

**RSPO GROUP CERTIFICATION –
INITIAL ASSESSMENT
Public Summary Report**

SIPEF Group:
Client company Address: <u>Forum Nine Building, 10th Floor, Suite 1-11</u> <u>Jl. Imam Bonjol No.9,</u> <u>Medan - 20112</u> <u>Sumatra Utara Province</u> <u>Indonesia</u>
Certification Unit: PT. Umbul Mas Wisesa - Koperasi Serba Usaha Suka Makmur Location of Certification Unit: Sukoharjo Hamlet, Tanjung Mulia Village, Kampung Rakyat District, Labuhanbatu Selatan Regency, Sumatera Utara Province, Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0021-05-000-00	Membership Approval Date	7 th December 2005
Parent Company Name	SIPEF Group		
Address	Head Office: Forum Nine Building, 10th Floor, Suite 1-11 Jl. Imam Bonjol No.9, Medan - 20112 Sumatra Utara Province Indonesia Site Location: Sukoharjo Hamlet, Kampung Rakyat District, Labuhanbatu Selatan Regency, Sumatera Utara Province – Indonesia		
Subsidiary (Certification Unit Name)	Koperasi Serba Usaha Suka Makmur - PT. Umbul Mas Wisesa		
Address	Site Location: Kampung Rakyat District, Labuhan Batu Selatan Regency and Panai Tengah District, Labuhanbatu Regency, Sumatera Utara Province – Indonesia		
Contact Name	Mr. Olivier Tichit (Director)		
Website	www.tolantiga.com	E-mail	ortichit@sipef.com
Telephone	+62 61 415 2043	Facsimile	+62 61 452 0908

2. Certification Information			
Certificate Number	RSPO 687965	Date of First Certification	05.04.2018
		Certificate Start Date	05.04.2018
		Certificate Expiry Date	04.04.2023
Scope of Certification	The production of certified fresh fruit bunch (FFB)		
Applicable Standards	RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil			

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Koperasi Serba Usaha Suka Makmur	Sukoharjo Hamlet, Tanjung Mulia Village, Kampung Rakyat District, Labuhanbatu Selatan Regency, Sumatera Utara Province, Indonesia	100° 19' 57.89" E	02°11' 29.00" N

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Koperasi Serba Usaha Suka Makmur	60.15	6.59*	0	60.15	100
Total	60.15	6.59*	0	60.15	100

*) Note the HCV area of 6.59 Ha was located outside of certified area, but group manager manages it as per 5.2.5.

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Koperasi Serba Usaha Suka Makmur	0	60.15	0	0	0	60.15	0
Total (ha)	0	60.15	0	0	0	60.15	0

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
Koperasi Serba Usaha Suka Makmur	-	-	701
Total			701

*) This is initial assessment visit for Koperasi Serba Usaha – Suka Makmur, therefore, no certified FFB tonnage from previous assessment.

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8. Certified Tonnage of FFB (from other certified unit(s))			
Estate	Tonnage / year		
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
Nil	N/A		N/A
Total			

**) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, no production and sales of RSPO certified product and no supply from other certified unit;*

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)			
Independent FFB Supplier	Tonnage / year		
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
Nil	Nil	Nil	Nil
Total			

**) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, no production and sales of RSPO certified product and no outside supplier;*

10. Certified Tonnage			
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
		FFB**	FFB**
	Nil	Nil	701 MT
	CPO (OER: %)**	CPO (OER: %)**	CPO (OER: 20%)
Mill Capacity*: 00 MT/hr	Nil	Nil	140.20 MT
	PK (KER: %)**	PK (KER: %)**	PK (KER: 5%)
SCC Model**: IP	Nil	Nil	35.05 MT
	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)
	Nil	Nil	15.77 MT
	PKE (PKE-ER: 55% frm PK)	PKE (PKE-ER: 55% frm PK)	PKE (PKE-ER: 55% frm PK)
	Nil	Nil	19.28 MT

**) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, against RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016; no palm oil mill for the scope*

****) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, no production and sales of RSPO certified product;*

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

**) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, no production and sales of RSPO certified product;*

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	Nil				

**) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, no production and sales of RSPO certified product;*

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSP0	Nil	Nil
IS-CSPKO		
IS-CSPKE		

**) This is Initial Assessment Visit for Koperasi Serba Usaha Suka Makmur, no production and sales of RSPO certified product;*

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
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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 (RSPO-ACC-19) 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 on-site initial assessment was conducted from 15-17 January 2018. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. 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 methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates;
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were 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. The sampled smallholder listed in Appendix I.

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.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/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 Initial and 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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Koperasi Serba Usaha Suka Makmur	X	X	X	X	X

Tentative Date of Next Visit: January 1, 2019 - January 2, 2019

Total No. of Mandays: 7

2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Pratama Agung Sedayu	Team Leader/ Lead Auditor	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.
Eko Purwanto	Auditor	He graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Agricultural University (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has been trained for lead auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut (Oil and Automotive) Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). Since October 2012 he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) and RSPO P&C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits.
Imam Fakhrurozi	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.
Nanang Mualib	Auditor	He holds a Bachelor Degree in Forestry Technology from Bogor Agriculture University, 1999. He has 4 years experience worked in the Forest plantation company in Indonesia, and has experiences involves in the several RSPO certification audits as team member. He has passed 5 days ISO 9001 auditor training on 2009. He has been approved as an HCV Assessor under RSPO Scheme. He has been involved in many assessment related to the Forestry and Sustainable oil palm certification in Indonesia. He has experienced involves in RSPO certification assessments more than 15 different oil palm organizations (including mills and estates) in Indonesia. He has passed the RSPO Lead Auditor Training in 2017. During this assessment, he assessed on the aspect of Legal, HCV identification and management, and also social community engagement and stakeholder consultation as well as smallholder audits.

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Accompanying Persons: Nil

2.3 Assessment Plan

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

Date	Time	Subjects	PS	EP	IF	NM
			PRSPOLA/ PRSPOL- SC	PRSPOL- OHS/EM S	PRSPOL- OHS/E MS	PRSPOL- EMS/SA
Sunday, 07/01/2018	10.00 – 12.00	Flight Jakarta – Medan	√	√	√	√
	15.30 – 22.30	Travelling Medan – Rantau Parapat (by train)	√	√	√	√
	22.30 – 24.00	Travelling Rantau Parapat – PT. Umbul Mas Wisesa	√	√	√	√
Monday, 15/01/2018	08.00 – 08.30	Opening Meeting - Presentation by client - Presentation by BSI team (Objective, scope, audit plan, etc.)	√	√	√	√
	08.30 – 12.00	Document Review: 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.	√	√	√	√
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 17.00	Field Visit: Inspection to Independent smallholders plot (Best practices, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc) each auditor for 2 sampled individual members	√	√	√	√
	08.00 – 12.00	Document Review: 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	√	√	-	√
Tuesday, 16/01/2018		Field Visit: Warehouse, chemical store, interview with spraying team	-	-	√	-
	12.00 – 14.00	Break	√	√	√	√

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Date	Time	Subjects	PS	EP	IF	NM
			PRSPOLA/ PRSPO- SC	PRSPO- OHS/EM S	PRSPO- OHS/E MS	PRSPO EMS/SA
	14.00 – 16.00	Document Review: 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 - continued	√	√	√	√
	16.00 – 16.30	Report Preparation	√	√	√	√
	16.30 – 17.00	Closing Meeting	√	√	√	√

Section 3: Assessment Findings

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

- SIPEF Group Time Bound Plan
- RSPO Group Certification Standard 2016 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	Koperasi Serba Usaha Suka Makmur is a group certification with its Group Manager. The group was supported by PT. Umbul Mas Wisesa, a subsidiary of SIPEF Group. The time bound plan follows the time bound plan of SIPEF Group. SIPEF Group has disclose all of its companies, mills and estates. The timebound plan including un-certified units/companies.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	No. Not all the estates and mills certified within five years after obtaining RSPO membership. New estates and mills are under progress to be RSPO certified after RSPO NPP carried out in 2014.	Comply
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	SIPEF Group’s time bound plan is timely challenging. SIPEF Group has putting consideration on age of plantation, size of plantation as supply base with regards to location of palm oil mill in preparing the time bound plan.	Comply
Have there been any changes since the last audit? Are they justified?	Yes, there are changes in time bound plan compared to the latest annual surveillance assessment in PT. Agro Muko. <ul style="list-style-type: none"> • PT. Agro Kati Lama, from 2019 to 2021; • PT. Agro Muara Rupit, from 2019 to 2024; • PT. Agro Rawas Ulu, from 2019 to 2024. • PT. Timbang Deli Indonesia, to be certified in 2018. <p>For PT. Agro Kati Lama, PT. Agro Muara Rupit an PT. Agro Rawas Ulu - SIPEF Group provides sufficient explanation on the changes in implementation of timebound plan: SIPEF Group’s latest projections stipulates that company will have enough crop to justify the building of the two mills by the year 2021 (for Kati Lama Mill) and 2024 (for Muara Rupit Mill), as indicated in the time-bound plan. The target years for the building of these mills have been set taking into</p>	Comply

