However, smallholder group member has provide sufficient payment and condition according to minimum wage regulation.</p>	Not applicable
<p>Criterion 6.6 The employer 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.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance –</p>	<p>Eventhough this indicator is not necessary applicable for smallholder group, however, there is a publicly policy freedom of association as regulated in document of "Kebijakan Lingkungan, Sosial, Kesehatan dan Keselamatan" section 7 mentioning smallholder group would respect to their worker to be freedom of association if they are willing to.</p>	YES
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance –</p>	<p>There is no trade unions has been established due to smallholder group is small medium enterprise which is not necessary to have such organisation. They are only employed 2 permanent workers. However, smallholder group has a policy related to this freedom association for their workers.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.7 Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance –	There is a publicly available Child Labour policy as stated in Policy of Environmental, Social, Health and safety issued January 2013 at Section 6 mentioning prohibition of child workers involve in any work activities within smallholder group. This policy has been distributed to smallholder member according to a letter No. 04/KUD.8/39/1/2011. Smallholder members provided training and briefing for all smallholder member to understand the requirements of national labour law, and RSPO requirements related to child labour. Interview with head of KT/farmer sub-group, 4 (four) chemical sprayers and storekeeper indicated understanding of current workers have been recruited as aged over 18 years old. Field visit confirmed no child worker employed on smallholder member's plot.	YES
Criterion 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance –	There is a publicly available policy related to Equal opportunities as stated in Policy of Environmental, Social, Health and safety issued January 2013 at Section 4 consists of Treat all members and employees fairly in admissions, work assessment, conditions and working environment as well as representation regardless of caste, ethnicity, country of origin, religion/belief, disability, gender, sexual orientation and Union membership. The policy is produced in Bahasa and confirmed during interview has been understood by smallholder members and workers.	YES
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance –	No evidence of discrimination among workers. Workers are treated equally with regard to working opportunities. This was confirmed by members, workers and stakeholder interview.	YES

Criterion / Indicator		Assessment Findings	Compliance
6.8.3	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p> <p>- Minor compliance –</p>	<p>Group manager is aware that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available; eventhough it is not formalized into a documented system within group members considering their smallholder group is equal to small medium enterprise.</p> <p>Group manager showing good knowledge and commitment for recruiting and hiring people based on their qualification and skills.</p>	YES
<p>Criterion 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			
6.9.1	<p>A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Policy on preventing sexual harassment and violence against women and protection is documented as one of the group Policy (Policy of Environmental, Social, Health and safety issued January 2013). The policy stated that: Prohibition and prevention against sexual harassment of oher violence”.</p> <p>Interview with workers and external stakeholder revealed that there is no kind of harassment or violence reported. Interview with female sprayer, member of spraying unit team confirmed the understanding of policy.</p>	YES
6.9.2	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Policy to protect the reproductive rights is documented as one of the group Policy (Policy of Environmental, Social, Health and safety issued January 2013).</p> <p>Interview with female sprayer, member of TUS confirmed that fellow female workers are able to claim pregnancy and menstruation leave without fear of reprisal.</p>	YES
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance –</p>	<p>The grievance mechanism to address sexual harassment issues is similar to the communication procedure as highlighted in Criterion 6.2 above.</p> <p>Interview with workers and office staff confirmed the understanding of smallholder mechanism.</p>	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.10			
Growers and millers deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance –	The group members able to access FFB pricing as displayed in Amanah's Notice Board which updated regularly and also Farmer subgroup (KT) inform the FFB pricing to their member by text message or by phone.	YES
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation) - Major compliance -	The Asosiasi Amanah has provided explanation on the FFB pricing formula to their member. Based on interview with smallholders member confirmed they understood on FFB pricing mechanism and no complaint was noted regarding FFB price determination.	YES
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Group manager has provided contractual agreement with their partners in term of FFB transport to the mill. Review records found work contract has been agreed between group manager and their contractor. For instance: FFB Transport agreement No. 01/NKB-KJA/TJ/I/2014, dated 2 January 2014, contract No. 01/NKB-KJA/BJ/I/2014, dated 2 January 2014, contract No. 03/NKB-KJA/AE/I/2014, dated 2 January 2014. The contract is valid for 5 years.	YES
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Group manager can show an agreed payment made in a timely manner. For instance: April 2015, FFB delivered to the mill was 1,252,650 kg; transport charge was Rp. 40/kg = Rp. 50,106,000, paid on 4 May 2015 as agreed. Receipts of payment was checked and confirmed.	YES

Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.11			
Growers and millers contribute to local sustainable development where appropriate			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	This indicator is not applicable according to RSPO Principle and Criteria RSPO for Sustainable Palm Oil production (Guidance for independent smallholders under group Certification, June 2010) However, smallholder group provide evidence of contribution to local development in term of routine donation for construction of Masjid for muslim prayer. The donation was share given every month since January 2014 to December 2014. This has been recorded in document of Social Activities of AMANAH 2014.	Not applicable
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	Not Applicable. There is no scheme smallholder is applied for Independent smallholder group	Not Applicable
Criterion 6.12			
No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	No any form of forced or trafficked labour was noted during assessment. Group manager and their member are committed to employ workers in accordance to regulation. The workers are employed into an contractual agreement and some of them was hired through verbal agreement.	YES
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Major compliance –	Based on document review and interview with workers, confirmed that no contract substitution was noted.	YES

Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Minor compliance –	The verbal agreement for temporary workers mostly involved in harvesting and fertilizing activities. It was noted that verbal agreement for harvesting is Rp. 110,000 – Rp. 120,000/tonne FBB, collection of loose fruit Rp. 10,000/bag and fertilizer application is Rp. 10,000/bag for instance. There is no migrant worker employed by smallholder group. All workers were local people who living within their villages.	YES
Criterion 6.13 Growers and millers respect human rights			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	Eventhough there is no formal policy with regards to human rights; however, group manager and their member can show commitment to respect human rights within their operational activities and social relationship with all internal and external stakeholders. This was confirmed during interview with group manager, smallholder member, and head of villages.	YES
PRINCIPLE 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS			
Not Applicable – there is no new planting after November 2005.			

Criterion / Indicator	Assessment Findings	Compliance
PRINCIPLE 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY		
Criterion 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> • Reduction in use of pesticides (Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base; - Major compliance –	Group manager continued to implement their continuous improvement plan where one of them are includes training enhancement to the smallholder members focusing on best agriculture management practices (such as optimising harvesting, IPM, fertilizer, and zero burning) and Group policies related to environment and social aspect (handling chemicals, waste reduction, and social relationship). Group manager is also increase the number of group member in order to improve their capability to produced more certified FFB and sale into the market either GreenPalm system of physical trading.	YES

3.2 Details of audit results of RSPO Group Certification Standard, 2010.

Criterion / Indicator		Assessment Findings	Compliance
<p>1. Group Requirements Producers can form or join a group for group certification. The organization and its members shall demonstrate their ability to meet the RSPO Standard for Group Certification and the relevant RSPO Standard for Sustainable Palm Oil Production.</p>			
<p>1.1 Group Elements</p>			
1.1.1	<p>The group shall be managed by central administration (i.e. The Group Manager), which is responsible for ensuring the group's compliance with the applicable standards and manages the Group Management Documentations.</p>	<p>Group Manager maintained an internal control system as a tool to ensure the group's compliance with the applicable standards and manages the Group Management Documentations. There are no changes in the Group Structure and documentation. The group is remain managed by a group manager who reports to internal group management committee consisted by selected group members. Organization chart for ICS (Internal Control System) is remain maintained consist of appointed personal for each section, such as: Group Manager, Internal Approval Committee, Section for Registration and Counseling, Section of Internal Auditor, and Section for FFB Purchasing and Sales.</p>	YES
1.1.2	<p>The group shall consist of group members who have formally joined the group.</p>	<p>The smallholder group maintains their formal existing member, and now is increasing their smallholder member by recruiting 152 farmers into the group as addition from previous 349 existing members. The process of formal recruitment is explained in the subsequent section of this report.</p>	YES
1.1.3	<p>The Group Management Documentation shall include the documenting and monitoring of all the individual group members for membership status, production process, and other relevant aspects to ensure compliance with the relevant RSPO Standard for Sustainable Oil Palm Production and the RSPO Group Certification Requirements.</p>	<p>Group manager maintain a system to check membership status, production process, and RSPO requirements of principles and criteria for each farmer member recorded under Checklist "Pemeriksaan Internal" Internal Inspection. Checklist consists of Land information and status, replanting area (if any), commitment to comply with RSPO requirements, and checklist of compliance with RSPO P&C. A procedure has remained implemented by group manager as guidance to</p>	YES

		monitor all individual group membership status and risk evaluation i.e. SOP No.011/DOK/SOP/APSSA/2013 ("Monitoring dan Pemantauan Kualitas dan Profesionalisme Grup Sertifikasi").	
1.1.4	The Group Manager shall specify in the Group Management Documentation the maximum number of members that can be supported by the management system and the human resource and technical capacities of the Group Manager.	Group manager implement the same system for specified maximum capacity of the prospective members that can be supported by management system and technical capacity is 500 individual farmers. During this ASA2, there is additional new join member consist of 152 individual farmer to bring a total of 501 smallholder members covered by group manager. The relevant procedure provided by smallholder group are remain the same (SOP No.003/DOK/SOP/APSSA/2013).	YES
Criterion 1.2: Compliance with standards			
1.2.1	All group members that are formal members of the group seeking RSPO certification under group certification shall comply with the required relevant RSPO Standard for Sustainable Oil Palm Production.	Group manager continued to monitor formal group member under group certification. Latest records shown internal inspection for each individual formal existing member was done on April 2015. Group Manager has produced yearly programme to monitor all member within the group to comply with relevant RSPO Standard for Sustainable Oil Palm Production.	YES

<p>1.2.2</p>	<p>Group managers may run a programme to support prospective members in achieving compliance with RSPO requirements. Where such a programme is in place, there must be robust mechanisms in place to ensure that neither the prospective members nor the Group Manager makes any claim suggesting they are RSPO certified. Once the prospective member is in compliance with the RSPO standard they shall be formally included as a member of the certified group. Until RSPO compliance is achieved, the FFB production from prospective member sites will not count towards the total certified production of the group.</p>	<p>Group manager has implemented a program to support formal group member and prospective members in achieving compliance with RSPO requirements. (Record: "Rencana Kerja Tahun 2013 dan 2014" Work Programme of 2013 and 2014). Program covers identification of prospective member, training related to ICS, RSPO P&C requirements, gap assessment in compliance with RSPO requirements, regular internal inspection, registration of prospective member, internal assessment, internal approval committee meeting, formal agreement, and regular counselling on the field.</p> <p>Based on implemented programme, Group Manager confidently proceed prospective member (152 members) into formal process of joining the group starting November 2014 and confirmed with certification body on the inclusion of prospective member during annual surveillance assessment this year (May 2015).</p> <p>Group Manager is aware the FFB production from prospective member sites is not included to the total certified production of the group prior assessment conducted by certification body. Review has been done by auditor on the Smallholder Group's FFB sales from November 2014 up to May 2015 confirmed that FFB tonnage from prospective member has not been counted as certified volume.</p>	<p>YES</p>
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<p>1.2.3</p>	<p>Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the relevant RSPO standard for sustainable oil palm production. The Group Manager and each member shall keep copies of the agreement.</p>	<p>There are formal agreement between group manager and formal members showing commitment to achieve compliance to RSPO requirements. Review of records from selected 18 from 349 existing smallholder confirmed all agreement are in place.</p> <p>There are also formal agreement process between group manager and 152 of new join members which was done during November – Desember 2014.</p> <p>All records of agreement were kept in group manager documentation. Interview with some selected sample of smallholder either existing or new join members confirmed they have understood and kept copies of the agreement.</p>	<p>YES</p>
<p>1.2.4</p>	<p>All the individual group members shall adhere to and show evidence that the internal requirements, as set out in the systems, programmes or policies adopted by the Group Manager are met.</p>	<p>Group manager has continued running a programme of understanding RSPO standard for each farmer member (Document: "Rencana Kerja Sosialisasi, SOP dan Surat Keputusan Perubahan Panduan Group Standard Sertifikasi Tahun 2013"). Progress has been made since 2013 to May 2015 which is now cover all existing member. However, interview with selected sample of 14 new join members admitted lack of understanding upon group internal requirement including ICS, policy and programme developed by Group Manager.</p> <p>Observation: Understanding upon group internal requirement including ICS, policy and programme should be improved.</p>	<p>YES</p>
<p>1.2.5</p>	<p>The group manager shall comply with the requirements of the RSPO Standard for Group Certification.</p>	<p>Group Manager shows commitment to comply with RSPO group certification standard; qualifications of group manager were described in this report – see Criteria 3.1.</p> <p>Group Manager was able to demonstrate the understanding of RSPO requirements and can show that he can manage the team member properly.</p>	<p>YES</p>

1.2.6	There shall be evidence to show that formal group members, individually and collectively, continually strive to maintain their compliance with the relevant RSPO Standard for Sustainable Oil Palm Production.	It is remained the same with previous year. Group manager and its farmer members show effort to maintain compliance with RSPO standard continuously. Group manager maintained 40 procedures related to Group Certification standard to support compliances with RSPO standard requirements including programme to conduct routine inspection every year and corrective action against non-compliance	YES
Criterion 1.3: Group Manager The Group Manager of the Group shall demonstrate its capacity for managing group certification and performance assessment against the RSPO Standard for Group Certification.			
1.3.1	The Group Manager shall be either a legal entity or an individual acting as a legal entity.	Group manager is remained the same which has appointed since 25 April 2012 during first development of smallholder group. The appointed group manager is an individual acting as legal entity. The detail responsible for group manager is provided in SOP No.005/DOK/SOP/APSSA/2013 with regards to Appointment of Group Manager. Current group manager is H. Sunarno.	YES
1.3.2	If the Group Manager is not an individual, there shall be a description of the general structure of the Group Manager detailing the positions and responsibilities of all personnel clearly identified.	The appointed group manager is an individual acting as legal entity. – see indicator 1.3.1 above.	YES
1.3.3	The Group Manager and/or their personnel shall be able to communicate in a language understood by all group members (in both spoken and written form).	Since RSPO initial assessment in 2013, the appointed group manager is remained the same. Group manager is local people and able to communicate fluently within members. During the audit as similar to previous audit, it is confirmed the group manager was able to communicate with the members in both spoken and written.	YES

