

**RSPO GROUP CERTIFICATION PRINCIPLE AND CRITERIA  
–ANNUAL SURVEILLANCE ASSESSMENT (ASA) 1.1****Public Summary Report**

<b>Asosiasi Petani Sawit Swadaya Amanah:</b>
Client Company Address: Trimulya Jaya Village, Ukui District, Pelalawan Regency, Riau Province, Indonesia
Certification Unit: Asosiasi Petani Sawit Swadaya Amanah  Location of Certification Unit: Trimulya Jaya Village, Air Mas Village and Bukit Jaya Village Ukui District, Pelalawan Regency, Riau Province, Indonesia

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## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0133-12-000-00	<b>Membership Approval Date</b>	5 <sup>th</sup> October 2012
<b>Parent Company Name</b>	Asosiasi Petani Sawit Swadaya Amanah		
<b>Address</b>	Trimulya Jaya Village, Ukui District, Pelalawan Regency, Riau Province, Indonesia		
<b>Subsidiary (Certification Unit Name)</b>	Asosiasi Petani Sawit Swadaya Amanah		
<b>Address</b>	Trimulya Jaya Village, Ukui District, Pelalawan Regency, Riau Province, Indonesia		
<b>Contact Name</b>	H.Sunarno (Chairman)		
<b>Website</b>	-	<b>E-mail</b>	<a href="mailto:hnarno@gmail.com">hnarno@gmail.com</a>
<b>Telephone</b>	+62 813 7165 6847	<b>Facsimile</b>	-

2. Certification Information			
<b>Certificate Number</b>	<b>RSPO 594864</b>	<b>Date of First Certification</b>	29 <sup>th</sup> July 2013
		<b>Certificate Start Date</b>	29 <sup>th</sup> October 2018
		<b>Certificate Expiry Date</b>	28 <sup>th</sup> July 2023
<b>Scope of Certification</b>	Production of Fresh Fruit Bunch of Independent Smallholders Group		
<b>Applicable Standards</b>	RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016		

3. Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
<b>MUTU-ISPO/086</b>	Peraturan Menteri Pertanian No.11/Permentan /OT.140/3/2015 tentang Pedoman Perkebunan Kelapa Sawit Berkelanjutan Indonesia (Indonesia Sustainable Palm Oil/ISPO)	<b>Mutu Certification International</b>	4 April 2022

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Asosiasi Petani Sawit Swadaya Amanah (501 smallholders)	Trimulya Jaya Village, Air Mas Village and Bukit Jaya Village, Ukui District, Pelalawan Regency, Riau Province – Indonesia	0 <sup>0</sup> 08' 21.7" S	102 <sup>0</sup> 5' 47.8" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Asosiasi Petani Sawit Swadaya Amanah	1,048.04	0	0	1,048.04	100
<b>Total</b>	<b>1,048.04</b>	<b>0</b>	<b>0</b>	<b>1,048.04</b>	<b>100</b>

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Asosiasi Petani Sawit Swadaya Amanah	0	0	1,048.04	0	0	1,048.04	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,048.04</b>	<b>0</b>	<b>0</b>	<b>1,048.04</b>	<b>0</b>

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (July 2018– June 2019)	Actual (July 2018– June 2019)	Forecast (July 2019– June 2020)
Asosiasi Petani Sawit Swadaya Amanah	23,487	27,518.70	24,702
<b>Total</b>	<b>23,487</b>	<b>27,518.70</b>	<b>24,702</b>

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8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage /		
	Estimated (July 2017– June 2018)	Actual (July 2017– June 2018)	Forecast (July 2017– June 2018)
Nil	N/A	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage /		
	Estimated (July 2017– June 2018)	Actual (July 2017– June 2018)	Forecast (July 2017– June 2018)
Nil	N/A	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

10. Certified Tonnage			
Mill Capacity: 0 MT/Hr N/A  SCC Model: IP	Estimated (July 2018– June 2019)	Actual (July 2018– June 2019)	Forecast (July 2019– June 2020)
	<b>FFB</b>	<b>FFB</b>	<b>FFB</b>
	23,487 MT	27.510,70 MT*	24,702 MT
	<b>CPO (OER: 18.75%)**</b>	<b>CPO (OER: 18.74%)</b>	<b>CPO (OER: 18.5%)</b>
	4,403.81 MT	5,154.76 MT	4.569.98 MT
	<b>PK (KER: 5.54%)**</b>	<b>PK (KER: 5.18%)</b>	<b>PK (KER: 5.5%)</b>
	1,301.18 MT	1,425.05 MT	1,358.61 MT
	<b>PKO (PKO-ER: 45% from PK)</b>	<b>PKO (PKO-ER: 45% from PK)</b>	<b>PKO (PKO-ER: 45% from PK)</b>
	569.62 MT	641.37 MT	611.37 MT
	<b>PKE (PKE-ER: 55% from PK)</b>	<b>PKE (PKE-ER: 55% from PK)</b>	<b>PKE (PKE-ER: 55% from PK)</b>
706.58 MT	783.78 MT	747.23 MT	

\*) The production for FFB for actual is higher than estimated due to higher production in first quarter 2019 compared to 2018. The value is acceptable as it still within  $\pm 5\%$ . Tudit carried out in June 2019

11. Actual Sold Volume (CPO)					
CPO (MT)	RSPO	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
	-	-	-	-	-

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<b>12. Actual Sold Volume (PK)</b>					
	<b>RSPO</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
CPO (MT)	-	-	-	-	-

<b>13. Actual Group Certification Claims</b>		
	<b>Credit</b>	<b>Physical Volume (MT)</b>
<b>IS-CSPO</b>	4,403 MT	
<b>IS-CSPKO</b>	569 MT	
<b>IS-CSPKE</b>	706 MT	

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number:ASI-ACC-67)  
Suite 29.01 Level 29 The Gardens North Tower,  
Lingkaran Syed Putra, Mid Valley City,  
59200 Kuala Lumpur  
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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 is ASI Accredited (ASI-ACC-67) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The re-certification assessment was conducted from **24-28 June 2019**. The audit programme is included as Appendix D. The approach to the audit was to treat the group manager and its smallholders as an RSPO Certification Unit. Group manager was audited together with the sample smallholder member. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on **6-7 August 2019**. The audit programmes are included in Section 2.3.

The assessment was conducted based on sample regulated under RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). Under the requirement, size of samples was based on the formula  $(0.8\sqrt{y}) \times (z)$ ; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. For the purpose of sampling audit, risk assessment of the group member and group manager was carried out prior to the certification assessment through the documentation. Out of in total **501** smallholders, sampling formula as below:

Category	Samplings	Remark
CERTIFIED Smallholders ( $0.8\sqrt{501} \times \text{RF } 1.4$ )	26	Risk Factor 1.4; There is a history of non-conformities.
Total	26	

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

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Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

Some of the previous nonconformities raised into major nonconformities. The assessment findings for the annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

<b>Assessment Program</b>					
<b>No. of Smallholders</b>	<b>Year 1 (RAV)</b>	<b>Year 2 (ASA 1_1)</b>	<b>Year 3 (ASA 2_1)</b>	<b>Year 4 (ASA 3_1)</b>	<b>Year 5 (ASA 4_1)</b>
Total Certified Smallholders	501	501	501	501	501

**Tentative Date of Next Visit: May 1, 2020 - May 4, 2020**  
**Total No. of Mandays: 16 mandays**

**2.2 BSI Assessment Team:**

<b>Team Member Name</b>	<b>Role</b>	<b>Qualification</b> (Short description of the team members)
Imam Fakhurozi (IF)	Team Leader/ Lead Auditor	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Imam has completed a number of relevant trainings, the training includes ISO 9001:2008 and EMS 14001:2004 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.



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Pratama Agung Sedayu (PS)	Team member	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 subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor Endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor Endorsed Courses. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.
Yudwi Wisnu Rahmanto (YW)	Team Member	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute and long term aspect.
Mujinius Jalaraya (MJ)	Team Member	He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He has working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. He is fluently speaking in English and Bahasa Indonesia. During this assessment, he assessed on the aspects of Environmental and HCV management.

**Accompanying Persons:**

No.	Name	Role
	Nil	

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**2.3 Assessment Plan**

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	IF	PS	MJ	YWR
Monday, 24/06/2019	05.35 – 07.30	Flight Jakarta – Pekanbaru	√	√	√	√
	07.30 – 12.00	Trip Pekanbaru – Asosiasi Petani Sawit Swadaya Amanah	√	√	√	√ <sup>™</sup>
	12.00 – 13.00	<b>Break</b>	√	√	√	√
	13.00 – 13.30	<b>Opening Meeting:</b> – Presentation by Asosiasi Petani Sawit Swadaya Amanah – Presentation by BSI	√	√	√	√
	13.30 – 17.00	<b>Document Review:</b> The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO P&C 2013: Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√	√	√	√
Tuesday, 25/06/2019	08.00 – 12.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) for 6 sampled individual members (2-2-2)	√	√	√	-
		<b>Stakeholder Interview:</b> Stakeholders meeting with partnering mill, contractors, local communities who are not member and NGO.	-	-	-	√
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 17.00	<b>Stakeholder Interview:</b> Stakeholders meeting with partnering mill, contractors, local communities who are not member and NGO - continued	-	-	-	√
		<b>Field Visit:</b> Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) for 3 sampled individual members (1-1-1)	√	√	√	-
Wednesday, 26/06/2019	08.00 – 12.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) for 6 sampled individual members (2-2-1-1)	√	√	√	√
	12.00 – 14.00	Break	√	√	√	√

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Date	Time	Subjects	IF	PS	MJ	YWR
	14.00 – 17.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) for 3 sampled individual members (1-1-1)	-	√	√	√
		<b>Field Visit:</b> Warehouse, Chemical store, interview with "TUS" spraying team	√	-	-	-
Thursday, 27/06/2019	08.00 – 12.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) for 5 sampled individual members (2-1-1-1)	√	√	√	√
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 17.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) for 3 sampled individual members	-	√	√	√
Friday, 28/06/2019	08.00 – 12.00	<b>Document Review:</b> The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO P&C 2013:  Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.  The requirements of the Group Manager including the traceability	√	√	√	√
	12.00 – 12.30	Report preparation	√	√	√	√
	12.30 – 13.00	Closing Meeting	√	√	√	√
	13.00 – 17.00	Trip Ukui - Pekanbaru	√	√	√	√
	18.40 – 20.20	Flight ke Jakarta	√	√	√	√

Audit Plan for NCR

Date	Time	Subjects	IF

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Tuesday, 07/08/2019	13.00 – 13.30	Opening Meeting	√
	13.30 – 17.00	NCR Verification Asosiasi Petani Sawit Swadaya Amanah	√
Wednesday, 08/08/2019	08.00 – 11.0	NCR Verification Asosiasi Petani Sawit Swadaya Amanah	√
	11.00 – 12.00	Closing Meeting	√

## **Section 3: Assessment Findings**

### **3.1 Details of audit results are provided in the following Appendix:**

- Asosiasi Petani Sawit Swadaya Amanah Time Bound Plan
- RSP0 Group Certification Standard 2018 Checklist

### **3.2 Progress against Time Bound Plan**

Not applicable

### **3.3 Progress of scheme smallholders and/or outgrowers**

Not applicable

### **3.5 Details of findings**

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Annual Surveillance Assessment (ASA 1.1) there were four (4) Major Non-Conformities and three (3) Observation raised. Asosiasi Petani Swadaya Amanah has submitted Corrective Action Plans for the nonconformities. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the Major non-conformities had been conducted on 6<sup>th</sup> – 7<sup>th</sup> August 2019 through NC Major Visit.

While, the implementations of the corrective action plans to address minor non-conformities will be followed up during the next surveillance assessment (ASA 1.2).

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**Major (4) nonconformities arising from this assessment.**

Non-Conformity			
<b>NCR Ref #</b>	1794784-201906-M1	<b>Clause &amp; Category (Major / Minor)</b>	E1.1 The Group shall be managed by Group Manager - E1.1.3
<b>Date Issued</b>	28 <sup>th</sup> June 2018	<b>Due date</b>	25 <sup>th</sup> September 2019
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	Organization cannot demonstrate the copy of contract made available for individual members as sampled on ASA1_1.		
<b>Requirement Reference:</b>	The Group Manager shall keep evidence that the nature and structure of the group has been communicated to all members of the Group in an appropriate manner.		
<b>Objective Evidence:</b>	Individual members have signed latest membership contract renewal on September 2018. However, organization cannot demonstrate the copy of contract made available for individual members as sampled on ASA1_1: Mesiran (158), Satiman (141), Dardiri (121), Mahfud (140), etc.		
<b>Corrections:</b>	<ul style="list-style-type: none"> <li>The changed of document maintain through kept the contract renewal in office (ICS)</li> <li>Smallholders member also kept the copy of contract renewal,</li> </ul> <p>Data sample of verified, such as:</p> <ul style="list-style-type: none"> <li>Smallholders Contract namely Mr Dardiri, place dan date of birth: Ponorogo, 4<sup>th</sup> August 1973, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Dardiri, Smallholders Group (KT) No 314</li> <li>Smallholders Contract namely Mr Satiman, place dan date of birth: Wonogiri, 5<sup>th</sup> August 1965, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Satiman, Smallholders Group (KT) No 314</li> <li>Smallholders Contract namely Mr Mahfud Yahya, place dan date of birth: Parit Lapis, 17<sup>th</sup> August 1972, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Mahfud Yahya, Smallholders Group (KT) No 314</li> <li>Smallholders Contract namely Mr Mesiran, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Mesiran, Smallholders Group (KT) No 314</li> <li>Smallholders Contract namely Mr Markim, place dan date of birth: Banjar Negara, 11<sup>th</sup> July 1974, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Markim, Smallholders Group (KT) No 314</li> </ul>		
<b>Root Cause Analysis:</b>	The renewal Contract has been signed together between Group Manager with Smallholders, however the the copy of renewal contract has been kept in ICS Office in order that prevent the missing the contract.		
<b>Corrective Actions:</b>	To prepared the monitoring of renewable contract.		
<b>Assessment Conclusion:</b>	The corrective action made is sufficient and accepted. This NC is closed on 7 <sup>th</sup> August 2019		

**Non-Conformity**

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<b>NCR Ref #</b>	1794784-201906-M2	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 1.2. 1
<b>Date Issued</b>	28 <sup>th</sup> June 2018	<b>Due date</b>	25 <sup>th</sup> September 2019
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	The publicly document under "Daftar Dokumen Yang Dapat di Akses", dated 10 <sup>th</sup> January 2018, has not covered: OHS Plan, Environmental Program and Monitoring, HCV docyment, Social Impact Programm Human Right Policy, Public Summary of Certification Assessment.		
<b>Requirement Reference:</b>	Publicly available documents shall include, but are not necessarily limited to: <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continuous improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>		
<b>Objective Evidence:</b>	Asosiasi Amanah has publicly document in "Daftar Dokumen Yang Dapat di Akses", 10 January 2018, which included: legal (deed of establishment, land title (SHM), STD-B (smallholder plantation permit), SPPL (smallholder environmental permit), IMB (building permit), SIUP-SITU-NPWP-TDP (business permit), Agronomy procedures on Good Agriculture Practices (GAP), Production data. However, the document are not listed: OHS plan, SEIA plan, HCV documentation, Detail of complaint and grievance, Public Summary of Certification assessment, Human Right Policy		
<b>Corrections:</b>	Conduct the refresh training on implementation the Group Certification Standar, version March 2018. The training has conducted on 17 <sup>th</sup> July 2019, location in ICS office, attended by 18 smallholders member. Facilitators: Mr Guntur Prabowo (RSPO Indonesian Office) and Mr Kertijah Abdul Kadir (RSPO Malaysian Office).  Data verification: Attendance list, photograph and minute of meeting.		
<b>Root Cause Analysis:</b>	There was a poor of understand related to Group Certification Standard, version March 2018		
<b>Corrective Actions:</b>	Monitoring the understanding of smallholders member related to the Group Certification Standard, version March 2018.		
<b>Assessment Conclusion:</b>	The corrective action made is sufficient and accepted. This NC is closed on 7 <sup>th</sup> August 2019		

Non-Conformity			
<b>NCR Ref #</b>	1794784-201906-M3	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.1.2
<b>Date Issued</b>	28 <sup>th</sup> June 2018	<b>Due date</b>	25 <sup>th</sup> September 2019
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	At the last visit (RAV) the indicator is minor NC that has escalated to Major NC during the assessment (ASA 1_1)		

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<b>Requirement Reference:</b>	The Group Manager has regular checks using procedures set at group level for SOP implementation.
<b>Objective Evidence:</b>	Based on field visit, the auditor team was found the Plot (kavling) condition not consistent with the standard as required in "Agricultural Policy Manual untuk Petani Plasma" (AA PLASMA-PP-KS-01) dated 01/09/2011", <ul style="list-style-type: none"> <li>- There was no monitoring report of kavling condition</li> <li>- Plot (kavling) sampel No. 255 KT 317, Kavling 21 KT 311, Kavling 357 KT 321, Kavling 255 KT 317, Kavling 63 KT 312, kavling 78 KT 312.</li> </ul>
<b>Corrections:</b>	<p>Conducting the internal inspection to all smallholder plot (kavling), once per a year and prepared the</p> <p>Data verified:</p> <ul style="list-style-type: none"> <li>- Internal Inspection Program for period July 2019 to June 2020, planned to cover all smallholder member (total 501 members). Such as: <ul style="list-style-type: none"> <li>• Member name: Mr Sukardi (KT number: 311-001) planned inspection in November 2019.</li> <li>• Member name: Mr Jasmiatan (KT number: 311-013) planned inspection in September 2019.</li> <li>• Member name: Mr Suradi (KT number: 312-070) planned inspection in June 2020.</li> <li>• Member name: Mr Reni (KT number: 312-080) planned inspection in January 2020.</li> </ul> </li> <li>- Program on Chemical/Spraying Application, period July 2019 to June 2020, e.g: <ul style="list-style-type: none"> <li>• Member name: Mr Sukemi (KT number: 318-289) planned on chemical application in July 2019, November 2019 and March 2020.</li> <li>• Member name: Mr Komarudin (KT number: 325-465) planned on chemical application in August 2019, December 2019 and April 2020.</li> <li>• Member name: Mr Widi Romika (KT number: 326-489) planned on chemical application in August 2019, December 2019 and April 2020.</li> <li>• Member name: Mr Mashudi (KT number: 316-194) planned on chemical application in September 2019, January 2020 and May 2020.</li> <li>• Member name: Mr Slamet (KT number: 316-226) planned on chemical application in September 2019, January 2020 and May 2020.</li> </ul> </li> <li>- Sample record of Inspection Report: Realization on 6<sup>th</sup> July 2019 in KT 311 for smallholder member name: Mr Mustakim (no Kavling 004), Mr Rasimin (no Kavling 003), Mr Juwadi (no Kavling 023), Mr Kanafi (019), Mr Agus AS (no kavling 021), and Mr Supri (no Kavling 018).</li> <li>- Inspection data seen: <ul style="list-style-type: none"> <li>• Namely Mr Awaludin (KT 311, Kavling No 008), dated 27<sup>th</sup> July 2019, inspector Mr Soleh (result shown OK)</li> <li>• Namely Mr Amirudin (KT 311, Kavling No 006), dated 27<sup>th</sup> July 2019, inspector Mr Soleh (result shown OK)</li> <li>• Namely Mr Hartono (KT 315, Kavling No 162), dated 27<sup>th</sup> July 2019, inspector Mr Soleh (result shown OK)</li> </ul> </li> </ul>
<b>Root Cause Analysis:</b>	The program of Internal Inspection has not covered for all smallholder's plot (kaving)
<b>Corrective Actions:</b>	Prepared the program of Internal Inspection year 2019 and monitoring the implementation its program



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<b>Assessment Conclusion:</b>	The corrective action made is sufficient and accepted. This NC is closed on 7 <sup>th</sup> August 2019
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Non-Conformity			
<b>NCR Ref #</b>	1794784-201906-M4	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.7.3
<b>Date Issued</b>	28 <sup>th</sup> June 2018	<b>Due date</b>	25 <sup>th</sup> August 2019
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	Based on field visit in Kavling 140 KT 314 the auditors found the applicator of fertilizer has not used PPE (mask etc) as required at Risk Assessment, last review on 5th January 2019.		
<b>Requirement Reference:</b>	Members shall implement the management plan and at least ensure the provision of PPE and medical check-ups for high risk workers. In the case of hazardous chemical use, a description of the relevant chemicals should be brought to the field.		
<b>Objective Evidence:</b>	Based on field visit in Kavling 140 KT 314 the auditors found the applicator of fertilizer has not used PPE (mask etc) as required at Risk Assessment, last review on 5th January 2019.		
<b>Corrections:</b>	The workers in fertilizer has provided the PPE as required at Risk Assessment, last review on 5th January 2019.  Conducted the training of PPE using, dated 7 <sup>th</sup> July 2019, location in ICS, was attended by 18 workers of fertilizing		
<b>Root Cause Analysis:</b>	The Applicator of fertilizer has not attended the PPE training		
<b>Corrective Actions:</b>	Monitoring the PPE using to all applicator of fertilizer and all workers in Smallholder's Plot (Kavlibg). Data seen: record of monitoring the PPE use, month July and August 2019, result OK.		
<b>Assessment Conclusion:</b>	The corrective action made is sufficient and accepted. This NC is closed on 7 <sup>th</sup> August 2019		

Opportunity for Improvements	
OFI #	Description
<b>OFI 1</b>	Indicator 2.1.1 Group Manager need to ensure Letter of Registrated (Plantaion - STDB) for all smallholder member has been provided.  Group Manager perlu memastikan Surat Tanda Daftar Budidaya (STD-B) untuk seluruh anggota petani telah diperoleh
<b>OFI 2</b>	Indicator 5.1.1 Group Manager need to ensure Letter of Environmental Program (SPPL) for all smallholder member has been provided.  Group Manager perlu memastikan Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL) untuk seluruh anggota petani telah diperoleh.
<b>OFI 3</b>	Indicator 5.2.3 Group Manager need to ensure on the status of these RTE species to refere on Regulation of Environmental and Forestry Ministry Republic of Indonesia P.20/MENLHK/SETJEN/KUM.1/6/2018, 29 Juni 2018 on Jenis Tumbuhan dan Satwa Yang Dilindungi.  Group Manager perlu melakukan pembaruan dan sosialisasi jenis satwa liar sesuai Peraturan Menteri Lingkungan Hidup dan Kehutanan Nomor: P.20/MENLHK/SETJEN/KUM.1/6/2018, 29 Juni 2018 Tentang

Jenis Tumbuhan dan Satwa Yang Dilindungi.
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Positive Findings	
PF #	Description
PF	Nil

**3.4.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N1	<b>Clause &amp; Category (Major / Minor)</b>	E1.2 The Group shall be managed by Group Manager - E1.2.3 (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	This Minor NC has escalated from previously Observation. Group manager have not updated ICS knowledge on RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016.		
<b>Requirement Reference:</b>	<p>The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> <li>Principles and Criteria for the Production of Sustainable Palm Oil 2013 Endorsed by the RSPO Executive Board and Accepted at the Extraordinary General Assembly by RSPO Members on April 25th 2013</li> <li>RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard].</li> <li>RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014</li> <li>Internal group procedures and policies.</li> </ul>		
<b>Objective Evidence:</b>	Group manager have not provided training to ICS with regards to standard "RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016" during the latest 12 months.		
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>The Group Manager has not found the standard "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016" Indonesian version.</li> <li>There is no training on "RSPO Management System Requirements and Guidance for Group Certification of FFB Production - March 2016 " to all ICS teams.</li> </ol> <p><b>Correction / containment:</b></p> <p>Search for document of "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016" Indonesian version and disseminated it to all ICS person. Priority:</p> <ol style="list-style-type: none"> <li>Coordination with RSPO Indonesia to get Indonesian version of the standard.</li> <li>Coordination with the certification sections and partner (company) to gain training and understanding regarding implementation of RSPO Management System Requirements and Guidance for Group Certification of FFB Production - March 2016.</li> </ol> <p><b>Corrective Actions:</b></p>		

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	<ol style="list-style-type: none"> <li>1. Ask the partner company to facilitate understanding training on applying the "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016"</li> <li>2. Training and consolidation of "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016" implementation periodically</li> </ol> <p>Organization have coordinated with partnering NGO, to provide RSPO Group Certification Training. The basic reference is RSPO Management System Requirements and Guidance for Group Certification of FFB Productions – March 2016 and the latest RSPO Management System Requirements and Guidance for Group Certification of FFB Productions – March 2018 version. The training provided by Dani Rahadian (SNV). The training carried out on 11 July 2018 attended by 26 committee and ICS. The ICS attended Mr. Dadang, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. M. Soleh, Mr. Paino, Mr. Nurdin.</p>
<p><b>Assessment Conclusion:</b></p>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence.</p> <p>Data seen: based on interview during ASA 1.1 the smallholder sample has demonstrated the to standard "RSPO Management System Requirements and Guidance for Group Certification of FFB Production – last version 2018"</p> <p>NC Minor closed out on 28 June 2019.</p>

<b>Non-Conformity</b>			
<p><b>NCR Ref #</b></p>	<p>1633782-201805-N2</p>	<p><b>Clause &amp; Category (Major / Minor)</b></p>	<p>E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management. - E2.1.1 (minor)</p>
<p><b>Closed (Yes / No)</b></p>	<p>Yes</p>	<p><b>Date of nonconformity Closure</b></p>	<p>28<sup>th</sup> June 2019</p>
<p><b>Statement of Nonconformity:</b></p>	<p>Organization failed to demonstrate at least one group meeting annually on preparation of group management plan.</p>		
<p><b>Requirement Reference:</b></p>	<p>The Group Internal Control System shall contain Procedures for decision-making, and responsibilities within the group (including the authority of the Group Manager) shall be defined.</p> <p>The Group Manager shall manage the Group in a systematic and effective manner by:</p> <ul style="list-style-type: none"> <li>• Identifying the geographical area to be covered by the Group.</li> <li>• Preparing, maintaining and documenting the Group management structure</li> <li>• Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group.</li> <li>• Prepare and maintain the rules of the Group including the criteria for membership.</li> <li>• Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan).</li> <li>• Procedure for initial gap audit which can be a self-assessment.</li> </ul>		
<p><b>Objective Evidence:</b></p>	<p>Organization failed to demonstrate at least one group meeting annually on preparation</p>		

	of group management plan.
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. Annual work plan was not yet well-planned, the existing work plan was focused more to increased production, whilst others such as meetings are adjusted to the conditions.</li> <li>2. According to the Articles of Asosiasi Amanah, the annual members meeting is only attended by member's representative.</li> </ol> <p><b>Correction / containment:</b> Establishing annual work plan for 2018 Priority:</p> <ol style="list-style-type: none"> <li>1. Develop a short and long term work plan (1 certification cycle)</li> <li>2. Develop an annual work plan</li> </ol> <p><b>Corrective Actions:</b></p> <ol style="list-style-type: none"> <li>1. Organization Asosiasi Petani Sawit Swadaya Amanah have prepared working plan for period 2018-2022;</li> <li>2. Organization have cascaded the annual working plan, consist of training plans, activity plans, internal inspection, etc.</li> <li>3. Asosiasi Petani Sawit Swadaya Amanah Organization have carried out annual group meeting "Laporan Manager Group tentang Pelaksanaan Program Kerja 2018 dan Perencanaan Program Kerja 2019", dated 20 January 2019 and attended by 39 group member. The meeting discussed: RSPO and ISPO external audit result; BPJS progress; spraying team establishment; employee salary; STD-B progress; recommendations for improvement;</li> <li>4. Evaluate the results of annual work in member meeting on 20 January 2019;</li> <li>5. Save/recorded the minutes of the member meetings on 20 January 2019;</li> </ol>
<b>Assessment Conclusion:</b>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence. Sample seen during ASA 1.1: last annual work in member meeting conducted on 20<sup>th</sup> January 2019. NC Minor closed out on 28 June 2019.</p>

Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N3	<b>Clause &amp; Category (Major / Minor)</b>	E2.1 The Group Internal Control System shall contain documented policies and procedures for operational manageme- E2.1.3nt. (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	The organization cannot demonstrate relevant group record be archived for a minimum 5 years.		
<b>Requirement Reference:</b>	Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.		
<b>Objective Evidence:</b>	The organization cannot demonstrate relevant group record be archived for a		

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	<p>minimum 5 years – because the record for internal inspection for year 2015 was not legible during RAV (year 2018).</p>
<p><b>Corrective Actions:</b></p>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. Documentation and filing officers have not performed the task well, so that there is a missing document.</li> <li>2. Asosiasi Amanah does not have a special place for old documents, therefore storage is still mixed with the new document.</li> </ol> <p><b>Correction / containment:</b></p> <ol style="list-style-type: none"> <li>1. Give training to archives and documentation officers</li> <li>2. Create a List of documents to make easier to search for documents which is stored in the Document archive shelf.</li> <li>3. Completing the document</li> </ol> <p><b>Corrective Actions:</b> Asosiasi Petani Sawit Swadaya Amanah have conducted document monitoring every 4 months. Organization have demonstrated that internal audit record from past 5 years are maintained. Sampled record: 2018: Internal infeksi No.321-358 name Sutrisno, inspected on 4 April 2018 – available; Internal infeksi No.322-389 name Minarti/Paryanto, inspected on 4 April 2018 – available; 2017: Internal infeksi No.312-58 name Katijo, inspected by Dadang on 17 April 2017 – available; Internal infeksi No.314-154 name H. Sasiawan, inspected by Saeroji on 17 April 2017 – available; 2016: Internal infeksi No.321-359 name Minarti, inspected by Paino on 16 April 2016 – available; Internal infeksi No.325-471 name Misgiyanto, inspected by Sukirto on 11 December 2016 – available; 2015: Internal infeksi No.322-404 name Sarti/Jumari, inspected by Sukirto on 14 January 2015 – available; Internal infeksi No.321-376 name W Budiono, inspected on 15 April 2015 – available;</p>
<p><b>Assessment Conclusion:</b></p>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence.</p> <p>Data seen during ASA 1.1: Document and record keeping has been regulated under "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.032/DOK/SOP/APSSA/2013 tentang Pengelolaan Dokumen" signed by group manager. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Document and records seen:</p> <ol style="list-style-type: none"> <li>1. List of member name, contact details and relevant membership number/ID;</li> <li>2. Map indicating the location of all farmer group, all group member;</li> <li>3. Detailed measurement of planted area in hectares;</li> <li>4. List and copy of land titles/Sertifikat Hak Milik for all individual member's plantation block;</li> <li>5. Copy of contract to become group member, indicating the date of joining Asosiasi Petani Sawit Swadaya Amanah;</li> <li>6. Projected and actual FFB production;</li> <li>7. Monitoring reports – as in ICS inspection reports;</li> </ol>

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	<p>8. Training records; 9. Corrective action records;</p> <p>Additional record: The record of internal infeksi year 2015 has been kept, e.g: Kavling No.322-404 name Sarti/Jumari, inspected by Sukirto on 14 January 2015 – available; Internal infeksi No.321-376 name W Budiono, inspected on 15 April 2015 – available;</p> <p>NC Minor closed out on 28 June 2019.</p>
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Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N4	<b>Clause &amp; Category (Major / Minor)</b>	E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members. (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	The group manager and ICS was not been able to conduct internal assessment for all of the group members in one certification cycle (5 years). In addition, group manager and ICS was not able to maintain all internal audit records.		
<b>Requirement Reference:</b>	<p>The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records.</p> <p>As a minimum the following shall be included:</p> <ul style="list-style-type: none"> <li>• Establish, implement and maintain (a) procedure(s) for internal audits which must include (but not be limited to) the methodology, competence of internal auditors, audit criteria, frequency of internal audits, and addressing non-conformity.</li> <li>• Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements.</li> <li>• Maintenance of all internal audit records.</li> </ul>		
<b>Objective Evidence:</b>	<p>It was regulated under "Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.014/DOK/SOP/APSSA/2013 tentang Penentuan Sample Inspeksi Kebun Anggota Grup Sertifikasi" that all of group member shall be inspected at least once in a certification cycle (5 years).</p> <p>Based on calculation of sampled individual farmer – during internal asesment, from 2013 up to 2018; there are individual members that have not been inspected. Furthermore, it was found that the internal inspection records for year 2015 was not legible.</p>		
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. Documentation and filing officers have not performed the main task and function well, so that there is a missing document.</li> <li>2. There is no more space for archives, so storage is still mixed with certification documents</li> <li>3. Internal inspection conducted in the first 5 years (2013-2017) was not covering all member.</li> <li>4. Internal inspection work plan for the first 2 year, was refers to the initial number of members i.e. 349 farmers and in the following year there were 152 additional</li> </ol>		

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farmer members.