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	<p>consideration the current rate of planting in the three estates and plasma schemes that will constitute the supply base of the two mills.</p> <p>For PT. Timbang Deli Indonesia, a seed production plantation, currently prepared as supply base to PT. Eastern Sumatra Indonesia and to be certified in 2018. Audit team accepted management explanation on the matter.</p>	
If there have been changes, what circumstances have occurred?	The major cause of the changes is due to delay in land acquisition and starting of planting. The assessment team accepted the explanation.	Comply
Have there been any stakeholder comments?	<p>Yes. Stakeholder comments are noted.</p> <p>The assessment team has conducted a search in internet to confirm that there is a comment that was recorded as complaint under RSPO Case Tracker; raised by the communities on those units that have not been certified.</p> <p>RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF Group. The summary presented in the RSPO Case Tracker:</p> <p>On 25 July 2017 - Secretariat to write to the company and inform them on the complaint.</p> <p>On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company.</p> <p>On 28 August 2017 - Secretariat received response from the company.</p> <p>On 5 September 2017 - Complainant failed to provide the document.</p> <p>On 11 September 2017 - Secretariat has sent an email to SIPEF.</p> <p>On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter.</p> <p>The assessment team was also sought for additional evidences from PT. Agro Muara Rupit/SIPEF. Documented evidence demonstrated company has attend the complainant and invited the complainant to lodge a complaint/resolve the complaint through company complaint procedures.</p> <p>Company provides all documented evidence that the complaint was being responded in appropriate manners to resolve the complaint.</p>	Comply
Have there been any newly acquired subsidiaries?	The most recent acquisition was on 1 August 2017, PT. Dendymarker Indah Lestari – which already RSPO certified. The certification has been verified from the RSPO website.	Comply
If yes, have the newly	The most recent acquisition was on 1 August 2017, PT.	Comply

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acquisitions certified within a three-year timeframe?	Dendymarker Indah Lestari – which already RSPO certified. The certification has been verified from the RSPO website.	
Have there been any isolated lapses in implementation of the plan?	No isolated lapse. SIPEF Group provides adequate evidence related to changes in implementation of the plan.	Comply
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	As NPP has been conducted, it can be confirmed that there is no replacement of primary forest as the LUCA has been completed and accepted by RSPO. As part of the NPP, HCV assessment has been conducted and any HCV area requires to be maintained are stated in the management plan of the NPP. The company has carried out HCV assessment for scheme smallholders.	Comply
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	All new planting after 1 January 2010 have undergone and complies with RSPO New Planting Procedure/RSPO NPP. RSPO NPP for PT. Agro Muara Rupit, PT. Agro Kati Lama, PT. Agro Rawas Ulu has been published in RSPO website.	Comply
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	Yes. Stakeholder comments are noted. The assessment team has conducted a search in internet to confirm that there is a comment that was recorded as complaint under RSPO Case Tracker; raised by the communities on those units that have not been certified. RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF. The summary presented in the RSPO Case Tracker: On 25 July 2017 - Secretariat to write to the company and inform them on the complaint. On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company. On 28 August 2017 - Secretariat received response from the company. On 5 September 2017 - Complainant failed to provide the document. On 11 September 2017 - Secretariat has sent an email to SIPEF. On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter. The assessment team was also sought for additional evidences from PT. Agro Muara Rupit/SIPEF. Documented evidence demonstrated company has attend the complainant and invited the complainant to	Comply

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	lodge a complaint/resolve the complaint through company complaint procedures. Company provides all documented evidence that the complaint was being responded in appropriate manners to resolve the complaint.	
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labor dispute noted. The assessment team has conducted a search in internet to confirm that there is no new comments or dispute raised by the communities related to labor dispute on those units that have not been certified.	Comply
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No non-legal compliance noted. The assessment team has conducted a search in internet to confirm that there is not new comments or dispute raised by the communities, related to legal non-compliance on those units that have not been certified.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	The internal audit has been conducted for all uncertified units: <ul style="list-style-type: none"> • PT. Agro Muara Rupit was conducted on 13-15 March 2017; • PT. Agro Kati Lama was conducted on 20-21 February 2017; • PT. Agro Rawas Ulu was conducted on 27 February – 1 March 2017; PT. Timbang Deli Indonesia was conducted on 30 October – 3 November 2017. Whereby 14 nonconformities found.	Comply

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	The Koperasi Serba Usaha Suka Makmur is the cooperative/smallholder guided by SIPEF Group to be independent smallholder.	Comply

3.4 Details of findings

During the Certification Assessment there were no Major & no Minor nonconformities raised. The Koperasi Serba Usaha Suka Makmur Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

Positive Findings	
PF #	Description
PF 1	Koperasi Serba Usaha Suka Makmur demonstrate commitment towards RSPO P&C requirements. All

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	relevant assessment has been carried out, such as HCV assessment, LUC assessment, HCS assessment, etc.
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3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	Nil	Clause & Category (Major / Minor)	
Closed (Yes / No)		Date of nonconformity Closure	
Statement of Nonconformity:			
Requirement Reference:			
Objective Evidence:			
Corrective Actions:			
Assessment Conclusion:			

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
Nil			

3.5. Stakeholders Consultation

Issues raised by Stakeholders
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Koperasi Serba Usaha Suka Makmur Certification Unit’s environmental and social performance, legal and any known dispute issues.</p> <p>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>

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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. Field workers 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.

IS #	Description
1	<p>Feedbacks: Pengurus Koperasi Serba Usaha Suka Makmur</p> <ul style="list-style-type: none"> - Cooperative has been assisted by PT. Umbul Mas Wisesa, since 2014 in terms of best management practices for oil palm plantation, fertilizer provision, organization development, road maintenance, etc.; - Cooperative received technical guidance related to the group management and RSPO P&C requirements; - There was no land dispute between cooperative members and other parties; - All cooperation between company and Koperasi Serba Usaha Suka Makmur has been regulated under signed agreement; <p>Management Responses: PT. Umbul Mas Wisesa and group manager will continue to assist cooperative for information of best management practices palm oil plantation road maintenance.</p> <p>Audit Team Findings: Positive comments</p>
2	<p>Feedbacks: Village Head (Tanjung Mulia Village)</p> <ul style="list-style-type: none"> - The land for cooperative was originated from expired "izin lokasi" under PT. MAS, the land then returned to government. By the village authority, as acknowledged by government, the land being distributed to community. The community holds valid legal ownership of the land, in form of "Surat Keterangan Tanah/SKT" and/or "Sertifikat Hak Milik/SHM". - Cooperative – "Koperasi Serba Usaha Suka Makmur" have all relevant legal documents, such as "Akta Pendirian" – deed of establishment; "Anggaran Dasar/Anggaran Rumah Tangga" – organization statute; "Surat Izin Usaha Perdagangan" – Trade permit; "Sertifikat Hak Milik/SHM – land title; - The cooperative has received assistance from PT. Umbul Mas Wisesa to implement RSPO; - The commitment from group manager was good; - Communication with group manager and cooperative member with Tanjung Mulia Village is good; - There was no land dispute between cooperative members and other parties; - Koperasi Serba Usaha Suka Makmur has helped village in road maintenance, open business opportunity and absorb workforce; <p>Management Responses: PT. Umbul Mas Wisesa and group manager will keep a good communication with the cooperative member.</p> <p>Audit Team Findings: Positive comments</p>
3	<p>Feedbacks: Dinas Tenaga Kerja Kabupaten Labuhanbatu Selatan – Manpower Office</p> <ul style="list-style-type: none"> - Cooperative was using casual worker; - Based on verification, none of cooperative using worker under 18 years old; - Piece rate payment for worker in cooperative has been verified to meet minimum wage; - Cooperative has been assisted by PT. Umbul Mas Wisesa, since 2014 in terms of best management practices for oil palm plantation, fertilizer provision, organization development, road maintenance, etc.; <p>Management Responses: PT. Umbul Mas and KSU Suka Makmur will continue to ensure that no worker under 18 years old</p> <p>Audit Team Findings: Positive comments</p>

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4	<p>Feedbacks: Dinas Lingkungan Hidup Kabupaten Labuhanbatu Selatan – Environment Office</p> <ul style="list-style-type: none"> - Koperasi Serba Usaha Suka Makmur has environment permit; - The management of peat soil has meet government regulation; - Cooperative are requested to meet specific requirements under environmental permit;
	<p>Management Responses: PT. Umbul Mas Wisesa and Koperasi Serba Usaha Suka Makmur will continue to ensure that KSU Suka Makmur meet requirements under environmental permit.</p>
	<p>Audit Team Findings: Positive comments</p>

Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Koperasi Serba Usaha Suka Makmur has complied with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016 and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Koperasi Serba Usaha Suka Makmur is continued.

Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Pratama Agung Sedayu</p>	<p>Name: Mr. Olivier Tichit</p>
<p>Company Name: on behalf BSI Malaysia Services Sdn Bhd.,</p>	<p>Company Name: PT. Umbul Mas Wisesa – Koperasi Serba Usaha Suka Makmur</p>
<p>Title: Lead Auditor</p>	<p>Title: Director</p>
<p>Signature:</p> 	<p>Signature:</p> <p><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></p> 
<p>Date: 23 January 2018</p>	<p>Date: 23 January 2018</p>

Appendix A: Summary of Findings RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016

Group Certification Requirements

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

Section A-1- Group Managers

Criterion / Indicator	Assessment Findings	Compliance
<p>Element 1 (E1): Group Entity and Group Management requirements</p> <p>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>E1.1 The Group Entity shall be legally formed</p>		
<p>E1.1.1</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"> Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation). Be a member of the RSPO Establish the structure of the organisation Appoint a Group Manager (see E1.2) 	<p>Registered organization: Deed of establishment under "Akta Pendirian Koperasi Serba Usaha Suka Makmur No.29" under Notary John Marlon Maraganti SH. MKn. dated 22 January 2016. The deed establishment including the basic statute and operational statute. Business Permit – "Surat Izin Usaha Perdagangan Kecil (SIUP) Kecil No.503/272/BPPTPM-LS/SIUP/2016 untuk Koperasi Serba Usaha (KSU) Suka Makmur, berlokasi untuk Kegiatan Usaha Perdagangan Besar Bahan Baku Hasil Pertanian Tanaman Perkebunan, Penjualan TBS Kelapa Sawit, Sembako, Transportasi, Ketenagakerjaan, Alat dan Sarana Produksi Pertanian, Gas" dated 29 February 2016 – valid until 29 February 2021. Business registration – "Tanda Daftar Perusahaan/Koperasi No.022926500052 untuk Koperasi Serba Usaha (KSU) Suka Makmur berlokasi Dusun Sukoharjo, Desa Tanjung Mulia, Kecamatan Kampung Rakyat, Kabupaten Labuhanbatu Selatan" dated 29 February 2016 – valid until 29 February 2021. Registration as legal entity as per "Surat Menteri Negara Koperasi dan Usaha Kecil dan Menengah Republik Indonesia Kepala Dinas Perindustrian, Perdagangan, Koperasi dan UKM Kabupaten</p> <p>Yes</p>

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		<p>Labuhanbatu Selatan No.518/65/BH/Indagkop/IV/2016 tentang Pengesahan Akta Pendirian Koperasi Serba Usaha Suka Makmur” signed by regent of Labuhanbatu Selatan, dated 15 February 2016.</p> <p>Appointment of Group Manager, having organization structure and RSPO membership.</p> <p>Koperasi Serba Usaha Suka Makmur appointed Umbul Mas Wisesa South Estate’s Manager, Mr. Ramayuda Romli as the Group Manager, as per “Surat Keputusan Ketua Koperasi Serba Usaha Suka Makmur No.012/SKPTS/KSU-SM/X/2017 tentang Penunjukan Manager Kelompok”, dated 9 October 2017.</p> <p>Koperasi Serba Usaha Suka Makmur’s Group Manager has assembled the group manager organization structure, comprise of cooperative’s personnel and assisted PT. Umbul Mas Wisesa staff. The structure:</p> <p>Vice Group Manager – “Wakil Manager Kelompok” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.015/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;</p> <p>Group Secretary – “Sekretaris Kelompok” based on Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.016/SKPTS/KSU-SM/XI/2017” by Group Manager dated 20 November 2017; Marketing Unit – “Unit Pemasaran Buah” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.017/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;</p> <p>Training Unit –“Unit Pelatihan/Penyuluhan” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.018/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;</p> <p>Conservation Unit – “Petugas Konservasi” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.019/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;</p> <p>Fire Emergency Unit – “Unit Darurat Kebakaran” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.020/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;</p> <p>Document Control – “Dokumen Kontrol” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.021/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;;</p> <p>Internal Control – “Pengawas Internal RSPO” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.022/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;</p> <p>Health and Safety Officer – Petugas K3 based on “Surat</p>	
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		<p>Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.023/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Petugas K3” dated 20 November 2017; along with the job description. Therefore the RSPO membership follows the entity of PT. Umbul Mas Wisesa - a subsidiary of SIPEF Group, RSPO membership No. 1-0021-05-000-00 since 7 December 2005.</p>	
<p>E1.1.2</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"> • There shall be documentary evidence that the Group members have formally joined the Group. • Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the applicable RSPO standards and requirements. • The Group Manager shall keep copies of the agreements and shall demonstrate that each member has received a copy thereof. • The Group Manager shall retain copies for a minimum of 5 years. 	<p>The group manager has a prepared and update document called “Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018” dated January 2018, lines out the requirement for the participation of individual member in the group. Section 3.1 Penerimaan Anggota/Calon Anggota – acceptance of member/potential member; Section 3.2 Hak dan Kewajiban Anggota Skema Sertifikasi RSPO – Right and obligation of member; Section 3.3 Pemberhentian Anggota Skema Sertifikasi RSPO – Exclusion from group; Section 3.4 Pengunduran Diri Menjadi Anggota Kepesertaan Sertifikasi Kelompok RSPO – Resignation from group;</p> <p>Form/record seen: - Application form – “Permohonan menjadi Anggota Koperasi”; - Agreement to join RSPO certification – “Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO”;</p> <p>Each member sampled signed an agreement “Surat Pernyataan Kesediaan Mengikuti Program Sertifikasi RSPO”, for Mr.Ari Panji Sulistiarto, dated 8 August 2016; Mr.Victor H. Girsang dated 4 August 2016, Mr.Tusiwan dated 8 August 2016, Mr.Edi Gunawan dated 4 August 2016, Mr.Lusiono Handoko dated 2 August 2016, Mr.Samin R dated 4 August 2016.</p>	<p>Yes</p>
<p>E1.1.3</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>Koperasi Serba Usaha Suka Makmur appointed Umbul Mas Wisesa South Estate’s Manager, Mr. Ramayuda Romli as the Group Manager, as per “Surat Keputusan Ketua Koperasi Serba Usaha Suka Makmur No.012/SKPTS/KSU-SM/X/2017 tentang Penunjukan Manager Kelompok”, dated 9 October 2017. Koperasi Serba Usaha Suka Makmur’s Group Manager has assembled the group manager organization structure, comprise of cooperative’s personnel and assisted PT. Umbul Mas Wisesa staff. The structure: Vice Group Manager – “Wakil Manager Kelompok” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.015/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017; Group Secretary – “Sekretaris Kelompok” based on Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.016/SKPTS/KSU-SM/XI/2017” by Group Manager dated 20 November 2017; Marketing Unit – “Unit Pemasaran Buah” as per “Surat Keputusan</p>	<p>Yes</p>

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		<p>Manager Kelompok Koperasi Serba Usaha Suka Makmur No.017/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017; Training Unit –“Unit Pelatihan/Penyuluhan” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.018/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017; Conservation Unit – “Petugas Konservasi” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.019/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017; Fire Emergency Unit – “Unit Darurat Kebakaran” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.020/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017; Document Control – “Dokumen Kontrol” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.021/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017;; Internal Control – “Pengawas Internal RSPO” as per “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.022/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Pengawas Internal RSPO” signed by Group Manager on 20 November 2017; Health and Safety Officer – Petugas K3 based on “Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.023/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Petugas K3” dated 20 November 2017; along with the job description. “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for DTM Ridwan & Masnani; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for Lusiono Handoko, Mujiman, Mardi, Tri Yuli Wardani; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for Tanti Wahyuni; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for Tusiwan; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 5 September 2017, for Viktor H Girsang; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 6 September 2017, for Sumardi;</p>	
<p>E1.2 The Group shall be managed by a Group Manager</p>			