<p>1.3.4</p>	<p>The Group Manager and/or their personnel shall be able to demonstrate knowledge of the requirements of oil palm production, the RSPO Standard for Sustainable Oil Palm Production, the RSPO Standard for Group Certification, and internal group procedures and policies.</p>	<p>The Group Manager and ICS personnel are able to demonstrate knowledge of the requirements of RSPO Standard for Sustainable Oil Palm Production, RSPO Standard for Group Certification, and internal group procedures and policies as stated in the sustainability manual. This include the latest updated documents of RSPO such as revision of Group Certification standard 2013, RSPO P&C Generic 2013, and also smallholder trading platform through Green Palm and Physical trading. Group manager and its ICS personell were also actively involved in many seminars or meeting related to RSPO, for instance Roundtable conferences, Indonesian Smallholder working Group meeting, and the latest was RSPO farmer training for trainer conducted by RSPO Indonesian smallholder working group on February 2015.</p>	<p>YES</p>
<p>1.3.5</p>	<p>The Group Manager and/or their personnel shall not have any conflict of interest likely to affect their capacity to meet the requirements for Group Managers and shall be able to provide evidence of this.</p>	<p>It is noted that there is no conflict of interest in the group management structure and they are elected by the group members. Smallholder group is maintained a SOP No.005/DOK /SOP/APSSA/2013 with regards to "Pangkatangan Grup Manager" (Appointment of Group Manager) stated competencies requirement to be appointed as group manager which include conflict of interest declaration. The Group is also provided evidence of competency analysis for recent appointed group manager where all requirements are met.</p>	<p>YES</p>
<p>1.3.6</p>	<p>The Group Manager shall demonstrate sufficient resources – i.e. human, financial, physical and other relevant resources – to enable effective and impartial technical and administrative management of Group Certification.</p>	<p>Interview with group manager, field visit and observation to group office, audit team seen the sufficient resources in term of human capital, financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.</p> <p>During the audit this year, Amanah is planning to build own office building located nearby from current office. Amanah allocated a huge capital budgetery for this year to build new office.</p>	<p>YES</p>

1.3.7	The Group Manager shall have the capacity to control, monitor and evaluate all members pertaining to their compliance to the RSPO requirements including communicating with them and visiting them at the required frequencies.	The group manager is maintain a capability to control, monitor and evaluate all members pertaining to their compliance to the RSPO requirements including communicating with them and visiting them at the required frequencies. During the audit group manager is mentally and phsycally in good condition.	YES
1.3.8	The Group Manager shall have a documented system which sets out ots mission and objectives, policies and procedures for operational management and decision making in order to demostrate ability to manage the group in a systematic and effective manner.	Group manager maintained complete set of mission, objective and group's policies. It is around 40 procedures and policies have been produced covered all relevant activities to ICS, RSPO standard for group certification, and other RSPO requirements. This was sighted during the assessment.	YES
1.3.9	There shall be clear policies and procedures for communication between the Group Manager and group members.	Group manager maintained a policy and procedure for communication i.e. SOP No.007/DOK/ SOP/APSSA/2013 ("Komunikasi Internal Grup Sertifikasi"). Policy has been communicated within group member. During the audit, interview with some sampled farmers form existing and new join member showed understanding of internal communication policy established by group manager.	YES
1.3.10	The group manager shall ensure all formal and prospective members understand the relevant RSPO Standards. This may include the development of a strategic plan on how group certification shall be achieved for prospective members, and the identification, definition and/or provision of training needs and/or communication strategies relevant to the implementation of the applicable RSPO Standard for Sustainable Oil Palm Production and the RSPO Standard for Group Certification. This can be provided directly by the Group Manager, an externally run training course or other means of provision of training or expertise.	In relevant to indicator 1.2.2, Group manager has implemented their yearly program for prospective and formal members to develop strategic plan including the training need for its member. Record: Rencana Kerja Tahun 2013 and 2014. During assessment this year, group manager is confident to add in 152 prospective members into formal smallholder group and be audited by certification body.	YES

1.3.11	The Group Manager shall ensure that if any group marketing system is developed and managed for the group, this is mutually fair and transparent to enable the securing of raw materials or trading of the group members' collective produce, or setting-up of an equivalent arrangement. The group marketing system shall include; rules for purchasing and selling within the group, rules for claims of RSPO certified, dissemination of markets, and price information and related logistics (i.e. transportation to mill etc).	Procedure for purchasing and selling within the group has been maintained (Record: SOP No.021/DOK/SOP/APSSA/2013 with regards to "Prosedur Penjualan Buah Kelapa Sawit"). The mechanism to ensure certified and non-certified products provided in SOP No.008/DOK/SOP/APSSA/2013 with regards to "Pemisahan TBS Tersertifikasi dengan TBS Non Sertifikasi". Both procedures are detailing the segregation mechanism for transport delivery of certified and non certified FFB. For example: utilisation of particular individual transport for certified FFB to send to the mill; to place particular stamp of certified product on delivery order document.	YES
1.3.12	The Group Manager shall ensure that the total of all sales and claims of RSPO certified FFB production from group members does not exceed the total certified FFB production of the group in its entirety.	The Group Manager and ICS administrator were aware that the total of all sales and claims of RSPO certified FFB production from group members shall not exceed the total certified FFB production of the group in its entirety. Review of sales record through green palm confirmed there is no over claim. Last year (2014) Amanah was traded only CPO of 327.79 mt out of 3,316.10 mt. Meanwhile, this year of 2015 during January to March Amanah had just sold their PKO production in Green Palm 91 mt with balance of 120 mt.	YES
<p>Principle 2 Group Management Documentation Requirements <i>The Group Manager assesses compliance of the plantation practices and manages group members to ensure compliance with the RSPO Standard for Group Certification and the relevant RSPO Standard for Sustainable Oil Palm Production. The Group Manager shall have a documented internal system that contains the elements necessary for assessing the performance of group members and their plantations</i></p>			
<p>Criterion 2.1 Group Management Documentation structure and content <i>The Group Manager shall have its operational structure, policies and procedures, and basic information on individual group members documented. The system verifies whether operations within the group comply with the RSPO Standard for Group Certification Requirement and the relevant RSPO Standard for Sustainable Oil Palm Production.</i></p>			
2.1.1	The Group Manager shall have an operating structure that defines group management documentation (i.e. internal control systems), decision-making and responsibilities within the group	The Group Manager maintained a Manual Book (i.e. Buku Panduan ICS) and procedures which contain operating structure, internal control system documents, decision making process and responsibility of the personnel involve in the group management. It is indicated in the manual and relevant procedure (SOP No.002/DOK/SOP/APSSA/2013) that all the group	YES

			management documentation is retained for at least for 5 years throughout the validity of the RSPO certificate. Interview with the Group manager and ICS administrator reveal that they are aware of the document retention period, and there is no changes in the procedure during past 2 years at current.	
2.1.2	All group records shall be retained for at least 5 years.		See indicator 2.1.1 All group record is retained for atleast 5 year as stated in procedure.	YES
2.1.3	The Group Manager shall have documented membership requirements for the participation of individual members in the group. This shall include:		Group manager maintained a system for membership requirements during past 2 years. There are no changes on their system. This system has been implemented for prospective member who was recently joined into formal group members. The documented membership requirements for the participation of individual members in the group included in the Manual Book and procedures such as:	YES
	2.1.3.1	Requirements and procedures for joining the group.	Membership requirement and procedure to join the group SOP No.003/DOK/SOP/APSSA/2013 with regards to "Prosedur Penerimaan Anggota". Group manager stated that new procedure for member registration is also applicable for prospective member to join the group.	YES
	2.1.3.2	Requirements and procedures for leaving the group.	Procedure for leaving the group SOP No.010/DOK/SOP/APSSA/2013 with regards of "Keluar atau Mengundurkan Diri dari Keanggotaan"	YES
	2.1.3.3	Procedures for incorporating a remedial system for member non-compliance.	Procedures for incorporating a remedial system for member non-compliance, stated in Manual Book (Guidance Book of Internal Control System, Asosiasi Petani Sawit Swadaya Amanah). Procedure covers requirement and penalty to group member whom are not complied with internal policies and procedures	YES
	2.1.3.4	Procedures for expulsion from the group.	Procedure for expulsion from the group, stated in Legal Authority of Asosiasi Petani Sawit Swadaya Amanah, dated on 1st Aug 2012 issued by a law consultant Mr. Asri Thaher, S.H., M.Kn;	YES

			and SOP No.026 / DOK/ SOP / APSSA /2013 "Pemecatan anggota grup sertifikasi". Member who are not followed and complied with internal procedures and policies of the group will be removed from the membership.	
2.1.4	There shall be a group-level operation manual that includes the following:		Group Manager maintained a group-level operation manual and procedures that includes the following as below. This documentation has been implemented as well for those prospective members who recently joined into formal group members.	YES
	2.1.4.1	Internal assessment protocols.	Procedure for internal assessment protocol and entry requirement stated in SOP No. 012/DOK/SOP/ APSSA/2013 with regards "Program Kerja Inspeksi Internal". For sampling method procedure is detailed in SOP No.014/DOK/SOP/APSSA/2013 with regards "Penentuan Sample Inspeksi Kebun Anggota Grup Sertifikasi"	YES
	2.1.4.2	Policies and procedures for accepting / removing members.	Procedure for accepting / removing members – see indicator 2.1.3	YES
	2.1.4.3	Policies and procedures for applying corrective action requests (CARs) to group members for non-compliance with the relevant RSPO standards.	Procedure for issuing Corrective Action Request (CAR) to members with non-compliance during internal assessment and external assessment including communicating CAR and timeline to respond to the CAR, stated in No.031/DOK/SOP/APSSA/2013 and No.033/DOK/SOP/APSSA /2013.	YES
	2.1.4.4	Procedures for communicating corrective action requests (CARs).	See indicator 2.1.4.3. Procedure for communicating CARs has been established and implemented.	YES
	2.1.4.5	Clear description of the process to fulfill any correction action requests (CARs) issued internally by the Group Manager or by the certification body including timelines and the implications if any of the CARs are not complied with.	See indicator 2.1.4.3. Procedure has been established and implemented.	YES
	2.1.4.6	Policies and procedures for handling complaints, appeals, corrective action requests (CARs), and group member performance	Procedures for handling complaints, appeals, corrective action requests (CARs), and group member performance assessment, stated in 007/DOK/SOP/APSSA/2013 with regards	YES

		assessment.	to "Komunikasi Internal Group Sertifikasi"	
	2.1.4.7	Policies and procedures for group monitoring, including carrying out and updating group risk assessment and annual surveillance of group members.	Procedures for group monitoring and internal assessment, including carrying out and updating group risk assessment and annual surveillance of group members based on the RSPO sampling formula stated in SOP No.011/DOK/SOP/APSSA/2013 with regards Monitoring dan Pemantauan kualitas dan Profesionalisme Group Sertifikasi	YES
2.1.5	The Group Manager shall develop and maintain a database of group members included within the Group Scheme. This includes the information below as a minimum for each member:		Group has updated the Master Document of member with additional new join members. There were 152 new members joining the group which came from same villages covers 285.4 Ha. From 152 new members divided into 7 Kelompok tani (Farmer sub-group). This brings a total of smallholder group member of 501 individual smallholders.	YES
	2.1.5.1	A copy of each group member's application form to the group with relevant information for each member that is updated regularly, i.e. name of producer, address, contact details, type of land ownership, size of plantation area, location, etc.	A copy of each group member's application form include member information, membership number, address, contact details, application and agreement details, land ownership data and related documents, size of plots, map of the plot location, FFB production records (previous year and projected), fertilizer application and other details of farm management. Review on sample 18 existing smallholder member confirmed those are completed. There were also complete set of application form for 152 new join members, this was also confirmed during review of records for 14 samples of new joined members confirmed.	YES
	2.1.5.2	Total annual production and production per unit area (hectare) for previous years, from at least one year prior to joining the group, and the estimated production for the current year.	See indikator 2.1.5.1 Database has included total annual production (per hectares) for each member including 152 new join members. Total production for 349 existing member has covered previous estimation and actual FFB yield for 2012, 2013, and 2014. While for new join member has covered previous FFB yield for each individual smallholder in	YES

			2013 prior joining the group.	
2.1.5.3	Results from the last internal and external assessments showing performance levels to the relevant RSPO Standard for Sustainable Oil Palm Production, including dates these were carried out, any plans for implemented improvement and corrective action requests (CARs) raised and closed out for each group member.	Result of last internal assessment is available for each group member conducted on 2014 for new joined member. These are done during initial registration when the prospective member joined the group. Sample record: "Checklist Pemeriksaan Internal" Checklist of Internal assessment. For routine inspection for 2014. There are also a result of routine internal assessment in term of Internal Assessment Programme and their results. The latest routine internal assessment conducted on January (18 samples were selected) and April 2015 (18 samples were selected) for existing smallholder member. There was also an internal assessment programme which planned on July and October 2015.		YES
2.1.5.4	The date of group membership acceptance and date of departure or expulsion from the group if relevant.	Review records of Smallholder group database, namely " Data Anggota Kelompok Tani" updated January 2015 confirmed the date of membership acceptance and departure/expulsion from the group is available. There is no smallholder members departure of expulse from the group at present.		YES
2.1.5.5	Maps of the plantation area for each group member. This can be in the form of individual maps or a collective map covering all group members.	Amanah holds location maps for each member including existing and new joined members. Map is provided in document of "Peta Kelompok Tani" informing identity number of smallholder members. uk anggota petani yang baru. Amanah has also updated their Group Location Map consist of existing and new joined members. Map is provided in appropriate scale 1:8500, informing the legend of map such as District capital, road, adjacent villages, river, and also each of smallholders plot with identity number. However, there were inconsistencies of smallholder plot's indentity number presented in the map with Smallholder Group's Master Document 2015. This has been reinforced when auditor went for field inspection to selected		YES