5. Determination of Sample farmers refers to the initial work plan, due to new members conducted 100% internal inspection

**Correction / containment:**

1. Conducted evaluation meetings of all inspector teams
2. Conducted internal inspection for farmer members who have not yet become sample before August 2018
3. Created an internal inspection program in 2018
4. Perform internal inspections on schedule

**Corrective Actions:**

- Organization have updated the procedure for internal audit.
- Internal inspection program in 2019 is available. For period July 2019 – June 2020, the internal audit/internal inspection planned as follows: July 2019 inspects 45 members from KT311 (smallholder group), KT312, KT313, KT314, KT315, KT316, KT317; August 2019 inspects 42 members from KT318, KT319, KT320, KT321, KT322, KT323, KT324; September 2019 inspects 45 members from KT325, KT326, KT327, KT312, KT316, KT313, KT314, KT311; October 2019 inspects 45 members from KT317, KT318, KT319, KT320, KT321, KT322, KT323, KT324; November 2019 inspects 47 members from KT325, KT326, KT327, KT311, KT312, KT313, KT314, KT315; December 2019 inspects 42 members from KT316, KT317, KT318, KT319, KT320, KT321, KT313; January 2020 inspects 45 members from KT311, KT312, KT313, KT314, KT322, KT323, KT324, KT325; February 2020 inspects 45 members from KT315, KT316, KT317, KT318, KT319, KT320, KT321, KT322; March 2020 inspects 44 members from KT311, KT312, KT313, KT314, KT323, KT324, KT325, KT326, KT327; April 2020 inspects 50 members from KT315, KT316, KT317, KT318, KT319, KT320, KT321, KT323; May 2020 inspects 0 members (due to Ramadhan month); June 2020 inspects 51 members from KT312, KT313, KT314, KT315, KT316, KT321, KT325.
- Organization provide RSPO Group Certification Training to ICS auditors. The basic reference is RSPO Management System Requirements and Guidance for Group Certification of FFB Productions – March 2016 and the latest March 2018 version. The training provided by Dani Rahadian (SNV). The training carried out on 11 July 2018 attended by 26 committee and ICS. The ICS attended Mr. Dadang, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. M. Soleh, Mr. Paino, Mr. Nurdin.

**Internal audit March 2019:**

- Data Internal Inspeksi Fitri No.319-299 dated 29 March 2019; Data Internal Inspeksi Narko No.319-314 dated 19 March 2019 audited by Nurahman; Data Internal Inspeksi Kristiani/Aris Widodo No.319-295 dated 19 April 2019 audited by Nurdin; Data Internal Inspeksi Marmi No.319-320 dated 19 April 2019 audited by Nurdin; Data Internal Inspeksi Slamet No.319 dated 19 March 2019 audited by Nurahman; Data Internal Inspeksi Saeroji No.319-308 dated 19 March 2019 audited by Nurohman
- Audit team have verified the internal audit checklist and found to be completed, period 2015-2019.



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<b>Assessment Conclusion:</b>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence.</p> <p>Data seen during ASA 1.1: based on document verification, the smallholder sample of ASA 1.1 has included in internal audit period 2015-2019.</p> <p>Last internal audit conducted in March 2019.</p> <p>NC Minor closed out on 28 June 2019.</p>
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Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N5	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.1.1
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	This Minor NC escalated from Observation. Individual members are still have minimum understanding on SOP related to fertilizer application.		
<b>Requirement Reference:</b>	Group Manager develops appropriate SOPs for the group: <ul style="list-style-type: none"> <li>• Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant &amp; consistent with the group SOPs</li> <li>• Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs.</li> </ul>		
<b>Objective Evidence:</b>	Based on interview with members No. 82, 83, 324, 332, 338, 345, 348, 206 and 223 reveal that members are still not have better understanding regarding fertilizer application, for example: there is no mechanism to ensure that fertilizer are applied with correct dosage as per recommendation.		
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. In the previous time, dissemination and training regarding best agriculture practice including responsibility of individual members to maintain fertilizer records are only done to Farmer Group leader, with intention that those information and dissemination results can be delivered by Farmer Group leader to each farmer member.</li> <li>2. Not all dissemination result can be delivered to each farmer member, due to not all farmer group leader have competency to train members or conduct dissemination.</li> <li>3. Farmers do not understand that every type of fertilizer that is applied in their plot must be recorded in term of type and amount per each farmer.</li> <li>4. Some of farmer member have not received Buku Catatan Petani Swadaya Amanah (farmer note book) due to the limited buget of Asosiasi Amanah.</li> <li>5. Farmer members are not used to records what has been done in their plot, especially for fertilization.</li> </ol> <p><b>Correction / containment:</b></p> <ol style="list-style-type: none"> <li>1. Providing direct guidance to farmer members of plots no. 401,405, 407, 82, 83, 324, 332, 338, 345, 348, 206 and 223 in terms fertilizing. Asosiasi Amanah has held dissemination and training regarding best agriculture practice including the fertilizer application and rekomendasi cooperate with PT Inti indosawit Subur on 29 – 30 November 2018. Training attended by participants consist of ICS, farmer group leader and farmer members, training material and documentation were available.</li> <li>2. Distributed Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer</li> </ol>		



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	<p>members who have not owned.</p> <p>3. Asosiasi Amanah has provide the notebook to all farmer member as the tools to record the fertilizer application and dosage application for each palm. During audit can be demonstrated that all sample of farmer member has understanding on fertilizer recommendation and dosage as per Asosiasi Amanah recommendation. Sample interviewed: smallholder plot 21, 346, 63, 327, 367, 78, 255 and 58. Record of fertilizer application were available in each smallholder member.</p> <p><b>Corrective Actions:</b></p> <ol style="list-style-type: none"> <li>1. Developed a farmer training plan</li> <li>2. Conducting dissemination to all member farmers in stages</li> <li>3. Disseminated the benefits of farmers' logbook (Buku Catatan Petani Swadaya Amanah)</li> <li>4. Monitoring the implementation of the training</li> <li>5. Inputted the type and dosage of fertilizer applied on the farmer's plot.</li> </ol> <p>Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book). Latest training regarding best agriculture practice including the fertilizer application and recommendation conducted on 29 – 30 November 2018 cooperate with PT Inti indosawit Subur.</p> <p>Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members.</p> <p>All KT (farmer group) officials have agreed to:</p> <ul style="list-style-type: none"> <li>– Direct and remind each farmer members to record each activity carried out in each plot.</li> <li>– Assisting in how to fill the farmer's notebook</li> <li>– Check and monitor farmer member notebooks in monthly basis.</li> </ul>
<p><b>Assessment Conclusion:</b></p>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence.</p> <p>Data seen ASA 1.1: Based on interview with smallholder sample during ASA 1.1, they have demonstrated on understanding of the procedure of fertilizer application.</p> <p>NC Minor closed out on 28 June 2019.</p>

Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N6	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.1.2 (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	Asosiasi Petani Sawit Swadaya Amanah cannot demonstrate consistency of procedure implementation monitoring.		
<b>Requirement Reference:</b>	The Group Manager has regular checks using procedures set at group level for SOP implementation.		
<b>Objective Evidence:</b>	According procedure "SOP Program Kerja Inspeksi Internal" (012/DOK/SOP/APSSA/2013) and "SOP Pengelolaan Dokumen" (032/DOK/SOPAPSSA/2013) Internal Inspection are conducted once in 4 month (quarterly) by Inspector Team, however records show that in 2017 internal inspection was only done twice, which is in April and December 2017; furthermore there is no evidence of Inspection program for		

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	2018, even though internal inspection has been done in April 2018.
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. Documentation and filing officers have not performed the main task and function well, so that there is a missing document.</li> <li>2. Asosiasi Amanah does not yet have a special place for old documents, therefore storage is still mixed with the new document.</li> <li>3. The first 2 year internal inspection work plan was refers to the amount of the initial members which are 349 farmers, and in the next year there are additions of 152 Farmer members.</li> <li>4. Determination of Sample farmers refers to the initial work plan, whilst for new members internal inspection shall done100%.</li> </ol> <p><b>Correction / containment:</b></p> <ol style="list-style-type: none"> <li>1. Train archives and documentation officer</li> <li>2. Create a List of documents to facilitate the searching of documents stored in document archive shelf</li> <li>3. Keep old documents and new documents separately</li> <li>4. Conduct evaluation meetings of all inspector teams</li> <li>5. Identification of farmers that have not been internally inspected (2013-2017)</li> </ol> <p><b>Corrective Actions:</b> Created internal inspection program for 2018 – 2022. Performed internal inspections on schedule</p>
<b>Assessment Conclusion:</b>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence.</p> <p>Data seen ASA 1.1: Based on document verification, the smallholder sample has included within the program of internal inspection 2018-2022.</p> <p>Internal Inspection 2019:</p> <ol style="list-style-type: none"> <li>1. Data Internal Inspeksi of Siswoyo, Plot No.190, Farmer Group 35 Rezeki Mulya, dated 21/03/2019, Officer: Ahmad Soleh;</li> <li>2. Data Internal Inspeksi of Paryanto, Plot No.148, Farmer Group 314 Sumber Rezeki, dated 20/03/2019, Officer: Rusman Efendi;</li> <li>3. Data Internal Inspeksi of Saeroji, Plot No.308, Farmer Group 319 Rezeki Abadi, dated 19/03/2019, Officer: Nurohman;</li> <li>4. Data Internal Inspeksi of Siswoto, Plot No.114, Farmer Group 313 Usaha Tani, dated 19/03/2019, Officer: Sukirto;</li> <li>5. Data Internal Inspeksi of Katijo, Plot No.058, Farmer Group 312 Jadi Mulya, dated 18/03/2019, Officer: Nurohman;</li> </ol> <p>NC Minor closed out on 28 June 2019.</p>

Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N7	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.2.1 (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	Individual members are still have minimum understanding on SOP related to fertilizer application.		
<b>Requirement</b>	There shall be evidence that good agriculture practices, as contained in Standard		

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<b>Reference:</b>	Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.
<b>Objective Evidence:</b>	Based on interview with members No. 82, 83, 324, 332, 338, 345, 348, 206 and 223 reveal that members are still not have better understanding regarding fertilizer application, for example: there is no mechanism to ensure that fertilizer are applied with correct dosage as per recommendation.
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. In the previous time, dissemination and training regarding best agriculture practice including responsibility of individual members to maintain fertilizer records are only done to Farmer Group leader, with intention that those information and dissemination results can be delivered by Farmer Group leader to each farmer member.</li> <li>2. Not all dissemination result can be delivered to each farmer member, due to not all farmer group leader have competency to train members or conduct dissemination.</li> <li>3. Farmers do not understand that every type of fertilizer that is applied in their plot must be recorded in term of type and amount per each farmer.</li> <li>4. Some of farmer member have not received Buku Catatan Petani Swadaya Amanah (farmer note book) due to the limited buget of Asosiasi Amanah.</li> <li>5. Farmer members are not used to records what has been done in their plot, especially for fertilization.</li> </ol> <p><b>Correction / containment:</b></p> <ol style="list-style-type: none"> <li>1. Providing direct guidance to farmer members of plots no. 401,405, 407, 82, 83, 324, 332, 338, 345, 348, 206 and 223 in terms fertilizing.</li> <li>2. Asosiasi Amanah has held dissemination and training regarding best agriculture practice including the fertilizer application and rekomendasi cooperate with PT Inti indosawit Subur on 29 – 30 November 2018. Training attended by participants consist of ICS, farmer group leader and farmer members, training material and documentation were available</li> <li>3. Distributed Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members who have not owned.</li> <li>4. Asosiasi Amanah has provide the notebook to all farmer member as the tools to record the fertilizer application and dosage application for each palm. During audit can be demonstrated that all sample of farmer member has understanding on fertilizer rekomendasi and dosage as per Asosiasi Amanah rekomendasi. Sample interviewed: smallholder plot 21, 346, 63, 327, 367, 78, 255 and 58. Record of fertilizer application were available in each smallholder member.</li> </ol> <p><b>Corrective Actions:</b></p> <ol style="list-style-type: none"> <li>1. Developed a farmer training plan</li> <li>2. Conducting dissemination to all member farmers in stages</li> <li>3. Disseminated the benefits of farmers' logbook (Buku Catatan Petani Swadaya Amanah)</li> <li>4. Monitoring the implementation of the training</li> <li>5. Inputted the type and dosage of fertilizer applied on the farmer's plot.</li> </ol> <p>Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book). Latest training regarding best agriculture practice including the fertilizer application and rekomendasi conducted on 29 – 30 November 2018 cooperate with PT Inti indosawit Subur. Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah</p>

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	<p>(farmer note book) to all farmer members. All KT (farmer group) officials have agreed to:</p> <ul style="list-style-type: none"> <li>- Direct and remind each farmer members to record each activity carried out in each plot.</li> <li>- Assisting in how to fill the farmer's notebook</li> <li>- Check and monitor farmer member notebooks in monthly basis.</li> </ul>
<p><b>Assessment Conclusion:</b></p>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence. Data seen ASA 1.1: Based on interview with smallholder sample during ASA 1.1, they have demonstrated on understanding of the procedure of fertilizer application. The procedure is completed to be understood by farmer members.</p> <p>NC Minor closed out on 28 June 2019.</p>

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Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N8	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.4.1 (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	Water management plan is not implemented consistently		
<b>Requirement Reference:</b>	An implemented water management plan shall be in place.		
<b>Objective Evidence:</b>	Monitoring data of water level management is not according to actual, because during field visit to KT 311 and 316, the scale of the water level pole is unreadable.		
<b>Corrective Actions:</b>	<p><b>Root cause:</b></p> <ol style="list-style-type: none"> <li>1. Ground water level monitoring tool is damaged, due to materials used are low quality</li> <li>2. The responsible officer was still lacks of understanding regarding water level management and monitoring.</li> </ol> <p><b>Correction / containment:</b></p> <ol style="list-style-type: none"> <li>1. Install a new measuring instrument with good quality material</li> <li>2. Coordination with partner companies to present experts in water level management and monitoring.</li> <li>3. Appointed and trained special officers to monitor the water level stakes.</li> </ol> <p><b>Corrective Actions:</b></p> <ol style="list-style-type: none"> <li>1. Created a new water level measuring tool plan</li> <li>2. Provided training related tasks and functions for water level monitoring officers</li> <li>3. Appointed the special officer to monitor the water level stakes.</li> <li>4. Checking the condition of the water level stakes on a monthly basis.</li> </ol> <p>Documented Water management plan as per "Pengelolaan Air" has been established by Group Manager. Water Management Plan covering:</p> <ol style="list-style-type: none"> <li>1. Establishment of Drain Block and Water Gate; at KT 311 (4 units), KT 312 (4 units), KT 314 (4 units) and KT 316 (4 units).</li> <li>2. Establishment of Water level stick; at KT 311 (4 units), KT 312 (4 units), KT 314 (4 units) and KT 316 (4 units).</li> <li>3. Establishment of subsidence pole; at KT 311 (1 unit), KT 312 (1 unit) and KT 314 (2 units).</li> </ol> <p>Water gate construction has been done by Asosiasi Amanah to maintain water level especially in peat soil area. Water level were maintained between 40 – 60 cm under peat soil surface. Water management in peat soil was performed in order to maintained and to avoid soil subsidence. Officers who responsible to monitor water management has been defined on 22 May 2014 by Decree of Group Manager.</p>		
<b>Assessment Conclusion:</b>	<p>Audit team have review the effectiveness correction and corrective action taken and relevant evidence.</p> <p>Data verification during ASA 1.1:</p> <p>Water level and subsidence were monitored each weeks by defined officers. Record of monitoring can be demonstrated as in "Monitoring Ketinggian Air (Paras Ukur dan Drain Block)" for KT 311, 312, 314 and 316 for period January - June 2019. Data available</p>		

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	for 2 week in a month, average water level observed is 50 - 60 cm.  NC Minor closed out on 28 June 2019.
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Non-Conformity			
<b>NCR Ref #</b>	1633782-201805-N9	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.8.1 (minor)
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	28 <sup>th</sup> June 2019
<b>Statement of Nonconformity:</b>	There was not sufficient evidence the training related to RSPO P&C carried out in 2017 and then included as training plan 2018 for individual member.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	Asosiasi Amanah has prepared training program, under "Rencana Kerja Jangka Pendek", dated 2 January 2018. The training implemented in 2017 and 2018 has been recorded, however no training done with regards to RSPO P&C for individual members.		
<b>Corrective Actions:</b>	<p><b>Root cause:</b> Asosiasi Amanah has not found Indonesian version of the document "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016"</p> <p><b>Correction / containment:</b> Conducted training on RSPO P&amp;C 2016 to all farmer member.</p> <p><b>Corrective Actions:</b></p> <ol style="list-style-type: none"> <li>1. Developed a farmer training plan</li> <li>2. Conducting dissemination to all member farmers in stages</li> <li>3. Disseminated the benefits of farmers' logbook (Buku Catatan Petani Swadaya Amanah)</li> <li>4. Monitoring the implementation of the training</li> </ol> <p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69, 63, 55, 78, 106, 158, 179, 396, 346 – they were understood concerning procedure of best management practise: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management.</p> <p>Training has been followed by smallholder member such as:</p> <ul style="list-style-type: none"> <li>• Socialization of Asociation Policies, conducted on 9<sup>th</sup> July 2018</li> <li>• Training on implementation of RSPO standards, conducted on 12<sup>th</sup> July 2018</li> <li>• Training on prepadeness and emergency respond, conducted on 6<sup>th</sup> June 2018 – attended by 30 member of smallholders. The record of simulation available as evident.</li> <li>• Training on fertilizer application, dated 10<sup>th</sup> July 2018</li> <li>• Training on integrated pest management, dated 10<sup>th</sup> July 2018</li> <li>• Training on handling of pesticides, dated 12<sup>th</sup> July 2018</li> </ul>		
<b>Assessment Conclusion:</b>	Audit team have review the effectiveness correction and corrective action taken and relevant evidence. Sample of data seen during ASA 1.1:		

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	<ul style="list-style-type: none"> <li>- Training on harvesting and FFB quality conducted on 11<sup>th</sup> May 2019</li> <li>- Training on integrated pest management conducted on 20<sup>th</sup> February 2019</li> <li>- Training on fertilizer application conducted on 11<sup>th</sup> May 2019</li> </ul> <p>NC Minor closed out on 28 June 2019.</p>
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**1.4.2 Summary of the Nonconformities and Status**

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
A829199/11	Major	14/01/2013	Closed on 15/03/2013
A829199/12	Major	14/01/2013	Closed on 15/03/2013
A843471/1	Minor	14/01/2013	Closed on 24/05/2014
A843471/1	Minor	14/01/2013	Closed on 24/05/2014
1192606M1	Major	21/05/2015	Closed on 09/07/2015
1192606M2	Major	21/05/2015	Closed on 09/07/2015
1192606M3	Major	21/05/2015	Closed on 09/07/2015
1192606M4	Major	21/05/2015	Closed on 09/07/2015
1192606N1	Minor	21/05/2015	Closed on 04/05/2016
1311597N1	Minor	04/05/2016	Closed on 12/05/2017
1311597N2	Minor	04/05/2016	Closed on 12/05/2017
1311597N3	Minor	04/05/2016	Closed on 12/05/2017
1311597N4	Minor	04/05/2016	Closed on 12/05/2017
1311597N5	Minor	04/05/2016	Closed on 12/05/2017
1474447-201705-M1	Major	12/05/2017	Closed on 11/07/2017
1474447-201705-M2	Major	12/05/2017	Closed on 11/07/2017
1474447-201705-M3	Major	12/05/2017	Closed on 11/07/2017
1474447-201705-M4	Major	12/05/2017	Closed on 11/07/2017
1474447-201705-M5	Major	12/05/2017	Closed on 11/07/2017
1474447-201705-M6	Major	12/05/2017	Closed on 11/07/2017
1474447-201705-N1	Minor	12/05/2017	Closed on 24/07/2018
1474447-201705-N2	Minor	12/05/2017	Closed on 25/05/2018
1474447-201705-N3	Minor	12/05/2017	Closed on 25/05/2018
1474447-201705-N4	Minor	12/05/2017	Closed on 25/05/2018
1474447-201705-N5	Minor	12/05/2017	Closed on 23/07/2018
1474447-201705-N6	Minor	12/05/2017	Closed on 23/07/2018
1633782-201805-M1	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M2	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M3	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M4	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M5	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M6	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M7	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M8	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M9	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M10	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-M11	Major	25/05/2018	Closed on 23/07/2018
1633782-201805-N1	Minor	25/05/2018	Closed on 28/06/2019



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1633782-201805-N2	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N3	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N4	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N5	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N6	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N7	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N8	Minor	25/05/2018	Closed on 28/06/2019
1633782-201805-N9	Minor	25/05/2018	Closed on 28/06/2019
1792772-201906-M1	Major	28/06/2019	Closed on 07/08/2019
1792772-201906-M2	Major	28/06/2019	Closed on 07/08/2019
1792772-201906-M3	Major	28/06/2019	Closed on 07/08/2019
1792772-201906-M4	Major	28/06/2019	Closed on 07/08/2019

**3.5. Stakeholders Consultation**

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by direct visit and telephone to discuss Tungkal Ulu Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

List of Stakeholders Contacted	
<b>Internal Stakeholders</b> 26 smallholder sample,	<b>Union/Contractors/Local Communities</b> <ul style="list-style-type: none"> <li>• Representative of Bukit Jaya Village</li> <li>• Representative of Trimulya Jaya Village</li> <li>• Representative of Air Emas Village</li> <li>• Local business (FFB transportation provider)</li> </ul>
<b>Government Departments</b> Plantation Agency of Pelalawan Regency	<b>NGO</b> WWF Indonesia




Issues raised by Stakeholders	
IS #	Description
1	<b>Feedbacks:</b> Plantation Agency of Pelalawan Regency



Issues raised by Stakeholders	
IS #	Description
	<ul style="list-style-type: none"> <li>• Cultivation Registration Certificate (STD-B) for 100 independent smallholders (Asosiasi Petani Swadaya Amanah) has been completed, while there are still around 80 more STDBs still in the process of completeness due to lack of documents related to the change of land ownership.</li> <li>• Until now, the Plantation Agency has strongly supported the formation of oil palm smallholders associations, which are independent and organized.</li> <li>• The Plantation Agency feels that it is not contributing more, especially counseling to independent smallholders on a regular basis.</li> </ul> <p><b>Management Responses</b> Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information, and immediately follow up.</p> <p><b>Audit Team Findings</b> Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback.</p>
2	<p><b>Feedbacks:</b> Representative of Bukit Jaya Village (Sub-village Head), Trimulya Jaya Village (Chief), Air Emas Village (Chief)</p> <ul style="list-style-type: none"> <li>• It is known that the AMANAH Independent Oil Palm Smallholders Association, began to be formed in 2012.</li> <li>• AMANAH membership is a farmer who has his own land that exceeds Plasma and at the time of develop the plantation at his own expense.</li> <li>• The size of independent smallholder farms varies, but on average has an area of 2 hectares per farmer.</li> <li>• Communication between the Village and AMANAH Association went very well and there were never any complaints.</li> <li>• Trimulya Jaya Village strongly supports the AMANAH Association in supporting RSPO certification.</li> <li>• The management of the Asosiasi AMANAH is very helpful and has support of the Village and the entire community.</li> <li>• Some obstacles and results of the meeting between the AMANAH management and smallholder members were not conveyed.</li> <li>• Arrangement of Fertilizer package should be adjusted to the extent of each smallholder, so that the use of fertilizer can be evenly distributed to all palm crops.</li> <li>• The Asosiasi AMANAH is an excellent example of oil palm management for independent smallholders, but it needs to be informed to the Village regarding the mechanism for proposing membership, if there are smallholders in joining.</li> </ul> <p><b>Management Responses</b> Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information. Positive comments</p> <p><b>Audit Team Findings</b> Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback.</p>
4	<p><b>Feedbacks:</b> Local business (FFB transportation provider)</p> <ul style="list-style-type: none"> <li>• The AMANAH Association provides the opportunity for villagers to collaborate in providing</li> </ul>

Issues raised by Stakeholders	
IS #	Description
	<p>transportation equipment for transporting FFB, so that many communities, some of whom are also members of independent smallholders, have the opportunity to do business, one of which is FFB transportation.</p> <ul style="list-style-type: none"> <li>• The Work Agreement for providing FFB transportation is done transparently, mutually agreed and fairly, especially the price set in the agreement.</li> <li>• There are no obstacles and problems while working with the AMANAH Association.</li> </ul> <p><b>Management Responses</b> Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information. Positive comments</p> <p><b>Audit Team Findings</b> Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback.</p>
5.	<p><b>Feedbacks:</b> <b>WWF-Indonesia (Oil Palm Smallholder Officer)</b></p> <ul style="list-style-type: none"> <li>• WWF assisted the AMANAH Association in the early stages of RSPO certification.</li> <li>• The role of WWF if requested by AMANAH includes assisting in the mapping process, field assistance and helping to find buyers if the RSPO certificate of the AMANAH Association has difficulty in selling.</li> <li>• After the AMANAH Association obtained the RSPO certificate, there was no specific program bound between WWF and the AMANAH Association. But if something is needed, WWF is ready to support and help according to the organization's request.</li> </ul> <p><b>Management Responses</b> Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information. Positive comments</p> <p>Also an independent smallholder's area shall not source from illegal area, land burnt, forest area, and the farmers/group must be allowed to provide the traceability of their FFB's.</p> <p><b>Audit Team Findings</b> Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback. There is no significant issue raised against independent smallholder.</p>

**RSPO Public Summary Report  
Revision 6 (December /2017)**

Formal Signing-off of Assessment Conclusion and Recommendation	
Based on the results of this audit, it is concluded that <i>Asosiasi Petani Sawit Swadaya Amanah</i> Certification Unit and Supply base complies with the RSPO Management System Requirement and Gudances for Group Certification of FFB Production for Independent Smallholders. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of <i>Asosiasi Petani Sawit Swadaya Amanah</i> is approved and continued.	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<b>Name: Imam Fahrurozi</b>	<b>Name: Andria Zulmanitra</b>
<b>Company Name: PT BSI Group Indonesia</b>	<b>Company Name: Asosiasi Petani Swadaya Amanah</b>
<b>Title: Lead Auditor of RSPO</b>	<b>Title: Auditee</b>
<b>Signature:</b> 	<b>Signature:</b> <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i>  
<b>Date: 7 October 2019</b>	<b>Date: 7 Oktober 2019</b>

**Appendix A: Summary of Findings** include the appropriate checklist used for assessment

**Group Certification Requirements**

<p><b>Section A-1</b>  <b>Group Managers</b></p>	<p>Group Certification Requirements Element 1: Group Entity and Group Management requirements Element 2: The Internal Control System – Policies and management Element 3: The Internal Control System – Operations</p>
<p><b>Section A-2</b>  <b>Individual group members up to 50ha under oil palm cultivation</b></p>	<p>a) up to 50ha under oil palm cultivation:</p> <ul style="list-style-type: none"> <li>Section 3 - Table column 'Requirements for Individual Members up to 50 ha': requirements corresponding to them for P&amp;C indicator compliance</li> <li>Section 3 - Table column 'Guidance for Individual Members up to 50 ha': further supporting guidance to aid with the implementation of the P&amp;C indicators</li> </ul>

**Section A-1- Group Managers**

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Element 1 (E1): Group Entity and Group Management requirements</b> Rationale: In order to be able to have commercial relationships in the transactions of FFB certificates the group entity carries a liability, which requires it to be legally registered.</p>		
<p><b>E1.1 The Group Entity shall be legally formed</b></p>		
<p><b>E1.1.1</b></p>	<p>There shall be documentary evidence of a clearly identified and legal entity. The Group Entity shall:</p> <ul style="list-style-type: none"> <li>Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation).</li> <li>Be a member of the RSPO</li> <li>Establish the structure of the organisation</li> <li>Appoint a Group Manager (see E1.2)</li> </ul> <p>Asosiasi Petani Sawit Swadaya Amanah has been registered as per "Akte Pendirian "Amanah" (Deed of Establishment for Association) No.01, dated 1<sup>st</sup> August 2012 by Notary Asri Thaher SH, MKn. The deed of establishment has been registered under "Buku Register Di Kepaniteraan Pengadilan Negeri Pelalawan No.65/CU/Pdr/2016/PN PLW", signed by Panitera Pengadilan Negeri Pelalawan. Update: Asosiasi Amanah has obtained new Legal Entity under Deed of</p>	<p>Comply</p>

		<p>Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn.</p> <p>Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</p> <p>Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</p> <p>Organisation structure is evident. The organization structure has been communicated to the association members.</p> <p>The appointment of Group Manager was regulated as per "Surat Keputusan Rapat Pembentukan ICS No.001/DOK/SK.ICS/APSSA/2012 tentang Penunjukan/Pengangkatan Grup Manager" dated 25 April 2012. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah.</p>	
<p><b>E1.1.2</b></p>	<p>The Group Entity shall have documented membership requirements for the participation of individual members in the Group which will also cover new membership.</p> <ul style="list-style-type: none"> <li>• There shall be documentary evidence that the Group members have formally joined the Group.</li> <li>• Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the applicable RSPO standards and requirements.</li> <li>• The Group Manager shall keep copies of the agreements and shall demonstrate that each</li> </ul>	<p>Group manager have a documented procedure for, updated January 2019:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any</li> </ol>	<p>Comply</p>

	<p>member has received a copy thereof.</p> <ul style="list-style-type: none"> <li>The Group Manager shall retain copies for a minimum of 5 years.</li> </ul>	<p>potential member joining group manager.</p> <p>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</p> <p>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</p> <p>There is a documentary evidence to demonstrate that group members have formally joined the group under "Kontrak Petani". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement. Individual members (e.g: member no kavling 54, 60, 64, 76) kept the copy of agreement.</p> <p>Document and record keeping has been regulated under "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.032/DOK/SOP/APSSA/2013 tentang Pengelolaan Dokumen" signed by group manager. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager and their smallholder member bound by contractual agreement as group member. The contract explains commitment in organization; commitment to implement sustainable oil palm production; commitment to fulfil administrative requirement; allowing ICS and external auditor to perform field inspection; commitment to obey group manager rules and sanction; contract valid during membership period.</p> <p>Sampled contract:</p> <ul style="list-style-type: none"> <li>"Surat Kontrak Siswoyo (No.101)" signed on 1 September 2018.</li> </ul>	
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		<ul style="list-style-type: none"> <li>- "Surat Kontrak Satiman (No.314-141)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Suparno (No.311-063)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Markim (No.321-356)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Imron Rosadi (No.311-055)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Mahmud Yahya (No.314-140)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Dulrasid (No.320-330)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Karijem (No.315-172)" signed on 1 September 2018.</li> <li>- "Surat Kontrak Sudarto (No.323-412)" signed on 1 September 2018.</li> </ul>	
<p><b>E1.1.3</b></p>	<p>The Group Manager shall keep evidence that the nature and structure of the group has been communicated to all members of the Group in an appropriate manner.</p>	<p>The Group Manager has communicated to all members of the Group the regulation and membership rules.</p> <p>There is a documentary evidence to demonstrate that group members have formally joined the group under "Kontrak Petani". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement. Individual members kept the copy of agreement. Sample selected: individual member No.160, 166, 171, 202, 216, 243, 256, 358.</p> <p><b>Opportunity for Improvement:</b> Individual members have signed latest membership contract renewal on September 2018. The concerns related to maintain and monitor the eligibility copy of contract for individual members.</p>	<p>Comply</p>
<p><b>E1.2 The Group shall be managed by a Group Manager</b></p>			