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<p>E1.2.1</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).</p> <p>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).</p> <p>If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> • then the entity shall appoint an individual as management representative • and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved. 	<p>Appointment of Group Manager, having organization structure and RSPO membership</p> <p>Koperasi Serba Usaha Suka Makmur appointed Umbul Mas Wisesa South Estate’s Manager, Mr. Ramayuda Romli as the Group Manager, as per “Surat Keputusan Ketua Koperasi Serba Usaha Suka Makmur No.012/SKPTS/KSU-SM/X/2017 tentang Penunjukan Manager Kelompok”, dated 9 October 2017.</p> <p>Koperasi Serba Usaha Suka Makmur’s Group Manager has assembled the group manager organization structure, comprise of cooperative’s personnel and assisted PT. Umbul Mas Wisesa staff. The group management structure consist of Group Manager, Vice Group Manager, Group Secretary, Marketing Unit, Training Unit, Conservation Unit, Fire Emergency Unit, Document Control, Internal Control, Health and Safety Officer – along with the job description.</p>	<p>Yes</p>
<p>E1.2.2</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 defined their capacity of managing the group member. The assessment documented under “Analisa Rencana Anggota Skema Sertifikasi RSPO Koperasi Serba Usaha Suka Makmur (KSU-SM). The assessment using SWOT analysis, taking into consideration all aspect and resources (human resources, knowledge, financial resources, etc.). From the assessment, the capacity of current group manager is able to manage 50 members.</p>	<p>Yes</p>
<p>E1.2.3</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"> • 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 • RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard]. • RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014 • Internal group procedures and policies. 	<p>The group manager and its personnel has the competence and knowledge of Principles and Criteria for the Production of Sustainable Palm Oil 2013. One of the internal monitoring team Mr. Efri Paryanto has received training on RSPO-endorsed lead auditor training “Pelatihan Lead Auditor Sertifikasi RSPO” by “Komisi Minyak Sawit Indonesia” and “Komisi Akreditasi Nasional”, Certificate No.274/SERT-LA-KMSI/08/2009, dated 28 August 2009.</p> <p>Group manager received support from PT. Umbul Mas Wisesa’s management with the knowledge on RSPO Principle and Criteria, 2013 – Indonesia National Interpretation September 2016; RSPO Supply Chain Certification Standard, November 2014 and RSPO Supply Chain Certification Standard, June 2017; RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.</p>	<p>Yes</p>

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<p>E1.2.4</p>	<p>The Group Manager shall provide potential and existing Group members with the following:</p> <ul style="list-style-type: none"> • An explanation of the RSPO certification process. • An explanation of the criteria for group membership. • 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. • An explanation of the certification bodies and RSPO requirements with respect to public information. • An explanation of any obligations with respect to group membership, such as: <ul style="list-style-type: none"> ○ Maintenance of information for monitoring purposes; ○ Requirement to conform to conditions or corrective actions issued by the certification body. ○ Explanation of any costs associated with group membership. ○ Other obligations of group membership. 	<p>Group Manager has provide numerous explanation on RSPO P&C, RSPO Supply Chain Standard, RSPO Group Certification Standard and the RSPO certification process. Socialization seen on: “Notulen Pelatihan Prinsip dan Kriteria RSPO dan Pengelolaan Limbah B3” – Training on RSPO P&C and Hazardous Waste dated 18 April 2017, for Mr.Lusiono Handoko, Mr.DTM Ridwan, Mr.Intoha, Mr.Edi Hariyanto, Mr.VH Girsang, Mr.Sardi, Mr.Tanti Wahyuni, Mr.Marlan, Mr.Masnani, Mr.Sido, Mr.Ari Panji S, Mr.Tusiwan, etc.</p> <p>Explanation of the criteria for group membership: The group manager has prepared and update document called “Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018” dated January 2018, lines out the criteria for group membership: Section 3.1 Penerimaan Anggota/Calon Anggota – acceptance of member/potential member. It is also indicating the criteria: become KSU-SM member, signed application form, signed the membership agreement, have legal right of the land;</p> <p>Explanation on Group Manager needs and rights; including obligation as group membership (on information maintenance, monitoring, internal audit, the CB and RSPO requirements related to public information, on obligation with respect to group membership in term of maintenance of information, requirement to conform to corrective action issued by CB, explanation on cost etc.): “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for DTM Ridwan & Masnani; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for Lusiono Handoko, Mujiman, Mardi, Tri Yuli Wardani; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for Tanti Wahyuni; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 29 August 2017, for Tusiwan; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 5 September 2017, for Viktor H Girsang; “Data Hasil Sosialisasi Anggota KSU Suka Makmur” dated 6 September 2017, for Sumardi;</p>	<p>Yes</p>
<p>Element 2 (E2): Internal Control System – Policies and Management</p>			
<p>E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.</p>			
<p>E2.1.1</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>	<p>Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group: Internal Control System (ICS) that contains mechanism for decision making lined out under “Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018” dated January 2018. As per the procedure the decision on member acceptance, member maintenance, member excision,</p>	<p>Yes</p>

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	<ul style="list-style-type: none"> Identifying the geographical area to be covered by the Group. Preparing, maintaining and documenting the Group management structure Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group. Prepare and maintain the rules of the Group including the criteria for membership. Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan). Procedure for initial gap audit which can be a self-assessment. 	<p>member resignation, internal audit result, etc. will be under group manager and internal control system. The right and obligation of group manager and ICS lined out in the organization structure.</p> <p>Identifying the geographical area to be covered by the Group: All smallholder members located in the same area, under same village "Tanjung Mulia Village".</p> <p>Preparing, maintaining and documenting the Group management structure: All relevant smallholder group manager structure are maintained and communicated to all smallholder member.</p> <p>Prepare and maintain the rules of the Group including the criteria for membership: "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018" dated January 2018. As per the procedure the decision on member acceptance, member maintenance, member excision, member resignation, internal audit result, etc. Section 3.1 indicating the membership criteria.</p> <p>Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan): Koperasi Serba Usaha Suka Makmur and group manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2016", dated 21 October 2017.</p> <p>Procedure for initial gap audit which can be a self-assessment: "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018" dated January 2018. Section 3.1 indicating procedure for initial gap audit.</p>	
<p>E2.1.2</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"> List of names and full contact details of group members and applicable method of communication. Location maps. Area of oil palm in hectares. 	<p>System to record and update list of names and full contact details of group members and applicable method of communication: "Data Anggota Koperasi KSU-SM 2017", indicating full name, address, planting year, hectarage, progeny, contact number of 31 KSU-SM member;</p> <p>Location map: Group manager has prepared a simple map indicating block owner, location, neighboring owner, soil type – with sufficient scale for all member.</p> <p>System to record land titles/right of use of the land: All member are able to demonstrate land titles/right of use of the land. Sample seen: - SKT No.593/1435/TML/2009 dated 29 August 2009, under name Ari Panji Sulistiarso, area 20,000 m².</p>	<p>Yes</p>

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	<ul style="list-style-type: none"> • Land titles/right of use of the land. • A copy of the signed declaration of the grower becoming a member of the group including the date. • Unique member registration numbers are assigned to individual members. • The date that the member signed the declaration of intent as stated in the Group Membership Requirements. • Date of leaving the Group if applicable and the reasons why. • Projected and actual FFB production in metric tonnes per annum. • Monitoring and training records. • Any corrective actions raised and actions taken to meet the requirements for compliance. 	<p>Issued by “Kepala Desa Tanjung Mulia” and completed with map indicating the land parcel of 200 x 100 m; - SKT No.593/1425/TML/2009 dated 29 August 2009 under name Sido with area of 20,000 m²; issued by “Kepala Desa Tanjung Mulia” and completed with map indicating the land parcel 200 x 100 m; See indicator 2.2.1.</p> <p>System for unique member registration numbers are assigned to individual members: Group Manager has established a unique individual member, example: Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35;</p> <p>Record indicating date that the member signed the declaration of intent as stated in the Group Membership Requirements – as well as signed-copy declaration of the grower becoming a member of the group: Each member sampled signed an agreement “Surat Pernyataan Kesediaan Mengikuti Program Sertifikasi RSPO”, for Mr.Ari Panji Sulistiarto, dated 8 August 2016; Mr.Victor H. Girsang dated 4 August 2016, Mr.Tusiwan dated 8 August 2016, Mr.Edi Gunawan dated 4 August 2016, Mr.Lusiono Handoko dated 2 August 2016, Mr.Samin R dated 4 August 2016.</p> <p>System to record the date of leaving the Group if applicable and the reasons why: None. However, group manager has prepared a form under “Permohonan Berhenti Menjadi Anggota Koperasi”;</p> <p>Report on projected and actual FFB production in metric tonnes per annum: Production record 2017: 591.59 MT; Projection record 2018: FFB production projected for 701 MT, yield at 11.65 MT/Ha;</p> <p>System for monitoring and training records: Available. See criterion 4.8.</p>	
<p>E2.1.3</p>	<p>Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.</p>	<p>“Surat Keputusan Ketua Koperasi Serba Usaha Suka Makmur No.008/SKPTS/KSU-SM/VIII/2017 tentang Masa Simpan Dokumen” dated 8 August 2017. Indicating the retention time of 5 years for all group record.</p>	<p>Yes</p>
<p>E2.1.4</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 has defined that Internal Control System (ICS) shall conduct initial gap audit for new applicant as per “Pedoman Kerja Koperasi Serba Usaha Suka Makmur – Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018”. Under section 3.1.3 of the procedure stated ICS will verifies to ensure member have conform with RSPO P&C requirement and report to group manager, maximum 1 month.</p> <p>ICS has carried out initial gap audit to group manager organization and all member prior to signing group</p>	<p>Yes</p>