		<p>smallholder plot samples. Objective evidence was observed for several smallholder plots such as: Plot umber 032/KT 312, 041/KT 312, 078/KT 312, 082/KT 313, 105/KT 313, 167/KT 313, 165/KT 313, 171/KT 313, 220/KT 316, 252/KT 317, 258/KT 317, 281/KT 318, 322/KT 320, 340/KT 320</p> <p>Observation: Smallholder group should ensure that information of smallholder member's identity number map is inline with Master Document 2015.</p>	
2.1.6	<p>A summary of all the data on land use (in hectares) shall be kept and regularly updated covering the entire group that includes at least the following:</p>	<p>Amanah has updated their database record (i.e. Master Document 2015) for each smallholder member comprises of existing and new joined members. Record of Master Document 2015 was updated on January 2015. This consists of Smallholder member name, plot number, sub-group identity, location/village, planting year, size of plot, and date of joining group.</p> <p>However review of records, mismatched data was found among sizes of area recorded in Master Document 2015 with Land title for each member. Moreover, it was found the smallholder plot size area recorded in Master Document 2015 larger than its stated in the Land Title</p> <p>Evidence was observed by auditor for several smallholder plot number: 386/KT321, 380/KT321, 362/KT321, 396/KT322, 392/KT322, 433/KT323, 434/KT323, 491/KT326, 032/KT312, 041/KT312, 078/KT312, 082/KT313, 105/KT313, 135//KT314, 171/KT315, 220/KT316, 252/KT317, 258/KT317, 281/KT318, 295//KT319, 322/KT320, 340/KT320.</p> <p>In other hand, interview with group manager and ICS staff admitted that the discrepancy database was caused of re-measurement of smallholder plot using GPS system however it did not refer to Land Title.</p> <p>Further review on Smallholder Group's Master Document 2015 found, there was no information related to planted</p>	<p>Major NC Ref: 1192606M1 – Closed on 9 July 2015</p>

		<p>area, total certified area, total production area, other crop production areas (non-oil palm, if any), Total undeveloped area or areas set aside for any particular reason (i.e. conservation, customary, identified HCV, if any), and Total area with infrastructure (if any) for each smallholder group member.</p> <p>Major Nonconformity was raised pertaining above issues.</p> <p>Corrective Action Taken:</p> <p>Group manager has provided evidence for this issue:</p> <ul style="list-style-type: none"> - Reviewed and correction have been done for accuracy of database presented in Group Master Document in particularly for detail size area of each smallholder member. The latest revision of Master Document was July 2015. Auditor had reviewed Master Document in Section of Smallholder Plot Utilisation (Updated July 2015) found that all selected sampled taken during ASA2 have been corrected. Data presented had been added with Land certificate number and size area. - Furthermore, Group Manager has sent a letter to all smallholder members, group management, including subgroup representative that the Master Document has been updated as per July 2015. - Group Manager has also appointed a dedicated personal to take care and monitor group database to ensure all data presented is accurate and monitored as per group procedure (SOP No.032/DO/SOP/APSSA/2013). Monitoring of database is planned every 4 month alongside with internal assessment. <p>Nonconformity was closed on 9 July 2015</p>	
2.1.6.1	Total overall land area for each group member.	See indicator 2.1.6 above.	Major NC
2.1.6.2	Total oil palm planted area for each group member.	See indicator 2.1.6 above.	Major NC
2.1.6.3	Total RSPO certified production area for each	See indicator 2.1.6 above.	Major NC

		group member.		
	2.1.6.4	Other crop production areas (i.e. non oil palm) for each group member if any.	See indicator 2.1.6 above.	Major NC
	2.1.6.5	Total undeveloped area or areas set aside for any particular reason (i.e. conservation, customary, identified HCV etc) for each group member, if any.	See indicator 2.1.6 above.	Major NC
	2.1.6.6	Total area with infrastructure for each group member, if any.	See indicator 2.1.6 above.	Major NC
Criterion 2.2 – Internal Assessment System				
2.2.1	Prospective members intending to join the group to be included under group certification shall only be allowed to become formal members of the group after an initial compliance assessment for entry by the Group Manager. This initial assessment will determine that all group members who formally join the group with the intention of being included under group certification, are able fulfil the group membership requirements and are able to meet the relevant RSPO Standard for Sustainable Oil Palm Production.		Group manager has been conducted an initial compliance assessment for 152 prospective members during November to December 2014. The process was followed their own procedure for accepting new member such as application, internal assessment, approval process from Group Approval Committee, and signing an Agreement with group manager. This applied for each prospective member.	YES
2.2.2	The Group Manager shall implement a regular and ongoing internal assessment programme for all current group members that includes at least the following:		Group manager has consistently implemented Internal assessment programme in January 2015 and April 2015. There will be next internal assessment this year which planned on July and October 2015. Record of internal assessment is available and kept in group management documentation.	YES
	2.2.2.1	Internal assessments shall be documented and these documents maintained for 5 years.	There are also a result of routine internal assessment in term of Internal Assessment Programme and their results. The latest routine internal assessment conduted on January (18 samples were selected) and April 2015 (18 samples were selected) for existing smallholder member. There was also an internal assessment programme which planned on July and October 2015.	YES
	2.2.2.2	Regular (at least annual) internal assessment visits to a sample of group members to confirm continued compliance	Referring to indicator 2.2.2.1, group manager has implemented Internal assessment programme.	YES

		with all the requirements of the relevant RSPO Standard for Sustainable Oil Palm Production and RSPO Standard for Group Certification. All members shall be monitored at least once during the period of validity of the group certificate (normally 5 years).	Group manager using a checklist of RSPO P&C as well as group requirements during internal assessment.	
	2.2.2.3	The Group Manager shall identify the relevant RSPO Standard for Sustainable Oil Palm Production that is appropriate for each group member. It is the performance against this standard that is assessed at each internal assessment.	Referring to indicator 2.2.2.1 and indicator 2.2.2.2, group manager has implemented Internal assessment programme. Group manager using a checklist of RSPO P&C as well as group requirements during internal assessment.	YES
	2.2.2.4	The sample size for internal assessments shall be based on a risk assessment of the group members, where a higher risk requires a higher sample size.	Group manager using medium risk to select sample within group member. This was considered previous assessment conducted by certification body as well as geographical location, size of area for each plot. This brings 18 smallholder member selected randomly as sample for each visit out of 349 existing members.	YES
	2.2.2.5	The sample size shall be determined by the formula $(0.8\sqrt{y}) \times (z)$, where z is the multiplier defined by the risk assessment. Low risk = multiplier of 1, medium risk = multiplier of 1.2, high risk = multiplier of 1.4 (see Table 1).	Refer to indicator 2.2.2.4 Group manager has selected samples based on risk assessment, which Medium risk was determined.	YES
	2.2.2.6	The group shall use a minimum sample to be visited annually for internal assessment of $(0.8\sqrt{y})$, where y is the number of group members, and where selection of group members is based on random selection techniques.	Refer to indicator 2.2.2.4 and 2.2.2.5 Group manager has selected 18 random samples based on risk assessment, which Medium risk was determined.	YES
	2.2.2.7	The Group Manager shall ensure that different group members are visited in each annual internal assessment to those that have been selected for assessment by the certification body, unless	Review on result of internal assessment, the selected sample visited were different in each internal assessment than which previously selected either by group manager or certification body.	YES

		there are circumstances which require a revisit of the same members (e.g. pending corrective action requests (CARs), complaints received from stakeholders, risk factors etc).		
	2.2.2.8	Additional internal assessments shall be scheduled when potential problems arise or when the Group Manager receives information from stakeholders about alleged non-conformities of the relevant RSPO Standard for Sustainable Oil Palm Production by group members.	Group manager is aware that internal assessments shall be scheduled when potential problems arise or when the Group Manager receives information from stakeholders about alleged non-conformities of the relevant RSPO Standard for Sustainable Oil Palm Production by group members. This has included in internal group policy. However, at current, there is no issue arise from stakeholder.	YES
	2.2.3	Non-conformities identified by the Group Manager shall be resolved internally according to a documented system of applying corrective action requests (CARs). See 2.1.4.3	Group manager was raised nonconformities for group member who are not complied with RSPO requirements. Latest result on April 2015 showed that NCR was given with regards to peat soil water management and spraying activities in several smallholded plots. There was corrective action plan and result of applying corrective action request recorded in "form checklist pemeriksaan internal" Form of Internal Inspection Checklist and "Notulen Kegiatan Tim Penilai" Meeting Minutes of Internal Inspection Team.	YES
<i>Principle 3: Chain of Custody The Group Manager shall have a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the group</i>				
	3.1	The group manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO certified FFB.	Amanah maintained a system to trace the FFB produced and sold through Green Palm system. During January - March 2015, AMANAH remained sold their certified volume through GreenPalm. However, since 20 April 2015, Group manager decided to choose Physical trading of FFB as regulated by RSPO. The certified FFB will be sold to neighboring certified palm oil mill. However, No evidence that group manager has developed a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO certified	Major NC Ref: 1192606M2 – Closed on 9 July 2015

		<p>FFB physically or by Green Palm.</p> <p>Major nonconformities was raised.</p> <p>Corrective Action Taken:</p> <p>Group Manager has prepared a mechanism for selling certified product thorough physical trading and Green Palm. Mechanisme is provided in term of "Mekanisme Penjualan TBS Bersertifikat RSPO" signed by Group Manager on 2 July 2015. The mechanism has described recording of</p> <p>The mechanism also explains the recording system of production which is inputted separately between physical trading and Green Palm, recorded in the document "Daily Reports Production". To control the volume of monthly actual sales of FFB production is done through crosschecking with the budget / monthly estimation of production.</p> <p>Group manager has also provided evidence documents of Sales Summary of FFB Amanah - 2015 originating from smallholder member who are already certified, whereas for prospective members who are still in the process of auditing is not included. The document shows the volume of FFB from January to June 2015 was sold physically by 3,767.36 tonnes; while those sold by Green Palm as much as 4,253.04 tonnes. It has not exceeded the estimated volume of FFB certified last year in the amount of 16,381.52 tonnes. This document also illustrates there is no double counting for FFB certified sold through the physical and also the Green Palm.</p> <p>Group manager has been appointed a personal in charge to monitoring the sales activities of certified products according to letter No.002 / DOC / GM / APSSA / VII / 2015.</p> <p>Nonconformity was closed on 9 July 2015.</p>	
3.2	There shall be a collective group procedure for the sale of all certified FFB originating from the plantations of group members that is agreed by the group members and the Group Manager and is designed to	For physical trading, the Group Manager and ICS staff monitors and register the sales of FFB from the group members to the palm oil mill. The group manager receives the FFB sales summary from	YES

	<p>ensure that non-certified FFB are not sold as RSPO certified FFB. This shall be contained in any group marketing system that is developed for the group, and shall follow one of the supply chain models as per the RSPO Supply Chain Certification Systems, i.e. Identity Preserved, Segregation or Mass Balance.</p>	<p>the group member as well as from the palm oil mill with the member number indicated in the related documents such as Delivery Note and weight bridge ticket. This facilitates is traceable by the Group Manager and to ensure that the total sales volume and claimed are from the certified group members. The Chain of Custody of the Independent Smallholder Group members stops at the palm oil mill and collection point. The palm oil mill takes over the chain of custody from the Independent Smallholders. All FFB sales and purchasing are recorded in "Buku Taksasi" Book of Duty and "Rekap Produksi" Production Recapitulation Book.</p>	
<p>3.3</p>	<p>The group manager shall ensure that all invoices for sales of RSPO certified FFB originating from the group are issued with the required information as per the adopted supply chain model requirements within Annex 6 of the RSPO Supply Chain Certification Systems document – November 2009.</p>	<p>During this this assessment there was no any FFB purchased by the group Manager or the Group members. Sales invoice indicated with group member's identification number, name of the group member, palm oil mill's name and address, date and quantity. Group manager established a procedure related segregation of certified products and non-certified i.e. SOP No.008/DOK/SOP/APSSA/2013 with regards to "Pemisahan TBS Tersertifikasi Dengan TBS Non Sertifikasi" (Segregation on Certified and non-certified FFB). Procedure stated RSPO Segregation certified will be stamped in sales documentation once RSPO certificate is received.</p> <p>Evidence observed by auditor was: Example of Weightbridge ticket and Delivery note dated 20 April 2015, 23 April 2015, and 15 may 2015 were clearly remarked with RSPO certificate number and supply chain model. This applied only for certified FFB produced from existing member.</p> <p>However, it is also noted that the FFB produced by prospective member who had just join as member were not claimed with RSPO certificate number, until certification body would confirmed the compliance during this assessment.</p>	<p>YES</p>