<p><b>E1.2.1</b></p>	<p>The appointed Group Manager shall be either an identified legal entity or an individual acting on behalf of the legal entity, i.e. the Group Entity (E1.1.1). The Group Manager shall ensure the Group's compliance with this standard and is responsible for the preparation and implementation of the Internal Control System (ICS). If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> <li>• then the entity shall appoint an individual as management representative</li> <li>• and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved.</li> </ul>	<p>Asosiasi Petani Sawit Swadaya Amanah has been registered as per "Akte Pendirian "Amanah" (Deed of Establishment for Association) No.01, dated 1 August 2012 by Notary Asri Thaher SH, MKn. The deed of establishment has been registered under "Buku Register Di Kepaniteraan Pengadilan Negeri Pelalawan No.65/CU/Pdr/2016/PN PLW", signed by Panitera Pengadilan Negeri Pelalawan.</p> <p>Update: Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment Perkumpulan Petani Sawit Swadaya Amanah No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</p> <p>The structure of the Group Manager has been renew, the same document has also defined the roles and responsibility of all personnel involved.</p> <p>1. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</p>	<p>Comply</p>
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		<p>Roles and responsibility of Group Manager: responsible for all certification process of sustainable for independent smallholder; group manager has no conflict of interest; group manager able to check, monitors and evaluate all member; group manager develops good system and documentation (mission and objective, policy and procedure for operational management and decision making, communication); group manager have fair and transparent marketing system (purchasing and sales from group, complaint upon certification of sustainable FFB, market dispersion and price information); group manager develops internal control system manual; group manager communicates with third party external certification body; group manager shall supervise Internal Control System; group manager shall be able to control and organize registration and internal inspection.</p> <p>2. The appointment of "Komite Persetujuan"/Approval Committee has been defined under "Kontrak Kerja Komite Persetujuan" dated 9 January 2018, valid until 10 January 2023. The approval committee consist of Mr. Jaswijaya, Mr. Edy Sumarmin, Mr. Tajib Ermadi, Mr. Bachrun Arianto, Mr.Juminianto. Roles and responsibility for "Komite Persetujuan" have been defined under "Tugas dan Tanggung Jawab Kerja Komite Persetujuan": Approval committee to conduct selection upon data and reports to be review; to provide improvement recommendation upon result from internal inspection.</p>	
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		<p>For Internal Control System Team based on "Kontrak Kerja Staf Inspeksi Internal" dated 9 January 2018 and valid until 10 January 2023. The Internal Control team comprise of Mr. Dadang Mulyana, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. Nur Rahman, Mr. Sukirto, Mr. Paino, Mr. Siswoyo, Mr. Nurdin, Mr. Ahmad Soleh, Mr. Wahib Budiyo, Mr. Paryanto. The roles and responsibility: to conduct internal inspection minimum 1 time per annum and documenting inspection result; to visit purchasing points during harvest to ensure purchasing procedure carried out as per standard; to conduct farmer/member registration; to conduct internal inspection minimum once per year; to inform individual farmer about RSPO internal standard.</p> <p>For Group Manager Purchase and Marketing Team based on "Kontrak Kerja Staf Pembelian &amp; Pemasaran" dated 9 January 2018 and valid until 10 January 2023. The purchase and marketing team comprise of Mr. Sunaryo, Mr. Karno, Mr. Ngatimin.</p>	
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<p><b>E1.2.2</b></p>	<p>The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard.</p>	<p>Group manager has prepares the human resources and organization structure to managed the group member. Manual, policies and procedures have been prepared to guide the operation.</p> <p>Group manager has a procedure for receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</p> <p>Asosiasi Petani Sawit Swadaya Amana have appointed the Internal Control System, prepared the manpower for information officer (penyuluh) as well as 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>Comply</p>
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<p><b>E1.2.3</b></p>	<p>The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> <li>Principles and Criteria for the Production of Sustainable Palm Oil 2013 Endorsed by the RSPO Executive Board and Accepted at the Extraordinary General Assembly by RSPO Members on April 25th 2013</li> <li>RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard].</li> <li>RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014</li> <li>Internal group procedures and policies.</li> </ul>	<p><b>Minor NC (1633782-201805-N1) last NC:</b> Group manager have not updated ICS knowledge on RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016.</p> <p><b>Objective:</b> Group manager have not provided training to ICS with regards to standard "RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016" during the latest 12 months.</p> <p><b>Correction:</b> Search for document of "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016" Indonesian version and disseminated it to all ICS person.</p> <p>Priority:</p> <ol style="list-style-type: none"> <li>Coordination with RSPO Indonesia to get Indonesian version of the standard.</li> <li>Coordination with the certification sections and partner company to gain training and understanding regarding implementation of RSPO Management System Requirements and Guidance for Group Certification of FFB Production - March 2016.</li> </ol> <p><b>Corrective action:</b></p> <ol style="list-style-type: none"> <li>Ask the partner company to facilitate understanding training on applying the "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016"</li> <li>Training and consolidation of "RSPO Management System Requirements and Guidance for Group Certification of FFB Productions - March 2016" implementation periodically.</li> </ol>	<p>Comply</p>
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		<p><b>Correction:</b>          Organization have coordinated with partnering NGO, to provide RSPO Group Certification Training. The basic reference is RSPO Management System Requirements and Guidance for Group Certification of FFB Productions – March 2016 and the latest RSPO Management System Requirements and Guidance for Group Certification of FFB Productions – March 2018 version. The training provided by Dani Rahadian (SNV). The training carried out on 11 July 2018 attended by 26 committee and ICS. The ICS attended Mr. Dadang, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. M. Soleh, Mr. Paino, Mr. Nurdin.</p>	
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<p><b>E1.2.4</b></p>	<p>The Group Manager shall provide potential and existing Group members with the following:</p> <ul style="list-style-type: none"> <li>• An explanation of the RSPO certification process.</li> <li>• An explanation of the criteria for group membership.</li> <li>• An explanation as to the Group Manager’s needs and the rights of the certification body to access the group members’ documentation and plantations for the purposes of evaluation and monitoring.</li> <li>• An explanation of the certification bodies and RSPO requirements with respect to public information.</li> <li>• An explanation of any obligations with respect to group membership, such as:             <ul style="list-style-type: none"> <li>○ Maintenance of information for monitoring purposes;</li> <li>○ Requirement to conform to conditions or corrective actions issued by the certification body.</li> <li>○ Explanation of any costs associated with group membership.</li> <li>○ Other obligations of group membership.</li> </ul> </li> </ul>	<p>Group manager have a documented procedure for:</p> <ol style="list-style-type: none"> <li>1. Receiving member: “Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota” updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> <li>2. Potential member: “Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi” updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: “Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP” updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: “Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan” updated and effective January 2019. The procedure explains process for member resignation.</li> </ol> <p>There is a documentary evidence to demonstrate that group members have formally joined the group under “Kontrak Petani”. Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement.</p>	<p>Comply</p>
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		<p>Group manager kept the original agreement between individual members with Group manager. Individual members kept the copy of agreement. Sample selected: individual member No.54, 60, 83, 124, 23, 345, 401, 405.</p> <p>Based on interview with sampled smallholder, they received information prior joining Asosiasi Petani Sawit Swadaya Amanah: An explanation of member's rights and obligations related to group membership, such as document and information available for public, requirement to conform to conditions or corrective actions issued by the ICS and certification body. An initial inspections and trainings were performed by group manager to explains the requirements related to RSPO P&amp;C.</p>	
<p><b>Element 2 (E2): Internal Control System – Policies and Management</b></p>			
<p><b>E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.</b></p>			
<p><b>E2.1.1</b></p>	<p>The Group Internal Control System shall contain Procedures for decision-making, and responsibilities within the group (including the authority of the Group Manager) shall be defined.</p> <p>The Group Manager shall manage the Group in a systematic and effective manner by:</p> <ul style="list-style-type: none"> <li>Identifying the geographical area to be covered by the Group.</li> <li>Preparing, maintaining and documenting the Group management structure</li> <li>Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group.</li> <li>Prepare and maintain the rules of the Group including the criteria for membership.</li> <li>Organise at least one group meeting annually (see</li> </ul>	<p>Group manager has identifying the geographical area to be covered. The group manager currently have members in three villages: Bukit Jaya village, Trimulya Jaya village and Air Mas village.</p> <p>Group manager has prepare the documented procedure and human resources to regulate the Group Manager structure. The structure of the Group Manager has been established, the same document has also defined the roles and responsibility of all personnel involved.</p> <p>Identification and regulation of roles and responsibility for group manager and thestaff has been defined clearly under each appointment letter.</p> <p>Rules of group member has been established by group manager under "Buku Pedoman Internal Control System (ICS) Petani Kelapa Sawit Swadaya Amanah" – regulating receiving member, assessing potential</p>	<p>Comply</p>

	<p>also 8.1.1 of Section 3 on preparation of group management plan).</p> <ul style="list-style-type: none"> <li>• Procedure for initial gap audit which can be a self-assessment.</li> </ul>	<p>member, sanction and expulsion, exiting member, internal audit procedure, non-conformity handling and other procedures.</p> <p>Group manager has established procedure for initial gap audit. See E2.1.4.</p> <p><b>Minor NC (1633782-201805-N2) – previous NC:</b> Organization failed to demonstrate at least one group meeting annually on preparation of group management plan.</p> <p><b>Objective:</b> Organization failed to demonstrate at least one group meeting annually on preparation of group management plan.</p> <p><b>Correction:</b> Establishing annual work plan for 2018 Priority: 1. Develop a short and long term work plan (1 certification cycle); 2. Develop an annual work plan.</p> <p><b>Corrective action:</b> 1. Develop a short and long term work plan (1 certification cycle) 2. Conducting member meeting as per work plan 3. Evaluate the results of annual work in member representative meetings 4. Save the minutes of the member representatives meetings.</p> <p><b>Correction:</b> 1. Organization have prepared annual working plan for period 2018-2022. 2. Short term work plan (annual/12 months) 3. Organization have carried out annual group meeting "Laporan</p>	
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		<p>Manager Group tentang Pelaksanaan Program Kerja 2018 dan Perencanaan Program Kerja 2019”, dated 20 January 2019 and attended by 39 group member. The meeting discussed: RSPO and ISPO external audit result; BPJS progress; spraying team establishment; employee salary; STD-B progress; recommendations for improvement;</p> <p>4. Minutes of meeting are maintained.</p>	
<p><b>E2.1.2</b></p>	<p>The Group Internal Control System shall contain Procedures for maintaining records for all Group members.</p> <p>The Group Manager shall implement a system to maintain the following central records and reports:</p> <ul style="list-style-type: none"> <li>• List of names and full contact details of group members and applicable method of communication.</li> <li>• Location maps. Area of oil palm in hectares.</li> <li>• Land titles/right of use of the land.</li> <li>• A copy of the signed declaration of the grower becoming a member of the group including the date.</li> <li>• Unique member registration numbers are assigned to individual members.</li> <li>• The date that the member signed the declaration of intent as stated in the Group Membership Requirements.</li> <li>• Date of leaving the Group if applicable and the reasons why.</li> <li>• Projected and actual FFB production in metric tonnes per annum.</li> <li>• Monitoring and training records.</li> <li>• Any corrective actions raised and actions taken to</li> </ul>	<p>Document and record keeping has been regulated under “Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.032/DOK/SOP/APSSA/2013 tentang Pengelolaan Dokumen” signed by group manager. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Document and records seen:</p> <ol style="list-style-type: none"> <li>10. List of member name, contact details and relevant membership number/ID;</li> <li>11. Map indicating the location of all farmer group, all group member;</li> <li>12. Detailed measurement of planted area in hectares;</li> <li>13. List and copy of land titles/Sertifikat Hak Milik for all individual member’s plantation block;</li> <li>14. Copy of contract to become group member, indicating the date of joining Asosiasi Petani Sawit Swadaya Amanah;</li> <li>15. Projected and actual FFB production;</li> <li>16. Monitoring reports – as in ICS inspection reports;</li> <li>17. Training records;</li> <li>18. Corrective action records;</li> </ol>	<p>Comply</p>

	meet the requirements for compliance.		
<p><b>E2.1.3</b></p>	<p>Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.</p>	<p>Document and record keeping has been regulated under “Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.032/DOK/SOP/APSSA/2013 tentang Pengelolaan Dokumen” signed by group manager. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p><b>Minor NC (1633782-201805-N3)</b> – previous NC: The organization cannot demonstrate relevant group record be archived for a minimum 5 years.</p> <p><b>Objective:</b> The organization cannot demonstrate relevant group record be archived for a minimum 5 years – because the record for internal inspection for year 2015 was not legible during RAV (year 2018).</p> <p><b>Correction:</b></p> <ol style="list-style-type: none"> <li>1. Give training to archives and documentation officers</li> <li>2. Create a List of documents to make easier to search for documents which is stored in the Document archive shelf.</li> <li>3. Completing the document.</li> </ol> <p><b>Corrective action:</b> Conducted documents monitoring every 4 months at during internal inspection.</p> <p>Organization have demonstrated that internal audit record from past 5 years are maintained.</p> <p>Sampled record: 2018: Internal insfeksi No.321-358 name Sutrisno, inspected on 4 April 2018 – available; Internal insfeksi No.322-389 name Minarti/Paryanto,</p>	

		<p>inspected on 4 April 2018 – available;                  2017: Internal infeksi No.312-58 name Katijo, inspected by Dadang on 17 April 2017 – available; Internal infeksi No.314-154 name H. Sasiawan, inspected by Saeroji on 17 April 2017 – available;                  2016: Internal infeksi No.321-359 name Minarti, inspected by Paino on 16 April 2016 – available; Internal infeksi No.325-471 name Misgiyanto, inspected by Sukirto on 11 December 2016 – available;                  2015: Internal infeksi No.322-404 name Sarti/Jumari, inspected by Sukirto on 14 January 2015 – available; Internal infeksi No.321-376 name W Budiono, inspected on 15 April 2015 – available;</p>	
<p><b>E2.1.4</b></p>	<p>The Group Internal Control System shall include an initial gap audit procedure (i.e. baseline assessment and needs for compliance) for applicants wishing to join the Group.</p>	<p>Group manager have a documented procedure for:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective June 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective June 2019. The procedure explains assessment process, before any potential member joining group manager.</li> </ol> <p>Initial audits for sampled individual members:                  Ceklist Pemeriksaan Internal Suparjo No.096/313 dated 6 January 2013 – no finding; Ceklist Pemeriksaan Internal Sukarjo No.110/313 dated 6 January 2013; Ceklist Pemeriksaan Internal Suryani No.114/313 dated 6 January 2013; Ceklist Pemeriksaan Internal Sutisna No.119/313 dated 6 January 2013 – no finding; Ceklist Pemeriksaan Internal Nasirin No.170/315 dated 22 October 2012 – no finding; Ceklist Pemeriksaan Internal Sutikno No.166/315 dated 8 October 2012;</p>	<p>Comply</p>

		<p>The planting year for member was: 1997/1999: 62 Ha; 2000: 861.04 Ha; 2001: 125 Ha;</p> <p>There was no planting after November 2005. The requirement for new planting is not applicable. There was no land conflict in any individual members noted.</p>	
<b>Element 3 (E3): The Internal Control System – Operations</b>			
<b>E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.</b>			
<b>E3.1.1</b>	<p>The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records.</p> <p>As a minimum the following shall be included:</p> <ul style="list-style-type: none"> <li>• Establish, implement and maintain (a) procedure(s) for internal audits which must include (but not be limited to) the methodology, competence of internal auditors, audit criteria, frequency of internal audits, and addressing non-conformity.</li> <li>• Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements.</li> <li>• Maintenance of all internal audit records.</li> </ul>	<p>“Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.013/DOK/SOP/APSSA/2013 tentang Program Kerja Infeksi Internal” updated January 2019. The procedure explains internal audit performs for all group members (501) for each year.</p> <p>“Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.013/DOK/SOP/APSSA/2013 tentang Penilaian dan Inspeksi Kebun Petani” updated January 2019. The procedure explains initial inspection performed 100% for all potential member. For accepted member, internal audit performs for all group members (501) for each year.</p> <p>“Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.029/DOK/SOP/APSSA/2013 tentang Penentuan Inspeksi Kebun” updated January 2019. The procedure explains the risk classification during internal audit performed.</p> <p>“Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.031/DOK/SOP/APSSA/2013 tentang Prosedur Permintaan Tindakan Perbaikan/CAR” updated January 2019. The procedure explains corrective action for findings in farmer.</p> <p>Based on the procedure, group manager has prepared the database for</p>	Comply

		<p>assessment to consider farm size; location of the farm; seedling material, planting year; history of land tenure/land use;</p> <p>The sampling plan for internal audit:</p> <ol style="list-style-type: none"> <li>1. The current member of Group manager Asosiasi Petani Sawit Swadaya Amanah is 501 members;</li> <li>2. Organization have organized the internal audit of group member in order to all 501 group members audited on annual basis.</li> <li>3. Internal audit plan have been prepared on 22 January 2019 as in "Jadwal Inspeksi Internal Periode Juli 2019 – Juni 2020".</li> <li>4. For period July 2019 – June 2020, the internal audit/internal inspection planned as follows: July 2019 inspects 45 members from KT311 (smallholder group), KT312, KT313, KT314, KT315, KT316, KT317; August 2019 inspects 42 members from KT318, KT319, KT320, KT321, KT322, KT323, KT324; September 2019 inspects 45 members from KT325, KT326, KT327, KT312, KT316, KT313, KT314, KT311; October 2019 inspects 45 members from KT317, KT318, KT319, KT320, KT321, KT322, KT323, KT324; November 2019 inspects 47 members from KT325, KT326, KT327, KT311, KT312, KT313, KT314, KT315; December 2019 inspects 42 members from KT316, KT317, KT318, KT319, KT320, KT321, KT313; January 2020 inspects 45 members from KT311, KT312, KT313, KT314, KT322, KT323, KT324, KT325; February 2020 inspects 45 members from KT315, KT316, KT317, KT318, KT319, KT320, KT321, KT322; March 2020 inspects 44 members from KT311, KT312, KT313, KT314, KT323, KT324, KT325, KT326, KT327; April 2020 inspects 50 members from KT315, KT316, KT317, KT318, KT319, KT320, KT321, KT323; May 2020 inspects 0 members (due to Ramadhan month); June 2020 inspects 51 members from KT312, KT313, KT314, KT315, KT316, KT321, KT325.</li> <li>5. Each internal auditor performs internal inspection onto 3-4</li> </ol>	
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		<p>smallholder plantations per month.</p> <p>6. Organization sets the risk level as low. This was based on: Homogeneous geographic location of the farm – all under Ukui District;</p> <p>Homogenous socioeconomically – majority of group member was coming from same location, Ukui district, transmigrant, and work as farmer;</p> <p>There are no current replanting activities – the planting year was 1997-2001, the replanting planned for 2026;</p> <p>There are no current expansion – there are no new planting;</p> <p>There are no new members – latest member inclusion was in 2014:</p> <p>The Group and its manager are well established – Asosiasi Petani Sawit Swadaya Amanah has been established since 2012.</p> <p><b>Minor NC (1633782-201805-N4)</b> – previous NC: The group manager and ICS was not been able to conduct internal assessment for all of the group members in one certification cycle (5 years). In addition, group manager and ICS was not able to maintain all internal audit records.</p> <p><b>Objective:</b> It was regulated under “Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.014/DOK/SOP/APSSA/2013 tentang Penentuan Sample Inspeksi Kebun Anggota Grup Sertifikasi” that all of group member shall be inspected at least once in a certification cycle (5 years). Based on calculation of sampled individual farmer – during internal</p>	
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		<p>assessment, from 2013 up to 2018; there are individual members that have not been inspected. Furthermore, it was found that the internal inspection records for year 2015 was not legible.</p> <p><b>Correction:</b></p> <ol style="list-style-type: none"> <li>1. Conducted evaluation meetings of all inspector teams</li> <li>2. Conducted internal inspection for farmer members who have not yet become sample before August 2018</li> <li>3. Created an internal inspection program in 2018</li> <li>4. Perform internal inspections on schedule.</li> </ol> <p><b>Corrective action:</b></p> <ol style="list-style-type: none"> <li>1. Train archives and documentation officers</li> <li>2. Create a List of documents to facilitate the search for documents which is stored in the Document archive shelf</li> <li>3. Complete the document</li> <li>4. There is a monitoring report of each internal inspection activity to the committee and group manager.</li> </ol> <p><b>Correction:</b></p> <ol style="list-style-type: none"> <li>1. Organization have updated the procedure for internal audit.</li> <li>2. Internal inspection program in 2019 is available. For period July 2019 – June 2020, the internal audit/internal inspection planned as follows: July 2019 inspects 45 members from KT311 (smallholder group), KT312, KT313, KT314, KT315, KT316, KT317; August 2019 inspects 42 members from KT318, KT319, KT320, KT321, KT322, KT323, KT324; September 2019 inspects 45 members from KT325, KT326, KT327, KT312, KT316, KT313, KT314, KT311; October 2019 inspects 45 members from KT317, KT318, KT319, KT320, KT321, KT322, KT323, KT324; November 2019 inspects 47 members from KT325, KT326, KT327, KT311, KT312, KT313, KT314, KT315;</li> </ol>	
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		<p>December 2019 inspects 42 members from KT316, KT317, KT318, KT319, KT320, KT321, KT313; January 2020 inspects 45 members from KT311, KT312, KT313, KT314, KT322, KT323, KT324, KT325; February 2020 inspects 45 members from KT315, KT316, KT317, KT318, KT319, KT320, KT321, KT322; March 2020 inspects 44 members from KT311, KT312, KT313, KT314, KT323, KT324, KT325, KT326, KT327; April 2020 inspects 50 members from KT315, KT316, KT317, KT318, KT319, KT320, KT321, KT323; May 2020 inspects 0 members (due to Ramadhan month); June 2020 inspects 51 members from KT312, KT313, KT314, KT315, KT316, KT321, KT325.</p> <p>3. Organization provide RSPO Group Certification Training to ICS auditors. The basic reference is RSPO Management System Requirements and Guidance for Group Certification of FFB Productions – March 2016 and the latest March 2018 version. The training provided by Dani Rahadian (SNV). The training carried out on 11 July 2018 attended by 26 committee and ICS. The ICS attended Mr. Dadang, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. M. Soleh, Mr. Paino, Mr. Nurdin.</p> <p>Internal audit March 2019:</p> <ol style="list-style-type: none"> <li>1. Data Internal Inspeksi Fitri No.319-299 dated 29 March 2019; Data Internal Inspeksi Narko No.319-314 dated 19 March 2019 audited by Nurahman; Data Internal Inspeksi Kristiani/Aris Widodo No.319-295 dated 19 April 2019 audited by Nurdin; Data Internal Inspeksi Marmi No.319-320 dated 19 April 2019 audited by Nurdin; Data Internal Inspeksi Slamet No.319 dated 19 March 2019 audited by Nurahman; Data Internal Inspeksi Saeroji No.319-308 dated 19 March 2019 audited by Nurohman;</li> <li>2. Audit team have verified the internal audit checklist and found to be completed, period 2015-2019.</li> </ol>	
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<p><b>E3.1.2</b></p>	<p>The Group Manager shall carry out a risk assessment of Group members to identify an appropriate sampling intensity of Group members for the certification assessment.</p> <p>The risk assessment shall take into account:</p> <ul style="list-style-type: none"> <li>the diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, etc.)</li> <li>any perceived risk relating to the activities being undertaken (e.g. how much replanting or expansion is occurring, how many members are new and, for subsequent assessments, whether there is a history of non-conformities).</li> </ul>	<p>“Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.014/DOK/SOP/APSSA/2013 tentang Penentuan Sample Inspeksi Kebun Anggota Grup Sertifikasi”. The procedure explains justification for determination of low, medium and high risk during internal audit.</p> <p>Based on the procedure, group manager has prepared the database for assessment to consider farm size; location of the farm; seedling material, planting year; history of land tenure/land use;</p> <p>Risk level sets as low. This was based on: Homogeneous geographic location of the farm – all under Ukui District;</p> <p>Homogeneous geographic location of the farm – all under Ukui District;</p> <p>Homogenous socioeconomically – majority of group member was coming from same location, Ukui district, transmigrant, and work as farmer;</p> <p>There are no current replanting activities – the planting year was 1997-2001, the replanting planned for 2026;</p> <p>There are no current expansion – there are no new planting;</p> <p>There are no new members – latest member inclusion was in 2014: The Group and its manager are well established – Asosiasi Petani Sawit Swadaya Amanah has been established since 2012.</p> <p>Internal audit March 2019:</p> <ol style="list-style-type: none"> <li>Data Internal Inspeksi Fitri No.319-299 dated 29 March 2019; Data Internal Inspeksi Narko No.319-314 dated 19 March 2019 audited by Nurahman; Data Internal Inspeksi Kristiani/Aris Widodo No.319-295 dated 19 April 2019 audited by Nurdin; Data Internal Inspeksi Marmi No.319-320 dated 19 April 2019 audited by Nurdin; Data</li> </ol>	<p>Comply</p>
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		<p>Internal Inspeksi Slamet No.319 dated 19 March 2019 audited by Nurahman; Data Internal Inspeksi Saeroji No.319-308 dated 19 March 2019 audited by Nurohman;</p> <p>2. Data Internal Inspeksi Siswoyo No.315-190 dated 21 March 2019 audited by Ahmad Soleh; Data Internal Inspeksi Budianto No.315-168 dated 21 March 2019 audited by Ahmad Soleh; Data Internal Inspeksi Tarmo No.315-192 dated 21 March 2019 audited by Ahmad Soleh; Data Internal Inspeksi Sarto No.314-131 dated 20 March 2019 audited by Ahmad Soleh; Data Internal Inspeksi Suranto No.314-139 dated 20 March 2019 audited by Ahmad Soleh; Data Internal Inspeksi Jumali No.314-146 dated 20 March 2019 audited by Ahmad Soleh; Data Internal Inspeksi Ismadi No.314-138 dated 20 March 2019 audited by Rusman Efendi; Data Internal Inspeksi Iswoto/Bakat No.313-114 dated 19 March 2019 audited by Sukirto;</p>	
<b>E3.1.3</b>	The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.	<p>All of the Internal Control System committee has signed the declaration for integrity and no conflict of interest.</p> <p>Document seen: "Form Deklarasi Konflik Kepentingan" signed under name Rusman Effendi (Inspektur Internal Asosiasi Petani Sawit Swadaya Amanah);</p> <p>"Form Deklarasi Konflik Kepentingan" signed under name Paryanto (Inspektur Internal Asosiasi Petani Sawit Swadaya Amanah);</p>	Comply
<b>E3.1.4</b>	<p>The Group Manager shall conduct initial gap audits with any potential new member, to assess the following pre-requisites for membership:</p> <ul style="list-style-type: none"> <li>no plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs) (RSPO P&amp;C 2013 criteria 5.2 &amp; 7.3) In the case of scheme smallholders, the company (owning/managing the mill) holds the liability for compensation for any new plantings undertaken since November 2005 and before 14th of May 2014. Following compliance with the</li> </ul>	<p>Initial audits for sampled individual members:</p> <p>Ceklist Pemeriksaan Internal Suwarno No.312-044 dated 18 October 2012 – no finding; Ceklist Pemeriksaan Internal Rusman Efendi No.312-043 dated 19 October 2012; Ceklist Pemeriksaan Internal Suratin No.312-048 dated 18 October 2012; Ceklist Pemeriksaan Internal Widodo No.312-047 dated 18 October 2012 – no finding; Ceklist Pemeriksaan Internal M. Sunarno No.312-045 dated 18 October 2012 – no finding;</p> <p>The planting year for member was: 1997/1999: 62 Ha;</p>	Comply

	<p>compensation procedure, scheme smallholders may join the group.</p> <ul style="list-style-type: none"> <li>no existing land conflict.</li> <li>land title or right to use the land can be demonstrated.</li> </ul>	<p>2000: 861.04 Ha; 2001: 125 Ha; There was no planting after November 2005. The requirement for new planting is not applicable. There was no land conflict in any individual members noted. Each individual members are able to demonstrate their legal ownership of the land.</p>									
<p><b>E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the Group.</b></p>											
<p><b>E3.2.1</b></p>	<p>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.</p>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". Based on procedure, The delivery of certified FFB using Delivery Order from Asosiasi Petani Sawit Swadaya Amanah.</p> <ol style="list-style-type: none"> <li>Group manager assign taxation officer to create daily production budget. Conduct production budget and fill in certified FFB and non-certified FFB.</li> <li>Harvest/production of certified FFB weighed in TPH, crosschecked with previous day production figure and reported to officer.</li> <li>There will be clarification should deviation in tonnage above 5% from last day FFB taxation occurs.</li> <li>Purchasing fill in "Surat Pengantar Buah/SPB" from Asosiasi Amanah and summarized Delivery Order/DO from receiving palm oil mill based on taxation and weighing record.</li> <li>Certified FFB delivery using "Surat Pengantar Buah/SPB" from Asosiasi Amanah and stamped "certified".</li> <li>FFB transported separately withing 48 hours.</li> </ol> <p>Production in certification period (July 2018 – May 2019)</p> <table border="1" data-bbox="1014 1313 1599 1377"> <thead> <tr> <th>Month</th> <th>FFB (MT)</th> <th>OER (%)</th> <th>KER (%)</th> </tr> </thead> <tbody> <tr> <td>Jul 2018</td> <td>2,512.87</td> <td>19.16</td> <td>4.93</td> </tr> </tbody> </table>	Month	FFB (MT)	OER (%)	KER (%)	Jul 2018	2,512.87	19.16	4.93	<p>Comply</p>
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Jul 2018	2,512.87	19.16	4.93								

**RSPO Public Summary Report  
Revision 6 (December /2017)**

Aug 2018	2,819.12	19.12	4.67
Sept 2018	3,000.98	19.15	4.59
Oct 2018	3,069.36	18.69	5.54
Nov 2018	2,793.00	18.51	5.01
Dec 2018	2,572.85	19.33	5.13
Jan 2019	2,282.54	19.10	5.47
Feb 2019	2,069.92	18.33	5.61
Mar 2019	2,032.61	18.80	5.56
Apr 2019	2,216.96	18.23	5.21
May 2019	2,140.49	17.69	5.26

Month	CPKO (%)	PKE (%)
Jul 2018	44.16	54.05
Aug 2018	44.10	53.42
Sept 2018	43.91	55.18
Oct 2018	44.55	56.29
Nov 2018	44.10	54.69
Dec 2018	44.25	55.21
Jan 2019	44.61	53.32
Feb 2019	44.58	53.25
Mar 2019	44.24	55.10
Apr 2019	44.14	54.66
May 2019	43.86	52.67

Organization have lined out the projection 2019-2021:

Year	Estimate Production	Ton/Ha
2019	23,792.66 tons	22.7
2020	24,387.47 tons	23.27
2021	24,997.16 tons	23.85

		<p>The budget for subsequent year "Rencana/budget Produksi 12 bulan ke depan":</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB (MT)</th> <th>CPO (MT)</th> </tr> </thead> <tbody> <tr><td>Jul 2019</td><td>2,742</td><td>540.9</td></tr> <tr><td>Aug 2019</td><td>2,616</td><td>516.1</td></tr> <tr><td>Sept 2019</td><td>2,459</td><td>485.1</td></tr> <tr><td>Oct 2019</td><td>2,438</td><td>481.0</td></tr> <tr><td>Nov 2019</td><td>2,186</td><td>431.4</td></tr> <tr><td>Dec 2019</td><td>2,176</td><td>429.3</td></tr> <tr><td>Jan 2020</td><td>1,730</td><td>341.3</td></tr> <tr><td>Feb 2020</td><td>1,350</td><td>266.3</td></tr> <tr><td>Mar 2020</td><td>1,439</td><td>283.9</td></tr> <tr><td>Apr 2020</td><td>1,566</td><td>308.9</td></tr> <tr><td>May 2020</td><td>2,114</td><td>417.0</td></tr> <tr><td>Jun 2020</td><td>1,885</td><td>371.9</td></tr> <tr><td></td><td>24,702</td><td>4,873.1</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Month</th> <th>PK (MT)</th> <th>PKO (MT)</th> <th>PKE (MT)</th> </tr> </thead> <tbody> <tr><td>Jul 2019</td><td>121.7</td><td>54.8</td><td>66.9</td></tr> <tr><td>Aug 2019</td><td>116.1</td><td>52.3</td><td>63.8</td></tr> <tr><td>Sept 2019</td><td>109.1</td><td>49.1</td><td>59.9</td></tr> <tr><td>Oct 2019</td><td>108.2</td><td>48.7</td><td>59.4</td></tr> <tr><td>Nov 2019</td><td>97.1</td><td>43.7</td><td>53.3</td></tr> <tr><td>Dec 2019</td><td>96.6</td><td>43.5</td><td>53.0</td></tr> <tr><td>Jan 2020</td><td>76.8</td><td>34.6</td><td>42.2</td></tr> <tr><td>Feb 2020</td><td>59.9</td><td>27.0</td><td>32.9</td></tr> <tr><td>Mar 2020</td><td>83.8</td><td>28.7</td><td>35.1</td></tr> <tr><td>Apr 2020</td><td>69.5</td><td>31.3</td><td>38.2</td></tr> <tr><td>May 2020</td><td>93.8</td><td>42.2</td><td>51.5</td></tr> <tr><td>Jun 2020</td><td>83.6</td><td>37.1</td><td>45.9</td></tr> </tbody> </table>	Month	FFB (MT)	CPO (MT)	Jul 2019	2,742	540.9	Aug 2019	2,616	516.1	Sept 2019	2,459	485.1	Oct 2019	2,438	481.0	Nov 2019	2,186	431.4	Dec 2019	2,176	429.3	Jan 2020	1,730	341.3	Feb 2020	1,350	266.3	Mar 2020	1,439	283.9	Apr 2020	1,566	308.9	May 2020	2,114	417.0	Jun 2020	1,885	371.9		24,702	4,873.1	Month	PK (MT)	PKO (MT)	PKE (MT)	Jul 2019	121.7	54.8	66.9	Aug 2019	116.1	52.3	63.8	Sept 2019	109.1	49.1	59.9	Oct 2019	108.2	48.7	59.4	Nov 2019	97.1	43.7	53.3	Dec 2019	96.6	43.5	53.0	Jan 2020	76.8	34.6	42.2	Feb 2020	59.9	27.0	32.9	Mar 2020	83.8	28.7	35.1	Apr 2020	69.5	31.3	38.2	May 2020	93.8	42.2	51.5	Jun 2020	83.6	37.1	45.9	
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Nov 2019	97.1	43.7	53.3																																																																																														
Dec 2019	96.6	43.5	53.0																																																																																														
Jan 2020	76.8	34.6	42.2																																																																																														
Feb 2020	59.9	27.0	32.9																																																																																														
Mar 2020	83.8	28.7	35.1																																																																																														
Apr 2020	69.5	31.3	38.2																																																																																														
May 2020	93.8	42.2	51.5																																																																																														
Jun 2020	83.6	37.1	45.9																																																																																														