		member. The gap assessment to group management on April 2017. The initial gap audit for all member carried out on April – June 2017 and recorded under “Buku Laporan Kunjungan Lapangan ke Petani Koperasi Serba Usaha Suka Makmur”. Sample taken: initial gap audit by ICS to Mr. Samin (09A02) dated 3 June 2016; Mr.Tusiwan (09B10) dated 4 April 2017; Mr.Edi Gunawan (09B11) dated 4 April 2017; Mr. Viktor H. Girsang II (09B13) dated 13 April 2017; Sido (09C26) dated 2 June 2017; Mr.Ari Panji S (09D35) dated 30 May 2017; Mr.Lusiono Handoko (08E43) dated 19 May 2017; Mr.Edi Hariyanto (09G57) dated 12 June 2017;	
Element 3 (E3): The Internal Control System – Operations			
E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.			
E3.1.1	<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"> 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. Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements. Maintenance of all internal audit records. 	<p>Group manager has prepared a procedure for Internal audit. The procedure has regulated the frequency, methodology, internal auditor requirements, management of corrective action plan and sanction for smallholder member.</p> <p>Internal audit program available under “Koperasi Serba Usaha Suka Makmur – Program Internal Audit RSPO 2018” signed 3 January 2018. The internal audit program consist:</p> <p>Internal audit planned for June 2018; Follow up on findings from internal audit July 2018; Field visit to member’s oil palm plantation on monthly basis; Follow up on findings from monthly visit will be done on subsequent month; Based on risk analysis, the minimum sample to be taken is 5 members.</p>	Yes
E3.1.2	<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"> the diversity of the Group members (i.e. range of size, management structure, scattered 	<p>“Analisis Resiko dan Sistem Pengendalian Internal” – risk analysis and internal control system, considering oil palm planting hectarage, geographical location, development/expansion plan, organization structure, group manager management skill, member knowledge of each member. As a result of assessment, considering the abovementioned factors, the risk determined as medium (1.2).</p> <p>Sample calculation based on RSPO Certification System: $0.8\sqrt{31} \times 1.2 = 5.3 \approx 6$ members per annum. The calculation in line with the current situation: 31 members divided with 5 years certification cycle.</p>	Yes

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	<p>members with diverse plantation landscape such as terrain, etc.)</p> <ul style="list-style-type: none"> 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). 		
E3.1.3	<p>The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.</p>	<p>The Group Manager Koperasi Serba Usaha Suka Makmur and all Internal Control System member has signed a statement: no conflict of interest.</p>	Yes
E3.1.4	<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"> no plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs) (RSPO P&C 2013 criteria 5.2 & 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 compensation procedure, scheme smallholders may join the group. no existing land conflict. land title or right to use the land can be demonstrated. 	<p>Initial gap audit carried out on 2016 – 2017. initial gap audit by ICS to Mr. Samin (09A02) dated 3 June 2016; Mr.Tusiwan (09B10) dated 4 April 2017; Mr.Edi Gunawan (09B11) dated 4 April 2017; Mr. Viktor H. Girsang II (09B13) dated 13 April 2017; Sido (09C26) dated 2 June 2017; Mr.Ari Panji S (09D35) dated 30 May 2017; Mr.Lusiono Handoko (08E43) dated 19 May 2017; Mr.Edi Hariyanto (09G57) dated 12 June 2017; From the initial gap audit, it was found that the group member planting year is 2008 (4 Ha) and 2009 (56.15 Ha), therefore Principle 7 of RSPO P&C applicable (see principle 7 of Section A.2). HCV assessment was carried out by Kompasnia Enviro Institut to scope of 2,834.77 Ha (this includes potential smallholder in the area) in 2016. The HCV assessment reported under "Laporan Penilaian Nilai Konservasi Tinggi di areal kebun sawit Smallholder Koperasi Mitra PT. Umbul Mas Wisesa, Provinsi Sumatera Utara - 2017". Based on HCV assessment, in Koperasi Serba Usaha Suka Makmur, identified with HCV 4 in form of main drain/canal of 6.59 Ha of 0.73% of all smallholder plantation under the scope. There was no species listed as CR under IUCN redlist found in the landscape. From the HCV assessment it was known that no planting have replaced primary forest or affecting High Conservation Values/HCV .</p> <p>From field visit, document review and stakeholder interview audit team found that no land conflict as the land title/legal right of the land and boundary has been clear.</p>	Yes
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.			
E3.2.1	<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>Group Manager has developed a system to identify the FFB supplied from RSPO-scope member. The group manager prepared a list of certified smallholder member, specific block number, harvest rotation, name of worker, tonnage, transport detail, name of FFB checker.</p> <p>Each members maintain "Buku Catatan Petani Tahun</p>	Yes

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		<p>2017”, consist of record of oil palm plantation upkeep and management including record of FFB Sales. Sample seen: “Buku Catatan Petani Tahun 2017 Mr.Viktor H. Girsang”, block 09B13, 2.73 Ha, OP2009 – “Data Penjualan TBS Anggota Koperasi Serba Usaha Suka Makmur 2017” whereby indicates sales to Umbul Mas Wisesa POM (received as non-certified supply and sold again to another palm oil mill), sales direct to other factory, sales to middlemen/outgrowers. FFB production record in January 2017 (211 bunches – 1.549 tons), April 2017 (98 bunches – 0.78 tons), July 2017 (261 bunches – 2.27 tons), December 2017 (190 bunches – 1.67 tons); FFB sales in January 2017: to UMW POM 0.766 tons, sales to middlemen 0.828 tons – total 1.549 tons; FFB sales in April 2017: to UMW POM 0.78 tons, sales to middlemen 0 tons – total 0.78 tons; FFB sales in July 2017: to UMW POM 0 tons, sales to middlemen 2.273 tons – total 2.273 tons; FFB sales in December 2017: to UMW POM 0 tons, sales to middlemen 1.679 tons – total 1.679 tons;</p>	
E3.2.2	<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>There is no combination of RSPO certified FFB and non-certified FFB prior to sale. All FFB from group members are identified, checked and transported with specific vehicle. This is to prevent commingling with non-certified FFB.</p>	Yes
E3.2.3	<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"> • Invoices and receipts (purchase and sale). • Information on transport (i.e. registration number/number plate). • The relevant group members’ group identification number. • Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination. • Information of FFB price. 	<p>All FFB sales have been recorded:</p> <ul style="list-style-type: none"> - Daily Crop Harvesting KSU-SM” dated 27 December 2017; from block 09D35, 09D38, 09D33, 09F56, 09F55, 09E47, 09A03; Total bunch 539 bunches; Total 4,951 kg – mill weigh 5,189 kg. - “Surat Pengantar TBS dari Lapangan (Delivery of FFB from Field) No.KSU SM086”, Village Tanjung Mulia, Date 27 December 2017. Truck BK8630YG. FFB taken from block 09D35, 09D38, 09D33, 09F56, 09F55, 09E47, 09A03; Total bunch 539 bunches; Total 4,951 kg; - Delivery of FFB PT. Umbul Mas Wisesa Palm Oil Mill No.UMWM/KSUSM/000044, explains the delivery of FFB from KSU SM to PT. UMW POM for weighing and further for delivery to PT. Anugrah Tanjung Medan. Date of delivery 27 December 2017; FFB from 539 bunches; weigh 5,189 kg. - PMKS PT. Anugrah Tanjung Medan dated 28 December 2017. Weighed 5,189 kg. - Koperasi Serba Usaha Suka Makmur – Permintaan Uang atas Penjualan TBS Kelapa Sawit (invoice) dated 28 December 2017; for sales of FFB 5,189 kg. - Pembayaran Jasa Angkut TBS dari PT. Umbul Mas 	Yes

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		Wisasa ke PT.Anugrah Tanjung Medan No.121/Inv/KSU-SM/XII/2017 dated 28 December 2017,for transport of 5,189 kg FFB with cost Rp.508,5**.	
E3.2.4	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.	Group manager maintain copies of invoices and receipt (for sales); information on transport as in "Surat Pengantar TBS dari Lapangan" and the vehicle number; relevant group member identification number as per member list; classification of the FFB sold as per weighbridge ticket (including the sortation record); information of FFB price.	Yes
E3.2.5	<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"> • There shall be a contract between the FFB trader and the • The FFB trader shall maintain complete purchase and sales records. • If the FFB Trader is RSPO Supply Chain certified, a copy of the certificate shall be provided to the Group Manager. 	<p>Koperasi Serba Usaha Suka Makmur is not using trader for FFB sales. Not applicable.</p>	N/A