3.4	The physical transporting of RSPO certified FFB originating from the plantations of group members shall be done either directly by the group (i.e. through own transportation), or via sub-contracted intermediaries. For intermediaries the requirements as outlined in 3.7 shall also apply.	Amanah is using their FFB transport directly sent to palm oil mill. There is no intermediaries was used	YES	
3.5	All sales of FFB originating from the plantations of group members shall be documented. This shall include:	All sales of FFB originating from the farmer plots are recorded under Delivery Order (weight bridge ticket) and FFB transport ticket (Surat Pengantar Buah) include invoice and receipt, transport information, farmer identification number (farmer sub-group), description of product, and product volume. Refer to indicator 3.3. above.	YES	
	3.5.1	Invoices and receipts (purchase and sale).	Refer to indicator 3.5 above.	YES
	3.5.2	Information on transport.	Refer to indicator 3.5 above.	YES
	3.5.3	The relevant group members' group identification number	Refer to indicator 3.5 above.	YES
	3.5.4	Description of the product sold (i.e. RSPO certified or not), product volume and destination.	Refer to indicator 3.5 above.	YES
3.6	The Group Manager shall maintain copies of all relevant documentation and records of group product transactions for a period of 5 years.	The Group Manager maintain copies of all relevant documentation and records of group product transactions for a period of 5 years as stated in SOP No.002/DOK/SOP/APSSA/2013 with regards to Document Control	YES	
3.7	If an intermediary exists in the supply chain from the group to the mill that wants to be included within the group certification control rather than obtain their own supply chain certification, the intermediary shall be identified by the Group Manager. The Group Manager shall have a contract with the intermediary to fulfill the RSPO Standard for Group Certification and agree to be assessed on an annual basis by the Group Manager as well as in certification assessments. It is the responsibility of the Group Manager to ensure that the intermediary shall comply with the following conditions:	Not applicable. There is no intermediaries was used.	N/A	
	3.7.1	There shall be a contract between the intermediary and	Not applicable.	N/A

		the Group Manager.	There is no intermediaries was used.	
	3.7.2	The intermediary shall have complete purchasing and selling records.	Not applicable. There is no intermediaries was used.	N/A
	3.7.3	The intermediary shall have RSPO supply chain systems in place to separate certified from non-certified materials through any of the RSPO supply chain options (i.e. Identity Preserved, Segregation or Mass Balance).	Not applicable. There is no intermediaries was used.	N/A

3.3 Progress against Time Bound Plan

This is not applicable for Independent smallholder under Group Certification. However, the Asosiasi Petani Sawit Swadaya Amanah has developed a programme for prospective member to join formally onto the group where during the ASA2 it has been implemented. These brought the smallholder member onto 501 members and met the capacity of Group Manager to manage according to their own procedure and Group Certification standard requirements.

3.4 Details of findings

There is no nonconformity finding from previous assessment visit (ASA1)

3.4.1. Major Nonconformities were raised during this assessment (ASA2)

Ref	Area/Process	Clause
1192606M1	2.1 Group Management Structure and Contents	Group Certification Standard 2.1.6
Scope	SPO 594864	
Details:	It was found inaccurate database belong by Amanah.	
Requirements:	A summary of all the data on land use (in hectares) shall be kept and regularly updated covering the entire group that includes at least the following: 2.1.6.1 Total overall land area for each group member. 2.1.6.2 Total oil palm planted area for each group member 2.1.6.3 Total RSPO certified production area for each group member 2.1.6.4 Other crop production areas (i.e. non oil palm) for each group member if any 2.1.6.5 Total undeveloped area or areas set aside for any particular reason (i.e. conservation, customary, identified HCV etc) for each group member, if any 2.1.6.6 Total area with infrastructure for each group member, if any.	
Objective Evidence:	Amanah has updated their database record (i.e. Master Document 2015) for each smallholder member comprises of existing and new joined members. Record of Master Document 2015 was updated on January 2015. This consists of Smallholder member name, plot number, sub-group identity, location/village, planting year, size of plot, and date of joining group. However review of records, mis-matched data was found among sizes of area recorded in Master Document 2015 with Land title for each member. Moreover, it was found the smallholder plot size area recorded in Master Document 2015 larger than its stated in the Land Title Evidence was observed by auditor for several smallholder plot number: 386/KT321, 380/KT321, 362/KT321, 396/KT322, 392/KT322, 433/KT323, 434/KT323, 491/KT326, 032/KT312, 041/KT312, 078/KT312, 082/KT313, 105/KT313, 135//KT314, 171/KT315, 220/KT316, 252/KT317, 258/KT317, 281/KT318, 295//KT319, 322/KT320, 340/KT320.	

	<p>In other hand, interview with group manager and ICS staff admitted that the discrepancy database was caused of re-measurement of smallholder plot using GPS system however it did not refer to Land Title.</p> <p>Further review on Smallholder Group's Master Document 2015 found, there was no information related to planted area, total certified area, total production area, other crop production areas (non-oil palm, if any), Total undeveloped area or areas set aside for any particular reason (i.e. conservation, customary, identified HCV, if any), and Total area with infrastructure (if any) for each smallholder group member.</p>
Action:	<p>Group manager has provided evidence for this issue:</p> <ul style="list-style-type: none"> - Reviewed and correction have been done for accuracy of database presented in Group Master Document in particularly for detail size area of each smallholder member. The latest revision of Master Document was July 2015. Auditor had reviewed Master Document in Section of Smallholder Plot Utilisation (Updated July 2015) found that all selected sampled taken during ASA2 have been corrected. Data presented had been added with Land certificate number and size area. - Furthermore, Group Manager has sent a letter to all smallholder members, group management, including subgroup representative that the Master Document has been updated as per July 2015. - Group Manager has also appointed a dedicated personal to take care and monitor group database to ensure all data presented is accurate and monitored as per group procedure (SOP No.032/DO/SOP/APSSA/2013). Monitoring of database is planned every 4 month alongside with internal assessment. <p>Nonconformity was closed on 9 July 2015</p>
Closed?	Yes

Ref	Area/Process	Clause
1192606M2	3. Chain of Custody	Group Certification Standard 3.1
Scope	SPO 594864	
Details:	No evidence that group manager has developed a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO certified FFB physically or by Green Palm.	
Requirements:	The group manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO certified FFB.	
Objective Evidence:	Amanah maintained a system to trace the FFB produced and sold through Green Palm system. During January - March 2015, AMANAH remained sold their certified volume through GreenPalm. However, since 20 April 2015, Group manager decided to choose Physical trading of FFB as regulated by RSPO. The certified FFB will be sold to neighboring certified palm oil mill.	
Actions:	<p>Group Manager has prepared a mechanism for selling certified product through physical trading and Green Palm. Mechanisme is provided in term of "Mekanisme Penjualan TBS Bersertifikat RSPO" signed by Group Manager on 2 July 2015. The mechanism has described recording of</p> <p>The mechanism also explains the recording system of production which is inputted separately between physical trading and Green Palm, recorded in the document "Daily Reports Production". To control the volume of monthly actual sales of FFB production is done through crosschecking with the budget / monthly estimation of production.</p> <p>Group manager has also provided evidence documents of Sales Summary of FFB Amanah - 2015 originating from smallholder member who are already certified, whereas for prospective members who are still in the process of auditing is not included. The document shows the volume of FFB from January to June 2015 was sold physically by 3,767.36 tonnes; while those sold by Green Palm as much as 4,253.04 tonnes. It has not exceeded the estimated volume of FFB certified last year in the amount of 16,381.52 tonnes. This document also illustrates there is no double counting for FFB certified sold through the physical and also the Green Palm.</p> <p>Group manager has been appointed a personal in charge to monitoring the sales activities of certified products according to letter No.002 / DOC / GM / APSSA / VII / 2015.</p> <p>Nonconformity was closed on 9 July 2015.</p>	
Closed?	Yes	

Ref	Area/Process	Clause
1192606M3	P.4. Use Of Appropriate Best Practices By Growers And Millers	RSPO P&C 2013 Indicator 4.3.1
Scope	SPO 594864	
Details:	Map of Fragile soils has not been demonstrated.	
Requirements:	Maps of any fragile soils shall be available.	
Objective Evidence:	Document review and interview with group manager found Asosiasi Amanah has not been able to provide map of fragile soil.	
Actions:	<p>Group Manager has provided Soil Series Map following mapping analysis. Data Source of map provided from smallholder plot location overlaid with Imaginary map 7 +ETM, path 126 raw 060 May 2007 as well as Landsystem Map – Bakorsurtanal (2000) of Riau Province.</p> <p>Fragile soil map provided in term of "Peta Sebaran Seri Tanah Petani Sawit Swadaya Amanah". Review of map found that most of soil type in smallholder member were under Typic Haplosaprists (peat soil with Sapric maturity or 2/3 of peat were squeezed out during the test), dark brown colour, low fertility, poor drainage, peat depth around 1-2 metres. However, some part of smallholder plots were categorised under Typic destrudepts, sandstone and siltstone materials, sandy clay textures, non sticky and non plastic, low natural fertility.</p> <p>Furthermore, group manager has signed agreement with third party consultant for next step of soil survey (agreement number: 01/SPJ/LEG-NPK/06/15) which planned startin 1 July 2015. The output of soil survey is soil fertility analysis and semi detail of Soil Type.</p> <p>Non Conformity can be closed on 9 Juli 2015.</p>	
Closed?	Yes	

Ref	Area/Process	Clause
1192606M4	P.5. Environmental Responsibility And Conservation Of Natural Resources And Biodiversity	RSPO P&C 2013 Indicator 5.5.1
Scope	SPO 594864	
Details:	Field Inspection and interview with smallholder member on the field revealed there was fire used to dispose Male palm trees in Plot number 041/KT312; as well as revealed there was fire using for burning used plastic bag of fertilizer.	
Requirements:	<p>Ketika replanting petani harus dapat menunjukkan bukti bahwa tidak ada penggunaan api untuk persiapan lahan dan pemusnahan limbah. Api hanya boleh digunakan dalam kondisi tertentu yang terkait dengan pengurangan hama dan penyakit dan telah mendapatkan persetujuan dari pemerintah sebelum menggunakan api.</p> <p>Standard RSPO Principles and Criteria for Sustainable Plam Oil Production Guidance for Independent Smallholders under Group Certiication 19 Juni 2010 : Pedoman untuk group manager: Group Manager harus memastikan kepada anggota petani untuk tidak menggunakan api disetiap kegiatan operasional, dan ini harus dimonitor oleh group manager.</p>	
Objective Evidence:	Field visit to plot number 041/KT 312 Interview with smallholder member 041/KT312, and smallholder member 220/KT316	
Actions:	<p>Group manager has made awareness to all smallholder members through farmer sub-group representatives. The awareness was covered basic fire training, land fire handling, and the impact of the use fire in smallholder plots. Furthermore, group manager has installed some warning signage within smallholder plots to prevent the use of fire. Monitoring is planned every 4 month alongside with internal assessment. Group policy Punishment has been prepared for any members who break the rules.</p> <p>Nonconformity was closed on 9 July 2015.</p>	
Closed?	Yes	

3.4.2 Minor NC identified during this assessment

Ref	Area/Process	Clause
1192606N1	P.2. Compliance With Applicable Laws And Regulations	RSPO P&C 2013 Indicator 2.2.2
Scope	SPO 594864	
Details:	Field inspection found legal boundaries were not clearly demarcated and visibly maintained in several smallholder plots.	
Requirements:	Legal boundaries shall be clearly demarcated and visibly maintained.	
Objective Evidence:	Field visit to plot number 041/KT312, 032/KT312, 383/KT321, 380/KT321	

3.4.3 Observation during this assessment

Type	Area/Process	Clause
Observations	2.1 Struktur dan Isi dari Manajemen Dokumentasi Kelompok	Group Certification Standard 2.1.5.5
Scope	SPO 594864	
Details:	<p>Smallholder group should ensure that information of smallholder member's identity number map is inline with Master Document 2015.</p> <p>Amanah holds location maps for each member including existing and new joined members. Map is provided in document of "Peta Kelompok Tani" informing identity number of smallholder members. Amanah has also updated their Group Location Map consist of existing and new joined members. Map is provided in appropriate scale 1:8500, informing the legend of map such as District capital, road, adjacent villages, river, and also each of smallholders plot with identity number.</p> <p>However, there were inconsistencies of smallholder plot's identity number presented in the map with Smallholder Group's Master Document 2015. This has been reinforced when auditor went for field inspection to selected smallholder plot samples. Evidence was observed for several smallholder plots such as: Plot number 032/KT 312, 041/KT 312, 078/KT 312, 082/KT 313, 105/KT 313, 167/KT 313, 165/KT 313, 171/KT 313, 220/KT 316, 252/KT 317, 258/KT 317, 281/KT 318, 322/KT 320, 340/KT 320</p>	

Type	Area/Process	Clause
Observations	P.4. Use Of Appropriate Best Practices By Growers And Millers	RSPO P&C 2013 Indicator 4.2.1
Scope	SPO 594864	
Details:	AMANAHA could improve their smallholder member plots for those who indicated nutrients deficiency. This was observed by auditor during field visit to plot number 479/KT325, 032/KT312, 500/KT327	

Type	Area/Process	Clause
Observations	P.5. Tanggung Jawab Lingkungan dan Konservasi Sumber Daya Alam dan Keanekaragaman Hayati	RSPO P&C 2013 Indicator 5.3.3
Scope	SPO 594864	
Details:	Attention should be made on sanitation of smallholder plot related to waste (i.e. used plastic bag of fertilizer). This was due field inspection observed some evidences in plot number 018/KT 311, 004/KT 311 and 383/KT 321.	