		<table border="1"> <tr> <td></td> <td>1,096.2</td> <td>493.0</td> <td>602.1</td> </tr> </table> <p>These projection based on historical data and estimates between 2019-2021.</p> <p>Records seen:</p> <ol style="list-style-type: none"> <li>1. Buku taksasi</li> <li>2. Kartu Timbang</li> <li>3. Rekap Produksi,</li> <li>4. Delivery Order/DO,</li> <li>5. Kuitansi Pembayaran</li> </ol>		1,096.2	493.0	602.1	
	1,096.2	493.0	602.1				
<b>E3.2.2</b>	<p>There shall be a collective Group procedure for the sale of all certified FFB to ensure that non-certified FFB are not sold as RSPO certified FFB.</p> <p>If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.</p>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". Based on procedure, all FFB sold by Asosiasi Amanah only consist of FFB from group member's oil palm plantation. Therefore all FFB sold by Asosiasi Petani Sawit Swadaya Amanah is RSPO certified.</p>	Comply				
<b>E3.2.3</b>	<p>All sales of FFB originating from the plantations of Group members shall be documented and recorded. This shall include:</p> <ul style="list-style-type: none"> <li>• Invoices and receipts (purchase and sale).</li> <li>• Information on transport (i.e. registration number/number plate).</li> <li>• The relevant group members' group identification number.</li> <li>• Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination.</li> <li>• Information of FFB price.</li> </ul>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization has a strict rules to prevent contamination and/or commingling with non-certified FFB. Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID,</p>	Comply				

		<p>membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p> <p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p> <p>Record seen:</p> <ol style="list-style-type: none"> <li>1. "Taksasi Potong Buah Harian Mandor Panen" dated 20 November 2018 for harvest date 21 November 2018. The number of ripe bunches was 100 bunches out of 280 palms checked in KT311.</li> <li>2. "Monitoring Produksi TBS di TPH" dated 21 November 2018 indicating harvest at KT311 for 4,355 kg – equal to 2,082 bunches.</li> <li>3. "Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No.ST00072" dated 21 November 2018. Vehicle BM9035CF. FFB from KT311, 400 bunches. Harvesting date 21 November 2018.</li> <li>4. Weighbridge ticket "Kartu Timbangan No.PUSA518112335 dated 21 November 2018. FFB source APSSA (Amanah), FFB 400 bunches; nett FFB weight 9,850 kg. Vehicle ID BM0935CF. FFB counted as "TBS Luar" - non-certified.</li> <li>5. "Rekap Produksi TBS KT311" for period 21 November – 12 December 2018: Total 3 rounds harvest – production 130,650 kg FFB.</li> <li>6. "Kwitansi Pembayaran TBS" FFB Sales Receipt: for 130,650 kg FFB dated on 21 December 2018.</li> <li>7. "Taksasi Potong Buah Harian Mandor Panen" dated 14 May 2019 for harvest on 15 May 2019. The number of ripe bunches was 79 bunches out of 280 palms checked in KT327.</li> <li>8. "Monitoring Produksi TBS di TPH" dated 15 May 2019 indicating harvest at KT327 for 13,130 kg – equal to 701 bunches.</li> <li>9. Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No.P-012 dated 16 May 2019. Vehicle BM8645CJ. FFB from KT327, 290</li> </ol>	
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		<p>bunches. Harvesting date 15 May 2019.</p> <p>10. Weighbridge ticket "Kartu Timbangan No.PUSA519103399 dated 16 May 2018. FFB source APSSA (Amanah), FFB 290 bunches; nett FFB weight 6,678 kg. Vehicle ID BM8654CJ. FFB counted as "TBS Luar" - non-certified.</p> <p>11. "Rekap Produksi TBS KT327" for period 25 April – 16 May 2019: Total 3 rounds harvest – production 37,280 kg FFB.</p> <p>12. "Kwitansi Pembayaran TBS" FFB Sales Receipt: for 37,280 kg FFB dated on 21 May 2019.</p> <p>Note: Asosiasi Petani Sawit Swadaya Amanah choose to sell their certified product through Book and Claim mechanism. Therefore, there are no sales of certified FFB – this is to avoid double-booking. FFB from Asosiasi Petani Sawit Swadaya Amanah being sold to RSPO certified mill, under entity PT. Inti Indosawit Subur – Ukui I POM RSPO certificate No.RSPO633774.</p>	
<p><b>E3.2.4</b></p>	<p>The Group Manager shall maintain copies of all documentation and records mentioned in E3.2.3 related to Group FFB transactions for a period of a minimum of 5 years.</p>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p> <p>Record seen (minimum of 5 years) maintained. A sampled records from 2015:</p> <ol style="list-style-type: none"> <li>1. Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No.ST00072 dated 2 November 2015 from KT320; planting year 2000. Harvesting date 2 November 2015. Vehicle No.BM9367CI, for 350 bunches FFB.</li> <li>2. Kartu Timbangan (weighbridge ticket) No.A515106315 dated 2 November 2015; from supplier: Amanah (APSSA); bunches: 350;</li> </ol>	<p>Comply</p>



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		<p>weigh: 7,780 kg; Vehicle No.BM9367CI. Non-certified.</p> <p>3. Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No.ST00072 dated 19 November 2015 from KT319; planting year 2000. Harvesting date 19 November 2015. Vehicle No.BM9753CT, for 410 bunches FFB.</p> <p>4. Kartu Timbangan (weighbridge ticket) No.A515107033 dated 19 November 2015; from supplier: Amanah (APSSA); bunches: 410; weigh: 8,780 kg; Vehicle No.BM9753CT. Non-certified.</p> <p>Note: Asosiasi Petani Sawit Swadaya Amanah choose to sell their certified product through Book and Claim mechanism. Therefore, there are no sales of certified FFB – this is to avoid double-booking. The FFB sold as non-certified product.</p>	
<p><b>E3.2.5</b></p>	<p>Traders of FFB shall be either part of the Group management system following this guidance or be RSPO Supply Chain certified in order to sell certified FFB. Traders of FFB are encouraged to be included within the Group certification control rather than obtain their own supply chain certification.</p> <p>The Group Manager will ensure that the trader has clear procedures to ensure that mass balance calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group members.</p> <p>Guidance:</p> <ul style="list-style-type: none"> <li>• There shall be a contract between the FFB trader and the</li> <li>• The FFB trader shall maintain complete purchase and sales records.</li> <li>• If the FFB Trader is RSPO Supply Chain certified, a copy of the certificate shall be provided to the Group Manager.</li> </ul>	<p>Asosiasi Petani Sawit Swadaya Amanah does not use trader.</p> <p>Not applicable.</p>	<p>N/A</p>

**Section A-2- Individual group members up to 50ha under oil palm cultivation**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<b>Criterion 1.1:</b>		
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.		
Requirement for Individual Member with up to 50ha of plantation size	<p>Asosiasi Amanah has a mechanism for communication and consultation “Mekanisme Komunikasi dan Konsultasi”, whereas explains the flow process of communication. Communication in form of written/letter and/or verbal communication to group management are acceptable. Based on interview with sampled individual members, they understand the rules for request for information.</p> <p>Group manager have monitor the dissemination related to response upon information request. Group manager to study the new requirements under RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018.</p> <p>Based on interview with sampled individual smallholders during ASA1_1, they can explains in unison that all visitors and all requests for information are referred to the Group Manager/Asosiasi Amanah Office. Interview with individual member no kavling 120, 140, 141 can demonstrate an understanding that all visitors and all requests for information are referred to Asosiasi Amanah.</p>	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager.	The Group Manager has shown the evidence that inform all Group members that all requests for information are referred to	
The Group Manager shall provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making	The Group Manager has demonstrated that provided adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making	
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Comply
The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.	<p>Group manager prepared "Surat Masuk – Surat Keluar". In 2019, organization received 5 incoming letter.</p> <p>Incoming information request, meeting invitation, permit/approval for field study and/or research in organization.</p> <p>Sampled: Letter from WWF-Indonesia No.001/WWF-ID/CP-PA/I/2019 perihal Surat Permohonan Pertemuan Diskusi Identifikasi Potensi Pembiayaan Proyek Perintis Berkelanjutan Berbasis Lanskap" dated 13 February 2019. WWF asking permission to have meeting in Amanah's office on 19 February 2019. Amanah responded by welcoming the visit; evidence: "Daftar Tamu Asosiasi Petani Sawit Swadaya Amanah" – dated 15 February 2019 whereby 6 person from WWF Indonesia and WWF Germany visited Amanah office.</p> <p>Sampled: "Surat Penagjuan Tanggal Audit ISPO dari Mutuagung International, No.0442b.3/MUTU/ISPO/X/2016" dated 31 December 2018 – related to proposal for surveillance 2 ISPO for Amanah. The letter responded by Group Manager on 3 January 2019.</p>	
<p><b>Criterion 1.2:</b> 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.</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p><b>1.2.1 (M)</b> Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continuous improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>		
Requirement for Individual Member with up to 50ha of plantation size		
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	The Group Manager has demonstrate an understanding that all visitors and all requests for information	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall list the following documents as publically available and keep copies centrally:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continuous improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>	<p>Asosiasi Amanah has publicly document in "Daftar Dokumen Yang Dapat di Akses", 10 January 2018, which included: legal (deed of establishment, land title (SHM), STD-B (smallholder plantation permit), SPPL (smallholder environmental permit), IMB (building permit), SIUP-SITU-NPWP-TDP (business permit), Agronomy procedures on Good Agriculture Practices (GAP), Production data</p>	
<p><b>Criterion 1.3:s</b></p>		
<p>Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p><b>1.3.1</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall show that they have accepted and agreed the group's policy on ethical conduct</p>	<p>Asosiasi Amanah also has specific policy "Kebijakan Kode Etik dan Integritas dari Seluruh Operasi dan Transaksi", January 2016. The commitment stated: "Berkomitmen berperilaku etis dalam berbisnis pada seluruh transaksi dan operasi bisnis, pelarangan segala bentuk korupsi, penyuapan dan penipuan dalam penggunaan dana dan sumberdaya" – committed to perform ethical code of conduct in line of business and transaction operation, prohibit corruption, fraud in use of financial and natural resources; Provide transparent information applicable and acceptable in the industry.</p> <p>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.</p> <p>Group manager monitored the dissemination related to implementation of Code of Ethical Conduct Policy. Group manager to study the new requirements under RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2018.</p> <p>Based on interview with sampled individual smallholders during ASA1_1, they can explains in unison that fraud, corrupt and bribery act is zero tolerance in organization.</p>	
<p>Requirement for Group Manager</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall develop a written policy committing the Group to a code of ethical conduct and integrity in all operations and transactions.</p>	<p>Group manager have signed the Code of Conduct for RSPO’s Member, on 10 November 2012. The code of conduct covers promotion and communication the commitment throughout organization and to its customer, suppliers, sub-contractors where necessary; organization will not make any misleading or substantiated claims about production, procurement or use of sustainable palm oil; organization committed to open and transparent engagement with interested parties, and actively seek resolution of conflict; organization adhere to RSPO anti-trust guidelines and refrain from any behaviour which can be construed as anti-competitive practice;</p> <p>Kebijakan Asosiasi Amanah – point 6 “berkomitment berperilaku etis dalam berbisnis pada seluruh transaksi dan operasi bisnis, pelarangan seluruh bentuk korupsi, penyuapan dan penipuan dalam penggunaan dana dan sumber daya” – committed to implement ethical code in all transaction and business operation, prohibit all form of corruption, bribery and fraud in use of finance and resources.</p> <p>The policy have been disseminated on 9 July 2018 to 48 smallholder members, ICS and committee. Sample: KT 314: Boeran, H. Kamsori, Suratno.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.</p>		
<p><b>2.1.1</b> Evidence of compliance with relevant legal requirements shall be available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance																																																																																																																																																																										
<p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance.            Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</p>	<p>Each group member has attended relevant training and are able to demonstrates legal compliance. Each sampled individual smallholder are able to demonstrate land title, plantation permit and environmental permit.            Record seen:</p> <table border="1" data-bbox="976 523 1921 1246"> <thead> <tr> <th>KT</th> <th>#Plot</th> <th>Name</th> <th>Land Title #</th> <th>Date</th> <th>Area (ha)</th> <th>SPPL #</th> <th>Date</th> <th>STDB #</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>317</td><td>255</td><td>Suharno</td><td>43</td><td>20.12.2003</td><td>1.49</td><td>660/BLH-SPPL/2014/248</td><td>24.02.2014</td><td>504/BPMP2T/2016/590</td><td>30.06.2016</td></tr> <tr><td>320</td><td>346</td><td>Marsudi</td><td>05144</td><td>30.12.2008</td><td>2</td><td>660/BLH-SPPL/2014/333</td><td>24.02.2014</td><td>504/BPMP2T/2016/623</td><td>30.06.2016</td></tr> <tr><td>312</td><td>055</td><td>Imron Rosadi</td><td>05107</td><td>30.12.2008</td><td>2</td><td>660/BLH-SPPL/2014/39</td><td>24.02.2014</td><td></td><td></td></tr> <tr><td>312</td><td>056</td><td>Ngadimin</td><td>83</td><td>20.12.2003</td><td>1.99</td><td>660/BLH-SPPL/2014/50</td><td>24.02.2014</td><td>504/BPMP2T/2016/489</td><td>30.06.2016</td></tr> <tr><td>312</td><td>058</td><td>Katijo</td><td>0507</td><td>26.12.2005</td><td>2</td><td>660/BLH-SPPL/2014/43</td><td>24.02.2014</td><td>504/BPMP2T/2016/490</td><td>30.06.2016</td></tr> <tr><td>312</td><td>063</td><td>Suparno</td><td>0696</td><td>29.12.2006</td><td>1.84</td><td></td><td></td><td>504/BPMP2T/2016/492</td><td>30.06.2016</td></tr> <tr><td>312</td><td>078</td><td>Suwarto</td><td>0515</td><td>26.12.2005</td><td>1.99</td><td>660/BLH-SPPL/2014/92</td><td>24.02.2014</td><td></td><td></td></tr> <tr><td>321</td><td>356</td><td>Markim</td><td>5163</td><td>31.12.2008</td><td>1.99</td><td>660/BLH-SPPL/2014/575</td><td>29.11.2016</td><td>504/BPMP2T/2016/639</td><td>25.07.2016</td></tr> <tr><td>313</td><td>090</td><td>Fahrudin</td><td>80</td><td>20.12.2003</td><td>1.95</td><td>660/BLH-SPPL/2014/202</td><td>24.02.2014</td><td>504/BPMP2T/2016/508</td><td>30.06.2016</td></tr> <tr><td>312</td><td>069</td><td>Suliyah</td><td>5108</td><td>30.12.2008</td><td>2</td><td>660/BLH-SPPL/2014/88</td><td>24.02.2014</td><td>504/BPMP2T/2016/494</td><td>30.06.2016</td></tr> <tr><td>101</td><td>313</td><td>Siswoyo</td><td>0562</td><td>29.12.2005</td><td>1.65</td><td>660/BLH-SPPL/2014/115</td><td>24.02.2014</td><td>504/BPMP2T/2016/514</td><td>30.06.2016</td></tr> <tr><td>314</td><td>141</td><td>Satiman</td><td>0521</td><td>26.12.2005</td><td>2</td><td>660/BLH-SPPL/2014/152</td><td>24.02.2014</td><td></td><td></td></tr> <tr><td>314</td><td>121</td><td>Dardiri</td><td>0604</td><td>29.12.2006</td><td>1.82</td><td>660/BLH-SPPL/2014/100</td><td>24.02.2014</td><td>504/BPMP2T/2016/717</td><td>25.07.2016</td></tr> <tr><td>322</td><td>396</td><td>Saejo</td><td>0048</td><td>28.12.2006</td><td>1.31</td><td>660/BLH-SPPL/2014/602</td><td>24.02.2014</td><td>504/BPMP2T/2016/658</td><td>25.07.2016</td></tr> <tr><td>315</td><td>172</td><td>Karijem</td><td>0039</td><td>01.06.2005</td><td>2</td><td>660/BLH-SPPL/2014/169</td><td>24.02.2014</td><td>525/Dishutb un-PPP/2013/051</td><td>20.12.2003</td></tr> <tr><td>324</td><td>449</td><td>Munirah</td><td>0497</td><td>26.12.2005</td><td>1.98</td><td>660/BLH-SPPL/2016/586</td><td>29.11.2016</td><td>504/BPMP2T/2016/677</td><td>25.07.2016</td></tr> </tbody> </table>	KT	#Plot	Name	Land Title #	Date	Area (ha)	SPPL #	Date	STDB #	Date	317	255	Suharno	43	20.12.2003	1.49	660/BLH-SPPL/2014/248	24.02.2014	504/BPMP2T/2016/590	30.06.2016	320	346	Marsudi	05144	30.12.2008	2	660/BLH-SPPL/2014/333	24.02.2014	504/BPMP2T/2016/623	30.06.2016	312	055	Imron Rosadi	05107	30.12.2008	2	660/BLH-SPPL/2014/39	24.02.2014			312	056	Ngadimin	83	20.12.2003	1.99	660/BLH-SPPL/2014/50	24.02.2014	504/BPMP2T/2016/489	30.06.2016	312	058	Katijo	0507	26.12.2005	2	660/BLH-SPPL/2014/43	24.02.2014	504/BPMP2T/2016/490	30.06.2016	312	063	Suparno	0696	29.12.2006	1.84			504/BPMP2T/2016/492	30.06.2016	312	078	Suwarto	0515	26.12.2005	1.99	660/BLH-SPPL/2014/92	24.02.2014			321	356	Markim	5163	31.12.2008	1.99	660/BLH-SPPL/2014/575	29.11.2016	504/BPMP2T/2016/639	25.07.2016	313	090	Fahrudin	80	20.12.2003	1.95	660/BLH-SPPL/2014/202	24.02.2014	504/BPMP2T/2016/508	30.06.2016	312	069	Suliyah	5108	30.12.2008	2	660/BLH-SPPL/2014/88	24.02.2014	504/BPMP2T/2016/494	30.06.2016	101	313	Siswoyo	0562	29.12.2005	1.65	660/BLH-SPPL/2014/115	24.02.2014	504/BPMP2T/2016/514	30.06.2016	314	141	Satiman	0521	26.12.2005	2	660/BLH-SPPL/2014/152	24.02.2014			314	121	Dardiri	0604	29.12.2006	1.82	660/BLH-SPPL/2014/100	24.02.2014	504/BPMP2T/2016/717	25.07.2016	322	396	Saejo	0048	28.12.2006	1.31	660/BLH-SPPL/2014/602	24.02.2014	504/BPMP2T/2016/658	25.07.2016	315	172	Karijem	0039	01.06.2005	2	660/BLH-SPPL/2014/169	24.02.2014	525/Dishutb un-PPP/2013/051	20.12.2003	324	449	Munirah	0497	26.12.2005	1.98	660/BLH-SPPL/2016/586	29.11.2016	504/BPMP2T/2016/677	25.07.2016	
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Criterion / Indicator	Assessment Findings	Compliance
<p>Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members.</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. Asosiasi Amanah 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". Individual farmer: Each member has land certificate. 318 members has operational permit. 318 members has environmental permit.</p> <p>Group Manager was able to provide the documents demonstrating legal compliance, as follow:</p> <ol style="list-style-type: none"> <li>1. Organisation Legal Register "Tanda Daftar Perusahaan Asosiasi Petani Sawit Swadaya Amanah No.041654900317" dated 9 May 2016, valid up to 9 May 2021.</li> <li>2. Business Permit "Surat Izin Usaha Perdagangan Kecil No.137/BPMP2T/SIUP-K/2016/129" under name Asosiasi Petani Sawit Swadaya Amanah dated 9 May 2016, valid up to 9 May 2021.</li> <li>3. "Surat Kepala Badan Penanaman Modal dan Pelayanan Perijinan Terpadu No.137/BPMP2T/HO/2016/186 tentang Izin Usaha Gangguan" dated 9 May 2016, valid for 5 years.</li> <li>4. Business Premises License "Surat Kepala Badan Penanaman Modal dan Pelayanan Perijinan Terpadu No.137/BPMP2T/HO/2016/195 tentang Surat Izin Tempat Usaha" dated 9 May 2016, valid for 5 years.</li> </ol>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>5. Mr. Tajib Ermadi as responsible person to gathering and updating applicable laws and regulations.</p> <p>6. Updated applicable laws and regulations obtained from external stakeholder such as NGO's and other relevant parties during workshop, smallholders association meeting, ISPO meeting, etc.</p> <p>7. Group manager circulate and inform to the members when the updated laws and regulations has been collected, learned and understand.</p> <p>8. He part of Approval Committee of AMANAH is the person to monitor and update, also that the laws are being implemented.</p> <p>Group manager maintain the records of updated laws and regulations, in example:</p> <ol style="list-style-type: none"> <li>1. UU No. 12 Tahun 1992 tentang Sistem Budidaya Tanaman.</li> <li>2. Permentan No. 18 Tahun 2016 tentang Pedoman Peremajaan Perkebunan Kelapa Sawit.</li> </ol>	
<p><b>2.1.2</b> A documented system, which includes written information on legal requirements, shall be maintained.</p>		
Requirement for Individual Member with up to 50ha of plantation size	Comply	

Criterion / Indicator	Assessment Findings	Compliance
<p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</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. Asosiasi Amanah 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, 1. document name "Kepatuhan Pada Peraturan dan Hukum yang berlaku". Each group member has attended relevant training and are ale to demonstrates legal compliance. Each sampled individual smallholder are able to demonstrate land title, plantation permit and environmental permit. Record seen: interview with individual member no kavling 312-051; 319-321; 314-155 have attended relevant training and able to demonstrate land title, plantation permit and environmental permit.</p>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall: Have a list/'legal register' of all applicable laws and regulations and state:</p> <ul style="list-style-type: none"> <li>• Where the laws were obtained from.</li> <li>• How they are circulated and how often and record this communication.</li> <li>• Who and how ensures that the laws are being implemented.</li> <li>• Who monitors and updates the list and how often.</li> <li>• Who records when updates are communicated.</li> </ul>	<p>The group manager has mechanism to ensuring compliance the regulation and update list of regulation regularly, the last updated in January 2019 as documented in "Bukti Kepatuhan Hukum Asosiasi Amanah".</p> <p>ICS has tools to monitor all applicable RSPO P&amp;C like checklist "Data Internal Inspeksi". Information includes compliance on laws and regulations (land certificate/land title). Internal inspection conducted with quarterly period. Example:</p> <ol style="list-style-type: none"> <li>1. 26 Juni 2018. Farmer: Katijo. Kav/Plot: 312-051. ICS Name: Dadang.</li> <li>2. 25 Juni 2018. Farmer: Mulyadi. Kav/Plot: 319-321. ICS Name: Rusman Efendi.</li> <li>3. 24 Juni 2018. Farmer: Paeran. Kav/Plot: 314-155. ICS Name: Saeroji.</li> </ol> <p>The Group Manager circulate and ensure that the laws are being implemented through monthly meeting. Evidence of monthly meeting ICS:</p> <ol style="list-style-type: none"> <li>1. 6 March 2019. Notes: Approval of Forming Sprayer Team by third party; Agreed to attend Health Insurance program "BPJS Kesehatan" for several ICS and employees. Attended by 30 ICS, 1 foreman and 1 Field Assisstant.</li> <li>2. 6 April 2019. Attended by 21 ICS and 1 Group Manager.</li> </ol>	
<p><b>2.1.3 A mechanism for ensuring compliance shall be implemented.</b></p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>N.A</p>	<p>N.A</p>	
<p>Requirement for Group Manager</p>		
<p>Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members</p>	<p>The group manager has mechanism to ensuring compliance the regulation and update list of regulation regularly, the last updated in January 2019 as documented in "Bukti Kepatuhan hukum Asosiasi Amanah". Each member then must follow the set of rules, before joining group member.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	<p>Smallholder group has updating their list of applicable laws. All the applicable laws and regulation then communicated by all group members.</p> <p>ICS has tools to monitor all applicable RSPO P&amp;C like checklist "Data Internal Inspeksi". Information includes compliance on laws and regulations (land certificate/land title). Internal inspection conducted with quarterly period.                      Example:                      1. 26 Juni 2018. Farmer: Katijo. Kav/Plot: 312-051. ICS Name: Dadang.                      2. 25 Juni 2018. Farmer: Mulyadi. Kav/Plot: 319-321. ICS Name: Rusman Efendi.                      3. 24 Juni 2018. Farmer: Paeran. Kav/Plot: 314-155. ICS Name: Saeroji.</p>	
<b>2.1.4</b> A system for tracking any changes in the law shall be implemented.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 2.2:</b>		
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.		
<b>2.2.1</b> Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		

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Criterion / Indicator	Assessment Findings	Compliance																																																																																																																																																																										
<p>Check that the titles or deeds allow the growing of oil palm where this is required by country legislation</p>	<p>Individual member being sampled has been able to demonstrate land certificate (sertifikat hak milik), complemented with map. Certificate seen as smallholders sample during this assessment:</p> <table border="1" data-bbox="981 523 1921 1246"> <thead> <tr> <th>KT</th> <th>#Plot</th> <th>Name</th> <th>Land Title #</th> <th>Date</th> <th>Area (ha)</th> <th>SPPL #</th> <th>Date</th> <th>STDB #</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>317</td> <td>255</td> <td>Suharno</td> <td>43</td> <td>20.12.2003</td> <td>1.49</td> <td>660/BLH-SPPL/2014/248</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/590</td> <td>30.06.2016</td> </tr> <tr> <td>320</td> <td>346</td> <td>Marsudi</td> <td>05144</td> <td>30.12.2008</td> <td>2</td> <td>660/BLH-SPPL/2014/333</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/623</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>055</td> <td>Imron Rosadi</td> <td>05107</td> <td>30.12.2008</td> <td>2</td> <td>660/BLH-SPPL/2014/39</td> <td>24.02.2014</td> <td></td> <td></td> </tr> <tr> <td>312</td> <td>056</td> <td>Ngadimin</td> <td>83</td> <td>20.12.2003</td> <td>1.99</td> <td>660/BLH-SPPL/2014/50</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/489</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>058</td> <td>Katijo</td> <td>0507</td> <td>26.12.2005</td> <td>2</td> <td>660/BLH-SPPL/2014/43</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/490</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>063</td> <td>Suparno</td> <td>0696</td> <td>29.12.2006</td> <td>1.84</td> <td></td> <td></td> <td>504/BPMP2T/2016/492</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>078</td> <td>Suwarto</td> <td>0515</td> <td>26.12.2005</td> <td>1.99</td> <td>660/BLH-SPPL/2014/92</td> <td>24.02.2014</td> <td></td> <td></td> </tr> <tr> <td>321</td> <td>356</td> <td>Markim</td> <td>5163</td> <td>31.12.2008</td> <td>1.99</td> <td>660/BLH-SPPL/2014/575</td> <td>29.11.2016</td> <td>504/BPMP2T/2016/639</td> <td>25.07.2016</td> </tr> <tr> <td>313</td> <td>090</td> <td>Fahrudin</td> <td>80</td> <td>20.12.2003</td> <td>1.95</td> <td>660/BLH-SPPL/2014/202</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/508</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>069</td> <td>Suliyah</td> <td>5108</td> <td>30.12.2008</td> <td>2</td> <td>660/BLH-SPPL/2014/88</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/494</td> <td>30.06.2016</td> </tr> <tr> <td>101</td> <td>313</td> <td>Siswoyo</td> <td>0562</td> <td>29.12.2005</td> <td>1.65</td> <td>660/BLH-SPPL/2014/115</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/514</td> <td>30.06.2016</td> </tr> <tr> <td>314</td> <td>141</td> <td>Satiman</td> <td>0521</td> <td>26.12.2005</td> <td>2</td> <td>660/BLH-SPPL/2014/152</td> <td>24.02.2014</td> <td></td> <td></td> </tr> <tr> <td>314</td> <td>121</td> <td>Dardiri</td> <td>0604</td> <td>29.12.2006</td> <td>1.82</td> <td>660/BLH-SPPL/2014/100</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/717</td> <td>25.07.2016</td> </tr> <tr> <td>322</td> <td>396</td> <td>Saejo</td> <td>0048</td> <td>28.12.2006</td> <td>1.31</td> <td>660/BLH-SPPL/2014/602</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/658</td> <td>25.07.2016</td> </tr> <tr> <td>315</td> <td>172</td> <td>Karijem</td> <td>0039</td> <td>01.06.2005</td> <td>2</td> <td>660/BLH-SPPL/2014/169</td> <td>24.02.2014</td> <td>525/Dishutb un-PPP/2013/051</td> <td>20.12.2003</td> </tr> <tr> <td>324</td> <td>449</td> <td>Munirah</td> <td>0497</td> <td>26.12.2005</td> <td>1.98</td> <td>660/BLH-SPPL/2016/586</td> <td>29.11.2016</td> <td>504/BPMP2T/2016/677</td> <td>25.07.2016</td> </tr> </tbody> </table>	KT	#Plot	Name	Land Title #	Date	Area (ha)	SPPL #	Date	STDB #	Date	317	255	Suharno	43	20.12.2003	1.49	660/BLH-SPPL/2014/248	24.02.2014	504/BPMP2T/2016/590	30.06.2016	320	346	Marsudi	05144	30.12.2008	2	660/BLH-SPPL/2014/333	24.02.2014	504/BPMP2T/2016/623	30.06.2016	312	055	Imron Rosadi	05107	30.12.2008	2	660/BLH-SPPL/2014/39	24.02.2014			312	056	Ngadimin	83	20.12.2003	1.99	660/BLH-SPPL/2014/50	24.02.2014	504/BPMP2T/2016/489	30.06.2016	312	058	Katijo	0507	26.12.2005	2	660/BLH-SPPL/2014/43	24.02.2014	504/BPMP2T/2016/490	30.06.2016	312	063	Suparno	0696	29.12.2006	1.84			504/BPMP2T/2016/492	30.06.2016	312	078	Suwarto	0515	26.12.2005	1.99	660/BLH-SPPL/2014/92	24.02.2014			321	356	Markim	5163	31.12.2008	1.99	660/BLH-SPPL/2014/575	29.11.2016	504/BPMP2T/2016/639	25.07.2016	313	090	Fahrudin	80	20.12.2003	1.95	660/BLH-SPPL/2014/202	24.02.2014	504/BPMP2T/2016/508	30.06.2016	312	069	Suliyah	5108	30.12.2008	2	660/BLH-SPPL/2014/88	24.02.2014	504/BPMP2T/2016/494	30.06.2016	101	313	Siswoyo	0562	29.12.2005	1.65	660/BLH-SPPL/2014/115	24.02.2014	504/BPMP2T/2016/514	30.06.2016	314	141	Satiman	0521	26.12.2005	2	660/BLH-SPPL/2014/152	24.02.2014			314	121	Dardiri	0604	29.12.2006	1.82	660/BLH-SPPL/2014/100	24.02.2014	504/BPMP2T/2016/717	25.07.2016	322	396	Saejo	0048	28.12.2006	1.31	660/BLH-SPPL/2014/602	24.02.2014	504/BPMP2T/2016/658	25.07.2016	315	172	Karijem	0039	01.06.2005	2	660/BLH-SPPL/2014/169	24.02.2014	525/Dishutb un-PPP/2013/051	20.12.2003	324	449	Munirah	0497	26.12.2005	1.98	660/BLH-SPPL/2016/586	29.11.2016	504/BPMP2T/2016/677	25.07.2016	
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Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall demonstrate documentary evidence of legal ownership or lease, history of land tenure and the actual legal use of the land according to local laws.</p>	<p>Group manager was able to demonstrate that all of their member has legal ownership of the land – in accordance to Indonesian law. Group manager provided the maps showing legal boundaries of each group member – divided on farmer group (kelompok tani). The position of each boundary pole in each member’s plot has been mapped with GPS coordinates.</p> <p>History of the land tenure: Based on interview with “Dinas Perkebunan Kabupaten Pelalawan”, the officials stated the member of Asosiasi Amanah’s land originated from “Izin Pencadangan” originally intended for PT. Inti Indosawit Subur. The land was not planted, and was returned to state (Republik Indonesia); furthermore the land has been released from forest area status.</p> <p>Based on interview with sampled individual members, stating that they obtained the land from purchase process from previous traditional land owners (Ketua Adat Desa Air Hitam). When individual members planted the oil palm plantation, the land was changed from secondary forest and/or arable land. The land subsequently registered for land ownership certificate in “Kantor Pertanahan”. All member of Asosiasi Amanah have obtained legal ownership of the land in form of certificate “Sertifikat Hak Milik/SHM”.</p> <p>Asosiasi Amanah have prepared block map for its entire member with scale 1:8,500. In the map, each farmer groups and individual member’s block have been identified. Based on document verification upon land ownership certificates, detail of each farmer block map available in certificate map “Peta Bidang Tanah” – part of certificate appendix. The land measurement was done by officer from “Kantoer Pertanahan Kabupaten Pelalawan”, witnessed by surrounding land owner. During land ownership certificate issuance, have gone through 5 years complaint period</p>	