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

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	All sampled members (Mr.Ari Panji Sulistiarto, Mr.Victor H. Girsang, Mr.Tusiwan, Mr.Edi Gunawan, Mr.Lusiono Handoko, Mr.Samin R) understood that all visitors and all requests for information are referred to Group Manager. Awareness training of RSPO, dated 18 April 2017 have been explained the requirement for information request and response – including recording of information request and providing response.	
Requirement for Group Manager		
The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager.	Group manager has informed all group members that all information request are referred to Group Manager. Awareness training of RSPO, dated 18 April 2017. Training provided by ENC Department, PT. Umbul Mas Wisesa.	
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	Group manager has prepared a logbook to record all information request and all response to the information request. The logbook titled "Buku Rekaman Permintaan Informasi Manager Kelompok". The logbook filed and updated since August 2016. Throughout August 2016 up to January 2017, 5 information requests are recorded. All information request has been responded upon. Sample seen: On 14 October 2016, Mr. Handoko made inquiry related to material clay for road maintenance in front of V. H. Girsang's oil palm block. The inquiry responded on 14 October 2016 by group's secretary stated that the clay will be delivered on November 2016. Report seen: "Laporan Community Development" for construction of clay road of 2,150 meters in Sukoarjo hamlet, Tanjung Mulia village, date of project 15 October – 15 November 2016. The report acknowledged by Mr. Lusiono Handoko.	
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Comply

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.	Group manager has prepared and update procedure for recording request for response and corresponding responses through "Pedoman Kerja Koperasi Sumber Makmur Pemberian Tanggapan atas Permintaan Informasi No.KSU-SM/PK/012 dated 6 January 2017. The procedure indicates inquiry or information request in form of written and verbal will be treated equally; respond will be provided on maximum 14 working days. Group manager has prepared a logbook to record all information request and all response to the information request. The logbook titled "Buku Rekaman Permintaan Informasi Manager Kelompok". The logbook filed and updated since August 2016.	
Criterion 1.2:		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
<p>1.2.1 (M) Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	All sampled members (Mr.Ari Panji Sulistiarto, Mr.Victor H. Girsang, Mr.Tusiwan, Mr.Edi Gunawan, Mr.Lusiono Handoko, Mr.Samin R) understood that all visitors and all requests for information are referred to Group Manager, including the documents made publicly available.	
Requirement for Group Manager		

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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"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 	<p>Group manager has prepared and update procedure for recording request for response and corresponding responses through "Pedoman Kerja Koperasi Sumber Makmur Pemberian Tanggapan atas Permintaan Informasi No.KSU-SM/PK/012 dated 6 January 2017. Inside the procedure, stated that group manager list all documents made publicly available shall contain, at minimum: land title; cooperative deed of establishment, business permit; occupational health and safety plan; HCV assessment report; plan and impact assessment related to environmental and social impacts; pollution prevention and reduction plans; detail on complaint and grievance; continuous improvement plans, human rights policy; all cooperative policy and decree.</p> <p>List available in "Daftar Informasi yang Tersedia untuk Umum", dated 11 January 2018, consist of:</p> <ul style="list-style-type: none"> - Land title/user right: "sertifikat/hak penggunaan tanah" for all members; - Legal standing: "Akta Pendirian Koperasi", etc.; - Plan and impact assessment related to environmental and social impacts: "Rencana Pengelolaan Limbah dan Penanganan Limbah untuk Mencegah Pencemaran terhadap Lingkungan"; - HCV documentation: "Laporan Penilaian NKT oleh Koompasia Enviro Institute, 2017"; - Pollution prevention and reduction plan: "Rencana pencegahan dan pengurangan polusi"; - Details of complaints and grievances: "Rincian Keluhan dan Pengaduan"; - Negotiation Procedure: "Pedoman Penyelesaian Sengketa dan Konflik Lahan No.KSU-SM/PK/016"; - Continuous improvement plan: "Rencana Perbaikan Berkelanjutan"; - Public summary of certification: "Hasil Temuan Audit Sertifikasi"; - Human right policy: "Kebijakan Hak Asasi Manusia No.004/SKPTS/KSU-SM/IV/2017"; 	
<p>Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall show that they have accepted and agreed the group's policy on ethical conduct	All sampled members (Mr.Ari Panji Sulistiarto, Mr.Victor H. Girsang, Mr.Tusiwan, Mr.Edi Gunawan, Mr.Lusiono Handoko, Mr.Samin R) understood the group's policy on ethical conduct – in a simple manner. The members understood they are not allowed to do fraud in FFB delivery, not allowed to do corruption and bribery.	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall develop a written policy committing the Group to a code of ethical conduct and integrity in all operations and transactions.	Group Manager has established a written policy committing the group to a code of ethical conduct and integrity in all operations and transactions through "Surat Keputusan Koperasi Serba Usaha Suka Makmur No.011/SKPTS/KSU-SM/VIII/2017 tentang Kode Etik", dated 8 January 2017. Group Manager has communicated the policies through "Data Hasil Sosialisasi Anggota KSU Suka Makmur" dated 29 August 2017, for DTM Ridwan & Masnani; "Data Hasil Sosialisasi Anggota KSU Suka Makmur" dated 29 August 2017, for Lusiono Handoko, Mujiman, Mardi, Tri Yuli Wardani; "Data Hasil Sosialisasi Anggota KSU Suka Makmur" dated 29 August 2017, for Tanti Wahyuni; "Data Hasil Sosialisasi Anggota KSU Suka Makmur" dated 29 August 2017, for Tusiwan; "Data Hasil Sosialisasi Anggota KSU Suka Makmur" dated 5 September 2017, for Viktor H Girsang; "Data Hasil Sosialisasi Anggota KSU Suka Makmur" dated 6 September 2017, for Sumardi; all sampled member signed as sign of acceptance and agreed the group policy on ethical conduct.	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 2.1:		
There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1 Evidence of compliance with relevant legal requirements shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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.	Based on interview and document review, smallholder members has understand the regulation relevant to oil palm plantation and operations.Smallholder members mentioned regulations such as related to environmental management, cooperative management, land ownership, permit for plantation, flora and fauna protection, etc. Smallholder member can explains the copy of regulation, as available in office and managed by Group Manager. Each smallholder member holds the land certificate, as proof legal ownership of the land. In the application form – "Permohonan menjadi Anggota Koperasi", smallholder member explains the list of legality possessed Each smallholder member attend RSPO P&C Training, from Group Manager and supported by PT. Umbul Mas Wisesa. Training record see criterion 4.8.	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
<p>Ensure group manager can demonstrate to a third party that the laws are understood and complied with by Group members.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur, received assistance from PT. Umbul Mas Wisesa to review and evaluate all relevant laws and regulation. The evaluation covers 233 types of regulation, including but not limited to "Peraturan Menteri Pertanian No.98 tahun 2013 tentang Pedoman Perizinan Usaha Perkebunan" – guidance for plantation permit; and "Peraturan Menteri Lingkungan Hidup No.16 tahun 2012 tentang Pedoman Penyusunan Dokumen Lingkungan Hidup" – guide to prepare environmental document.</p> <p>Based on review, Group Manager Koperasi Serba Usaha Suka Makmur is in process for applying Surat Tanda Daftar-Budidaya to "Dinas Perkebunan dan Peternakan Kabupaten Labuhanbatu Selatan", since 2016.</p> <p>The group manager has prepared and update document called "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018" dated January 2018, lines out the requirement for the participation of individual member in the group. One of the requirements to join is to have legal ownership of the land.</p>	
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</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>Based on interview and document review, smallholder members has understand the regulation relevant to oil palm plantation and operations. Smallholder members mentioned regulations such as related to environmental management, cooperative management, land ownership, permit for plantation, flora and fauna protection, etc.</p> <p>Smallholder member can explains the copy of regulation, as available in office and managed by Group Manager.</p> <p>Each smallholder member holds the land certificate, as proof legal ownership of the land.</p> <p>In the application form – "Permohonan menjadi Anggota Koperasi", smallholder member explains the list of legality possessed.</p> <p>Each smallholder member attend RSPO P&C Training, from Group Manager and supported by PT. Umbul Mas Wisesa. Training record see criterion 4.8.</p>	
<p>Requirement for Group Manager</p>		