3.5 Positive Findings

Positive Findings	
No.	Description
1	Smallholder Group members including Group manager are mostly have had experience in the scheme smallholder cooperatives management; in which could be enhanced their willingness to maintain compliance to RSPO standard requiremen

2	The group manager can demonstrate maintain his capability in the group management due to his background experience in scheme smallholder cooperative
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3.6 Issues raised by stakeholders

During stakeholder interviews, the BSI auditor has contacted and interview stakeholders as listed below:


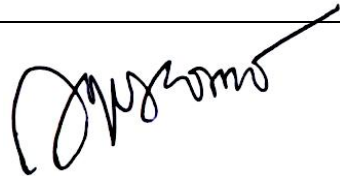
No.	Name	Institution
1	General Affair of Bukit Jaya Village	Bukit Jaya Village
2	Development Section of Air Emas Village	Air Emas Village
3	Plantation Agency	District of Pelalawan, Riau Province
4	National Land Agency	District of Pelalawan, Riau Province
5.	General Manager	Green Palm
6.	Smallholder Manager	RSPO Secretariat
7.	Sustainability	WWF Indonesia

Issues raised by Stakeholders			
No.	Stakeholder comments	Smallholder Response	Auditor Finding
1	There is no report to head of village in terma of land dispute between smallholder members.	Positive issues, no response required.	This has been considered during the audit
2	There is no complaint received by head of village regarding smallholder group	Positive issues, no response required.	This has been considered during the audit
3	Smallholder group is transparance in terms of FFB price which can be seen in their notice board at the office.	Smallholder group is agreed with the comment.	This has been considered during the audit, and confirmed.
4	A lot of benefits from existence of Amanah as independent smallholder group	Smallholder group is agreed with the comment.	This has been considered during the audit, and confirmed.
5	All smallholder member have been registered in Plantation Agency of Pelalawan District.	Smallholder group is agreed with the comment.	This has been considered during the audit, and confirmed.
6	Local government confirmed that the history of land occupied by smallholder group have been legally free from forest status.	Smallholder group is agreed with the comment.	This has been considered during the audit, and confirmed.

3.7 Status of Non Conformities

Reference	Category	ISSUED	CLOSED
A829199/11 – 2.2.2 RSPO GSC	Major	14/01/2013	15/03/2013
A829199/12 – 2.2.3 RSPO GSC	Major	14/01/2013	15/03/2013
A843471/1 – 4.3.3 RSPO P&C	Minor	14/01/2013	24/05/2014
A843471/1 – 4.3.3 RSPO P&C	Minor	14/01/2013	24/05/2014
1192606M1 – 2.1.6 RSPO GSC	Major	21/05/2015	09/07/2015
1192606M2 – 3.1 RSPO GSC	Major	21/05/2015	09/07/2015
1192606M3 – 4.3.1 RSPO P&C	Major	21/05/2015	09/07/2015
1192606M4 – 5.5.1 RSPO P&C	Major	21/05/2015	09/07/2015
1192606N1 – 2.2.2 RSPO P&C	Minor	21/05/2015	“Open”

4.0. Acknowledgement of Assessment Finding

Acknowledgement of Assessment Findings	Report Prepared by
Name: H. Sunarno	Name: Aryo Gustomo
Company name: Asosiasi Petani Sawit Swadaya Amanah	Company name: PT. BSI Indonesia on behalf of BSI Services Malaysia Sdn Bhd
Title: Group Manager	Title: Lead Auditor
Signature: 	Signature: 

Appendix "A"
RSPO Certificate Details

Group Name: Asosiasi Petani Sawit Swadaya Amanah

RSPO Membership number: 1-0133-12-000-00

Certificate Number: SPO 594864

Initial Certificate Issued Date: 29 July 2013

Date of Certificate Expiry: 28 July 2018

Standard: RSPO Group Certification Standard Guidance, July 2010; Indonesian National Interpretation of RSPO P&C 2013; and RSPO Supply Chain Certification Systems: 2014.

Details of Asosiasi Petani Sawit Swadaya Amanah.	
Location Address	Trimulya Jaya, Bukit Jaya, and Air Mas Villages, Ukui Sub District, Pelalawan District, Riau Province – Indonesia.
GPS Location	102°06'09.46 BT 0°09'36.85 LS
Total Planted Area (ha)	1,048.07
Total Number of Members	501
Projected FFB Tonnage for the year 2015	22,680.93 mt/year
Projected CPO Tonnage Total* (Certified)	4,536.18 mt/year
Projected PK Tonnage Total* (Certified)	1,134.05 mt/year
Projected PKO Tonnage Total* (Certified)	510.32 mt/year
Projected PKE Tonnage Total* (Certified)	623.73 mt/year

**) The extraction rate of OER for CPO, KER for PK, KOER for PKO, and KEER for PKE are to be based on the RSPO guidance for Group Certification of independent smallholders. This calculation is used for Estimated and Forecast of Certified tonnage, i.e. OER=20% of FFB, KER=5% of FFB, KOER=45% of PK, KEER=55% of PK.*