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**Revision 6 (December /2017)**

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	<p>Record of smallholder legal document seen during this ASA-1.1:</p> <table border="1"> <thead> <tr> <th>KT</th> <th>#Plot</th> <th>Name</th> <th>Land Title #</th> <th>Date</th> <th>Area (ha)</th> <th>SPPL #</th> <th>Date</th> <th>STDB #</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>317</td> <td>255</td> <td>Suharno</td> <td>43</td> <td>20.12.2003</td> <td>1.49</td> <td>660/BLH-SPPL/2014/248</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/590</td> <td>30.06.2016</td> </tr> <tr> <td>320</td> <td>346</td> <td>Marsudi</td> <td>05144</td> <td>30.12.2008</td> <td>2</td> <td>660/BLH-SPPL/2014/333</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/623</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>055</td> <td>Imron Rosadi</td> <td>05107</td> <td>30.12.2008</td> <td>2</td> <td>660/BLH-SPPL/2014/39</td> <td>24.02.2014</td> <td></td> <td></td> </tr> <tr> <td>312</td> <td>056</td> <td>Ngadimin</td> <td>83</td> <td>20.12.2003</td> <td>1.99</td> <td>660/BLH-SPPL/2014/50</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/489</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>058</td> <td>Katijo</td> <td>0507</td> <td>26.12.2005</td> <td>2</td> <td>660/BLH-SPPL/2014/43</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/490</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>063</td> <td>Suparno</td> <td>0696</td> <td>29.12.2006</td> <td>1.84</td> <td></td> <td></td> <td>504/BPMP2T/2016/492</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>078</td> <td>Suwarto</td> <td>0515</td> <td>26.12.2005</td> <td>1.99</td> <td>660/BLH-SPPL/2014/92</td> <td>24.02.2014</td> <td></td> <td></td> </tr> <tr> <td>321</td> <td>356</td> <td>Markim</td> <td>5163</td> <td>31.12.2008</td> <td>1.99</td> <td>660/BLH-SPPL/2014/575</td> <td>29.11.2016</td> <td>504/BPMP2T/2016/639</td> <td>25.07.2016</td> </tr> <tr> <td>313</td> <td>090</td> <td>Fahrudin</td> <td>80</td> <td>20.12.2003</td> <td>1.95</td> <td>660/BLH-SPPL/2014/202</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/508</td> <td>30.06.2016</td> </tr> <tr> <td>312</td> <td>069</td> <td>Suliyah</td> <td>5108</td> <td>30.12.2008</td> <td>2</td> <td>660/BLH-SPPL/2014/88</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/494</td> <td>30.06.2016</td> </tr> <tr> <td>101</td> <td>313</td> <td>Siswoyo</td> <td>0562</td> <td>29.12.2005</td> <td>1.65</td> <td>660/BLH-SPPL/2014/115</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/514</td> <td>30.06.2016</td> </tr> <tr> <td>314</td> <td>141</td> <td>Satiman</td> <td>0521</td> <td>26.12.2005</td> <td>2</td> <td>660/BLH-SPPL/2014/152</td> <td>24.02.2014</td> <td></td> <td></td> </tr> <tr> <td>314</td> <td>121</td> <td>Dardiri</td> <td>0604</td> <td>29.12.2006</td> <td>1.82</td> <td>660/BLH-SPPL/2014/100</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/717</td> <td>25.07.2016</td> </tr> <tr> <td>322</td> <td>396</td> <td>Saejo</td> <td>0048</td> <td>28.12.2006</td> <td>1.31</td> <td>660/BLH-SPPL/2014/602</td> <td>24.02.2014</td> <td>504/BPMP2T/2016/658</td> <td>25.07.2016</td> </tr> <tr> <td>315</td> <td>172</td> <td>Karijem</td> <td>0039</td> <td>01.06.2005</td> <td>2</td> <td>660/BLH-SPPL/2014/169</td> <td>24.02.2014</td> <td>525/Dishutb un-PPP/2013/051</td> <td>20.12.2003</td> </tr> <tr> <td>324</td> <td>449</td> <td>Munirah</td> <td>0497</td> <td>26.12.2005</td> <td>1.98</td> <td>660/BLH-SPPL/2016/586</td> <td>29.11.2016</td> <td>504/BPMP2T/2016/677</td> <td>25.07.2016</td> </tr> </tbody> </table>	KT	#Plot	Name	Land Title #	Date	Area (ha)	SPPL #	Date	STDB #	Date	317	255	Suharno	43	20.12.2003	1.49	660/BLH-SPPL/2014/248	24.02.2014	504/BPMP2T/2016/590	30.06.2016	320	346	Marsudi	05144	30.12.2008	2	660/BLH-SPPL/2014/333	24.02.2014	504/BPMP2T/2016/623	30.06.2016	312	055	Imron Rosadi	05107	30.12.2008	2	660/BLH-SPPL/2014/39	24.02.2014			312	056	Ngadimin	83	20.12.2003	1.99	660/BLH-SPPL/2014/50	24.02.2014	504/BPMP2T/2016/489	30.06.2016	312	058	Katijo	0507	26.12.2005	2	660/BLH-SPPL/2014/43	24.02.2014	504/BPMP2T/2016/490	30.06.2016	312	063	Suparno	0696	29.12.2006	1.84			504/BPMP2T/2016/492	30.06.2016	312	078	Suwarto	0515	26.12.2005	1.99	660/BLH-SPPL/2014/92	24.02.2014			321	356	Markim	5163	31.12.2008	1.99	660/BLH-SPPL/2014/575	29.11.2016	504/BPMP2T/2016/639	25.07.2016	313	090	Fahrudin	80	20.12.2003	1.95	660/BLH-SPPL/2014/202	24.02.2014	504/BPMP2T/2016/508	30.06.2016	312	069	Suliyah	5108	30.12.2008	2	660/BLH-SPPL/2014/88	24.02.2014	504/BPMP2T/2016/494	30.06.2016	101	313	Siswoyo	0562	29.12.2005	1.65	660/BLH-SPPL/2014/115	24.02.2014	504/BPMP2T/2016/514	30.06.2016	314	141	Satiman	0521	26.12.2005	2	660/BLH-SPPL/2014/152	24.02.2014			314	121	Dardiri	0604	29.12.2006	1.82	660/BLH-SPPL/2014/100	24.02.2014	504/BPMP2T/2016/717	25.07.2016	322	396	Saejo	0048	28.12.2006	1.31	660/BLH-SPPL/2014/602	24.02.2014	504/BPMP2T/2016/658	25.07.2016	315	172	Karijem	0039	01.06.2005	2	660/BLH-SPPL/2014/169	24.02.2014	525/Dishutb un-PPP/2013/051	20.12.2003	324	449	Munirah	0497	26.12.2005	1.98	660/BLH-SPPL/2016/586	29.11.2016	504/BPMP2T/2016/677	25.07.2016	
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<p>Maps showing the legal boundaries shall be kept.</p>	<p>Group manager provided the maps showing legal boundaries of each individual member – divided on farmer group (kelompok tani). The position of each boundary pole in each member’s plot has been mapped with GPS coordinates.</p> <table border="1" data-bbox="981 491 1906 943"> <thead> <tr> <th>KT</th> <th>#Plot</th> <th>Name</th> <th>Land Title #</th> <th>Date</th> <th>Area (ha)</th> <th>Map Scale</th> </tr> </thead> <tbody> <tr><td>317</td><td>255</td><td>Suharno</td><td>43</td><td>20.12.2003</td><td>1.49</td><td>1 : 2,500</td></tr> <tr><td>320</td><td>346</td><td>Marsudi</td><td>05144</td><td>30.12.2008</td><td>2</td><td>1 : 2,500</td></tr> <tr><td>312</td><td>055</td><td>Imron Rosadi</td><td>05107</td><td>30.12.2008</td><td>2</td><td>1 : 2,500</td></tr> <tr><td>312</td><td>056</td><td>Ngadimin</td><td>83</td><td>20.12.2003</td><td>1.99</td><td>1 : 2,500</td></tr> <tr><td>312</td><td>058</td><td>Katijo</td><td>0507</td><td>26.12.2005</td><td>2</td><td>1 : 2,500</td></tr> <tr><td>312</td><td>063</td><td>Suparno</td><td>0696</td><td>29.12.2006</td><td>1.84</td><td>1 : 2,500</td></tr> <tr><td>312</td><td>078</td><td>Suwarto</td><td>0515</td><td>26.12.2005</td><td>1.99</td><td>1 : 2,500</td></tr> <tr><td>321</td><td>356</td><td>Markim</td><td>5163</td><td>31.12.2008</td><td>1.99</td><td>1 : 2,500</td></tr> <tr><td>313</td><td>090</td><td>Fahrudin</td><td>80</td><td>20.12.2003</td><td>1.95</td><td>1 : 2,500</td></tr> <tr><td>312</td><td>069</td><td>Suliyah</td><td>5108</td><td>30.12.2008</td><td>2</td><td>1 : 2,500</td></tr> <tr><td>101</td><td>313</td><td>Siswoyo</td><td>0562</td><td>29.12.2005</td><td>1.65</td><td>1 : 2,500</td></tr> <tr><td>314</td><td>141</td><td>Satiman</td><td>0521</td><td>26.12.2005</td><td>2</td><td>1 : 2,500</td></tr> </tbody> </table>	KT	#Plot	Name	Land Title #	Date	Area (ha)	Map Scale	317	255	Suharno	43	20.12.2003	1.49	1 : 2,500	320	346	Marsudi	05144	30.12.2008	2	1 : 2,500	312	055	Imron Rosadi	05107	30.12.2008	2	1 : 2,500	312	056	Ngadimin	83	20.12.2003	1.99	1 : 2,500	312	058	Katijo	0507	26.12.2005	2	1 : 2,500	312	063	Suparno	0696	29.12.2006	1.84	1 : 2,500	312	078	Suwarto	0515	26.12.2005	1.99	1 : 2,500	321	356	Markim	5163	31.12.2008	1.99	1 : 2,500	313	090	Fahrudin	80	20.12.2003	1.95	1 : 2,500	312	069	Suliyah	5108	30.12.2008	2	1 : 2,500	101	313	Siswoyo	0562	29.12.2005	1.65	1 : 2,500	314	141	Satiman	0521	26.12.2005	2	1 : 2,500	
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<p>Individual members shall demarcate the boundaries of their land.</p>	<p>Group manager has a procedure to monitor and maintain legal boundaries. Group manager provided the maps showing legal boundaries of each individual member – divided on farmer group (kelompok tani). The position of each boundary pole in each member’s plot has been mapped with GPS coordinates. Based on field visit to sampled individual members, boundaries are in places, clearly demarcated and visibly maintained. On the field, boundaries was demarcate using boundary stone; or frond stacking. Field Observation to farmers plot demonstrated that boundaries are well maintained</p> <p>Legal boundaries for each sampled smallholder member are maintained:</p> <ol style="list-style-type: none"> <li>1. Mahfud Yahya (No.314-140), boundary poles GPS <table border="1" data-bbox="981 746 1478 855"> <tr> <td>0° 8' 41.47" S</td> <td>0° 8' 37.14" S</td> </tr> <tr> <td>102° 5' 3.00" E</td> <td>102° 5' 3.15" E</td> </tr> <tr> <td>0° 8' 41.79" S</td> <td>0° 8' 36.71" S</td> </tr> <tr> <td>102° 5' 9.91" E</td> <td>102° 5' 10.07" E</td> </tr> </table> </li> <li>2. Satiman (No.314-141), boundary poles GPS <table border="1" data-bbox="981 912 1478 1021"> <tr> <td>0° 8' 36.92" S</td> <td>0° 8' 36.31" S</td> </tr> <tr> <td>102° 4' 56.45" E</td> <td>102° 4' 56.33" E</td> </tr> <tr> <td>0° 8' 41.47" S</td> <td>0° 8' 37.14" S</td> </tr> <tr> <td>102° 5' 3.00" E</td> <td>102° 5' 3.15" E</td> </tr> </table> </li> <li>3. Dardiri (No.314-121), boundary poles GPS <table border="1" data-bbox="981 1078 1478 1187"> <tr> <td>0° 9' 2.74" S</td> <td>0° 8' 59.54" S</td> </tr> <tr> <td>102° 4' 29.19" E</td> <td>102° 4' 28.82" E</td> </tr> <tr> <td>0° 9' 1.16" S</td> <td>0° 8' 38.90" S</td> </tr> <tr> <td>102° 4' 36.65" E</td> <td>102° 4' 34.71" E</td> </tr> </table> </li> <li>4. Yasir (No.320-336), boundary poles GPS <table border="1" data-bbox="981 1244 1478 1353"> <tr> <td>0° 7' 34.02" S</td> <td>0° 7' 34.21" S</td> </tr> <tr> <td>102° 4' 42.85" E</td> <td>102° 4' 39.22" E</td> </tr> <tr> <td>0° 7' 27.45" S</td> <td>0° 7' 27.32" S</td> </tr> <tr> <td>102° 4' 42.6" E</td> <td>102° 4' 39.78" E</td> </tr> </table> </li> </ol>	0° 8' 41.47" S	0° 8' 37.14" S	102° 5' 3.00" E	102° 5' 3.15" E	0° 8' 41.79" S	0° 8' 36.71" S	102° 5' 9.91" E	102° 5' 10.07" E	0° 8' 36.92" S	0° 8' 36.31" S	102° 4' 56.45" E	102° 4' 56.33" E	0° 8' 41.47" S	0° 8' 37.14" S	102° 5' 3.00" E	102° 5' 3.15" E	0° 9' 2.74" S	0° 8' 59.54" S	102° 4' 29.19" E	102° 4' 28.82" E	0° 9' 1.16" S	0° 8' 38.90" S	102° 4' 36.65" E	102° 4' 34.71" E	0° 7' 34.02" S	0° 7' 34.21" S	102° 4' 42.85" E	102° 4' 39.22" E	0° 7' 27.45" S	0° 7' 27.32" S	102° 4' 42.6" E	102° 4' 39.78" E	
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**RSPO Public Summary Report**  
**Revision 6 (December /2017)**

Criterion / Indicator	Assessment Findings	Compliance
Check that boundaries are demarcated.	The position of each boundary pole in each member’s plot has been mapped with GPS coordinates. Based on field visit to sampled individual members, boundaries are in places, clearly demarcated and visibly maintained.	Comply
<b>2.2.3</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>2.2.4</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
There are conflicts: Explain why and what is the current status. Update this status every quarter until finalised. Record all meetings and who attended.	Based on interview with stakeholders contacted (Plantation Agency, Surrounding villages and NGO-WWF), there was no land dispute recorded.	Comply
Requirement for Group Manager		
If there are conflicts: The Group Manager shall ensure that there is an ongoing process to resolve the conflict and ensure records of meetings are being kept by the group member.	Based on interview with stakeholders contacted (Plantation Agency, Surrounding villages and NGO-WWF), there was no land dispute recorded.	Comply
<b>2.2.5</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		
In each case, open a case file starting with a statement regarding the boundaries under dispute outlining the issues and the scope.	Based on interview with stakeholders contacted (Plantation Agency, Surrounding villages and NGO-WWF), there was no land dispute recorded.	Comply
Requirement for Group Manager		
N/A	N/A	
<b>2.2.6</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		N/A

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 2.3:</b>		
Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
<b>2.3.1</b> Maps of an appropriate scale showing the extent of recognized 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).		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).	<p>Asosiasi Amanah has prepared a block map for each farmer member with scale 1:8,500. The map has describes the farmer group identity and farmer members. Detail of each farmer block map available in certificate map "Peta Bidang Tanah" – part of land ownership certificate appendix. The land measurement was done by officer from "Kantor Pertanahan Kabupaten Pelalawan", witnessed by surrounding land owner. During issuance of land ownership certificate, the process have gone through 5 years complaint/public consultation period.</p> <p>Based on interview with stakeholders contacted during this assessment, participatory mapping to all smallholders members plot has been conducted with third party (WWF) in 2012 after organisation AMANAH established.</p>	Comply
<b>2.3.2</b> 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>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;</p> <p>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;</p> <p>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>		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
Demonstrate that they have the right to use the land and or have customary rights over the land they farm.	<p>At the time of the site visit, there is no land dispute in the Asosiasi Petani Sawit Swadaya Amanah member. It was confirmed through interview the smallholders and stakeholders.</p> <p>Land use history of smallholders member is origin from Transmigration Program in 1980's. The current oil palm land owned by AMANAH members origin from remaining area outside the scope of collaboration between the Plasma and Company Plantation.</p>	Comply
Requirement for Group Manager		
Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.	<p>At the time of the site visit, there is no land dispute in the Asosiasi Petani Sawit Swadaya Amanah member. It was confirmed through interview the smallholders and stakeholders. As explained under indicator 2.2.3, there has never been a report of land dispute between farmer member of Asosiasi Amanah and/or with other party. No land claim. Asosiasi Amanah has a mechanism for land conflict resolution as per "Mekanisme Komunikasi dan Konsultasi": complainants -&gt; group manager -&gt; involving third party (if not solved) -&gt; decision.</p> <p>Inside the mechanism has regulated involvement of other interested parties in the spirit of dispute resolution.</p>	Comply
<b>2.3.3</b> All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	At the time of the site visit, there is no land dispute in the Asosiasi Petani Sawit Swadaya Amanah member. It was confirmed through interview the smallholders and stakeholders. Asosiasi Amanah has a mechanism for land conflict resolution as per "Mekanisme Komunikasi dan Konsultasi": complainants > group manager -> involving third party (if not solved) -> decision. Available in Bahasa Indonesia.	Comply
<b>2.3.4</b> Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	At the time of the site visit, there is no land dispute in the Asosiasi Petani Sawit Swadaya Amanah member. It was confirmed through interview the smallholders and stakeholders. Asosiasi Amanah has a mechanism for land conflict resolution as per "Mekanisme Komunikasi dan Konsultasi": complainants > group manager -> involving third party (if not solved) -> decision. Available in Bahasa Indonesia.  Inside the mechanism has regulated involvement of other interested parties in the spirit of dispute resolution.	Comply

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 3: Commitment to long-term economic and financial viability</b>		
<b>Criterion 3.1:</b>		
There is an implemented management plan that aims to achieve long-term economic and financial viability.		
<b>3.1.1</b> A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance. It is recommended for groups of smallholders to have a business plan for long-term economic viability of their operation, considering among others, cost of annual maintenance, replanting, potential expansion and long term sustainability of certification.	A business plan for the year 2017 - 2019 is available which incorporating the planned activity such as field operation, management resources & communication, smallholder technical support programme established.  The business plan available under "Estimasi Produksi dan Biaya 2017 – 2019" whereby explaining the estimated production, cost for fertilizer, cost for weeding, cost for pruning, cost of harvesting and cost for transportation.	Comply
<b>3.1.2</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
N/A		

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 4: Use of appropriate best practices by growers and millers</b>		
<b>Criterion 4.1:</b>		
Operating procedures are appropriately documented, consistently implemented and monitored.		
<b>4.1.1</b> Standard Operating Procedures (SOPs) for estates and mills are documented		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager develops appropriate SOPs for the group:</p> <ul style="list-style-type: none"> <li>• Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant &amp; consistent with the group SOPs</li> <li>• Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs.</li> </ul>	<p>Asosiasi Petani Sawit Swadaya Amanah is following the procedure called "Agricultural Policy Manual untuk Petani Plasma" (AA PLASMA-PP-KS-01) dated 01/09/2011. This procedure prepared by partnering palm oil mill, PT. Inti Indosawit Subur. The procedure covers:</p> <ul style="list-style-type: none"> <li>• Nursery, "Panduan Pelaksanaan Pembibitan" (AA-PLASMA-PP-KS-01) dated 01/09/2011, described the nursery practices, certified seedling requirement, fertilizer application and pest and disease control, seedling selection.</li> <li>• Pest and disease control "Panduan Pelaksanaan Pengendalian Hama dan Penyakit" (AA-PLASMA-PP-KS-02) dated 01/09/2011, described the early warning system through regular monitoring, type of pest and disease, analysis of survey result, control of pest and disease: physical/biological/chemical, for chemical control the dosage of chemical explained.</li> <li>• Manuring/Fertilizing, "Pemupukan" (AA-PLASMA-PP-KS-03) dated 01/09/2011, described the type of fertilizer, quality tests, storage, application, fertilizer recommendation, nutrient deficiency.</li> <li>• Harvesting practice "Potong Buah" (AAPLASMA-PP-KS-04) dated 01/09/2011, described the harvesting practice, criteria of harvesting, FFB quality, frond pruning, safety/PPE requirement.</li> <li>• Soil and water conservation, "Konservasi tanah dan Air" (00/DOK/AMANAHI/2013) described soil and water conservation technique such as: land cover crop planting, midrib preparation, platform, and terrace contour.</li> <li>• Pesticide handling and management "Pestisida dan Pengelolaannya" (AA-SOPOP-1100) dated 19 May 2014" described the type of pesticide, type of active ingredient/chemical type and how its work, toxicity, pesticide usage instruction, emergency procedure to avoid toxic. Land preparation and planting procedure was cover under "Persiapan Lahan" (AASOP-OP-1100) dated 13 June 2004, described land clearing method and preparation, blocking design, land clearing operation and planting palm oil.</li> </ul>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>Replanting mechanism was cover under "Draft Pelaksanaan Replanting Kebun Swadaya Amanah" which explain the operation of replanting begin from survey and boundary marking, stacking, road and drain design, road stacking, felling, chipping, ploughing, harrowing, terracing, planting.</li> </ul> <p>SOPs are kept in Asosiasi Amanah Office and controlled by ICS/Group Manager. SOPs has been communicated to member of Asosiasi Amanah through dissemination and training. Latest refreshment training of SOPs of best management practices: Fertilizing, Integrated pest management, Weeds control and Harvesting conducted on 29 – 30 November 2018 and delivered by PT Inti Indosawit Subur to ICS Asosiasi Swadaya Amanah attend by 20 member of ICS Asosiasi Amanah. Evidence of socialization can be demonstrated and confirmed by members. Interview with several member in the field (KT 321, KT 311, KT 317) during audit indicated that they aware and understood some of SOPs related to best management practice for palm oil plantation.</p> <p>Individual members: Individual member interview (KT 321, KT 311, KT 317) has been performed during audit. Members interviewed were understood concerning procedure of best management practise for palm oil mill such as: harvesting procedure, manuring procedure, weeds control, soil and water conservation, and integrated pest management. They also understood regarding OHS and environment practices, such as wearing PPE and keep out the ex pesticide container from the field.</p>	
<b>4.1.2</b> A mechanism to check consistent implementation of procedures shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager has regular checks using procedures set at group level for SOP implementation.</p>	<p>Consistency of procedure implementation are conducted by internal inspection that carried out quarterly based on Job and responsibility of Internal Inspector Staff. Record seen: Internal Inspection 2019:</p> <ol style="list-style-type: none"> <li>6. Data Internal Inspeksi of Siswoyo, Plot No.190, Farmer Group 35 Rezeki Mulya, dated 21/03/2019, Officer: Ahmad Soleh;</li> <li>7. Data Internal Inspeksi of Paryanto, Plot No.148, Farmer Group 314 Sumber Rezeki, dated 20/03/2019, Officer: Rusman Efendi;</li> <li>8. Data Internal Inspeksi of Saeroji, Plot No.308, Farmer Group 319 Rezeki Abadi, dated 19/03/2019, Officer: Nurohman;</li> <li>9. Data Internal Inspeksi of Siswoto, Plot No.114, Farmer Group 313 Usaha Tani, dated 19/03/2019, Officer: Sukirto;</li> <li>10. Data Internal Inspeksi of Katijo, Plot No.058, Farmer Group 312 Jadi Mulya, dated 18/03/2019, Officer: Nurohman;</li> </ol>	<p>Comply</p>
<p><b>4.1.3</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.</p>	<p>To check the implementation of good agriculture practices Asosiasi Petani Sawit Swadaya Amanah uses:</p> <ol style="list-style-type: none"> <li>1. "Pemeriksaan Mutu Buah" for FFB quality inspection; record seen dated 09/06/2019 of KT 312, result normal: 915 bunch, Abnormal: 3 bunch, total: 918 bunch;</li> <li>2. Farmers note book, contains daily activity such as training agenda, harvesting results, fertilizing record, attached: payment invoices, FFB weight record, deduction: fertilizer, mosque, replanting fund and savings. Sample seen Notebook farmer member (KT 321, KT 311, KT 317).</li> <li>3. Procedure and mechanism has been communicated to individual members through dissemination and training. Below are samples of training that has been conducted in 2019:</li> <li>4. Training on Soil and Water Conservation; Manuring, dated 23/02/2019 attended by 52 person;</li> </ol>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	<p>Group manager designed records for individual member to be controlled at farmer group level/kelompok tani. A various documents demonstrate compliance to procedure: "Formulir Pendaftaran Petani Kelapa Sawit Mandiri" consist of baseline information such as land size, oil palm plantation hectarage, oil palm planting year, fertilizer input, herbicide/pesticide applied. Record seen:</p> <ol style="list-style-type: none"> <li>1. Plot No.255/KT 317: <ul style="list-style-type: none"> <li>• Formulir Pendaftaran Petani Kelapa Sawit Mandiri on behalf Suharno, No.317/255/42 dated 29 June 2012;</li> <li>• Surat Kontrak on behalf Suharno, dated 30 June 2012;</li> <li>• Surat Tanda Daftar Usaha Budidaya Perkebunan (STD-B) Kabupaten Pelalawan Kecamatan Ukui on behalf Suharno No.504/BPMP2T/2016/590 dated 30 June 2016;</li> <li>• Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL) on behalf Suharno dated 24 February 2014;</li> </ul> </li> <li>2. Plot No.021/KT 311: <ul style="list-style-type: none"> <li>• Formulir Pendaftaran Petani Kelapa Sawit Mandiri on behalf Agus A.S, No.311/021 dated 15 July 2012;</li> <li>• Surat Kontrak on behalf Suharno, dated 15 June 2012;</li> <li>• Surat Tanda Daftar Usaha Budidaya Perkebunan (STD-B) Kabupaten Pelalawan Kecamatan Ukui on behalf Agus A.S No.504/BPMP2T/2016/471 dated 30 June 2016;</li> <li>• Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL) on behalf Agus A.S dated 24 February 2014;</li> </ul> </li> </ol>	Comply
<b>4.1.4</b> The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).		
Requirement for Individual Member with up to 50ha of plantation size		
N/A		
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.	Not applicable. The individual member and group manager does not have a mill and do not purchase any FFB from another source. All individual member's farm location have been identified, sales forms and tracing system have been prepared by group manager. N/A	N/A
<b>Criterion 4.2:</b>		
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield		
<b>4.2.1</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager to maintain regular records of soil fertility practices by all members as per SOPs.</p>	<p>Procedure for fertilizer application under "Pemupukan (AA-PLASMA-PP-KS-03)", described the type of fertilizer, quality tests, storage, application – time of application, technique, fertilizer placing, dosage, fertilizer recommendation, nutrient deficiency.</p> <p>The procedure is complete yet simple to be understood by farmer members. Fertilizer recommendation were set by PT Inti Indosawit Subur as a companion of Asosiasi Amanah. Fertilizer recommendation were based on leaf sampling unit result and soil sampling result. Fertilizer recommendation and programme 2019 for Asosiasi Amanah based on leaf sampling analisis can be demonstrated such as:</p> <ol style="list-style-type: none"> <li>1. Farmer Group 317 (soil type Mineral; YOP 2000; 63 Ha; 8,873 palms; ZA dosage 2.50 kg/palm (SMI &amp; SMII); MOP dosage 1.75 kg/palm (SMI &amp; SMII); RP dosage 1.00 kg/palm (SMI); Dolomite dosage 2.00 kg/palm (SMI).</li> <li>2. Farmer Group 321 (soil type Mineral; YOP 2000; 73 Ha; 10,162 palms; ZA dosage 2.50 kg/palm (SMI) &amp; 2.25 kg/palm (SMII); MOP dosage 1.75 kg/palm (SMI &amp; SMII); RP dosage 1.50 kg/palm (SMI); Dolomite dosage 2.00 kg/palm (SMI).</li> <li>3. Farmer Group 311 (soil type Mineral; YOP 2000; 53 Ha; 7,039 palms; ZA dosage 2.50 kg/palm (SMI &amp; SMII); MOP dosage 1.75 kg/palm (SMI) &amp; 1.50 kg/palm (SMII); RP dosage 1.00 kg/palm (SMI); Dolomite dosage 2.50 kg/palm (SMI).</li> </ol> <p>-</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Head of farmer group and ICS were the person in charge who responsible for Manuring inspection.</p> <p>Record of Manuring program for 2018 and 2019 can be demonstrated. Manuring programme 2018 indicated that the manuring application was met with the recommendation and applied 100%. For examples:</p> <ol style="list-style-type: none"> <li>1. Farmer Group 317: ZA applied 22,200 kg on March and 26,350 kg on September; RP applied 11,700 kg on June; MOP applied 20,500 kg on March and 17,550 kg on November; Dolomite applied 23,450 kg on February.</li> <li>2. Farmer Group 321: ZA applied 25,400 kg on March and 22,850 kg on September; RP applied 14,250 kg on June; MOP applied 17,800 kg on March and 17,800 kg on November; Dolomite applied 20,300 kg on February.</li> <li>3. Farmer Group 311: ZA applied 17,600 kg on March and 17,600 kg on September; RP applied 7,050 kg on June; MOP applied 12,300 kg on May and 10,550 kg on November; Dolomite applied 17,600 kg on February.</li> </ol> <p>Manuring programme 2019 is in progress of application. For examples:</p> <ol style="list-style-type: none"> <li>1. Farmer Group 311: ZA applied 17,600 kg in March 2019; MOP applied 12,300 kg on May 2019; Dolomite applied 17,600 kg in January 2019.</li> <li>2. Farmer Group 317: ZA applied 22,200 kg in March 2019; MOP applied 15,500 kg in May 2019; Dolomite applied 17,750 kg in January 2019.</li> <li>3. Farmer Group 321: ZA applied 25,400 kg in March 2019; MOP applied 17,800 kg in May 2019; Dolomite applied 20,300 kg in January 2019.</li> </ol>	
<p><b>4.2.2</b> Records of fertiliser inputs shall be maintained.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		