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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"> • Where the laws were obtained from. • How they are circulated and how often and record this communication. • Who and how ensures that the laws are being implemented. • Who monitors and updates the list and how often. • Who records when updates are communicated. 	<p>Group manager maintain and update list of 233 type of laws and regulations under “Daftar Peraturan Perundangan Indonesia yang berkaitan dengan Sustainability System”. The list has been reviewed and evaluated with the assistance from ENC Department PT. Umbul Mas Wisesa.</p> <p>The copy of laws and regulation obtained/informed from ENC Department PT. Umbul Mas Wisesa.</p> <p>The list of laws and regulations available in cooperative office. Communication/update of any new regulation through internal training for smallholder members. Group manager records all the training.</p> <p>The list of laws and regulations are being evaluated by Group Manager, assisted by ENC Department PT. Umbul Mas Wisesa. To ensure all relevant laws and regulations are being applied, Group manager has prepared a checklist as aide memoir to evaluate legal compliance “Checklist Verifikasi Data Kebun Anggota/Petani”. The content of the checklist explains oil palm plantation with relevant laws/regulation aspects. The verification made by ICS.</p> <p>The group manager has prepared and update document called “Pedoman Kerja Mekanisme Pemantauan dan perubahan terhadap Peraturan dan Perundang-undangan No. KSU-SM/PK/019” dated January 2018. The procedure lines out the mechanism that Group Manager conduct monitoring upon changes in laws and regulation on three monthly basis.</p>	
<p>2.1.3 A mechanism for ensuring compliance shall be implemented.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N.A	N.A	
Requirement for Group Manager		
Ensure group manager can demonstrate to a third party that the laws are understood and complied with by Group members	The group manager has prepared and update document called “Pedoman Kerja Mekanisme Pemantauan dan perubahan terhadap Peraturan dan Perundang-undangan No. KSU-SM/PK/019” dated January 2018. The procedure lines out the mechanism that Group Manager conduct monitoring upon changes in laws and regulation on three monthly basis.	
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	Group manager has prepared a checklist as aide memoir to evaluate legal compliance “Checklist Verifikasi Data Kebun Anggota/Petani”. The content of the checklist explains oil palm plantation with relevant laws/regulation aspects.	
<p>2.1.4 A system for tracking any changes in the law shall be implemented.</p>		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
N/A	N/A	
Criterion 2.2:		
The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Check that the titles or deeds allow the growing of oil palm where this is required by country legislation	<p>Based on document review, all smallholder member demonstrate legal ownership of the land in form of <i>Surat Keterangan Tanah/SKT</i> or <i>Sertifikat Hak Milik/SHM</i>. Sample taken:</p> <ul style="list-style-type: none"> - SKT No.593/1435/TML/2009 dated 29 August 2009, under name Ari Panji Sulistiarso, area 20,000 m². Issued by "Kepala Desa Tanjung Mulia" and completed with map indicating the land parcel of 200 x 100 m; - SKT No.593/1425/TML/2009 dated 29 August 2009 under name Sido with area of 20,000 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating the land parcel 200 x 100 m; - SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating the land parcel of 390 x 70 m. The land then purchased by Victor H. Girsang based on "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses; - SKT No.593/1540/TML/2009 dated 29 August 2009 under name Lusiono Handoko with area 20,000 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating land parcel of 315 x 64 m. - SHM No.1567 dated 8 November 2011 under name Tusiwan based on "Surat Keputusan Kepala Kantor Pertanahan Kabupaten Labuhanbatu No.922/2011 No. Urut 98 seluas 19,968 m² sesuai dengan Surat Ukur No.190/TanjungMulia/2011 tanggal 12 September 2011" dated 9 September 2011; - SKT No.593/831/TML/2011 dated 5 July 2011 under name Samin with area 20,000 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating land parcel 200 x 100 m; - SHM No.2544 dated 17 November 2016 under name Edi Hariyanto, based on "Surat Keputusan Kepala Kantor Pertanahan Kabupaten Labuhanbatu No.573/HM/BPN.02.12/2016 No.Urut 56 seluas 16,999 m² sesuai dengan Surat Ukur No.699/Tanjung Mulia/2016 tanggal 7 November 2016" dated 11 November 2016. 	
Requirement for Group Manager		

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<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>All copies of legal ownership of the land available with Group Manager. The "Surat Keterangan Tanah/SKT" is one of the requirement to obtain certificate - "Sertifikat Hak Milik/SHM". Based on document verification and interview it was known that smallholder members are collectively applied to obtain certificate from "Kantor Pertanahan Kabupaten Labuhan Batu".</p>	
<p>Maps showing the legal boundaries shall be kept.</p>	<p>Based on document review – followed up with field visit, the "Surat Keterangan Tanah/SKT" or "Sertifikat Hak Milik/SHM" completed with map. Comparison between map and actual smallholder plantations were confirmed. Sample verified:</p> <ul style="list-style-type: none"> - SKT No.593/1435/TML/2009 dated 29 August 2009, under name Ari Panji Sulistiarso, area 20,000 m². Issued by "Kepala Desa Tanjung Mulia" and completed with map indicating the land parcel of 200 x 100 m; the boundary neighbour: north: with Kasiono; east: Rosmini; south: Ana Sukri Hadiati; west: Juriah; - SKT No.593/1425/TML/2009 dated 29 August 2009 under name Sido with area of 20,000 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating the land parcel of 200 x 100 m – with the neighbour; - SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating the land parcel of 390 x 70 m – with the neighbour. The land then purchased by Victor H. Girsang based on "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses; - SKT No.593/1540/TML/2009 dated 29 August 2009 under name Lusiono Handoko with area 20,000 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating land parcel of 315 x 64 m – with the neighbour; - SHM No.1567 dated 8 November 2011 under name Tusiwan based on "Surat Keputusan Kepala Kantor Pertanahan Kabupaten Labuhanbatu No.922/2011 No. Urut 98 seluas 19,968 m² sesuai dengan Surat Ukur No.190/TanjungMulia/2011 tanggal 12 September 2011" dated 9 September 2011. Completed with map. - SKT No.593/831/TML/2011 dated 5 July 2011 under name Samin with area 20,000 m²; issued by "Kepala Desa Tanjung Mulia" and completed with map indicating land parcel 200 x 100 m – with the neighbour; - SHM No.2544 dated 17 November 2016 under name Edi Hariyanto, based on "Surat Keputusan Kepala Kantor Pertanahan Kabupaten Labuhanbatu No.573/HM/BPN.02.12/2016 No.Urut 56 seluas 16,999 m² sesuai dengan Surat Ukur No.699/Tanjung Mulia/2016 tanggal 7 November 2016" dated 11 November 2016. Completed with map. 	
<p>2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Comply</p>	

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Individual members shall demarcate the boundaries of their land.	Based on field verification, boundary is clear. The boundary poles made out of cemented pole. The boundaries were assisted with frond stacking – along the boundary line. Each smallholder member sampled can explain and pointed out the boundary of their oil palm plantation.	
Requirement for Group Manager		
Check that boundaries are demarcated.	Group manager has prepared a checklist as aide memoir to evaluate legal compliance "Checklist Verifikasi Data Kebun Anggota/Petani". The content of the checklist required clear boundaries demarcation.	
<p>2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p>		
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	
<p>2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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 smallholder member, no conflict between member and/or with other party. All smallholder – and other party in the area has understood the boundary of their land. Based on interview with other smallholder – non member, stated no conflict with the member of Group Manager Koperasi Serba Usaha Suka Makmur.	
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.	No conflict noted against any of smallholder member. However, Group Manager has prepared a mechanism to resolve conflict titled "Pedoman Kerja Penyelesaian Sengketa/Konflik Lahan Dokumen No.KSU-SM/PK/016" dated 10 January 2018. The procedure explains all conflict will be dealt through mediation. Should this process failed – Group Manager will brought up to legal/trial.	
<p>2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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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 smallholder member, no conflict between member and/or with other party. All smallholder – and other party in the area has understood the boundary of their land. Based on interview with other smallholder – non member, stated no conflict with the member of Group Manager Koperasi Serba Usaha Suka Makmur.	
Requirement for Group Manager		
N/A	N/A	
2.2.6 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
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
Criterion 2.3: 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.		
2.3.1 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		Comply
N/A	N/A	
Requirement for Group Manager		
Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).	Based on interview with smallholder member, no conflict between member and/or with other party. All smallholder – and other party in the area has understood the boundary of their land. The plantations boundary sets according to legal document, i.e. "Surat Keterangan Tanah/SKT" or certificate "Sertifikat Hak Milik/SHM". Based on interview with other smallholder – non member, stated no conflict with the member of Group Manager Koperasi Serba Usaha Suka Makmur.	