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
SUKARI	SUKARI	None	SUKARI	SRI MULYANI	--	--	--	--
TURAHMIN	TURAHMIN	None	TURAHMIN	SRI MULYANI	--	--	--	--
RASIMIN	RASIMIN	None	RASIMIN	SUTRISNO	--	--	--	--
MUSTAKIM	MUSTAKIM	None	MUSTAKIM	KARYONO	--	--	--	--
SUTARNO	SUTARNO	None	SUTARNO	TIJAN	--	--	--	--
AMIRUDIN	AMIRUDIN	None	AMIRUDIN	PAIJAN	--	--	--	--
SUBIAT	SUBIAT	None	SUBIAT	DALINAH	--	--	--	--
AWALUDIN	AWALUDIN	None	AWALUDIN	MUKAYAT	--	--	--	--
JUMINIANTO	JUMINIANTO	None	JUMINIANTO	BIRAH	--	--	--	--
ARIF ASWARI	ARIF ASWARI	None	ARIF ASWARI	HADI MULYONO	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
SUGENG	SUGENG	None	SUGENG	SUWARTO	--	--	--	--
SUNARDI	SUNARDI	None	SUNARDI	RINI SETYANTINI	--	--	--	--
SUYADI	SUYADI	None	SUYADI	MINARTI	--	--	--	--
JASMIATUN	JASMIATUN	None	JASMIATUN	TAMTOMO	--	--	--	--
SALIM DAROINI	SALIM DAROINI	None	SALIM DAROINI	SITI KASANAH	--	--	--	--
SALIMIN	SALIMIN	None	SALIMIN	PARTINI	--	--	--	--
SUKARI	SUKARI	None	SUKARI	WASITUN	--	--	--	--
SUPRIANTO	SUPRIANTO	None	SUPRIANTO	MARKIM	--	--	--	--
KANAFI	KANAFI	None	KANAFI	SUPRIYATIN	--	--	--	--
BUSTAMI	BUSTAMI	None	BUSTAMI	SARIYUN	--	--	--	--
AGUS AS	AGUS AS	None	AGUS AS	YULI DIANA SARI	--	--	--	--
ZAINAL ABIDIN / SUMARDI	ZAINAL ABIDIN / SUMARDI	None	ZAINAL ABIDIN / SUMARDI	PURWOWIHARJO	--	--	--	--
JUWADIANTO	JUWADIANTO	None	JUWADIANTO	ISWANJANA	--	--	--	--
SUTEJO	SUTEJO	None	SUTEJO	HJ. PUJIANTI	--	--	--	--
ZAINAL FATONI	ZAINAL FATONI	None	ZAINAL FATONI	WAHIB BUDIYONO	--	--	--	--
SARJI	SARJI	None	SARJI	YITNO	--	--	--	--
WIJI NINGSIH	WIJI NINGSIH	None	WIJI NINGSIH	PARSULIN	--	--	--	--
MARLAN	MARLAN	None	MARLAN	JAMUN	--	--	--	--
FAROID	FAROID	None	FAROID	ADI SUKARNO	--	--	--	--
SUKAPTO	SUKAPTO	None	SUKAPTO	SUWITO ATMADI	--	--	--	--
SAUNAH	SAUNAH	None	SAUNAH	SUWITO ATMADI	--	--	--	--
SAIFUL ANWAR	SAIFUL ANWAR	None	SAIFUL ANWAR	SUWITO ATMADI	--	--	--	--
SUMARDI	SUMARDI	None	SUMARDI	SUMARDI	--	--	--	--
SUGIYO	SUGIYO	None	SUGIYO	SUMARDI	--	--	--	--
SUSTINI	SUSTINI	None	SUSTINI	H.NARNO	--	--	--	--
BAMBANG SUKOHADI	BAMBANG SUKOHADI	None	BAMBANG SUKOHADI	H.NARNO	--	--	--	--
SAFRUDIN JUFRI	SAFRUDIN JUFRI	None	SAFRUDIN JUFRI	MESIRAN	--	--	--	--
M.SUNARNO	M.SUNARNO	None	M.SUNARNO	JURIYANTO	--	--	--	--
BUKORI	BUKORI	None	BUKORI	ARIFIN BIN NYAIRAN	--	--	--	--
MIFTA HUSALIMA	MIFTA HUSALIMA	None	MIFTA HUSALIMA	PARYANTO	--	--	--	--
TARIMIN	TARIMIN	None	TARIMIN	HARTATIK	--	--	--	--
KIMIN	KIMIN	None	KIMIN	NYURIYANTO	--	--	--	--
H.SUTIKNO	H.SUTIKNO	None	H.SUTIKNO	NGATIMIN	--	--	--	--
SUWARNO	SUWARNO	None	SUWARNO	BOYADI	--	--	--	--
M.SUNARNO	M.SUNARNO	None	M.SUNARNO	LISNA HERAWATI	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
SUPRIH	SUPRIH	None	SUPRIH	PAIMAN	--	--	--	--
WIDODO	WIDODO	None	WIDODO	SAEJO	--	--	--	--
SURATIN	SURATIN	None	SURATIN	TARSUTI	--	--	--	--
KASNO	KASNO	None	KASNO	JARWATIN	--	--	--	--
DARDIRI	DARDIRI	None	DARDIRI	GENU	--	--	--	--
KATIYO	KATIYO	None	KATIYO	SURYANTO	--	--	--	--
SULARTO	SULARTO	None	SULARTO	SUWARNO	--	--	--	--
ISMANTO	ISMANTO	None	ISMANTO	SUPARDI	--	--	--	--
RIDWAN	RIDWAN	None	RIDWAN	MISINEM	--	--	--	--
IMRON	IMRON	None	IMRON	SARTI	--	--	--	--
NGADIMIN	NGADIMIN	None	NGADIMIN	DIAN SOFIYANA	--	--	--	--
MARIYONO	MARIYONO	None	MARIYONO	PARMAN	--	--	--	--
KATIJO	KATIJO	None	KATIJO	MADIYO	--	--	--	--
PAIDI	PAIDI	None	PAIDI	KAMDANI	--	--	--	--
JARNOTO	JARNOTO	None	JARNOTO	GINEM	--	--	--	--
SUPARNI	SUPARNI	None	SUPARNI	TUKIMAN	--	--	--	--
SUBAKRI / SUBAKTI	SUBAKRI / SUBAKTI	None	SUBAKRI / SUBAKTI	SUGIYONO	--	--	--	--
ELFAN / H.SUPARNO	ELFAN / H.SUPARNO	None	ELFAN / H.SUPARNO	SUDARTO	--	--	--	--
ERMAH	ERMAH	None	ERMAH	SUWITO	--	--	--	--
H.SUTIKNO	H.SUTIKNO	None	H.SUTIKNO	SARIPIN	--	--	--	--
WINARNO MUSOPITOADI	WINARNO MUSOPITOADI	None	WINARNO MUSOPITOADI	BUDI HARTONO	--	--	--	--
WARTONO	WARTONO	None	WARTONO	SITI STIORINI	--	--	--	--
JAILANI	JAILANI	None	JAILANI	DWI TRISTINA	--	--	--	--
SULIYAH	SULIYAH	None	SULIYAH	MARYANTO	--	--	--	--
SURADI	SURADI	None	SURADI	SISWOYO	--	--	--	--
HAJAR NUZULIA	HAJAR NUZULIA	None	HAJAR NUZULIA	MARNO	--	--	--	--
NARSIH	NARSIH	None	NARSIH	SUMADI	--	--	--	--
HESNI LIASTUTI	HESNI LIASTUTI	None	HESNI LIASTUTI	PURJITO	--	--	--	--
PARMAN	PARMAN	None	PARMAN	HERI PRIYONO	--	--	--	--
SOLI KATUN	SOLI KATUN	None	SOLI KATUN	GIYEM	--	--	--	--
WARNO	WARNO	None	WARNO	SUTEKNO	--	--	--	--
NYAMAN	NYAMAN	None	NYAMAN	ERWIN RIYANTO	--	--	--	--
SUWARTO	SUWARTO	None	SUWARTO	ROKHIM	--	--	--	--
KASNO	KASNO	None	KASNO	SAMAN	--	--	--	--
RENI	RENI	None	RENI	DAIMAN	--	--	--	--
SULIMIN	SULIMIN	None	SULIMIN	SODIKIN	--	--	--	--
SURYANI	SURYANI	None	SURYANI	WIJI NINGSIH	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
MUHAMMAD MASKUR	MUHAMMAD MASKUR	None	MUHAMMAD MASKUR	MULYONO	--	--	--	--
SAIKHUSON.A	SAIKHUSON.A	None	SAIKHUSON.A	JIMIN	--	--	--	--
MUKLIS ZAINAL ABIDIN	MUKLIS ZAINAL ABIDIN	None	MUKLIS ZAINAL ABIDIN	WARDOYO	--	--	--	--
M.BUDI UTOMO	M.BUDI UTOMO	None	M.BUDI UTOMO	FARENTINA	--	--	--	--
M. DAROENI	M. DAROENI	None	M. DAROENI	SRINI	--	--	--	--
MAGI	MAGI	None	MAGI	SUHADI	--	--	--	--
MUKSIM	MUKSIM	None	MUKSIM	SAMSUL HADI	--	--	--	--
FAHRUDIN	FAHRUDIN	None	FAHRUDIN	TAMAJI	--	--	--	--
SUHARNO	SUHARNO	None	SUHARNO	NANANG SUWANDI	--	--	--	--
AGUS	AGUS	None	AGUS	YATI	--	--	--	--
AGUS	AGUS	None	AGUS	M. MUKHTAR	--	--	--	--
WALDIMAN	WALDIMAN	None	WALDIMAN	SAIPUDIN	--	--	--	--
RASUDIN	RASUDIN	None	RASUDIN	MEMED	--	--	--	--
SUPARJO	SUPARJO	None	SUPARJO	AHIDI	--	--	--	--
SARIDIN	SARIDIN	None	SARIDIN	HARTONO	--	--	--	--
KARNO	KARNO	None	KARNO	YAYAK	--	--	--	--
ERNAWATI / INDAHAWATI	ERNAWATI / INDAHAWATI	None	ERNAWATI / INDAHAWATI	ENDANG	--	--	--	--
HERI IDHARYANTO	HERI IDHARYANTO	None	HERI IDHARYANTO	MUNIROH	--	--	--	--
SISWOYO	SISWOYO	None	SISWOYO	REBO	--	--	--	--
RIDWAN	RIDWAN	None	RIDWAN	SUPRIO	--	--	--	--
ASNIMAR	ASNIMAR	None	ASNIMAR	SISWANTO	--	--	--	--
MAGI	MAGI	None	MAGI	SUYADI	--	--	--	--
MUKSIM	MUKSIM	None	MUKSIM	LANANG SUWARTOYO	--	--	--	--
FAHRUDIN	FAHRUDIN	None	FAHRUDIN	PURWANTO	--	--	--	--
SUHARNO	SUHARNO	None	SUHARNO	SAHRU	--	--	--	--
WAHYUDI	WAHYUDI	None	WAHYUDI	SUPARDI	--	--	--	--
SITI SALAMAH	SITI SALAMAH	None	SITI SALAMAH	BUDI YANTA	--	--	--	--
SUKARJO	SUKARJO	None	SUKARJO	SUWONDO	--	--	--	--
DODI	DODI	None	DODI	AH. YUSRONI	--	--	--	--
SUPARJO	SUPARJO	None	SUPARJO	TARAM	--	--	--	--
WAHYUDIN	WAHYUDIN	None	WAHYUDIN	JELI NURFAIZIN	--	--	--	--
BAKAT	BAKAT	None	BAKAT	PARJONO	--	--	--	--
TUKIMIN	TUKIMIN	None	TUKIMIN	JAMALUDIN	--	--	--	--
TAHIR	TAHIR	None	TAHIR	HERMAN	--	--	--	--
WIWIK	WIWIK	None	WIWIK	KOMARUDIN	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
NURDIANTI	NURDIANTI		NURDIANTI					
KURNIA	KURNIA	None	KURNIA	RASTAM	--	--	--	--
SUTISNA	SUTISNA	None	SUTISNA	MOMON	--	--	--	--
KURNIA	KURNIA	None	KURNIA	SAIFUDIN	--	--	--	--
DARDIRI	DARDIRI	None	DARDIRI	SARIYUN	--	--	--	--
SUMARDI	SUMARDI	None	SUMARDI	MISGIYANTO	--	--	--	--
SHINTA SOLIKHATUL	SHINTA SOLIKHATUL	None	SHINTA SOLIKHATUL	NENI NUR HASANAH	--	--	--	--
BOERAN	BOERAN	None	BOERAN	TRIMANTO	--	--	--	--
NYAMAN	NYAMAN	None	NYAMAN	MUHAMAD SOLEH	--	--	--	--
YONO / SOLIKATUN	YONO / SOLIKATUN	None	YONO / SOLIKATUN	SURYANI	--	--	--	--
H.KAMSORI	H.KAMSORI	None	H.KAMSORI	RIYADI	--	--	--	--
KHOIRUDIN	KHOIRUDIN	None	KHOIRUDIN	RUSDIYANTO	--	--	--	--
WADI	WADI	None	WADI	SUDIYO	--	--	--	--
MIJO	MIJO	None	MIJO	DALIJO	--	--	--	--
SARTO	SARTO	None	SARTO	SUTIRTO	--	--	--	--
NYAMIN	NYAMIN	None	NYAMIN	KALIMAH	--	--	--	--
DARMANTO	DARMANTO	None	DARMANTO	YANI.S	--	--	--	--
HETI ROHMATTUNISAK	HETI ROHMATTUNISAK	None	HETI ROHMATTUNISAK	SUPRIYATIN	--	--	--	--
H.SUPARNO	H.SUPARNO	None	H.SUPARNO	MASTIAH	--	--	--	--
UNTUNG	UNTUNG	None	UNTUNG	HADI MULYONO	--	--	--	--
SANIMAN	SANIMAN	None	SANIMAN	SURATMI	--	--	--	--
ISMADI	ISMADI	None	ISMADI	OKIM	--	--	--	--
SURANTO	SURANTO	None	SURANTO	GIRI PRASADHA	--	--	--	--
MAHFUD	MAHFUD	None	MAHFUD	WIDHI ROMIKA	--	--	--	--
SATIMAN	SATIMAN	None	SATIMAN	SOEPRAPTO	--	--	--	--
SUPRI	SUPRI	None	SUPRI	KARSALI	--	--	--	--
ENI SURYANI	ENI SURYANI	None	ENI SURYANI	ROBITATUS SA'ADAH	--	--	--	--
SARJIANTO	SARJIANTO	None	SARJIANTO	MIRAN SUSANTO	--	--	--	--
VERI HERMAWAN	VERI HERMAWAN	None	VERI HERMAWAN	BACHRUN ARIANTO	--	--	--	--
JUMALI	JUMALI	None	JUMALI	KUSMAN	--	--	--	--
YURI YAHWATI	YURI YAHWATI	None	YURI YAHWATI	MA'RUF	--	--	--	--
PARYANTO	PARYANTO	None	PARYANTO	SUYITNO	--	--	--	--
WIDODO	WIDODO	None	WIDODO	SUYITNO	--	--	--	--
H.SAFII	H.SAFII	None	H.SAFII	JULIANTO	--	--	--	--
JUMINIANTO	JUMINIANTO	None	JUMINIANTO	MOHAMAD	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
				MASKUR				
AZIZ JOMAS IMANSYAH	AZIZ JOMAS IMANSYAH	None	AZIZ JOMAS IMANSYAH	M.SUPARNO	--	--	--	--
H.SASIAWAN	H.SASIAWAN	None	H.SASIAWAN	--	--	--	--	--
H.SASIAWAN	H.SASIAWAN	None	H.SASIAWAN	--	--	--	--	--
PAERAN	PAERAN	None	PAERAN	--	--	--	--	--
RIDWAN	RIDWAN	None	RIDWAN	--	--	--	--	--
SURATNO	SURATNO	None	SURATNO	--	--	--	--	--
MESIRAN	MESIRAN	None	MESIRAN	--	--	--	--	--
MUHAMMAD ALI	MUHAMMAD ALI	None	MUHAMMAD ALI	--	--	--	--	--
NUR HALIMAH	NUR HALIMAH	None	NUR HALIMAH	--	--	--	--	--
MUKLIS	MUKLIS	None	MUKLIS	--	--	--	--	--
HARTONO	HARTONO	None	HARTONO	--	--	--	--	--
SUDARWOKO	SUDARWOKO	None	SUDARWOKO	--	--	--	--	--
TUKIMIN	TUKIMIN	None	TUKIMIN	--	--	--	--	--
WONGSO	WONGSO	None	WONGSO	--	--	--	--	--
SUTIKNO	SUTIKNO	None	SUTIKNO	--	--	--	--	--
NURUL LATIFAH	NURUL LATIFAH	None	NURUL LATIFAH	--	--	--	--	--
BUDIANTO	BUDIANTO	None	BUDIANTO	--	--	--	--	--
NGATNO	NGATNO	None	NGATNO	--	--	--	--	--
NASIRIN	NASIRIN	None	NASIRIN	--	--	--	--	--
YARKASI	YARKASI	None	YARKASI	--	--	--	--	--
KARIJEM	KARIJEM	None	KARIJEM	--	--	--	--	--
PARNO	PARNO	None	PARNO	--	--	--	--	--
MUJIB	MUJIB	None	MUJIB	--	--	--	--	--
MUALIF	MUALIF	None	MUALIF	--	--	--	--	--
HARTOYO	HARTOYO	None	HARTOYO	--	--	--	--	--
YAMINAH	YAMINAH	None	YAMINAH	--	--	--	--	--
JUNAIDI	JUNAIDI	None	JUNAIDI	--	--	--	--	--
YATIMAN	YATIMAN	None	YATIMAN	--	--	--	--	--
KOMAIDI	KOMAIDI	None	KOMAIDI	--	--	--	--	--
SYAHRONI	SYAHRONI	None	SYAHRONI	--	--	--	--	--
GIYAT	GIYAT	None	GIYAT	--	--	--	--	--
FAKIH	FAKIH	None	FAKIH	--	--	--	--	--
H.SUNARYO NURSIDIN	H.SUNARYO NURSIDIN	None	H.SUNARYO NURSIDIN	--	--	--	--	--
KATIMO	KATIMO	None	KATIMO	--	--	--	--	--
SONDI	SONDI	None	SONDI	--	--	--	--	--
JULEKHA	JULEKHA	None	JULEKHA	--	--	--	--	--
SARIDI	SARIDI	None	SARIDI	--	--	--	--	--

Registered Formal Group Member List

IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
WARTONO	WARTONO	None	WARTONO	--	--	--	--	--
SISWOYO	SISWOYO	None	SISWOYO	--	--	--	--	--
SAINEM	SAINEM	None	SAINEM	--	--	--	--	--
TARMO	TARMO	None	TARMO	--	--	--	--	--
YAHMIN	YAHMIN	None	YAHMIN	--	--	--	--	--
FAKHRUDIN	FAKHRUDIN	None	FAKHRUDIN	--	--	--	--	--
MASHUDI	MASHUDI	None	MASHUDI	--	--	--	--	--
MATREKAN	MATREKAN	None	MATREKAN	--	--	--	--	--
SUGENG SUGIONO	SUGENG SUGIONO	None	SUGENG SUGIONO	--	--	--	--	--
ADAM	ADAM	None	ADAM	--	--	--	--	--
JAMIL	JAMIL	None	JAMIL	--	--	--	--	--
SITI NIAMAH	SITI NIAMAH	None	SITI NIAMAH	--	--	--	--	--
ERIK PRANATA	ERIK PRANATA	None	ERIK PRANATA	--	--	--	--	--
SRI WAHYUNI	SRI WAHYUNI	None	SRI WAHYUNI	--	--	--	--	--
PARDI JOYOKIDIN	PARDI JOYOKIDIN	None	PARDI JOYOKIDIN	--	--	--	--	--
SURATNO/SUYADI SUYATNI	SURATNO/SUYADI SUYATNI	None	SURATNO/SUYADI SUYATNI	--	--	--	--	--
YULIANTO	YULIANTO	None	YULIANTO	--	--	--	--	--
OYU	OYU	None	OYU	--	--	--	--	--
H. KAMSORI	H. KAMSORI	None	H. KAMSORI	--	--	--	--	--
YULAIKAH	YULAIKAH	None	YULAIKAH	--	--	--	--	--
SYAFI'I	SYAFI'I	None	SYAFI'I	--	--	--	--	--
H.SUNARYO NURSIDIN	H.SUNARYO NURSIDIN	None	H.SUNARYO NURSIDIN	--	--	--	--	--
BUSRI	BUSRI	None	BUSRI	--	--	--	--	--
H.M MUALIM	H.M MUALIM	None	H.M MUALIM	--	--	--	--	--
MISBAH	MISBAH	None	MISBAH	--	--	--	--	--
JUWARNO	JUWARNO	None	JUWARNO	--	--	--	--	--
YATI	YATI	None	YATI	--	--	--	--	--
BUDI	BUDI	None	BUDI	--	--	--	--	--
SUJINO	SUJINO	None	SUJINO	--	--	--	--	--
H. WAHYU	H. WAHYU	None	H. WAHYU	--	--	--	--	--
REBO / BUKHORI	REBO / BUKHORI	None	REBO / BUKHORI	--	--	--	--	--
JATMIKO	JATMIKO	None	JATMIKO	--	--	--	--	--
HARJO	HARJO	None	HARJO	--	--	--	--	--
AMIN	AMIN	None	AMIN	--	--	--	--	--
EDI SUMARMIN	EDI SUMARMIN	None	EDI SUMARMIN	--	--	--	--	--
CICIH JUARSIH	CICIH JUARSIH	None	CICIH JUARSIH	--	--	--	--	--