Criterion / Indicator	Assessment Findings	Compliance
Responsibility of individual members to maintain fertilizer records.	Asosiasi Amanah providing direct guidance to farmer members of plots no. 401,405, 407, 82, 83, 324, 332, 338, 345, 348, 206 and 223 in terms of recording in Buku Catatan Petani Swadaya Amanah (farmer note book) related to type and amount of fertilizers which already applied in their plot. Asosiasi Amanah has distributed Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members. Evidence of notebook distribution from Asosiasi Amanah to representative of farmer member (Head of KT) can be demonstrated during audit.	Comply
Requirement for Group Manager		
Group Manager to provide template to record fertilizer usage and mill by-products usage.	Asosiasi Amanah has conducted dissemination and training regarding fertilization, weed control and integrated pest management on 10 July 2018. Training attended by 48 participants consist of ICS, farmer group leader and farmer members. The training discussed best agriculture practice in fertilization, weed control and integrated pest management including recording of each activity conducted in Buku Catatan Petani Swadaya Amanah (farmer note book). Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book).	Comply
<b>4.2.3</b> There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.	Asosiasi Petani Sawit Swadaya Amanah assisted by Research and Development Center Asian Agri Group (PT Nusa Pusaka Kencana Analytical and QC Laboratory), conducted leaf sample analysis. Result of leaf sample analysis used as the basis of fertilizer recommendation. Record seen is Foliar Analysis Report No. 043/INT/R&D/OKT/L/18 dated 06/10/2018, number of samples 25 + 12, Ref. Order 781/LSU-AGR/08/18. The document mentioned date of sample is 21/08/2018, result for examples Lab. Ref. #17L08225; Block 321: YOP 2000; frond 17; Ash 5.61%; N 2.48%; P 0.15%; K 1.42%; Mg 0.34%; Ca 0.53% and B 17 ppm; Lab. Ref. 17L08221; Block 317; YOP 2000; Frond 17; Ash 6.13%; N 2.49%; P 0.16%; K 1.38%; Mg 0.32%; Ca 0.67% and B 21 ppm.	Comply
<b>4.2.4</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Group Manager oversees and ensures implementation of nutrient recycling for the group.	Not applicable as the smallholder did not apply any EFB or POME from the mill. N/A	Comply
<b>Criterion 4.3:</b>		
Practices minimise and control erosion and degradation of soils.		
<b>4.3.1</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
<p>Where available individual members shall provide soil maps of their own farm to the Group Manager.</p>	<p>Map of soil type were provided by each Ketua Kelompok Tani (Farmer Group leader). During field audit and interview they can demonstrated knowledge of soil type in their oil palm plot.                      192: individual farmer able to demonstrate information that the soil was mineral – with sandy.                      124: Individual farmer able to demonstrate the soil is shallow peat.                      157: Individual farmer able to demonstrate the soil is shallow peat. Management through water table maintenance and maintain land cover.                      174: mineral                      180: shallow peat and mineral</p>	<p>Comply</p>
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager shall compile and maintain an overall soil map for the group.</p>	<p>Group Manager Asosiasi Petani Sawit Swadaya Amanah assisted by Research and Development Asian Agri Group has conducted semi-detailed soil survey in July 2015. Soil sample analysed are as follows:</p> <ol style="list-style-type: none"> <li>1. Profil1: Typic Haplosaprist; physiography: land; topography: flat 0-3%; good drainage; effective depth: 120 cm; water depth: 80 cm.</li> <li>2. Profil 2: Humic Endoaquepts; physiography: land; topography: flat 0-3%; good drainage; effective depth: 120 cm, water depth: &gt; 120 cm.</li> <li>3. Profil 3: Typic Endoaquepts; physiography: land; topography: flat 0-3%; good drainage; effective depth: 100 cm, water depth: 60 cm.</li> <li>4. Profil 4: Typic Placaquods; physiography: land; topography: flat 0-3%; good drainage; effective depth: 60 cm, water depth: &gt; 120 cm.</li> <li>5. Profil 5: Typic Dystrudepts; physiography: land; topography: flat 0-3%; good drainage; effective depth: 120 cm, water depth: &gt; 120 cm.</li> </ol> <p>Asosiasi Petani Sawit Swadaya Amanah has kept and maintained map of topography and soil series, with scale 1:20,000. Detail area of soil classification are as follows:</p> <ol style="list-style-type: none"> <li>1. Typic Haplosaprist, topography: 0-8%; drainage: bad; 307 Ha.</li> <li>2. Humic Endoaquepts, topography: 0-8%; drainage: bad; 365 Ha.</li> <li>3. Typic Placaquods, topography: 0-8%; drainage: bad; 286 Ha.</li> <li>4. Typic Dystrudepts, topography: 0-8% (106 Ha); 8-15% (20%); drainage: good.</li> </ol>	
<p><b>4.3.2</b> A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager develops a policy and procedure for planting on slopes.	Based on map of topography and field visit to plot area of Asosiasi Amanah member, it was evident that the area are flat. There was no plantation with steep slope. As an effort to minimize surface run-off, farmer members consistently implementing frond stacking, maintain beneficial plant as ground cover, avoid blanket spraying, maintain vegetation in riparian and waterways. Based on field visit to sampled individual members of Asosiasi Amanah, the effort to minimize soil erosion was implemented.	Comply
<b>4.3.3</b> A road maintenance programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
A road maintenance programme is maintained at Group level, this includes an approval process for any new roads being developed by individual members	Road maintenance program of Asosiasi Petani Sawit Swadaya Amanah is in place and maintained. The program set by Group Manager. Road maintenance are consist of road hardening and service. During January – June 2019 total 3 trip of split stone has applied for road maintenance with total length approximately 1 km.  Road maintenance realization in based on the road condition. Plan and realisation of road maintenance presented in "Rencana dan realisasi perawatan jalan". During 2019 total realisation of road maintenance were: January 400 m, February 400 m, March 400 m, and April 400 m, total 1,600 m. Evidence of road maintenance can be demonstrated during audit. Based on field visit to smallholder plot, road condition is in good condition and well maintained.	
<b>4.3.4</b> Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall record water levels at regular basis as specified within group SOP	Water level and subsidence monitoring record can be demonstrated and stored by Kelompok Tani (farmer group) leader. Record seen: "Pengukuran Level Subsidence Lahan" and "Monitoring Ketinggian Air (Paras Ukur dan Drain Block)".	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group manage to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant</p>	<p>The result of semi-detail soil survey shows the soil series is evenly spread between Typic Haplosaprist (organic material perfectly decomposed – like soil/saprist, spreading in flat topography, brown colour, poor drainage).</p> <p>Asosiasi Amanah has procedure for management of oil palm plantation on peat “SOP Pengelolaan Kebun Kelapa Sawit di Lahan Gambut” (034/DOK/SOP/APSSA/2013).</p> <p>Documented Water management plan as per “Pengelolaan Air” has been established by Group Manager. Water Management Plan covering:</p> <ol style="list-style-type: none"> <li>1. Establishment of Drain Block and Water Gate; at KT 311 (4 units), KT 312 (4 units), KT 314 (4 units) and KT 316 (4 units).</li> <li>1. Establishment of Water level stick; at KT 311 (4 units), KT 312 (4 units), KT 314 (4 units) and KT 316 (4 units).</li> <li>2. Establishment of subsidence pole; at KT 311 (1 unit), KT 312 (1 unit) and KT 314 (2 units).</li> </ol> <p>Water gate construction has been done by Asosiasi Amanah to maintain water level especially in peat soil area. Water level were maintained between 40 – 60 cm under peat soil surface. Water management in peat soil was performed in order to maintained and to avoid soil subsidence. Officers who responsible to monitor water management has been defined on 22 May 2014 by Decree of Group Manager.</p> <p>Water level and subsidence were monitored each weeks by defined officers. Record of monitoring can be demonstrated as in “Monitoring Ketinggian Air (Paras Ukur dan Drain Block)” for KT 311, 312, 314 and 316 for period January - June 2019. Data available for 2 week in a month, average water level observed is 30 - 60 cm. Water level 30 cm and less due to flooded and high rainfall.</p>	<p>Comply</p>
<p><b>4.3.5</b> Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Requirement for Individual Member with up to 50ha of plantation size</p>		

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Requirement for Group Manager		
Group Manager develops regular drainability assessment schedule for the group and implements this	Replanting plan shows the soonest replanting planned for 2026-2029. Replanting plan in 2026 will be applied for farmer group 319 (62 Ha), farmer group 320 (63 Ha), farmer group 322 (36 Ha), farmer group 323 (50 ha), farmer group 324 (41 Ha) – total 252 Ha. Replanting plan in 2027 will applied for farmer group 312 (123 Ha), farmer group 315 (84 Ha), farmer group 316 (81 Ha), farmer group 326 (19 ha) – total 307 Ha.	Comply
<b>4.3.6</b> A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
There is a group level policy and plan for managing fragile and problem soils occurring in the group. The Group Manager shall ensure implementation by individual group members.	Based on result of semi-detail soil survey, July 2015, there are sandy soil in area of Asosiasi Petani Amanah, consists of Typic Endoaquepts (304 Ha), Typic Placaquods (286 Ha) and Typic Dystrudepts (126 Ha). Parent material of those soils is Sandstone and siltstone. Management strategy for those sandy soils Asosiasi Petani Sawit Swadaya Amanah consistently implemented frond stacking, avoid blanket spraying and maintain ground cover.	Comply
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.		
<b>4.4.1</b> An implemented water management plan shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
The responsibility of Group Manager	<p>Documented Water management plan as per “Pengelolaan Air” has been established by Group Manager. Water Management Plan has been implemented covering:</p> <ol style="list-style-type: none"> <li>1. Establishment of Drain Block and Water Gate; at KT 311 (4 units), KT 312 (4 units), KT 314 (4 units) and KT 316 (4 units).</li> <li>2. Establishment of Water level stick; at KT 311 (4 units), KT 312 (4 units), KT 314 (4 units) and KT 316 (4 units).</li> <li>3. Establishment of subsidence pole; at KT 311 (1 unit), KT 312 (1 unit) and KT 314 (2 units).</li> </ol> <p>Water gate construction has been done by Asosiasi Amanah to maintain water level especially in peat soil area. Water level were maintained between 40 – 60 cm under peat soil surface. Water management in peat soil was performed in order to maintained and to avoid soil subsidence. Officers who responsible to monitor water management has been defined on 22 May 2014 by Decree of Group Manager.</p>	Comply
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	Asosiasi Petani Sawit Swadaya Amanah assisted by Research and Development Asiana Agri Group has conducted semi-detailed soil survey in July 2015. Result of the survey contain map indicating river and waterways in the operation area of Asosiasi Petani Sawit Swadaya Amanah. Water Management plan was available as well as procedure for management of oil palm plantation on peat “SOP Pengelolaan Kebun Kelapa Sawit di Lahan Gambut” (034/DOK/SOP/APSSA/2013).	Comply
<p><b>4.4.2</b> 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>Requirement for Individual Member with up to 50ha of plantation size</p>		



Criterion / Indicator	Assessment Findings	Compliance
Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.	<p>Member has been regularly trained by Asosiasi Amanah concerning soil and water conservation. Attendance list of training were available, such Training on Soil and Water Conservation 16/01/2018. The training explains soil management, cover crop, fertilizer recommendation, frond placing, application of silt pit, application of drainage for low land, input of organic material.</p> <p>During interview with farmer member No. 21, 58, 63, 78, 255, 327, 346, 367 indicated that farmer member are aware to conserve the water and understood to manage the water in and around of they plot by avoid the pesticide application at riparian area, Planting water retention and erosion plants in riparian zone such as Bamboo, Macaranga, etc, maintain and conserve the natural plants in riparian area.</p>	
Requirement for Group Manager		
The responsibility of Group Manager	<p>Asosiasi Amanah has been made the mechanism of water management and riparian area, such as:</p> <ol style="list-style-type: none"> <li>1. Maintain and upkeep the restoration plants in riparian area;</li> <li>2. Avoid and Banned the waste disposal in to the waterways or river;</li> <li>3. Avoid and banned application of pesticide spraying and chemical usage in riparian zone;</li> <li>4. Avoid and banned the activity which destructed in riparian zone;</li> <li>5. Place the oil palm frond in the form of letter U;</li> <li>6. Clean and maintain waterways and river from the palm frond and wood waste to facilitate the flow of water;</li> <li>7. Avoid and banned the sand exploitation in the river;</li> <li>8. Maintained boundary marker of riparian zone.</li> </ol>	Comply
<b>4.4.3</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
<b>4.4.4</b> Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
<b>4.5.1</b> Implementation of Integrated Pest Management (IPM) plans shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The responsibility of Group Manager. Have a written procedure on IPM.</p>	<p>Group manager 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. Farmer Group are provided with record of "Sensus Hama dan Penyakit Tanaman" period April 2019. The form contain pest census of rat and leaf eater caterpillar. Field inspection confirmed there is no pest attack exceeds the allowable threshold.</p> <p>Record of "Formulir Sensus Hama Daun" monitors the leaf eater pest in monthly basis. Record of KT 311, 312, 313 and 321 shows monitoring performed on Januari – April 2019 result was no leaf eater pest attack. Record of "Sensus Tikus" monitors the rats attack in monthly basis. Monitoring result on period January – April 2019 of KT 311, 312, 317 and 321 shows rat attack is 1 – 3%, it was below allowable threshold of 10%.</p> <p>Asosiasi Petani Sawit Swadaya Amanah through KT leader has established Barn owl box to control rat damage. Each Kelompok Tani/farmer group has established 2 unit of Barn owl boxes. For example in KT 312 there were 4 Barn owl box install and all box was active. During field visit indicated that barn owl box was effective to control the rat attack. In addition each Kelompok Tani/farmer group has policy to conserve Cobra snake as a rat predator to control rat damage. Barn owl box was monitored twice a year. Total barn owl box installed was 35 unit. Based on rat census, rat attack is between 1 – 3 %, it was below the threshold (10 %).</p>	<p>Comply</p>
<p><b>4.5.2</b> Training of those involved in IPM implementation shall be demonstrated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Comply</p>	

Criterion / Indicator	Assessment Findings	Compliance
Individual members must attend training.	Individual member of Asosiasi Amanah during field visit, in general was aware and understand concerning types of palm oil pest and how to control the pest. They explain that barn owl box and Cobra snake conserve was performed in order to control rat damage. They also plating "Bunga pukul 8" (Turnera subulata) as a nest of natural predator for leaf eater pest/caterpillar. Farmer member has been trained related Integrated Pest Management, for example on 29 – 30 November 2018 attended by ICS and KT (Kelompok Tani).	
Requirement for Group Manager		
Group Manager to provide IPM training.	Training on integrated pest management has been held by Asosiasi Petani Sawit Swadaya Amanah, record of training is evident, for example dated 10 April 2018 attended by 27 farmer group representatives and farmer member. Training in 2019 will be held in SM II 2019. Asosiasi Amanah has a program of training including integrated Pest management training, record in "Rencana Kerja Asosiasi Amanah Tahun 2018 – 2022".	
<b>Criterion 4.6:</b>		
Pesticides are used in ways that do not endanger health or the environment		
<b>4.6.1</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size	Comply	

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall be able to demonstrate knowledge of pest &amp; applicable chemical use.</p>	<p>Asosiasi Amanah has held dissemination and training regarding best agriculture practice including the uses of pesticides and safe spraying activity cooperate with PT Inti indosawit Subur on 29 – 30 November 2018 and. Training attended by participants consist of ICS, farmer group leader and farmer members, training material is best agriculture practice inrtilization, weeds control and integrated pest management including recording of each activity conducted in Buku Catatan Petani Swadaya Amanah (farmer note book).</p> <p>Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book).</p> <p>Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members.</p> <p>All KT (farmer group) officials have agreed to:</p> <ol style="list-style-type: none"> <li>1. Direct and remind each farmer members to record each activity carried out in each plot.</li> <li>2. Assisting in how to fill the farmer's notebook</li> <li>3. Check and monitor farmer member notebooks in monthly basis.</li> </ol>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager to develop manual for pest & chemical use and relevant training.	<p>Asosiasi Amanah has held dissemination and training regarding best agriculture practice including integrated pest management and weeds control on 29 – 30 November 2019. Farmer group leader and farmer members, training material is best agriculture practice in fertilization, weeds control and integrated pest management including recording of each activity conducted in Buku Catatan Petani Swadaya Amanah (farmer note book).</p> <p>Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book).</p> <p>Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members, in order to record training history, including training of pesticides chemical application and handling.</p> <p>Training Pestisida Terbatas was held on 24 May 2019, attend by TUS team, training deliver by PT Inti Indosawit Subur. Evidence of training can demonstrate in the form of training material and attendant list.</p>	
<b>4.6.2</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members keep records of pesticides use.	<p>Member of Asosiasi Amanah was not performed pesticide usage and handling by own self. All pesticide usage was handle by TUS (Team unit Semprot), a special team that handles the use of pesticides.</p> <p>Record of pesticide and herbicide usage by TUS team were available in Asosiasi Amanah Office/ICS.</p>	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance																																																		
<p>Group Manager has oversight responsibility</p>	<p>Group Manager Asosiasi Petani Sawit Swadaya Amanah was signing a cooperation with KUD Bakti and PT Inti Indosawit Subur, for the work of weed control/herbicide spraying, e.g. No. 015/SK/KUD/-B/II/2013. In the work agreement, TUS person must be adequately trained, to perform weed control/spraying as per technical guidance from PT Inti Indosawit Subur. The TUS member will also monitor the daily chemical use, application hectarage, frequency and recording the chemical use.</p> <p>This record was kept by Group Manager, in relation to chemical use and cost control.</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. Below are the data usage of herbicide during period January – June 2019:</p> <table border="1" data-bbox="981 847 1890 1031"> <thead> <tr> <th>Active ingredients</th> <th>Volume usage</th> <th>Area treated</th> <th>LD50 (mouth) mg/kg BW</th> <th>LD50 (skin) mg/kg BW</th> </tr> </thead> <tbody> <tr> <td>Glifosat</td> <td>217</td> <td>1,018</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Flouroxyfir</td> <td>56</td> <td>1,018</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Paraquat diclorida</td> <td>115</td> <td>522</td> <td>65</td> <td>240</td> </tr> <tr> <td>Metil metsulfuron</td> <td>17</td> <td>522</td> <td>5,600</td> <td>5,000</td> </tr> </tbody> </table> <p>Below are the data usage of herbicide during period January – December 2018:</p> <table border="1" data-bbox="981 1161 1890 1345"> <thead> <tr> <th>Active ingredients</th> <th>Volume usage</th> <th>Area treated</th> <th>LD50 (mouth) mg/kg BW</th> <th>LD50 (skin) mg/kg BW</th> </tr> </thead> <tbody> <tr> <td>Glifosat</td> <td>520</td> <td>2,096</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Flouroxyfir</td> <td>135</td> <td>2,096</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Paraquat diclorida</td> <td>262</td> <td>995</td> <td>65</td> <td>240</td> </tr> <tr> <td>Metil metsulfuron</td> <td>39</td> <td>995</td> <td>5,600</td> <td>5,000</td> </tr> </tbody> </table>	Active ingredients	Volume usage	Area treated	LD50 (mouth) mg/kg BW	LD50 (skin) mg/kg BW	Glifosat	217	1,018	N/A	N/A	Flouroxyfir	56	1,018	N/A	N/A	Paraquat diclorida	115	522	65	240	Metil metsulfuron	17	522	5,600	5,000	Active ingredients	Volume usage	Area treated	LD50 (mouth) mg/kg BW	LD50 (skin) mg/kg BW	Glifosat	520	2,096	N/A	N/A	Flouroxyfir	135	2,096	N/A	N/A	Paraquat diclorida	262	995	65	240	Metil metsulfuron	39	995	5,600	5,000	<p>Comply</p>
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Criterion / Indicator	Assessment Findings	Compliance
<b>4.6.3</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	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 2019 was decreased compare to 2018, 2017 and 2016.	Comply
<b>4.6.4</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	There was 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 Limited 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 2019 was decreased compare to 2018, 2017 and 2016.	Comply
<b>4.6.5</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		



Criterion / Indicator	Assessment Findings	Compliance
Individual members ensure that anyone handling chemicals has attended relevant training.	Based on field visit to sampled individual members of Asosiasi Amanah, there was no individual members using/handling chemical themselves. Chemical spraying works are conducted by TUS from KUD Bakti, KUD Bina Usaha Baru and KUD Karya Bersama.	Comply
Requirement for Group Manager		
Group Manager has oversight responsibility	Asosiasi Amanah has held dissemination and training regarding best agriculture practice including integrated pest management and weeds control on 29 – 30 November 2019. Farmer group leader and farmer members, training material is best agriculture practice in fertilization, weeds control and integrated pest management including recording of each activity conducted in Buku Catatan Petani Swadaya Amanah (farmer note book). Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book). Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members, in order to record training history, including training of pesticides chemical application and handling.	Comply
<b>4.6.6</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members store pesticides consistent with Group SOPs.	Member of Asosiasi Amanah was not performed pesticide usage and handling by own self. All pesticide usage was handle by TUS (Team unit Semprot), a special team that handles the use of pesticides. Pesticide mixing was performed in mixing area near to pesticide storage by TUS team and pesticide was not applied in riparian area. Smallholder membr also provided note book by ICS Asosiasi Amanah which contains information and guidance related storage and handling of pesticide.	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager has oversight responsibility	<p>Asosiasi Amanah has held dissemination and training regarding best agriculture practice including integrated pest management and weeds control on 29 – 30 November 2019. Farmer group leader and farmer members, training material is best agriculture practice in fertilization, weeds control and integrated pest management including recording of each activity conducted in Buku Catatan Petani Swadaya Amanah (farmer note book).</p> <p>Asosiasi Amanah has established training program so that all farmers get training related to best agriculture practices including the recording it in Buku Catatan Petani Swadaya Amanah (farmer note book).</p> <p>Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members, in order to record training history, including training of pesticides chemical application and handling.</p>	Comply
<b>4.6.7</b> Application of pesticides shall be by proven methods that minimise risk and impacts.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<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. Sprayer workers performed their activity using the PPE such as: handgloves, safety goggles/glasses, body cover/apron, masker and safety boots.</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. Detail of medical check up for TUS team refer to indicator 4.7.3.</p>	Comply
<b>4.6.8</b> Pesticides shall be applied aerially 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.		
Requirement for Individual Member with up to 50ha of plantation size		
		N/A

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Not applicable since no aerial spray was applied. N/A	Comply
<b>4.6.9</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Responsibility of the Group Manager.	<p>Asosiasi Amanah has develop the training program including pesticide handling.</p> <p>Limited Pesticide Handling Training has been conducted on 14 March 2018 by "Komisi Pengawasan Pupuk dan Pestisida" attend by all TUS team, evidence of training can be demonstrated in the form of certificate, sample seen:</p> <ol style="list-style-type: none"> <li>1. Kunik, Certificate No. 521.4/216/UPTTPH/III/2018 dated 17 March 2018.</li> <li>2. Jumiah, Certificate No. 521.4/404/UPTTPH/III/2018, dated 17 March 2018.</li> <li>3. Sely, Certificate No. 521.4/387/UPTTPH/III/2018 dated 17 March 2018.</li> <li>4. Susi, Certificate No. 521.4/284/UPTTPH/III/2018 dated 17 March 2018.</li> <li>5. Siti Masrurah, Certificate No. 521.4/388/UPTTPH/III/2018 dated 17 March 2018.</li> <li>6. Sari, Certificate No. 521.4/405/UPTTPH/III/2018 dated 17 March 2018.</li> <li>7. Lia, Certificate No. 521.4/225/UPTTPH/III/2018 dated 17 March 2018.</li> </ol> <p>Interview with smallholder member indicated that they aware the the type of chemical to be used – target weed, the handling, the hazard, the handling of empty container. However the pesticide and chemical use is performed by TUS team.</p> <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). Asosiasi Amanah has been provided MSDS for all type of pesticide use.</p>	Comply
<p><b>4.6.10</b> 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>Requirement for Individual Member with up to 50ha of plantation size</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members must dispose of waste materials according to group SOPs.</p>	<p>Asosiasi Amanah has prepared the mechanism to dispose of waste material "Mekanisme Pemusnahan Wadah Bekas Herbisida oleh Tim Unit Sempert (TUS)".</p> <p>The organization has also shown the procedure related to dispose of waste material "Prosedur Pengolahan Limbah Plastik di Kebun Asosiasi Petani Swadaya Amanah" – document number: 035/DOK/SOP/APSSA/2013.</p> <p>Asosiasi Amanah has communicated the procedure to all individual members, e.g: record of socialization / refresh training on dispose of waste materials (including hazardous waste) conducted on 12<sup>th</sup> July 2018 – attended by 96 smallholder members. Location in meeting room in Asosiasi Amanah.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal as in "Mekanisme Pemusnahan Wadah Bekas Herbisida oleh Tim Unit Sempert (TUS)"</p>	<p>Comply</p>
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager has oversight responsibility	<p>Asosiasi Amanah has prepared the mechanism on disposal of agrochemical referred to document of "Mekanisme Pengembalian Wadah Bekas Limbah B3" and MSDS (material safety data sheet).</p> <p>Group Manager has also shown the procedure related to dispose of waste material "Prosedur Pengolahan Limbah Plastik di Kebun Asosiasi Petani Swadaya Amanah" – document number: 035/DOK/SOP/APSSA/2013.</p> <p>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>Record of waste disposal: "Berita Acara Serah Terima Limbah B3 to hazardous waste storage PT Inti Indosawit Subur – Ukui" dated 1<sup>st</sup> December 2018, consist of: 3 empty containers of paraquat, 68 empty containers of glyphosate, 10 empty containers of Methil Melsulfuron and 95 empty container of Flurocyfir.</p>	Comply
<b>4.6.11</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers to monitor occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up.</p>	<p>Asosiasi Petani Sawit Swadaya Amanah has monitored of illnesses and health conditions of members and their workers that are handling agrochemicals.</p> <p>The Asosiasi Amanah has provided medical check up on 6-monthly basis. Conducted by third party.</p> <p>Last medical check up conducted by Focus Clinical Laboratory Pekanbaru on 7<sup>th</sup> February 2019, was attended by 14 workers that area handling agrochemicals (TUS – tim unit semprot), e.g: Mrs Siti Masruroh, Mrs Yaroah, Mrs Suniti, Mrs Wasini, Mrs Kiki, Mrs Kunik.</p> <p>Based on interview with spayers team- the result of medical checkup has commincated to TUS members.</p>	<p>Comply</p>
<p><b>4.6.12</b> No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Individual members ensure no pregnant or breastfeeding women are handling pesticides.</p>	<p>Individual member does not performed the pesticide handling by themselves. Pesticide handling by TUS team. Pregnant test for team TUS is performed each month by Clinic nurse/midwife PT Inti Indosawit Subur. Pregnant test record in "Monitoring cek kehamilan". Latest monitoring on June 2019 shown that all female sprayer is negative pregnant and proper to work.</p>	<p>Comply</p>
<p>Requirement for Group Manager</p>		
<p>Group Manager has oversight responsibility.</p>	<p>Pregnant test for team TUS is performed each month by Clinic nurse/midwife PT Inti Indosawit Subur. Pregnant test record in "Monitoring cek kehamilan". Latest monitoring on June 2019 shown that all female sprayer is negative pregnant and proper to work.</p> <p>Record seen fro female workers on behalf: Kunik, Jumiah, Sely, Susi, Siti Masrurah, Sari, Lia.</p>	<p>Comply</p>
<p><b>Criterion 4.7:</b>  An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

Criterion / Indicator	Assessment Findings	Compliance
<b>4.7.1</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
Members shall provide input to the development of the OHS policy and management plan	<p>Individual members provides input to the development of the OHS policy and management plan, such as risk/danger in their farm site to head of kelompok tani/farmer group. The head of kelompok tani/farmer group then deliver the suggestion to group manager.</p> <p>Based on interview with sample of smallholder member (plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346) – they have provided input on development the OHS program, such as: meeting on providing the PPE, medical insurance.</p> <p>Occupational Health and Safety programme worked under - Programme of Work Safety, prepared on January 2019 as guidance for health and safety in smallholder' plantation.</p>	Comply
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager shall conduct a risk assessment in collaboration with members.</p>	<p>Asosiasi Petani Sawit Swadaya Amanah has established the Policy related to Health and Safety under "Kebijakan Lingkungan, Sosial Kesehatan dan Keselamatan Kerja", dated January 2018.</p> <p>Asosiasi Amanah has prepared the a risk assessment in collaboration with members as in "Prosedur Keselamatan dan Kesehatan Kerja Kebun Swadaya Amanah", last review on 14<sup>th</sup> January 2018. The risk assessment covering all activities in plantation, such as: harversting, manuring, spraying, mixing pesticides, transport FFB.</p> <p>Asosiasi Amanah 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>	<p>Comply</p>
<p><b>4.7.2</b> 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>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Member shall collaborate with Group Manager to ensure dangers on farm are identified</p>	<p>Based on interview with sample of smallholder member plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346) – they have been aware and understand the major risk for workers on the farm especially for harvesting activity, manuring, weeding and spraying pesticide.</p> <p>The individual member also explain how to avoid the risk in activity of work such as using appropriate PPE and performed safe working practise. Member has been follow the training of OHS provide by Asosiasi Amanah cooperate with PT. Inti Indosawit Subur.</p> <p>Individual members have provided input on idrentified of risk/danger in their farm site to head of kelompok tani/farmer group. The head of kelompok tani/farmer group then deliver the suggestion to group manager.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for medical insurance for workers appropriate to scale.	<p>Asosiasi Petani Sawit Swadaya Amanah developed a simple hazard identification and risk assessment under "Prosedur Keselamatan dan Kesehatan Kerja Kebun Swadaya Amanah", updated on 5<sup>th</sup> January 2019. The risk assessment covering all activities in plantation, such as: harversting, manuring, spraying, mixing pesticides, transport FFB".</p> <p>The strategy is through provision of appropriate PPE, maintenance of working area (individual platform, harvesting path in area slippery condition), signage and training. The hazard identification found to be sufficient.</p>	Comply
<p><b>4.7.3</b> 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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>Members shall attend trainings related to OHS.</p>	<p>Based on interview with sample of smallholder membe plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 - they have shown the guidance book "Buku Panduan dan Catatan Petani Swadaya Amanah" that contain the PPE.</p> <p>All member are aware the PPE usage during working in field based on the risk assessment, such as: AP boot, helm,</p> <p>Record verification:</p> <ul style="list-style-type: none"> <li>• Training on basic safety (OHS training) dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on using of PPE, dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Certifiante for operator on handling of limited pestice – Tim Unit Semprot, e.g: Certificate number: 604/SET-KP3/VII/2018, namely Mr Nur Rahman 605/SET-KP3/VII/2018, namely Mr Saejo, dated 16<sup>th</sup> July 2018 – valid until 5 years.</li> <li>• Minute of meeting on training of PPE dated 13<sup>th</sup> September 2018 – was facilitied by RSPO Team of PT Inti Indosawit – Mr Logo Siregar.</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Members shall implement the management plan and at least ensure the provision of PPE and medical check-ups for high risk workers. In the case of hazardous chemical use, a description of the relevant chemicals should be brought to the field.	<p>Individual member have attended training on health and safety including hazard identification, risk level valuation, risk control.</p> <p>Data seen:</p> <ul style="list-style-type: none"> <li>• Training on basic safety (OHS training) dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on using of PPE, dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• PPE usage was monitored by each head of KT and recorded in “Ceklist pemakaian APD – every 10 days” for example: Checklist on Using PPE (helm, glove, AP boot) for Harvester dated 1<sup>st</sup>, 11<sup>th</sup> and 21<sup>th</sup> June 2019 – location in KT 311 and KT 313, the result reported OK.</li> </ul>	
Requirement for Group Manager		
N/A	N/A	
<b>4.7.4</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, consider forming an Occupational Health Committee.	Asosiasi Amanah has prepared OHS committee and appointed Mr Dadang Mulyana as the health and safety officer as in “Surat Keputusan Group manager Asosiasi Petani Sawit Swadaya Amanah No./DOK.Amanah/SK/I/2018 tentang Penunjukan Petugas K3” dated 11 January 2018, responsible to health and safety performance.	Comply

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Criterion / Indicator	Assessment Findings	Compliance
Group Manager reviews the manual periodically.	<p>Asosiasi Amanah was performed meeting to discussing OHS issues, such as: report of inspection of PPE using for harvester, first aid availability checklist, incident report (if any), etc.</p> <p>Last review the manual OHS was conducted on 20<sup>th</sup> January 2019 – attended by 25 smallholder representative member. Agenda: review of OHS performance year 2018.</p>	
<p><b>4.7.5</b> 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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall report accidents on the farm to the Group Manager.	<p>Based on document review of “Rekaman Kecelakaan Kerja - 2019” and interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – there was no accident reported since 2018.</p> <p>Individual member can demonstrated if an accident happened, they will contact the respective field mandor and kelompok tani/farmer group.</p>	
Each member ensures that there is a first aid kit available at the work site when there is operation going on in the field.	Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they have been confirmed that there was a first aid kit available at the work site when there is operation going on in the field. The first aid kit was with field mandor.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop OHS / First Aid manual and distribute to all individual members.</p>	<p>Asosiasi Amanah has prepared the document of "Mekanisme Pertolongan Pertama Pada Kecelakaan", dated 13<sup>th</sup> January 2018. The mechanism consist of emergency call response and flow chat when the accident happen.</p> <p>First aid kit available with field mandor. OHS/first aid manual are available and disseminated to all group members. The emergency plan covers the cases of first aid for accident, agrochemical intoxication/exposure, earthquake, flooding, landslide, fire break/forest fire and spillage.</p>	
<p>Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.</p>	<p>Regular training concerning OHS and emergency procedures has been provided by Asosiasi Amanah.</p> <p>For example training:</p> <ul style="list-style-type: none"> <li>• Training on basic safety (OHS training) dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on using of PPE, dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on prepadeness and emergency respond, conducted on 6<sup>th</sup> June 2018 – attended by 30 member of smallholders. The record of simulation available as evident.</li> </ul> <p>Emergency equipment available in warehouse, such as: mattock (2 unit), hand-axe (1 unit), shovel (1 unit), water pump machine (2 unit), nozzle (1 unit).</p>	
<p>Group Manager shall record members' accidents on the farm.</p>	<p>Based on document review of "Rekaman Kecelakaan Kerja - 2019" and interview with sample of smallholders member, plot number: 21, 56, 58, 69, 63, 55, 78, 106, 158, 179, 396, 346 – there was no accident reported since 2018.</p> <p>Indivial member can demonstrated if an accident happened, they will contact the respective field mandor and kelompok tani/farmer group..</p>	
<p><b>4.7.6</b> All workers shall be provided with medical care, and covered by accident insurance.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they state no workers being employee permanently by the smallholders.  Not applicable.	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved	Asosiasi Amanah provides contribution for the medical care should any worker/member had an accident (if any).  Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they stated basically will responsible if any work related accident occurs in their oil palm plot.	
Requirement for Group Manager		
N/A	Employees of Asosiasi Swadaya Amanah has been provided with accident and healthy insurance. Accident and healthy insurance can be demonstrated.  For example: Mr Kuntiah Wulandasari (Officer adimistration) has registered to BPJS Kesehatan with ID No. 0001501135391.	
<b>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</b>		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
N/A	<p>Asosiasi Petani Sawit Swadaya Amanah prepared a record to monitor the Lost Time Accident.</p> <p>Based on document review of "Rekaman Kecelakaan Kerja - 2019" and interview with sample of smallholders member, plot number: 21, 56, 58, 69, 63, 55, 78, 106, 158, 179, 396, 346 – there was no accident reported since 2018.</p> <p>Accident record "Rekaman Kecelakaan Kerja" period month January – April 2019 shows nil incident/accident causing lost time injury. This is in line lost time injury monitoring by medical center Desa Trimulya Jaya, including data on type of accident: fatality, injury with rest, first aid.</p>	
<p><b>Criterion 4.8:</b>            All staff, workers, smallholders and contract workers are appropriately trained.</p>		
<p><b>4.8.1</b> A formal training programme shall be in place that covers all aspects of the RSP0 Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied



Criterion / Indicator	Assessment Findings	Compliance
<p>Anyone working on the farm shall be briefed on best practices relevant to the job they are doing. Members and workers shall participate in the trainings where appropriate. Members inform the Group Manager on participation of workers in training</p>	<p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they were understood concerning procedure of best management practise: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management.</p> <p>Training has been followed by smallholder member such as:</p> <ul style="list-style-type: none"> <li>• Socialization of Asociation Policies, conducted on 9<sup>th</sup> July 2018</li> <li>• Training on implementation of RSPO standards, conducted on 12<sup>th</sup> July 2018</li> <li>• Training on prepadeness and emergency respond, conducted on 6<sup>th</sup> June 2018 – attended by 30 member of smallholders. The record of simulation available as evident.</li> <li>• Training on fertilizer application, dated 10<sup>th</sup> July 2018</li> <li>• Training on integrated pest management, dated 10<sup>th</sup> July 2018</li> <li>• Training on handling of pesticides, dated 12<sup>th</sup> July 2018</li> </ul>	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager shall ensure that all members are trained on the RSPO P&amp;C and records of such training shall be kept</p>	<p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they were understood concerning procedure of best management practise: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management.</p> <p>Training has been followed by smallholder member such as:</p> <ul style="list-style-type: none"> <li>• Socialization of Asociation Policies, conducted on 9<sup>th</sup> July 2018</li> <li>• Training on implementation of RSPO standards, conducted on 12<sup>th</sup> July 2018</li> <li>• Training on prepadeness and emergency respond, conducted on 6<sup>th</sup> June 2018 – attended by 30 member of smallholders. The record of simulation available as evident.</li> <li>• Training on fertilizer application, dated 10<sup>th</sup> July 2018</li> <li>• Training on integrated pest management, dated 10<sup>th</sup> July 2018</li> <li>• Training on handling of pesticides, dated 12<sup>th</sup> July 2018</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, Group Manager shall prepare a training plan.</p>	<p>Asosiasi Amanah has conducted training need assessment for member as in "Rencana Kerja Asosiasi Amanah tahun 2018-2022" prepared on January 2018.</p> <p>The training including:</p> <ul style="list-style-type: none"> <li>• HCV and AMDAL training</li> <li>• Fertilizing training</li> <li>• Water and Soil Conservation training</li> <li>• PPE training</li> <li>• Harvesting and FFB quality training</li> <li>• OHS training</li> <li>• Integrated Pest management Training</li> <li>• Limited pesticide usage training</li> <li>• First aid training</li> <li>• Emergency response and basic fire training</li> </ul>	
<p><b>4.8.2</b> Records of training for each employee shall be maintained.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, training records shall be kept.	<p>Training record were evident and kept in Asosiasi Amanah office such as: training material, attendance list and certificate for some training.</p> <p>Some training record are verified:</p> <ul style="list-style-type: none"> <li>• Socialization of Asociation Policies, conducted on 9<sup>th</sup> July 2018</li> <li>• Training on implementation of RSPO standards, conducted on 12<sup>th</sup> July 2018</li> <li>• Training on prepadeness and emergency respond, conducted on 6<sup>th</sup> June 2018 – attended by 30 member of smallholders. The record of simulation available as evident.</li> <li>• Training on fertilizer application, dated 10<sup>th</sup> July 2018</li> <li>• Training on integrated pest management, dated 10<sup>th</sup> July 2018</li> <li>• Training on handling of pesticides, dated 12<sup>th</sup> July 2018</li> <li>• Training on basic safety (OHS training) dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on using of PPE, dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>		
<b>Criterion 5.1:</b>		
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.		
<b>5.1.1</b> An environmental impact assessment (EIA) shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall demonstrate an understanding of the environmental risks of their operations</p>	<p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they have demonstrated an understanding of environmental risks of their operations.</p> <p>Environment management and environment monitoring plan shall sign “Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)”.</p> <p>Sample verification:</p> <ul style="list-style-type: none"> <li>• Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan (SPPL) no 660/BLH-SPPL/2014/39 under name Mr Imron (plot number 55), dated 24<sup>th</sup> February 2014</li> <li>• Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan (SPPL) no 660/BLH-SPPL/2016/575 under name Mr Markim (plot number 367), dated 29<sup>th</sup> November 2016</li> <li>• Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan (SPPL) no 660/BLH-SPPL/2016/586 under name Mrs Munirah (plot number 449), dated 29<sup>th</sup> November 2016</li> <li>• Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan (SPPL) no 660/BLH-SPPL/2014/169 under name Mrs Karijem (plot number 172), dated 24<sup>th</sup> February 2014</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Managers shall identify all activities that have an impact on the environment.	<p>Asosiasi Amanah has shown the identification of all activities that has an impact as in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)" to minimize negative impact and enhance positive impact.</p> <p>All smallholder members has obtained "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)" from "Badan Lingkungan Hidup Kabupaten Pelalawan". The total member of Asosiasi Amanah is 501 members.</p> <p>As mentioned in SPPL, there were 7 important environmental impact resulted from farming operation such as:</p> <ul style="list-style-type: none"> <li>• Decreased air quality</li> <li>• Increased noise</li> <li>• Decreased water surface quality</li> <li>• Changes in erosion and sedimentation rates</li> <li>• Opening up a business opportunity</li> <li>• Community perception</li> <li>• Access road damage</li> </ul> <p>Environmental management and monitoring plan has been determined in SPPL to minimize negative impact and enhance positive impact.</p> <p>Data seen: Report of Implementation of Environmantal Management and Monitoring Program for period second semester (2<sup>nd</sup>) year 2018 – was reported to Environmental Agency in Pelalawan Regency, dated 12<sup>th</sup> February 201, received by Mrs Indah (officer in environmental agency)</p>	Comply
<p><b>5.1.2</b> 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.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.	<p>Based on visit in smallholder field and interview with individual member plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346); there were found some condition and effort to reduce the environmental impacts, such as:</p> <ul style="list-style-type: none"> <li>• Natural vegetation to protect soil and around the river were maintained</li> <li>• Sampled of individual member according to recommendation dosage on fertilizers application.</li> <li>• Establishing a guard post to serve public complaints due to FFB transportation disturbance</li> <li>• Prioritize biological control of pests;</li> <li>• Maintaining and repairing damaged roads due to FFB transport</li> </ul>	
Individual members shall contribute to the reduction of environmental impacts	<p>Based on visit in smallholder field and interview with individual member plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346); there were found some condition and effort to reduce the environmental impacts, such as:</p> <ul style="list-style-type: none"> <li>• Natural vegetation to protect soil and around the river were maintained</li> <li>• Sampled of individual member according to recommendation dosage on fertilizers application.</li> <li>• Establishing a guard post to serve public complaints due to FFB transportation disturbance</li> <li>• Prioritize biological control of pests;</li> <li>• Maintaining and repairing damaged roads due to FFB transport</li> </ul>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop a mitigation plan to reduce environmental risks and review the plan every two years of mitigation plan.</p>	<p>Environmental Risk and Mitigation Plan also has been determined in SPPL, such as:</p> <ul style="list-style-type: none"> <li>• Installing speed limits sign, road signs and warning signs to reduce the spread of dust and vehicle emissions and reduce traffic accidents</li> <li>• Watering the access road to the plantations and surrounding villages during the dry season to minimize dust</li> <li>• Maintain of natural vegetation that serves as protector of the soil and maintain vegetation around the river (green belt)</li> <li>• Control the use of fertilizers and pesticides according to recommended doses and prioritize biological control of pests</li> <li>• Increase the business opportunity to the surrounding community for FFB harvesting and transportation activities</li> <li>• Maintaining and repairing damaged roads due to FFB transport and establishing a guard post to serve public complaints due to FFB transportation disturbance</li> <li>• Improve the empowerment of small and medium businesses of local communities through farmer groups and cooperatives</li> </ul> <p>A responsible for mitigation plan is own farmer members and supervised by head of kelompok tani/farmer group and group manager.</p>	
<p><b>5.1.3</b> 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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall organise training for members on environmental risks and mitigation measures.	<p>Asosiasi Amanah has conducted the training on environmental risks and mitigation measures, sample record:</p> <ul style="list-style-type: none"> <li>• Refresh training of HCV and AMDAL, dated 30<sup>th</sup> August 2018 – location in GOR Basecamp central, attended by 52 member.</li> <li>• Training on environmental awareness for fertilizer applicator, dated 10<sup>th</sup> July 2018</li> <li>• Training on environmental awareness for pesticides applicator, dated 12<sup>th</sup> July 2018</li> </ul>	Comply
Group Managers shall monitor implementation	<p>Asosiasi Amanah has provided plan to monitor environmental risks and mitigation measures.</p> <p>The record of monitoring implementation documented in "Identification of Environmental Risk, Mitigation Program and Monitoring Implementation", the parameters includes management of biological, physical, and social Aspects.</p>	
<p><b>Criterion 5.2:</b> 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 and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p><b>5.2.1</b> 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).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them	<p>Individual members are able to demonstrate basic understanding of RTE in their area.</p> <p>During field visit and interview with smallholders on Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323). The farmers able to demonstrate and explain related wildlife, RTE's species and HCV in general and how to protect them.</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
Individual members shall participate in the HCV assessment.	<p>HCV training conducted on 7 May 2015 provided by Conservation and HCV officer – Asian Agri, attended by 80 individual members. The members provides input and comments of animal/HCV in the area. Posters and signboard identifying list of RTE species in cooperation with Institut Pertanian Bogor and Asian Agri are presented.</p> <p>ICS has tools to monitor all applicable RSPO P&amp;C like checklist “Data Internal Inspeksi”. Information includes HCV’s and RTE’s monitoring. Internal inspection conducted with quarterly period. Example:</p> <ol style="list-style-type: none"> <li>1. 26 Juni 2018. Farmer: Katijo. Kav/Plot: 312-051. ICS Name: Dadang.</li> <li>2. 25 Juni 2018. Farmer: Mulyadi. Kav/Plot: 319-321. ICS Name: Rusman Efendi.</li> <li>3. 24 Juni 2018. Farmer: Paeran. Kav/Plot: 314-155. ICS Name: Saeroji.</li> </ol>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>HCV assessments shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&amp;Cs or NIs where available; see guidance).</p>	<p>An HCV identification exercise was conducted in October 2012, prepared by WWF. List of protected wildlife "Satwa yang Dilindungi" as regulated in "Peraturan Pemerintah No.7/1999" updated in February 2013.</p> <p>Asosiasi AMANAH conducted monitoring of RTE species on monthly basis for each farmer member's plantation block. RTE monitoring then documented under "Formulir Daftar Temuan Satwa Liar Dilindungi". Monitoring RTE species conducted in monthly basis.</p> <p>Sample taken:            Month: December, Year: 2018            KT: 323, Date: 10 Dec 2018            Plot: 408, Species: Civet, Amount: 1 species, Location: top of palm tree, Condition: Sleep.            Plot: 420, Species: Kingfisher, Amount: 1 species, Location: top of bridge, Condition: Standing.            Plot: 429, Species: Monitor lizard, Amount: 1 species, Location: ditch, Condition: Standing.</p> <p>HCV management plan and monitoring plan are in place. Action plan to manage HCV such as:</p> <ul style="list-style-type: none"> <li>• Maintain and upkeep the restoration plants in riparian area;</li> <li>• Avoid and banned the waste disposal in to the waterways or river;</li> <li>• Avoid and Banned conducted the pesticide spraying and chemical usage in riparian zone;</li> <li>• Avoid and Banned the activity which destructed in riparian zone;</li> <li>• Avoid and banned the sand exploitation in the river;</li> <li>• Maintained boundary marker of riparian zone;</li> <li>• Conserve natural vegetation around the riparian;</li> <li>• Animal and wildlife monitoring;</li> </ul>	<p>Comply</p>
<p><b>5.2.2</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		

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Criterion / Indicator	Assessment Findings	Compliance
Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report	<p>During field visit and interview with smallholders on Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323). The farmers able to demonstrate and explain related wildlife, RTE’s species and HCV in general and how to protect them.</p> <p>For example: Monitor Lizard (<i>Varanus salvator</i>), Cobra snake (<i>Naja</i> sp), Crested Serpent Eagle (<i>Spilornis cheela</i>), Barn Owl (<i>Tyto alba</i>), Malayan Pangolin (<i>Manis javanica</i>).</p>	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan</p>	<p>Asosiasi Amanah has installed posters indicating type of protected wildlife, in the area of farmer’s block. In addition, action plan to protect RTE species and riparian areas, Asosiasi AMANAH conducting periodical monitoring through Internal Control Sytem (ICS). ICS has tools to monitor all applicable RSPO P&amp;C like checklist “Data Internal Inspeksi”. Information includes HCV’s and RTE’s monitoring. Internal inspection conducted with quarterly period. Example:</p> <ol style="list-style-type: none"> <li>1. 26 Juni 2018. Farmer: Katijo. Kav/Plot: 312-051. ICS Name: Dadang.</li> <li>2. 25 Juni 2018. Farmer: Mulyadi. Kav/Plot: 319-321. ICS Name: Rusman Efendi.</li> <li>3. 24 Juni 2018. Farmer: Paeran. Kav/Plot: 314-155. ICS Name: Saeroji.</li> </ol> <p>HCV management plan and monitoring plan are in place. Action plan to manage HCV such as:</p> <ul style="list-style-type: none"> <li>• Maintain and upkeep the restoration plants in riparian area;</li> <li>• Avoid and banned the waste disposal in to the waterways or river;</li> <li>• Avoid and Banned conducted the pesticide spraying and chemical usage in riparian zone;</li> <li>• Avoid and Banned the activity which destructed in riparian zone;</li> <li>• Avoid and banned the sand exploitation in the river;</li> <li>• Maintained boundary marker of riparian zone;</li> <li>• Conserve natural vegetation aroun the riparian;</li> <li>• Animal and wildlife monitoring;</li> </ul>	<p>Comply</p>
<p><b>5.2.3</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures.</p>	<p>During field audit and interview with farmer members they aware with RTE species in and around the plantation area and they are banned to hunting the animal. HCV training provided by Asosiasi Amanah has been followed by farmer members. Signboard related to RTE species conservation was in place and known by farmer members.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager conducts training for their individual members and their workers about the status of HCV and RTE species and the applicable disciplinary measures	<p>HCV training conducted on 7 May 2015 provided by Conservation and HCV officer – Asian Agri, attended by 80 individual members. Posters and signboard identifying list of RTE species in cooperation with Institut Pertanian Bogor and Asian Agri are presented.</p> <p>In 2017 training on HCV management carried out on 10 March 2017 attended by 20 individual members from Asosiasi Petani Sawit Amanah. The training was attended by other parties.</p> <p>After 2017, training conducted directly on land farmers during the harvesting cycle.</p>	Comply
<p><b>5.2.4</b> Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul>		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)	During field audit and interview with members they aware with RTE species in and around the plantation area and they are banned to hunting the animal. Signboard related to RTE species conservation was in place and known by individual members.	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall implement a mechanism for individual members to report on threats to HCVs	<p>Based on interview with sampled farmer members, they are able to demonstrate area with high conservation value, such as river buffer zone, and types of protected flora and fauna. They have understood prohibition on hunting activity, poisoning fish, apply chemical including fertilizer near the river buffer zone.</p> <p>Asosiasi Amanah has appointed Mr.Dadang as personnel responsible to manage and monitor the HCV through "Surat Keputusan Group Manager No.005/DOK/SK.KPI/APSSA/2015" dated 31 December 2015. Asosiasi Amanah has a list of protected animal under "Peraturan Pemerintah No.7 tahun 1999" comprised of 37 animals. Two (2) of the animals categorized as Critical Endangered i.e. Three (3) of the animals categorized as Critical Endangered i.e. Grey Wood-pigeon (<i>Columba argentina</i>), Banggai crow (<i>Corvus unicolor</i>) and Cerulean paradise flycatcher (<i>Eutrichomyias rowleyi</i>).</p> <p>Mechanism to report on threats to HCV by using periodical inspection and direct report to ICS.</p>	Comply
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.		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members shall be aware of the rights of other local communities that are related to identified HCVs and RTEs	Based on field verification and information from farmer members, there was no longer indication of area with high conservation value within Asosiasi Amanah – that under control of third party. Not applicable.	Comply
Requirement for Group Manager		
In cases where there is an overlap of local community rights and HCV areas, the Group Manager shall initiate the negotiation of an agreement that optimally safeguards both the HCVs and these rights	Based on field verification and information from farmer members, there was no longer indication of area with high conservation value within Asosiasi Amanah – that under control of third party. Not applicable.	Comply
<b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		

Criterion / Indicator	Assessment Findings	Compliance
<b>5.3.1</b> All waste products and sources of pollution shall be identified and documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan in place.	<p>Asosiasi Amanah has prepared program of waste management and disposal under "Identifikasi Limbah di Perkebunan Petani (Pencemaran dan Emisi)", last updated on 5<sup>th</sup> January 2019.</p> <p>The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic waste), impact, mitigation plan, implementation, timeline and PIC.</p>	
<b>5.3.2</b> All chemicals and their containers shall be disposed of responsibly.		
Requirement for Individual Member with up to 50ha of plantation size		
Members shall ensure that all chemical containers are properly handled and disposed.	<p>Based on visit in smallholder field and interview with individual member plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346); indicated that spraying application and agrochemical handling were carried out by TUS (Tim Unit Semprot).</p> <p>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.</p>	Complied
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall ensure that all chemical containers are properly handled and disposed</p>	<p>Group Manager has prepared the procedure to ensure that all chemical containers are properly handled and disposed under “Mekanisme Pemusnahan Wadah Bekas Herbisida oleh Tim Unit Sempont (TUS)”. The procedure mentioned that 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. Ex fertilizer sack and inner bag was rinsed and kept in agrochemical store and re use as brondolan (palm oil fruit) bag.</p> <p>Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste).</p> <p>Data verified:</p> <ul style="list-style-type: none"> <li>• Training on environmental awareness for fertilizer applicator, dated 10<sup>th</sup> July 2018</li> <li>• Training on environmental awareness for pesticides applicator, dated 12<sup>th</sup> July 2018</li> <li>• “Berita Acara Serah Terima Limbah B3 to hazardous waste storage PT Inti Indosawit Subur – Ukui” dated 1<sup>st</sup> December 2018, consist of: 3 empty containers of paraquat, 68 empty containers of glyphosate, 10 empty containers of Methil Melsulfuron and 95 empty container of Flurocxyfir.</li> </ul>	<p>Comply</p>
<p><b>5.3.3</b> A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, members shall have a documented waste management and disposal plan.</p>	<p>The documented waste management and disposal plan available at the group level.</p> <p>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.</p> <p>Asosiasi Amanah has also prepared program of waste management and disposal under "Identifikasi Limbah di Perkebunan Petani (Pencemaran dan Emisi)", last updated on 5 January 2019.</p> <p>The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic waste), impact, mitigation plan, implementation, timeline and PIC.</p>	
<p>Members shall communicate to all workers the waste management and disposal plan.</p>	<p>Waste management and disposal plan has been communicated to individual member.</p> <p>Record of socialization available as evident, e.g:</p> <ul style="list-style-type: none"> <li>• Training on environmental awareness for fertilizer applicator, dated 10<sup>th</sup> July 2018</li> <li>• Training on environmental awareness for pesticides applicator, dated 12<sup>th</sup> July 2018</li> <li>• Based on interview with Tm Unit Semprot (TUS) - they have attended the socialization and understanding on handling of agrochemical waste.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.</p>	<p>Waste management and disposal plan has been communicated to smallholder member.</p> <p>Record of socialization available as evident, e.g:</p> <ul style="list-style-type: none"> <li>• Training on environmental awareness for fertilizer applicator, dated 10<sup>th</sup> July 2018</li> <li>• Training on environmental awareness for pesticides applicator, dated 12<sup>th</sup> July 2018</li> <li>• Based on interview with Tm Unit Semprot (TUS) - they have attended the socialization and understanding on handling of agrochemical waste.</li> </ul>	
<p>Requirement for Group Manager</p> <p>Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.</p>	<p>The Group Manager has prepared program of waste management and disposal under "Identifikasi Limbah di Perkebunan Petani (Pencemaran dan Emisi)", last updated on 16<sup>th</sup> January 2019.</p> <p>The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic waste), impact, mitigation plan, implementation, timeline and PIC.</p> <p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they have 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>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Group Manager shall communicate to all members on the waste management and disposal plan.	Waste management and disposal plan has been communicated to farmer member.  Record of socialization available as evident, e.g: <ul style="list-style-type: none"> <li>• Training on environmental awareness for fertilizer applicator, dated 10<sup>th</sup> July 2018</li> <li>• Training on environmental awareness for pesticides applicator, dated 12<sup>th</sup> July 2018</li> <li>• Based on interview with Tm Unit Semprot (TUS) - they have attended the socialization and understanding on handling of agrochemical waste.</li> </ul>	
The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.	Waste management and disposal plan has been communicated to farmer member.  Record of socialization available as evident, e.g: <ul style="list-style-type: none"> <li>• Training on environmental awareness for fertilizer applicator, dated 10<sup>th</sup> July 2018</li> <li>• Training on environmental awareness for pesticides applicator, dated 12<sup>th</sup> July 2018</li> <li>• Based on interview with Tm Unit Semprot (TUS) - they have attended the socialization and understanding on handling of agrochemical waste.</li> </ul>	Complied
<b>Criterion 5.4:</b>		
Efficiency of fossil fuel use and the use of renewable energy is optimised.		
<b>5.4.1</b> A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, members shall implement the actions as outlined in the Group’s plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.	<p>Group Manager has shown the document “Result of Identification of Environmental Risk and Mitigation Program”, last updated on 16<sup>th</sup> January 2019.</p> <p>The document mentioned plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy, such as: individual member use fossil fuel for motorcycle and they conducted efficiency by optimize the motorcycle usage as per necessity. They use electrical for housing needs and supply by grid/PLN.</p>	
Requirement for Group Manager		
Appropriate to scale, Group Manager shall have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.	<p>Group Manager has prepared plan for improving efficiency of the use of fossil fuels and to optimise renewable energy as in “Pedoman Pemanfaatan dan Efisiensi Sumber Emisi”, up dated on 16<sup>th</sup> January 2019, consist of:</p> <ul style="list-style-type: none"> <li>• Fossil fuel usage as per needs or necessity</li> <li>• Performed efficiency of fossil fuel by control the fossil fuel usage for FFB transportation</li> <li>• Conducting regular maintenance for truck machine;</li> </ul>	
<b>Criterion 5.5:</b>		
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.		
<b>5.5.1</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall provide evidence that they understand the No Burning Policy of the group.	<p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they have been aware that they cannot use fire for land preparation during replanting.</p> <p>Based on field visit there were no evidence of any kind of burning was noticed.</p>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> <li>• Provide evidence of a no use of fire policy in group SOPs.</li> <li>• Demonstrate that individual farms have been visited for this requirement.</li> <li>• Explain how all the above is socialised to individual members of the Group</li> </ul>	<p>Group Manager has established the Association Policy –Kebijakan Asosiasi-, last updated on 5<sup>th</sup> January 2018, in poin 4 mentioned that “Melakukan praktek tanpa bakar dalam kegiatan pembangunan maupun peremajaan perkebunan”.</p> <p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they have been aware that they cannot use fire for land preparation during replanting.</p> <p>Based on field visit there were no evidence of any kind of burning was noticed.</p>	
<p><b>5.5.2</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.</p>	<p>Based on field visit there were no evidence of any kind of burning was noticed.</p> <p>Based on interview with sample of smallholders member, plot number: 21, 56, 58, 69. 63, 55, 78, 106, 158, 179, 396, 346 – they have been aware that they cannot use fire for land preparation during replanting.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> <li>• Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning’ 2003.</li> <li>• Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines.</li> </ul>	<p>Group Manager and its members have been 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.</p> <p>The smallholder group has developed replanting programme starting on 2026 and has referred to technical guidelines of “Pedoman Teknis Pembukaan Lahan Tanpa Bakar” (Land preparation with zero burning), published by the Ministry of Agriculture.</p> <p>During the interview, the group manager and group members highlighted that there are no pest and disease problem.</p>	<p>Comply</p>
<p><b>Criterion 5.6:</b></p>		
<p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p><b>5.6.1</b> An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>List significant pollutants and identify sources of emissions.</p>	<p>Group Manager has shown the document of list significant pollutants and identify sources of emission under document: “Identifikasi Sumber Gas Rumah Kaca”, updated on 16<sup>th</sup> January 2019 which mention the identification of pollution and green house gas source emission, covering:</p> <ul style="list-style-type: none"> <li>• Fertilizing : Fertilizer volume usage</li> <li>• Spraying activity: Agrochemical volume usage;</li> <li>• Transportation: Fossil fuel volume usage;</li> </ul>	
<p><b>5.6.2</b> Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Identify options to reduce pollutants and emissions and consider whether the group can implement any of these	Group Manager has prepared plan for improving efficiency of the use of fossil fuels and to optimise renewable energy as in "Pedoman Pemanfaatan dan Efisiensi Sumber Emisi", up dated on 16 <sup>th</sup> January 2019, consist of: <ul style="list-style-type: none"> <li>• Fossil fuel usage as per needs or necessity</li> <li>• Performed efficiency of fossil fuel by control the fossil fuel usage for FFB transportation</li> <li>• Conducting regular maintenance for truck machine;</li> </ul>	Comply
<b>5.6.3</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Based on the above, where possible, mitigation measures shall be developed and implemented. Socialize the information to the group members.	Asosiasi Amanah has provided plan to monitor all parameters includes management of waste and pollutant, biological, physical, and social Aspects. Record was kept in smallholder group management documentation.	Comply

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</b>		
<b>Criterion 6.1:</b>		
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.		
<b>6.1.1</b> A social impact assessment (SIA) including records of meetings shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the social risks of their operations.		
Requirement for Group Manager		



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Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall identify all activities that have social impacts with the participation of affected parties.	<p>Group manager Asosiasi Petani Sawit Swadaya Amanah has established simplified SIA documents presented in "Rencana Kelola Dampak Sosial tahun 2018". 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.</p> <p>Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), they can demonstrate social impacts relevant to their oil palm plantation, such as business opportunity and road access damage.</p>	
<b>6.1.2</b> There shall be evidence that the assessment has been done with the participation of affected parties.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties</p>	<p>SIA document was prepared based on consultancy with other parties such smallholder members, partnering mill, and head of villages. The consultancy for intial SIA document was conducted on 12 November 2014 during stakeholder meeting. The latest consultancy carried out on 20 January 2017.</p> <p>Group manager Asosiasi Petani Sawit Swadaya Amanah has established simplified SIA documents presented in "Rencana Kelola Dampak Sosial tahun 2019" consist of identified:</p> <ul style="list-style-type: none"> <li>a. FFB quality managed through training/communication to smalholder members and to exclude the off-spec FFB.</li> <li>b. FFB theft in the market place managed through organizing a patrol. Other means of improvement through harvestdirect transport.</li> <li>c. The road access damage managed through limiting the tonnage of FFB being transported, regular road maintenance (grading and compacting).</li> </ul> <p>During interview with Group Manager, he can explain in details potential of social impact in the future like replanting activities. He also consider that all members have different viewpoint to prepare the replanting activities which will impact to their income.</p>	
<p><b>6.1.3</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Complied</p>	

<b>Criterion / Indicator</b>	<b>Assessment Findings</b>	<b>Compliance</b>
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts</p>	<p>Environmental and Social Impacts has been identified in "Surat Pernyataan Kesanggupan Pengelolaan Lingkungan/SPPL". This includes the mitigation plan.</p> <p>During field audit and interview sampled individual member, it was known that they understand planning such as: they maintain natural vegetation that serves as protector of the soil and maintain vegetation around the river (green belt); to control the use of fertilizers and pesticides according to recommended dosage; prioritize biological control of pests; maintaining and repairing damaged roads due to FFB transport and establishing a guard post to serve public complaints due to FFB transportation disturbance.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.</p>	<p>Environmental management and monitoring plan has been determined in SPPL to minimize negative impact and enhance positif impact, such as:</p> <ul style="list-style-type: none"> <li>• Installing speed limits sign, road signs and warning signs to reduce the spread of dust and vehicle emissions and reduce traffic accidents;</li> <li>• Watering the access road to the plantations and surrounding villages during the dry season to minimize dust;</li> <li>• Maintain of natural vegetation that serves as protector of the soil and maintain vegetation around the river (green belt);</li> <li>• Control the use of fertilizers and pesticides according to recommended doses and prioritize biological control of pests;</li> <li>• Increase the business opportunity to the surrounding community for FFB harvesting and transportation activities;</li> <li>• Maintaining and repairing damaged roads due to FFB transport and establishing a guard post to serve public complaints due to FFB transportation disturbance;</li> <li>• Improve the empowerment of small and medium businesses of local communities through farmer groups and cooperatives.</li> </ul> <p>Review of social and environmental mitigation plan conducted in January 2019.</p>	
<p>Group Managers shall organise training for members on social risks and mitigation measures</p>	<p>Smallholder group manager and their members has provided plan to monitor all parameters includes management of biological, physical, and social Aspects.</p> <p>Training conducted together with ICS meeting. Sample seen:</p> <ul style="list-style-type: none"> <li>• 6 March 2019. Attended by 30 ICS, 1 foreman and 1 Field Assisstant.</li> <li>• 6 April 2019. Attended by 21 ICS and 1 Group Manager.</li> </ul>	
<p><b>6.1.4</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
Where applicable, individual members shall help to address negative social impacts in a consultative manner.	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. Based on interview with sample smallholders visited, to address negative social impact conducted through ICS meeting in mnthly basis. The latest ICS meeting are: <ul style="list-style-type: none"> <li>• 6 March 2019. Attended by 30 ICS, 1 foreman and 1 Field Assisstant.</li> <li>• 6 April 2019. Attended by 21 ICS and 1 Group Manager</li> </ul>	Comply
Requirement for Group Manager		
Group Managers shall monitor implementation of mitigation plan.	Smallholder group conducting stakeholder meeting every year as part of reviewing their SIA, sometimes conducted during Annual Meeting or "Rapat Anggota Tahunan". There would be necessary changes of social impact based on consultancy with stakeholders.	Comply
<b>6.1.5</b> Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
<b>6.2.1</b> Consultation and communication procedures shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
The individual member shall demonstrate understanding of the group's consultation and communication procedures	<p>Asosiasi Amanah has a communication procedure under "Mekanisme Komunikasi dan Konsultasi". Based on interview with sampled farmer member, stating internal communication conducted during meeting with KT/farmer group. Furthermore, should the farmer member receive complaint, it will be channeled through KT/farmer group for disposition to group manager.</p> <p>Audit team has reviewed the record of dissemination of group's consultation and communication procedures to individual farmers dated 12 April 2019.</p> <p>Based on consultation with stakeholders, it was known this organization have good communication with "Perangkat Desa", smalholder member, non-member smallholders; KT chairman. The stakeholders stated Group Manager is the person responsible for communication or give provide comments.</p>	Comply
<b>Requirement for Group Manager</b>		
The Group Manager shall develop a documented procedure for consultation and communication with local communities and other affected or interested parties.	Group Manager has developed mechanism for consultation and communication in form of flow chart namely "Mekanisme Komunikasi dan Konsultasi Asosiasi Petani Sawit Swadaya AMANAH". Person in charge to decide is Group Manager.	Comply
The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.	During direct interview with sample of individual member, it is informed that mechanism of communication and consultation already understood.	
<b>6.2.2</b> A management official responsible for these issues shall be nominated.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		
N/A	N/A	
<b>Requirement for Group Manager</b>		
The Group Manager shall nominate an official responsible for these issues	Asosiasi Amanah has determined Group Manager as responsible officer to communicating and consulting with external parties.	Comply
<b>6.2.3</b> 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.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall make a list of stakeholders or construct a "stakeholder register" and keep records of all communication and actions taken.	Asosiasi Amanah has prepared a list of stakeholder "Daftar Stakeholder 2019 Asosiasi Petani Sawit Swadaya AMANAH", updated 2 Jan 2019. There is 18 stakeholders recorded.	Comply
<b>Criterion 6.3:</b>		
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
<b>6.3.1</b> 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.		
Requirement for Individual Member with up to 50ha of plantation size		
Appropriate to scale, the member shall have a documented grievance mechanism in place	Individual smallholder understand that group manager has established the procedure for dealing with complaint and grievances.  Based on interview with stakeholders shows that the communication procedure has been consistently implemented by Asosiasi Petani Sawit Swadaya Amanah.	Comply
The workers shall understand the process.	Interviewed the smallholders and workers as the understand they always can lodge any complaints to group manager.	
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	Systems for complaints are in place at smallholder group office – see Criterion 6.2. Group manager and ICS members are aware of the procedure as well as external Stakeholders. This was confirmed by stakeholders during interview.	Comply
The Group Manager shall ensure members are familiar with the grievance procedure	Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), they are familiar with grievance procedure. So far, no grievance address to Asosiasi AMANAH since they joined as a member	
Where necessary, the Group Manager shall support members to put in place documented grievance mechanism	The logbook at the Asosiasi Amanah office available for lodging any complaints.	