Registered Formal Group Member List

IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
RUSJIANTO	RUSJIANTO	None	RUSJIANTO	--	--	--	--	--
SLAMET	SLAMET	None	SLAMET	--	--	--	--	--
H.SUNARYO NURSIDIN	H.SUNARYO NURSIDIN	None	H.SUNARYO NURSIDIN	--	--	--	--	--
WAGIYEM	WAGIYEM	None	WAGIYEM	--	--	--	--	--
SUKIRTO	SUKIRTO	None	SUKIRTO	--	--	--	--	--
SYAIFUDIN	SYAIFUDIN	None	SYAIFUDIN	--	--	--	--	--
H.ZAINI	H.ZAINI	None	H.ZAINI	--	--	--	--	--
KHOLID	KHOLID	None	KHOLID	--	--	--	--	--
NUR ROHMAN	NUR ROHMAN	None	NUR ROHMAN	--	--	--	--	--
SUMIYARNO	SUMIYARNO	None	SUMIYARNO	--	--	--	--	--
SARNITI	SARNITI	None	SARNITI	--	--	--	--	--
PAINO	PAINO	None	PAINO	--	--	--	--	--
RUSLAN	RUSLAN	None	RUSLAN	--	--	--	--	--
JUMALIK	JUMALIK	None	JUMALIK	--	--	--	--	--
JUMIYO	JUMIYO	None	JUMIYO	--	--	--	--	--
SUGINO	SUGINO	None	SUGINO	--	--	--	--	--
KASNAWI	KASNAWI	None	KASNAWI	--	--	--	--	--
NGATIMIN	NGATIMIN	None	NGATIMIN	--	--	--	--	--
SETO	SETO	None	SETO	--	--	--	--	--
PAITEM	PAITEM	None	PAITEM	--	--	--	--	--
PRAYITNO	PRAYITNO	None	PRAYITNO	--	--	--	--	--
RASMAT	RASMAT	None	RASMAT	--	--	--	--	--
TULARNO	TULARNO	None	TULARNO	--	--	--	--	--
SAIDI	SAIDI	None	SAIDI	--	--	--	--	--
KATIMAN	KATIMAN	None	KATIMAN	--	--	--	--	--
PARDIYO	PARDIYO	None	PARDIYO	--	--	--	--	--
WAKIDI	WAKIDI	None	WAKIDI	--	--	--	--	--
SAPARI	SAPARI	None	SAPARI	--	--	--	--	--
TOLU	TOLU	None	TOLU	--	--	--	--	--
SAGIRAN	SAGIRAN	None	SAGIRAN	--	--	--	--	--
SUHARNO	SUHARNO	None	SUHARNO	--	--	--	--	--
SUPIONO	SUPIONO	None	SUPIONO	--	--	--	--	--
SUWITO ATMADI	SUWITO ATMADI	None	SUWITO ATMADI	--	--	--	--	--
SUTINAH	SUTINAH	None	SUTINAH	--	--	--	--	--
SUTIMIN	SUTIMIN	None	SUTIMIN	--	--	--	--	--
SATIJAN	SATIJAN	None	SATIJAN	--	--	--	--	--
NGADIMIN	NGADIMIN	None	NGADIMIN	--	--	--	--	--
SUWITO ATMADI	SUWITO ATMADI	None	SUWITO ATMADI	--	--	--	--	--

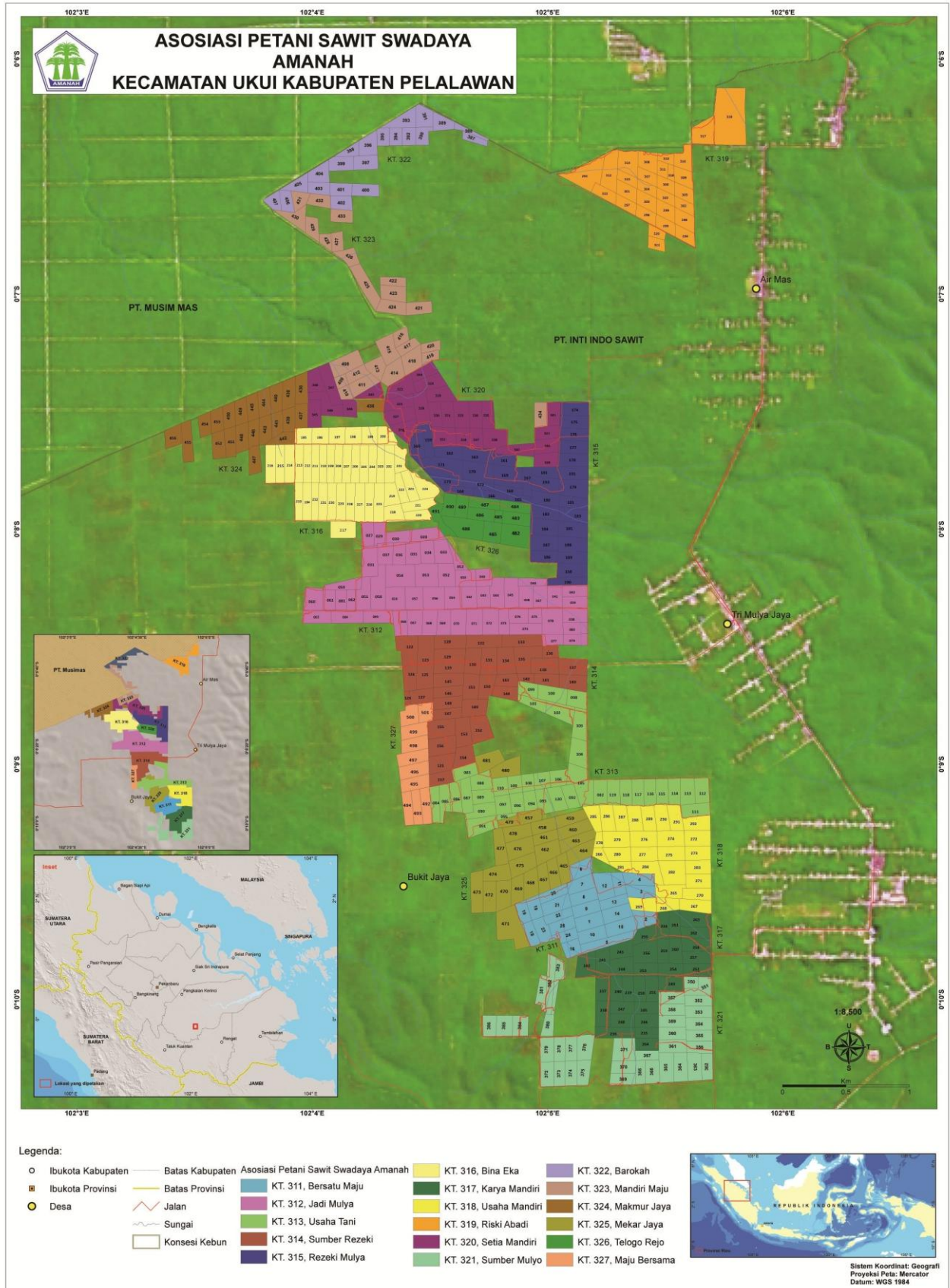
Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
SUTINAH	SUTINAH	None	SUTINAH	--	--	--	--	--
SUTARLAN	SUTARLAN	None	SUTARLAN	--	--	--	--	--
SITI RUKHANAH	SITI RUKHANAH	None	SITI RUKHANAH	--	--	--	--	--
AHMAD TOHA	AHMAD TOHA	None	AHMAD TOHA	--	--	--	--	--
ENDANG IRIANTI	ENDANG IRIANTI	None	ENDANG IRIANTI	--	--	--	--	--
SAROJI	SAROJI	None	SAROJI	--	--	--	--	--
NURDIN	NURDIN	None	NURDIN	--	--	--	--	--
SUMADI	SUMADI	None	SUMADI	--	--	--	--	--
SUKITAR	SUKITAR	None	SUKITAR	--	--	--	--	--
YAKUB	YAKUB	None	YAKUB	--	--	--	--	--
MUSTADI	MUSTADI	None	MUSTADI	--	--	--	--	--
SOMAD	SOMAD	None	SOMAD	--	--	--	--	--
SUGITO SAHAR	SUGITO SAHAR	None	SUGITO SAHAR	--	--	--	--	--
SUDI UTOMO	SUDI UTOMO	None	SUDI UTOMO	--	--	--	--	--
SUYONO	SUYONO	None	SUYONO	--	--	--	--	--
PUJIANTO	PUJIANTO	None	PUJIANTO	--	--	--	--	--
MUHAMMAD SOLEH	MUHAMMAD SOLEH	None	MUHAMMAD SOLEH	--	--	--	--	--
KOSIM	KOSIM	None	KOSIM	--	--	--	--	--
TARMINI / ROHMADI	TARMINI / ROHMADI	None	TARMINI / ROHMADI	--	--	--	--	--
SETU	SETU	None	SETU	--	--	--	--	--
MAHMUD	MAHMUD	None	MAHMUD	--	--	--	--	--
NGATIRAN	NGATIRAN	None	NGATIRAN	--	--	--	--	--
ARI WIDODO	ARI WIDODO	None	ARI WIDODO	--	--	--	--	--
DWI UNTORO	DWI UNTORO	None	DWI UNTORO	--	--	--	--	--
M.YAMIN	M.YAMIN	None	M.YAMIN	--	--	--	--	--
SUKANI	SUKANI	None	SUKANI	--	--	--	--	--
SUKEMI	SUKEMI	None	SUKEMI	--	--	--	--	--
SUWITO	SUWITO	None	SUWITO	--	--	--	--	--
KARSIDI	KARSIDI	None	KARSIDI	--	--	--	--	--
WAHYU	WAHYU	None	WAHYU	--	--	--	--	--
SABAR	SABAR	None	SABAR	--	--	--	--	--
SULIONO	SULIONO	None	SULIONO	--	--	--	--	--
WIDODO / KRISTIANI	WIDODO / KRISTIANI	None	WIDODO / KRISTIANI	--	--	--	--	--
TUKIMIN / JOKO SANTOSO	TUKIMIN / JOKO SANTOSO	None	TUKIMIN / JOKO SANTOSO	--	--	--	--	--
SAGIMAN	SAGIMAN	None	SAGIMAN	--	--	--	--	--
MARDI	MARDI	None	MARDI	--	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
FITRI	FITRI	None	FITRI	--	--	--	--	--
PARNO	PARNO	None	PARNO	--	--	--	--	--
SUTARMAN	SUTARMAN	None	SUTARMAN	--	--	--	--	--
ASMA JAYA / ASMO	ASMA JAYA / ASMO	None	ASMA JAYA / ASMO	--	--	--	--	--
KUSAINI	KUSAINI	None	KUSAINI	--	--	--	--	--
SUMADI / HENDRIZAL	SUMADI / HENDRIZAL	None	SUMADI / HENDRIZAL	--	--	--	--	--
SANTIKO JUWITO / NGATNO	SANTIKO JUWITO / NGATNO	None	SANTIKO JUWITO / NGATNO	--	--	--	--	--
KOLIS	KOLIS	None	KOLIS	--	--	--	--	--
SAMIDI	SAMIDI	None	SAMIDI	--	--	--	--	--
SAEROJI / ROJI	SAEROJI / ROJI	None	SAEROJI / ROJI	--	--	--	--	--
SARPAN	SARPAN	None	SARPAN	--	--	--	--	--
KOMAR	KOMAR	None	KOMAR	--	--	--	--	--
SUTRIS	SUTRIS	None	SUTRIS	--	--	--	--	--
JOKO PURWANTO	JOKO PURWANTO	None	JOKO PURWANTO	--	--	--	--	--
UMI HANIK	UMI HANIK	None	UMI HANIK	--	--	--	--	--
NARKO	NARKO	None	NARKO	--	--	--	--	--
UMI HANIK	UMI HANIK	None	UMI HANIK	--	--	--	--	--
MADI	MADI	None	MADI	--	--	--	--	--
JUSI	JUSI	None	JUSI	--	--	--	--	--
PEPEN / KOMSIATUN	PEPEN / KOMSIATUN	None	PEPEN / KOMSIATUN	--	--	--	--	--
TKD	TKD	None	TKD	--	--	--	--	--
MARNI	MARNI	None	MARNI	--	--	--	--	--
MULYADI	MULYADI	None	MULYADI	--	--	--	--	--
WIDODO	WIDODO	None	WIDODO	--	--	--	--	--
KALIDI	KALIDI	None	KALIDI	--	--	--	--	--
YATNO MARDIANTO	YATNO MARDIANTO	None	YATNO MARDIANTO	--	--	--	--	--
SAKIRAN	SAKIRAN	None	SAKIRAN	--	--	--	--	--
DIMAN	DIMAN	None	DIMAN	--	--	--	--	--
MISNO	MISNO	None	MISNO	--	--	--	--	--
JASWIJAYA	JASWIJAYA	None	JASWIJAYA	--	--	--	--	--
TARIONO / RUSMAN	TARIONO / RUSMAN	None	TARIONO / RUSMAN	--	--	--	--	--
DULROSID	DULROSID	None	DULROSID	--	--	--	--	--
JASRI	JASRI	None	JASRI	--	--	--	--	--
DINANIK/SUKADI	DINANIK/SUKADI	None	DINANIK/SUKADI	--	--	--	--	--
TRIMO	TRIMO	None	TRIMO	--	--	--	--	--

Registered Formal Group Member List								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered members	Existing Members	Newly Join	Existing Members from ASA1	Newly Join	Existing Members from ASA2	Newly Join	Existing Members from ASA3	Newly Join
TRIMO	TRIMO	None	TRIMO	--	--	--	--	--
SAKIRAN	SAKIRAN	None	SAKIRAN	--	--	--	--	--
YASIR	YASIR	None	YASIR	--	--	--	--	--
SLAMET	SLAMET	None	SLAMET	--	--	--	--	--
TARSIMIN	TARSIMIN	None	TARSIMIN	--	--	--	--	--
DIMAN	DIMAN	None	DIMAN	--	--	--	--	--
SUGIONO	SUGIONO	None	SUGIONO	--	--	--	--	--
SUTRISNO	SUTRISNO	None	SUTRISNO	--	--	--	--	--
MUDOKO	MUDOKO	None	MUDOKO	--	--	--	--	--
JULEKHAH / JULEHAH	JULEKHAH / JULEHAH	None	JULEKHAH / JULEHAH	--	--	--	--	--
SAKUR	SAKUR	None	SAKUR	--	--	--	--	--
HARYANTO	HARYANTO	None	HARYANTO	--	--	--	--	--
MARSUDI	MARSUDI	None	MARSUDI	--	--	--	--	--
JASWIJAYA	JASWIJAYA	None	JASWIJAYA	--	--	--	--	--
DENI IRAWAN	DENI IRAWAN	None	DENI IRAWAN	--	--	--	--	--
CHATAM HADI.S	CHATAM HADI.S	None	CHATAM HADI.S	--	--	--	--	--