Criterion / Indicator	Assessment Findings	Compliance
<b>6.3.2</b> Documentation of both the process by which a dispute was resolved and the outcome shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		
Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome	<p>Systems for complaints are in place at smallholder group office – see Criterion 6.2.</p> <p>During the ASA-1.1 assessment it is noted that there are no complaints or grievances reported to the group management.</p> <p>Based on interview with local village heads (Desa Bukit Jaya village, Air Emas village and Trimulya Jaya village) and workers as well as members confirmed no complaints or grievances are taken place within smallholder group.</p>	Comply
Requirement for Group Manager		
The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.	Systems for complaints are in place at smallholder group office – see Criterion 6.2. Group manager and ICS members are aware of the procedure as well as external Stakeholders. This was confirmed by stakeholders during interview.	Comply
<b>Criterion 6.4:</b>		
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.		
<b>6.4.1</b> A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager develops a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation.</p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation (As explained under indicator 2.2.1, stating the land ownership originated from purchasing process to the previous traditional owner (Desa Air Hitam), with evidence of ownership in form of "Surat Keterangan Tanah" issued by head of village. This document then processed into certificate to "Kantor Pertanahan Kabupaten Pelalawan" to be issued into "Sertifikat Hak Milik/SHM".</p> <p>From historical aspect, the member of Asosiasi Amanah's land originated from "Izin Pencadangan" originally intended for PT Inti Indosawit Subur. The land was not planted, and returned to state; furthermore the land have released from forest area status. There is "Izin Pelepasan kawasan Hutan dari Menteri Kehutanan", therefore the status of the land was "Area Penggunaan Lain".</p> <p>The entire Asosiasi Amanah's lands have been certified issued by "Kantor Pertanahan Kabupaten". The land measurement was done by officer from "Kantor Pertanahan Kabupaten Pelalawan", witnessed by surrounding land owner. During land ownership certificate issuance, have gone through 5 years complaint period.</p>	<p>Comply</p>
<p><b>6.4.2</b> 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>		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager develops a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation.</p>	<p>As explained under indicator 6.4.1, the history of the land, the member of Asosiasi Amanah’s land originated from “Izin Pencadangan” originally intended for PT. Inti Indosawit Subur. The land was not planted, and returned to state; furthermore the land have released from forest area status. There is “Izin Pelepasan kawasan Hutan dari Menteri Kehutanan”, therefore the status of the land was “Area Penggunaan Lain”.</p> <p>In term of ownership, the land bought from previous traditional owner (Desa Air Hitam), with evidence of ownership in form of “Surat Keterangan Tanah” issued by head of village. This document then processed into certificate to “Kantor Pertanahan Kabupaten Pelalawan” to be issued into “Sertifikat Hak Milik/SHM”.</p> <p>The entire Asosiasi Amanah’s lands have been certified issued by “Kantor Pertanahan Kabupaten”. The land measurement was done by officer from “Kantor Pertanahan Kabupaten Pelalawan”, witnessed by surrounding land owner. During land ownership certificate issuance, have gone through 5 years complaint period.</p>	<p>Comply</p>
<p><b>6.4.3</b> 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures</p>	<p>Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), no issue related land disputes or land compensation. All members already has clearly legal land use.</p>	<p>Comply</p>
<p>Requirement for Group Manager</p>		
<p>The Group Manager documents the process and outcome of any negotiated agreements and compensation claims with evidence of the participation of affected parties, and makes this publicly available.</p>	<p>Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), no issue related land disputes or land compensation. All members already has clearly legal land use.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager assists individual group members in these situations upon request by the member.	Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), no issue related land disputes or land compensation. All members already has clearly legal land use.	
<b>Criterion 6.5:</b>		
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.		
<b>6.5.1</b> Documentation of pay and conditions shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, the members shall keep documentation of pay and conditions.	<p>The individual members recruited the casual workers by their own. Therefore, no payslip is sighted for the workers as they are not permanent workers. The workers hired by the members were paid on daily basis once the job has been completed.</p> <p>Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), they hired person to work in their plots. The agreed payments and applicable to all farmer groups are Harvesting IDR 120,000/MT FFB; Fertilizer IDR 15,00/sack and maintenance pruning IDR 1million/plot/year.</p> <p>The wages for casual worker paid by each individual smallholder at the end of the month – on monthly basis, calculated based on the work rate: tonne of FFB for harvester, hectarage for pruning worker, number of sack for fertilizer applicator. The payment from individual smallholder to the worker, usually done after the individual smallholder receive payment from their FFB sales.</p>	

Criterion / Indicator	Assessment Findings	Compliance
The pay shall meet at least the legal or industry standards minimum wage.	Not applicable as all of the workers are considered as casual workers. They were paid based on daily rate and only pay when they have work. However, individual smallholders following the instruction from group manager for minimum wage. For 2019, minimum wage for Pelalawan Regency is IDR 2,766,919.08 or IDR 110,676/day.	Comply
<p>Requirement for Group Manager</p> <p>The Group Manager shall be aware of the legal or industry standards minimum wage.</p>	<p>Group Manager aware of the standard minimum wage by searching internet. For 2019, minimum wage for Pelalawan Regency is IDR 2,766,919.08.</p> <p>AMANAHA has two female employees worked at office with aims for office administration. AMANAHA pay the employees refer to applicable minimum wage.</p> <p>Evidence seen: Payslip Jan-May 2019, each IDR 2,700,000. The employees work 12 hour/week.</p>	Comply
<p><b>6.5.2</b> 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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
<p>If individual members employ workers or sub-contractors:</p> <ul style="list-style-type: none"> <li>• employment contracts and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be explained in the language they understand</li> </ul>	Not applicable as all of the workers are considered as casual workers or they are managed the farm by the member on their own.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 &amp; 6.5.4)</p>	<p>ASA-1.1 AMANAHA employed two female staff at the office as administration. These staff has working contract as follow:            1. Ms. Kuntiah Wandasari. Contract No: 001/DOK Amanah/SPK/IV/2014, dated 21 August 2014. Joining work at 1<sup>st</sup> October 2014. Age when start join to work 22 y.o.            2. Ms. Lina Derita Rini. Contract No: 002/DOK Amanah/SPK/VIII/2014, dated 21 September 2014. Joining work at 1<sup>st</sup> October 2017. Age when start join to work 27 y.o.</p> <p>Organisational Structure</p> <ul style="list-style-type: none"> <li>➤ Group Manager: Mr. H. Narno</li> <li>➤ Approval Committee: 5 persons</li> <li>➤ Penyuluh dan Pendaftaran: 12 persons.</li> <li>➤ Internal Inspection: 12 persons.</li> <li>➤ Sales and Purchasing: 3 persons.</li> </ul> <p>All persons have signed the contract on 9 January 2018 (expiry date: 10 Jan 2023).</p>	<p>Comply</p>
<p><b>6.5.3</b> 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>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>N/A</p>
<p>appropriate to scale, members 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>All members is resident or villagers. Not applicable as all of the workers are considered as casual workers. They were staying at their own houses.</p>	<p>Comply</p>
<p>Requirement for Group Manager</p>		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 &amp; 6.5.4)</p>	<p>All members is resident or villagers. Not applicable as all of the workers are considered as casual workers. They were staying at their own houses.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<b>6.5.4</b> Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.		
Requirement for Individual Member with up to 50ha of plantation size		
<p>appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food</p>	<p>Trimulya Jaya Village, Air Emas Village and Bukit Jaya Village – the location of Asosiasi Petani Sawit Swadaya Amanah's plantation is a transmigration village. The village is a developed village, whereby access for food supply is abundant. Based on field visit and interview with stakeholders, in these villages market, "Waserda KUD", shops and minimarket is open and providing all necessities.</p> <p>Based on field survey, the price of goods was not different significantly with goods sold in nearby district (Ukui and Air Molek)</p>	<p>N/A</p> <p>Comply</p>
Requirement for Group Manager		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 &amp; 6.5.4)</p>	<p>All members is resident or villagers. Not applicable as all of the workers are considered as casual workers. They were staying at their own houses.</p>	<p>Comply</p>
<b>Criterion 6.6:</b>		
<p>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>		
<b>6.6.1</b> A published statement in local languages recognising freedom of association shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		
<p>If individual members employ workers:</p> <ul style="list-style-type: none"> <li>• A published statement shall be available in local languages recognising freedom of association (to form and join trade unions)</li> </ul>	<p>Most of the farmers are managed their land independently. Therefore, the policy does not directly applicable to them. However, individual members are still part of Asosiasi Petani Sawit Swadaya Amanah – an organization.</p> <p>Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), this issue confirmed.</p>	<p>Complied</p> <p>Comply</p>
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall be aware of the statement, if applicable	There is a publicly policy freedom of association as regulated in "Kebijakan Lingkungan, Sosial, Kesehatan dan Keselamatan" section 7 "Menghormati hak setiap anggota dan karyawan untuk membentuk atau menjadi anggota serikat pekerja sesuai keinginannya".	Comply
<b>6.6.2</b> Minutes of meetings with main trade unions or workers representatives shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept	Most of the farmers are managed their land independently and they recruited casual workers. Therefore, they do not form or join any association.	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.7:</b> Children are not employed or exploited.		
<b>6.7.1</b> There shall be documentary evidence that minimum age requirements are met.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Member shall be aware of the child labour policy and implement it.	The members were aware of the policy of child labour. They do not recruited any children to work in the farm.	Comply
Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport	Most of the farmers are managed their land independently and they recruited casual workers who were not underaged.	Comply
Requirement for Group Manager		Comply
Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour	There is a publicly available Child Labour policy as stated in Policy of Environmental, Social, Health and safety issued January 2013 at Section 6 "(Melarang anak anak dalam setiap kegiatan ASOSIASI) and the company also has circulated letter No.04/KUD.8/39/1/2011, dated 8 January 2011 stated that "Tidak mempekerjakan anak anak (dibawah umur)" no worker under 18 years of age.	

Criterion / Indicator	Assessment Findings	Compliance
The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work	Based on interview with sampled individual smallholders: Plot #158 - Mesiran (KT315); Plot #172 - Ibu Karijem (KT315) and Plot #412 – Sudarto (KT323), the smallholders understand to avoid children goes to plot to helping their parents. During site visit, auditor did not found children working at sample of smallholders plots.	
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
<b>6.8.1</b> A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	Asosiasi Amanah has socialized the policy of asosiasi Amanah including equal opportunities policies, latest socialization conducted on 9 July 2018 attend by 43 participant from each KT. Evidence of socialization can be demonstrated.  Based on interview with member of Asosiasi Petani Sawit Swadaya Amanah No. 255, 356, 21 324, 332, 338, 345, 348, 206 and 223, revealed that they all understood prohibition of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.	Comply
Requirement for Group Manager		



Criterion / Indicator	Assessment Findings	Compliance
Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it	<p>Group Manager of Asosiasi Petani Sawit Swadaya Amanah has defined policy "Kebijakan Asosiasi" dated 5 January 2017 that one of the point is respecting human rights, through statement: "Memperlakukan seluruh anggota dan karyawan asosiasi secara adil dan menghormati hak asasi manusia, serta keterwakilan tanpa memandang suku, kasta, asal negara, agama/kepercayaan, cacat, gender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur" - To treat all association member and employee in fairly manner, and respecting human rights as well as representation without discrimination against tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age.</p> <p>The policy written in Indonesian and confirmed during interview is understood by members and workers. Latest socialization of policy conducted on 9 July 2018 attend by 43 participant from each KT. Evidence of socialization can be demonstrated.</p>	Comply
<b>6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</b>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	<p>There is no discrimination among workers. Workers are treated equally with regard to working opportunities. This was confirmed by members, workers and stakeholder interview.</p> <p>Asosiasi Amanah has socialized the policy of asosiasi Amanah including equal opportunities policies, latest socialization conducted on 9 July 2018 attend by 43 participant from each KT. Evidence of socialization can be demonstrated.</p>	Comply
Requirement for Group Manager		
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
<b>6.8.3</b> It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	The recruitment and selection process based on series of questionnaire and evaluation of work performance. Members are aware that no discrimination practised in Asosiasi Petani Sawit Swadaya Amanah. This was confirmed by members, workers and stakeholder interview.	Comply
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.		
<b>6.9.1</b> Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall develop the policy/policies and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights	Interview with workers, external stakeholder, and member of Asosiasi reveal that there is no kind of harassment or violence reported. Interview with female sprayer, member of spraying team/TUS confirmed that fellow female workers are able to claim Pregnancy and menstruation leave without fear of reprisal.  174 and 180: The communication on sexual harassment through Islamic (Pengajian).	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager shall develop the Policy/Polices and procedure to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights	<p>Policy on preventing sexual harassment and violence against women and protection is documented as one of the group Policy "Kebijakan Asosiasi" dated 5 Janaury 2017. The policy stated that: "Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak hak reproduksinya"- to prevent sexual harassment and all form of harassment against women and to protect their reproductive rights.</p> <p>Interview with workers, external stakeholder, and member of Asosiasi reveal that there is no kind of harassment or violence reported. Interview with female sprayer, member of spraying team/TUS confirmed that fellow female workers are able to claim pregnancy and menstruation leave without fear of reprisal.</p>	Comply
<b>6.9.2</b> A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		
Members shall make sure that all staff/workers are aware of the policies and procedures to prevent sexual, and all other forms of harassment and violence as well as of the policy of the protection of reproductive rights	<p>Interview with member of Asosiasi reveal that they have make sure no kind of harassment or violence happened in their plot.</p> <p>Interview with female sprayer, member of spraying team/TUS confirmed that fellow female workers are able to claim pregnancy and menstruation leave without fear of reprisal.</p>	Complied Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall make sure that all members are aware of the policies and procedures to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights</p>	<p>Policy on preventing sexual harassment and violence against women and protection is documented as one of the group Policy "Kebijakan Asosiasi" dated 5 January 2017.</p> <p>The policy stated that: "Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak – hak reproduksinya"- to prevent sexual harassment and all form of harassment against women and to protect their reproductive rights.</p> <p>Interview with workers, external stakeholder, and member of Asosiasi No. 82, 83, 324, 332, 338, 345, 348, 206 and 223 reveal that there is no kind of harassment or violence reported. Interview with female sprayer, member of spraying team/TUS confirmed that fellow female workers are able to claim pregnancy and menstruation leave without fear of reprisal.</p> <p>Point 9 of the policy stated that prevent sexual harassment and other forms of violence against women and protect reproductive rights.</p> <p>Asosiasi Amanah has established training/dissemination program, therefor all members get dissemination related to protection of reproductive rights.</p> <p>Asosiasi Petani Amanah has provided Buku Catatan Petani Swadaya Amanah (farmer note book) to all farmer members, the book contains policy "Kebijakan Asosiasi Amanah" that stated policy to protect reproductive rights.</p> <p>Auditor has reviewed dissemination records conducted on 9 July 2018 regarding dissemination of Kebijakan Asosiasi Amanah, consist of minutes of dissemination, attendance register and photograph.</p>	<p>Comply</p>
<p><b>6.9.3</b> 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>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Complied</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Members shall be aware of the policy/policies and procedures for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand	Most of the farmers are managed their land independently. Therefore, the policy does not directly applicable to them. Individual member understands that handling sexual harrassment issue directly with group manager.	Comply
Requirement for Group Manager		
The Group Manager shall ensure members are aware of the policy/polices and procedure for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand	The grievance mechanism to address sexual harassment issues is similar to the communication procedure as highlighted in Criterion 6.2 above. Interview with workers and office staff confirmed the understanding of smallholder mechanism. Interview with workers and external stakeholder and member of reveal that there is no kind of harassment or violence reported. Interview with female sprayer, member of spraying team/TUS confirmed that fellow female workers are able to claim pregnancy and menstruation leave without fear of reprisal. A dedicated washing room and locker room are provided for female worker to washing after work. No pregnant or breastfeeding female worker are allowed to perform chemical application.	Comply
<b>Criterion 6.10:</b>		
Growers and mills deal fairly and transparently with smallholders and other local businesses.		
<b>6.10.1</b> Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Where Group Managers sell the FFB on behalf of the group members, the Group Manager shall inform group members of the price of FFB obtained.	FFB price information is available at AMANAH office and updated in regular period. The price depending on FFB received by partner Mill (Ukui-1 POM – PT. Inti Indosawit Subur). Example: FFB Prices today “Harga TBS Hari Ini” <ul style="list-style-type: none"> <li>• 4 May 2019: IDR 1,256.73</li> <li>• 23 May 2019: IDR 1,226.80</li> <li>• 24 May 2019: IDR 1,206.85</li> <li>• 25 May 2019: IDR 1,176.93</li> <li>• 28 May 2019: IDR 1,156.98</li> <li>• 29 May 2019: IDR 1,117.08</li> <li>• 30 May 2019: IDR 1,087.15</li> <li>• 31 May 2019: IDR 1,057.23</li> <li>• 18 Jun 2019: IDR 1,037.23</li> </ul>	Comply
<b>6.10.2</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
The individual member understands the pricing mechanism of the purchaser	The Asosiasi Amanah has provided explanation on the FFB pricing formula to their member. Information of FFB prices address using sms to all members.	Comply
Requirement for Group Manager		
The Group Manager shall record the general pricing mechanisms used by the purchaser/s of the FFB. The Group Manager shall record the corresponding information provided to the group members	The Asosiasi Amanah has provided explanation on the FFB pricing formula to their member. Information of FFB prices address using sms to all members.	Comply
<b>6.10.3</b> Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Where Group Managers have the mandate to enter into contractual agreements on behalf of the group, the Group Manager shall inform group members about their content and make them available.            These contracts shall also be fair, legal and transparent for the contractors.            Where no such mandate exists, the Group Manager has to seek agreement from group members prior to entering contractual agreements with third parties. These contracts shall also be fair, legal and transparent for the contractors</p>	<p>Group manager has provided contractual agreement with their partners in term of FFB transport to the mill.            Sample seen to verified:            Contract of FFB transport vehicle No: 006/NKB-KJA/B/I/2015, dated 5 Jan 2015. This contract between Smallholders Group (KT) 316 Bina Eka and Mr. Bustami (truck provider). Vehicle No: BM 9667 CB. Fees: IDR 47/Kg FFB.            Based on interview with Mr. Bustami, the contract is fair, legal and transparent.</p>	<p>Comply</p>
<p><b>6.10.4</b> Agreed payments shall be made in a timely manner.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Agreed payments to local businesses shall be made in a timely manner</p>	<p>Group manager can show an agreed payment made in a timely manner. Receipts of payment was checked and confirmed.</p>	<p>Comply</p>
<p>Requirement for Group Manager</p>		
<p>Agreed payments to local businesses shall be made in a timely manner.            If the Group Manager receives payment for the FFB produced by group members, the Group Manager shall make payments to the individual group members in a timely manner.</p>	<p>Based on interview with Mr. Bustami, the contractor will get around to Farmer Group home at the payday to collect their payment in cash.</p>	<p>Comply</p>
<p><b>Criterion 6.11:</b>            Growers and millers contribute to local sustainable development where appropriate.</p>		
<p><b>6.11.1</b> Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>The responsibility for meeting this requirement lies with the Group Manager</p>	<p>Not applicable.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
Evidence of consultation with local communities and stakeholders. Where contributions have been identified as necessary based on the consultation carried out, the Group Manager shall ensure that these are implemented	Based on stakeholder consultation with Village Head of Air Emas, Trimulya Jaya and Bukit Jaya, Amanah contribute to village development, particularly on Road maintenance at village main road.	
<b>6.11.2</b> Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.12:</b>		
No forms of forced or trafficked labour are used.		
<b>6.12.1</b> There shall be evidence that no forms of forced or trafficked labour are used.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall have a policy on no forms of forced or trafficked labour	Based on interview member reveal that individual smallholder understand the group policy "Kebijakan Asosiasi" on prohibiting the use if forced and trafficked labour.	Comply
Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used	Based on interview member of Asosiasi reveal that individual smallholder understood the group policy "Kebijakan Asosiasi" on prohibiting the use if forced and trafficked labour. Members are aware that use of forced and trafficked labour is prohibited.	Comply
Requirement for Group Manager		Comply
The Group Manager shall write a policy on no forms of forced or trafficked labour	Asosiasi Petani Sawit Swadaya Amanah has established a policy regarding prohibition of the use of forced labour and trafficked labour as stated in "Kebijakan Asosiasi" dated 5 January 2017.	
The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used	This policy has been disseminated to group members. Based on interview member of Asosiasi reveal that individual smallholder understood the group policy "Kebijakan Asosiasi" on prohibiting the use if forced and trafficked labour. Based on field observation there is no forced or trafficked labour founded.	
<b>6.12.2</b> Where applicable, it shall be demonstrated that no contract substitution has occurred.		



Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall keep relevant records of employment contracts.	Most of the farmers are managed their land independently or recruited casual workers. All of workers are from the area of Ukui District. No foreign worker. Therefore, no record of post-arrival orientation available.	Comply
Requirement for Group Manager		
N/A	N/A	
<b>6.12.3</b> Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	Most of the farmers are managed their land independently or recruited casual workers. All of workers are from the area of Ukui District. No foreign worker. Therefore, no record of post-arrival orientation is noted.	Comply
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.13:</b> Growers and millers respect human rights.		
<b>6.13.1</b> 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).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members to show evidence that they understand the policy	Based on interview with member, they all understood regarding policy to respect human right. ICS of Asosiasi Petani Sawit Swadaya Amanah have conducted dissemination regarding policy to respect human rights informally.	Comply
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager to develop policy to respect human rights i.e. that workers are treated with respect and dignity, and ensure that this is communicated through group members</p>	<p>Group Manager of Asosiasi Petani Sawit Swadaya Amanah has defined policy "Kebijakan Asosiasi" dated 5 January 2017 that one of the point is respecting human rights, through statement: "Memperlakukan seluruh anggota dan karyawan asosiasi secara adil dan menghormati hak asasi manusia, serta keterwakilan tanpa memandang suku, kasta, asal negara, agama/kepercayaan, cacat, gender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur" - To treat all association member and employee in fairly manner, and respecting human rights as well as representation without discrimination against tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age.</p> <p>Interviewed farmer members, they have understood the human right implementation in form of freedom to live, to pray; freedom of access to education and knowledge; freedom to organize and speak; and freedom to discussion for solution.</p>	<p>Comply</p>

<p><b>Principle 7: Responsible development of new plantings</b></p>
<p><b>Criterion 7.1:</b></p>
<p>Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>
<p>Audit team had verify on the land title &amp; planting cycle and no new planting after November 2005 being detected in the samples. Based on the smallholder database, the planting year for individual members of Asosiasi Petani Sawit Swadaya Amanah was between 1997 – 2003.</p>

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Principle 8: Commitment to continual improvement in key areas of activity</b></p>		
<p><b>Criterion 8.1:</b></p>		
<p>Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p><b>8.1.1</b> 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.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p> <p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance.</p> <p>Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</p>	<p>Group Manager has prepared the relevant training, that attended by individual members.</p> <p>Record of training on environmental risks and mitigation measures, sample record:</p> <ul style="list-style-type: none"> <li>• Training on implementation of RSPO standards, conducted on 12<sup>th</sup> July 2018</li> <li>• Training on handling of pesticides, dated 12<sup>th</sup> July 2018</li> <li>• Training on basic safety (OHS training) dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on using of PPE, dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member</li> </ul>	<p>Complied</p> <p>Comply</p>
<p>Members shall provide inputs to the Group Action Plan for continual improvement.</p>	<p>Individual members provides input to the development of the OHS policy and management plan, such as risk/danger in their farm site to head of kelompok tani/farmer group. The head of kelompok tani/farmer group then deliver the suggestion to group manager.</p>	

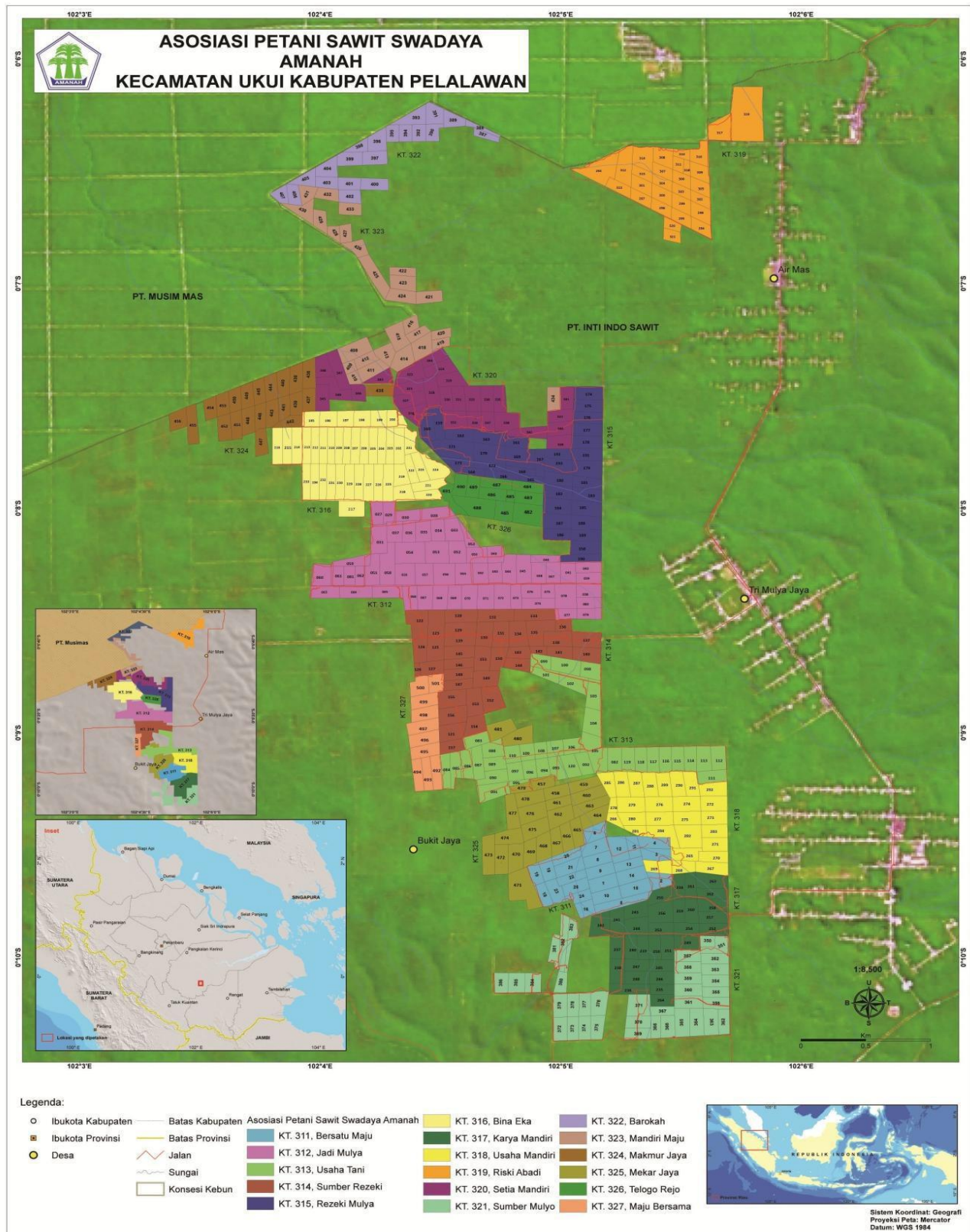
Criterion / Indicator	Assessment Findings	Compliance
Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager	The individual members did not apply pesticide themselves. Group manager appoints Tim Unit Semprot to apply herbicide to control weed. The usage of fertilizer have been recorded into the monitoring sheet by the field officer into group's fertilizer application as well as FFB production per farmer per month.	
Discuss with the Group Manager the timing of the replanting programme.	There is no replanting activities until this recertification audit. All members interviewed were aware about timing of replanting by their experience. All planting planted in year 2000, the fastest replanting activity will be conducted in 2025.	
Requirement for Group Manager		
Group Managers shall record information on environmental impacts, waste reduction, pollution & GHG and social impacts.	<p>Asosiasi Amanah has shown a document "Identifikasi Sumber Gas Rumah Kaca", updated on 16<sup>th</sup> January 2019 which mention the identification of pollution and green house gas source emission, covering:</p> <ul style="list-style-type: none"> <li>• Fertilizing : Fertilizer volume usage</li> <li>• Spraying activity: Agrochemical volume usage;</li> <li>• Transportation: Fossil fuel volume usage;</li> </ul> <p>Asosiasi Amanah has prepared a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy as in "Pedoman Pemanfaatan dan Efisiensi Sumber Emisi". Updated on 16<sup>th</sup> January 2019, consist of:</p> <ul style="list-style-type: none"> <li>• Fossil fuel usage as per needs or necessity and</li> <li>• Performed efficiency of fossil fuel by control the fossil fuel usage for FFB transportation</li> <li>• Conducteing regular maintenance for truck machine;</li> </ul>	Comply
Group Managers shall periodically (e.g. quarterly) collate the records of individual members.	<p>Group Manager has been updated the records of individual members on annual basis.</p> <p>Record of individual member was provided in "Smallholders Registry 2019".</p>	

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Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.</p>	<p>Annual Group Meeting was conducted regularly, last meeting was carried out on 20<sup>th</sup> January 2019. The meeting was attended by 30 representative of smallholder member.</p> <p>Agenda:</p> <ul style="list-style-type: none"> <li>- Review of report of RSPO audit and preparation of next RSPO surveillance audit</li> <li>- Health insurance for permanent worker in Asociation</li> <li>- Prepared team of spraying applicator "Tim Unit Semprot – TUS".</li> <li>- Workers wage</li> <li>- Committee meeting program</li> </ul>	
<p>Group Managers shall be responsible for the continuous improvement in key operations.</p>	<p>Asosiasi Amanah has appointed H. Narno is the person in charge for the continuous improvement in key operations. The group management plan being monitored by Group Manager.</p>	

**Appendix B: Approved Time Bound Plan**  
Not Applicable

**Appendix C: Location Map of Certification Unit and Smallholders**





**Appendix D: List of Smallholder Sampled**

No	Plot / Kavling Number	Name
1	106	FAHRUDIN
2	158	MESIRAN
3	396	SAEJO
4	21	AGUS AS
5	346	MARSUDI
6	63	ELFAN / H.SUPARNO
7	179	YATIMAN
8	469	SAIFUDIN
9	412	SUDARTO
10	455	PURWANTO
11	205	YULIANTO
12	224	CICIH JUARSIH
13	327	MISNO
14	367	MARKIM
15	449	MUNIROH
16	141	SATIMAN
17	55	IMRON
18	78	SUWARTO
19	101	SISWOYO
20	121	DARDIRI
21	336	YASIR
22	140	MAHFUD
23	255	SUHARNO
24	56	NGADIMIN
25	58	KATIJO
26	69	SULIYAH



**Appendix E: List of Abbreviations**

CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
IAV	Initial Assessment Visit
ICS	Internal Control System
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
KT	Kelompok Tani/Farmer Group
MSDS	Material Safety Data Sheet
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
RC	Re-Certification
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SPPL	Surat Pernyataan Kesanggupan Pengelolaan Lingkungan/Environmental Permit
STD-B	Surat Tanda Daftar Budidaya/Plantation Permit
TNTN	Taman Nasional Tesso Nilo/Tesso Nilo National Park