Name and Code of Internal Assessors								
IAV	ASA1		ASA2		ASA3		ASA4	
Initially Registered Internal Assessors	Existing Registered Internal Assessors	Newly appointed	Existing Registered Internal Assessors	Newly appointed	Existing Registered Internal Assessors	Newly appointed	Existing Registered Internal Assessors	Newly appointed
Dadang	Dadang	None	Dadang	None	Not Yet	Not Yet	Not Yet	Not Yet
Rusman Efendi	Rusman Efendi	None	Rusman Efendi	None	Not Yet	Not Yet	Not Yet	Not Yet
Saeroji	Saeroji	None	Saeroji	None	Not Yet	Not Yet	Not Yet	Not Yet
Ari widodo	Ari widodo	None	Ari widodo	None	Not Yet	Not Yet	Not Yet	Not Yet
Nurrohman	Nurrohman	None	Nurrohman	None	Not Yet	Not Yet	Not Yet	Not Yet
Sukirto	Sukirto	None	Sukirto	None	Not Yet	Not Yet	Not Yet	Not Yet
Paino	Paino	None	Paino	None	Not Yet	Not Yet	Not Yet	Not Yet
Siswoyo	Siswoyo	None	Siswoyo	None	Not Yet	Not Yet	Not Yet	Not Yet

Appendix "B" Location Map of Asosiasi Petani Sawit Swadaya Amanah



Appendix "C"
Audit Plan

Audit Agenda						
Date	Time	Subjects	Aryo	Haeruddin	Sedayu	Nanang
Monday, May 18 th 2015	06.00 – 07.30	Auditor team travelling from Jakarta to Pekan Baru by flight <i>Tim auditor melakukan perjalanan dari Jakarta ke Pekan Baru menggunakan pesawat.</i>	√	√	√	√
	08.00 – 11.30	Auditor team traveling from Pekan Baru to Asosiasi Petani Sawit Amanah location <i>Tim auditor melakukan perjalanan dari Pekan Baru ke lokasi</i>	√	√	√	√
	11.30 – 12.00	Opening Meeting e.g.: <ul style="list-style-type: none"> • Introduction • Presentation by the Asosiasi Petani Sawit Swadaya Amanah's representative (Smallholder activities, Supply Chain related to the FFB supplied to the mill) • Presentation by Audit Team Leader and confirmation on the assessment scope • Finalize Audit schedule (including stakeholders consultation) <i>Rapat Pembukaan:</i> <ul style="list-style-type: none"> • Perkenalan • Presentasi dari perwakilan Asosiasi terkait dengan kegiatan petani, rantai suplai, dll) • Presentasi dari ketua tim audit untuk konfirmasi ruang lingkup • Finalisasi jadwal audit (termasuk konsultasi stakeholders) 	√	√	√	√
	12.00 – 13.30	Break/lunch/pray Istirahat/makan siang/sholat	√	√	√	√
	13.30 – 17.00	Document review for the independent smallholder (General Documentation e.g. Legal, Manual and Procedure, HCV identification, SEIA documents, Health and Safety, working safety, etc) <i>Kajian Dokumen (dokumen umum, misalnya: legal, Manual dan prosedur, dokumen analisa dampak sosial dan lingkungan, K3, dll).</i>	-	√	√	-
	13.30 – 17.00	Document review for Group Certification (Group requirement, Group management documentation, Chain of Custody) <i>Kajian dokumen terkait sertifikasi grup (persyaratan sertifikasi grup, dokumentasi manajemen grup, dan sistem rantai suplai).</i>	√	-	-	-
	13.30 – 17.00	Stakeholder consultation – meeting <i>Bertemu dengan stakeholder</i>	-	-	-	√
	17.00 – 17.30	Wrap up Day 1, and planning for site visits <i>Hasil sementara hari pertama dan rencana kunjungan ke lapangan.</i>				
Tuesday, May 19 th 2015	07.30 – 08.00	Auditor team traveling from lodging to client premises. <i>Tim auditor berangkat dari penginapan ke lokasi</i>	√	√	√	√

		<i>Amanah</i>				
	08.00 – 12.00	Auditors visit to sampled smallholder plots. <i>Tim auditor melakukan kunjungan ke kavling petani yang disampel</i>	√	√	√	√
	12.00 – 13.30	Break/lunch/pray Istirahat/makan siang/sholat	√	√	√	√
	13.30 – 17.00	Auditors visit to sampled smallholder plots. <i>Tim auditor melakukan kunjungan ke kavling petani yang disampel</i>	√	√	√	√
Wednesday, May 20 th 2015	07.30 – 08.00	Auditor team traveling from lodging to client premises. <i>Tim auditor berangkat dari penginapan ke lokasi Amanah</i>	√	√	√	√
	08.00 – 12.00	Auditors visit to sampled smallholder plots. <i>Tim auditor melakukan kunjungan ke kavling petani yang disampel</i>	√	√	√	√
	12.00 – 13.30	Break/lunch/pray Istirahat/makan siang/sholat	√	√	√	√
	13.30 – 17.00	Auditors visit to sampled smallholder plots. <i>Tim auditor melakukan kunjungan ke kavling petani yang disampel</i>	√	√	√	√
Thursday, May 21 st 2015	07.30 – 08.00	Auditor team traveling from lodging to client premises. <i>Tim auditor berangkat dari penginapan ke lokasi Amanah</i>	√	√	√	√
	08.00 – 12.00	Continue for documentation review. Following up some outstanding issues. <i>Melanjutkan review dokumen dan tindak lanjut isu yang masih ada.</i>	√	√	√	√
	12.00 – 13.30	Break/lunch/pray Istirahat/makan siang/sholat	√	√	√	√
	13.30 – 15.00	Report preparation for closing meeting <i>Persiapan laporan untuk rapat penutupan</i>	√	√	√	√
	15.00 – 16.00	Closing meeting (rapat penutupan)	√	√	√	√
	16.00	Auditor team traveling to Pekan Baru. Overnight in hotel	√	√	√	√
Friday, May 22 nd 2015	07.00	Departure from hotel to the airport.	√	√	√	√

Appendix "D"
RSPO SCCS CHECKLIST

Supply Chain Assessment for the FFB Sales (Segregated by Individual Independent Smallholder Members) (Reference to Chain of Custody section under RSPO Standard for Group Certification)

Requirements	
1. Documented procedures	
The Group Manager shall have written procedures and/or work instructions to ensure implementation of all the elements specified supply chain requirements.	The group has written documented procedures for the FFB chain of custody with Segregation model covering certified FFB from group members SOP No.021/DOK/ SOP/APSSA/2013 with regards "Prosedur Penjualan Buah kelapa Sawit Asosiasi Petani Sawit Swadaya Amanah" (Procedure of FFB sales and purchasing). The chain of custody is under control collectively by the group manager until the FFB reaches the mill's collection ramp. The sales information is given to the Group Manager and ICS Administrator to update the group management document. At the FFB collection point and mill takes over the responsibility to ensure the continuity of the FFB chain of custody by indicating group member number on the weighbridge ticket and invoice (Delivery Order).
The group Manager shall have documented procedures for selling and receiving certified and non-certified FFBs.	The group has documented procedures for the sales of certified FFB. No purchase of non-certified FFB by the Group manager and group members.
2. Purchasing and goods in	
The Group Manager shall verify and document the volumes of certified and non-certified FFBs received.	No purchase of FFB. Procedure related segregation of certified products and non-certified i.e. SOP No.008/DOK/SOP/APSSA/2013 with regards to " <i>Pemisahan TBS Tersertifikasi Dengan TBS Non Sertifikasi</i> " (Segregation on Certified and non-certified FFB). Procedure stated RSPO Segregation certified will be stamped in sales documentation once RSPO certificate is received
The Group Manager shall inform the CB immediately if there is a projected overproduction.	The group management and Group Manager aware of this requirement.
3. Record keeping	
The Group Manager shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of certified and noncertified palm products.	FFB sales records are made by the group member in the production record book once they receive the weighbridge ticket and sales invoice from the mill. Monthly summary prepared and documented by ICS Administrator for all the certified FFB sold. Records verified by Group Manager.
Retention times for all records and reports shall be at least five (5) years	The retention period is specified as five years.
(a) The Group Manager shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.	All the sales of FFB records are maintained and updated on monthly basis by the group management. No CPO, PK, PKO and PKE sales during the initial certification.
(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.	Delivery/sales of FFB are deducted from the annual budgeted FFB to monitor any over production.
(c) The Group Manager can only deliver Segregated sales from a positive stock.	There is no certified FFB during initial assessment. However the group is aware that they cannot over sell.
The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/MB or Mass Balance. The supply chain	Independent Smallholders use Segregated Model and indicated on the weighbridge ticket. However the receiving mill confirms that the mill will be using Mass Balance model by indicated on the mill's relevant documents.

model used should be clearly indicated.	It is clear that the FFB from each of the group members are certified and segregated. The partnering mill makes a marking on the weighbridge ticket to indicate the FFB is from certified group members i.e. written as RSPO and members number.
In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.	Not applicable for the Independent Smallholders.
4. Sales and goods out	
The Group Manager shall ensure that all sales invoices issued for RSPO certified products delivered include the following information	Group Manager checks and verifies sales through the ICS administrators. Record: Delivery Order, weight bridge ticket, FFB Delivery Note.
(a) The name and address of the buyer	Name and address of buyer written on the invoice (Delivery Order and weight bridge ticket). Group member name and member number is written as well.
(b) The date on which the invoice was issued	Date is written.
(c) A description of the product, including the applicable supply chain model (Segregated or Mass Balance)	Product description is written as FFB. Supply chain model is Segregation identified through the group member number.
(d) The quantity of the products delivered	Quantity in Kilogram/tonnes.
(e) Reference to related transport documentation	Weighbridge documents include all the transport references.
5. Training	
The Group Manager shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems.	The Independent Smallholder group members and ICS administrator were given basic understanding of the supply chain requirement and records maintained by the Group Manager
6. Claims	
The Group Manager shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules for Communications and Claims.	No claims made by the group.

Actual Certified Production in previous year (2014)

Group Name	FFB (tonnes)	CPO (tonnes)	PK (tonnes)	PKO (tonnes)	PKE (tonnes)
Asosiasi Petani Sawit Swadaya Amanah	15,728.56	3,144.08	784.84	312.99	383.77

Actual Certified FFB produced Monthly in previous year (2014)

Month	Total tonne FFB/Month
January 2014	1,095.58
February 2014	976.18
March 2014	900.22
April 2014	1,037.84
May 2014	1,187.27

Month	Total tonne FFB/Month
June 2014	1,398.66
July 2014	1,555.01
August 2014	1,720.57
September 2014	1,640.06
October 2014	1,452.18
November 2014	1,453.06
December 2014	1,311.63
TOTAL	15,728.56

Sales of CPO and PK certified by etrace

No.	Date	Name of buyer	FFB (tonne)	CPO (Tonnes)	PK (Tonnes)	PKO (Tonnes)	PKE (Tonnes)
1	July-December 2014 Up to January-March 2015	Green Palm	12,169.68	2,432.72	607.27	217.6	296.94
2	April-June 2015	Physical Trading	3,767.36	753.09	187.99	74.97	91.92
Total			15,937.04	3185.81	795.26	292.57	388.86

Appendix "E"
Abbreviation used

AMDAL	Analisis Mengenai Dampak Lingkungan (Social and Environmental Impact Assessment)
ASA	Annual Surveillance Assessment
BLH	Badan Lingkungan Hidup (Environmental Board)
BOD	Biological Oxygen Demand
BPN	Badan Pertahanan Nasional (National Land Authority)
BSI	British Standard Institution
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
FSC	Forestry Stewardship Council
GMO	General Managers Office
GPS	Global Positioning System
GSC	Group Certification Standard
HCV	High Conservation Value
IPM	Integrated Pest Management
ISO	International Standards Organisation
KER	Kernel Extract Ratio
MB	Mass Balance
OER	Oil Extract Ratio
OHS	Occupational Health and Safety
P2K3	Panitia Pembina Kesehatan dan Keselamatan Kerja
P&C	Principles and Criteria
PK	Palm Kernel
PKB	Perjanjian Kerja Bersama (Worker Agreement)
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
RSPO	Rountable Sustainable Palm Oil
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SCCS	Supply Chain Certification System
SOP	Standard Operation Procedure
SEL	Studi Evaluasi Lingkungan

Appendix "F"

List of Selected sample of smallholders during this assessmet of ASA2

Existing member:

1. plot number 004/KT311
2. plot number 018/KT311
3. plot number 041/KT312
4. plot number 032/KT312
5. plot number 078/KT312
6. plot number 105/KT313
7. plot number 082/KT313
8. plot number 135/KT314
9. plot number 165/KT315
10. plot number 167/KT315
11. plot number 171/KT315
12. plot number 220/KT316
13. plot number 252/KT317
14. plot number 258/KT317
15. plot number 281/KT318
16. plot number 295/KT319
17. plot number 322/KT320
18. plot number 340/KT320

New Joined Member:

1. plot number 386/KT321
2. plot number 380/KT321
3. plot number 383/KT321
4. plot number 362/KT321
5. plot number 396/KT322
6. plot number 392//KT322
7. plot number 433/KT323
8. plot number 434/KT323
9. plot number 435//KT324
10. plot number 456/KT324
11. plot number 471/KT325
12. plot number 479/KT325
13. plot number 491//KT326
14. plot number 500/KT327