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<p>2.3.2 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> <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		Comply
Demonstrate that they have the right to use the land and or have customary rights over the land they farm.	Based on interview with smallholder member, the history of the land was originated from “Izin Lokasi PT. MAL” being abandoned, up to the permit validity ends. The land then returned to Tanjung Mulia Village. Since then the land was being traded among villagers. Sample seen: SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m ² ; issued by “Kepala Desa Tanjung Mulia” and completed with map indicating the land parcel of 390 x 70 m – with the neighbour. The land then purchased by Victor H. Girsang based on “Surat Keterangan Ganti Rugi” dated 20 August 2012 – acknowledged by “Kepala Desa Tanjung Mulia”, “Camat Kampung Rakyat” and other witnesses;	
Requirement for Group Manager		
Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.	There was a record of negotiated agreement between previous landowner to the current owner (member of Koperasi Serba Usaha Suka Makmur). Sample seen: “Surat Keterangan Ganti Rugi” dated 20 August 2012 – acknowledged by “Kepala Desa Tanjung Mulia”, “Camat Kampung Rakyat” and other witnesses – when Victor H. Girsang purchased the land from Susanto, SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m ² ; The documents available in Bahasa Indonesia.	
<p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

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For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	There was a record of negotiated agreement between previous landowner to the current owner (member of Koperasi Serba Usaha Suka Makmur). Sample seen: "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses – when Victor H. Girsang purchased the land from Susanto, SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m ² ; The documents available in Bahasa Indonesia.	
2.3.4 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		Comply
N/A	N/A	
Requirement for Group Manager		
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	There was a record of negotiated agreement between previous landowner to the current owner (member of Koperasi Serba Usaha Suka Makmur). Sample seen: "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses – when Victor H. Girsang purchased the land from Susanto, SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m ² ; The documents available in Bahasa Indonesia.	

Criterion / Indicator	Assessment Findings	Compliance
Principle 3: Commitment to long-term economic and financial viability		
Criterion 3.1:		
There is an implemented management plan that aims to achieve long-term economic and financial viability.		
3.1.1 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		Comply
N/A	N/A	
Requirement for Group Manager		

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<p>This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance.</p> <p>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.</p>	<p>Group manager has prepared a three years management plan in "Rencana Ekonomi Jangka Panjang Pengelolaan Kebun Kelapa Sawit Petani 2018 – 2020". The management plan indicating FFB projection, price assumption, gross revenue, total operational cost per annum, income per annum – for each member.</p> <p>Budget Produksi 2018 indicating name of member, planting year, block number, planting material, palm age, block hectarage, planted hectarage, soil type, number of palm, SPH, production and yield per hectare. Total budgeted production is 501 MT FFB.</p> <p>Cost of annual maintenance and long term sustainability of certification: supported by PT. Umbul Mas Wisesa.</p>	
<p>3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p>		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A		

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager develops appropriate SOPs for the group:</p> <ul style="list-style-type: none"> • Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant & consistent with the group SOPs • Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs. 	<p>Group manager established SOP for oil palm plantation best management practices:</p> <ul style="list-style-type: none"> - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Biologi Kelapa Sawit No.KSU-SM/PK/01", dated 6 January 2017 – explaining oil palm vegetative characteristic, reproductive; - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Pengendalian Gulma pada Tanaman Menghasilkan Kelapa Sawit No.KSU-SM/PK/02", dated 6 January 2017 – related to weed management, identification of noxious weed, treatment also dosage for herbicide application; - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Pemupukan Tanaman Kelapa Sawit No.KSU-SM/PK/03", dated 6 January 2017 – indicating fertilizer regime (type, dosage, timing, waste handling) for oil palm plantation; - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Pengendalian Penyakit Tanaman Kelapa Sawit No.KSU-SM/PK/05" dated 6 January 2017 – integrated pest management; - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Panen Kelapa Sawit No.KSU-SM/PK/06" dated 6 January 2017 – oil palm harvesting; - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Penunasan Tanaman Kelapa Sawit No.KSU-SM/PK/07" dated 6 January 2017 – oil palm pruning; - "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Pembuatan Watergate dan Peat Subsidence No.KSU-SM/PK/011" dated 6 January 2017 – water management for smallholder block; <p>All work instruction has put consideration on environment and OHS aspect.</p>	
<p>4.1.2 A mechanism to check consistent implementation of procedures shall be in place.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager has regular checks using procedures set at group level for SOP implementation.</p>	<p>Group manager has been assisted by PT. Umbul Mas Wisesa in term of agronomist visit to check consistent implementation of procedures. Report sighted: "Laporan Kunjungan Agronomist Tolan Tiga Indonesia ke Koperasi Serba Usaha Suka Makmur – Dusun Sukoharjo, Desa Tanjung Mulia, Kecamatan Kampung Rakyat, Kabupaten Labuhanbatu Selatan" from agronomist visit dated 18 April 2017. Comments noted related to nutrient deficiency, production, planting age, water management and soil management – to define fertilizer recommendation. Each members maintain "Buku Catatan Petani Tahun 2017", consist of record of oil palm plantation upkeep and management: ---</p>	

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	<p>Planning and implementation of weed control (circle and path, <i>alang</i> spraying, woody eradication); Pest and disease control (nettle caterpillar census, termite census, planting <i>Turnera</i>); Pruning; Fertilizer (Rock phosphate, Urea, CuSO₄); Pesticide use record and calculation per MT FFB; Harvesting rotation and production record; FFB Sales; Cash record; Worker payment record; Tools/material/agrochemical purchase record;</p> <p>Other regular checks has been sets through monthly visit and annual internal audit to members. Regulated under internal audit procedure as explained in E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.</p>	
<p>4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.</p>	<p>Each members maintain "Buku Catatan Petani Tahun 2017", consist of record of oil palm plantation upkeep and management:</p> <p>Planning and implementation of weed control (circle and path, <i>alang</i> spraying, woody eradication); Pest and disease control (nettle caterpillar census, termite census, planting <i>Turnera</i>); Pruning; Fertilizer (Rock phosphate, Urea, CuSO₄); Pesticide use record and calculation per MT FFB; Harvesting rotation and production record; FFB Sales; Cash record; Worker payment record; Tools/material/agrochemical purchase record;</p> <p>Sample seen: "Buku Catatan Petani Tahun 2017 Mr.Viktor H. Girsang", block 09B13, 2.73 Ha, OP2009. Weed control (circle and path dated 12 November 2017, <i>alang</i> spraying 9 July 2017, woody eradication none); Pest and disease control (nettle caterpillar census none, termite census and control 1 May 2017 and 1 August 2017, planting <i>Turnera</i> on 4 August 2017); Pruning on September 2017; Fertilizer (Rock Phosphate of 250 kg – applied on 5 April 2017, Urea of 200 kg – applied on 18 December 2017, CuSO₄ of 25 kg applied on 26 December 2017); Pesticide use record and calculation per MT FFB: Using Regent (a.i. Fipronil) 50 grams, with dosage 0.54 gr/Ha for termite control on 8 May 2017; Fipronil used 3.25 grams/Ha equal to 2.2 grams/tonne FFB; FFB production record in January 2017 (211 bunches – 1.549 tons), April 2017 (98 bunches – 0.78 tons), July 2017 (261 bunches – 2.27 tons), December 2017 (190 bunches – 1.67 tons);</p>	
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	From the agronomist visit, dated 13 April 2017, followed up with requirement for leaf sampling unit on 21 April 2017.	
<p>4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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N/A		
Requirement for Group Manager		
<p>Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.</p>	<p>Procedure: Group Manager has developed a system to identify the FFB supplied from RSPO-scope member. The group manager prepared a list of certified smallholder member, specific block number, harvest rotation, name of worker, tonnage, transport detail, name of FFB checker.</p> <p>Each members maintain "Buku Catatan Petani Tahun 2017", consist of record of oil palm plantation upkeep and management including record of FFB Sales. Sample seen: "Buku Catatan Petani Tahun 2017 Mr.Viktor H. Girsang", block 09B13, 2.73 Ha, OP2009 – "Data Penjualan TBS Anggota Koperasi Serba Usaha Suka Makmur 2017" whereby indicates sales to Umbul Mas Wisesa POM (received as non-certified supply and sold again to another palm oil mill), sales direct to other factory, sales to middlemen/outgrowers. FFB production record in January 2017 (211 bunches – 1.549 tons), April 2017 (98 bunches – 0.78 tons), July 2017 (261 bunches – 2.27 tons), December 2017 (190 bunches – 1.67 tons); FFB sales in January 2017: to UMW POM 0.766 tons, sales to middlemen 0.828 tons – total 1.549 tons; FFB sales in April 2017: to UMW POM 0.78 tons, sales to middlemen 0 tons – total 0.78 tons; FFB sales in July 2017: to UMW POM 0 tons, sales to middlemen 2.273 tons – total 2.273 tons; FFB sales in December 2017: to UMW POM 0 tons, sales to middlemen 1.679 tons – total 1.679 tons;</p>	
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield</p>		
<p>4.2.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
<p>Group Manager to maintain regular records of soil fertility practices by all members as per SOPs.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has maintain record of fertilizer input in "Rekapitulasi Pemakaian Pupuk di lahan Anggota Koperasi Serba Usaha Suka Makmur Tahun 2017. KSU SM also recorded fertilizer input in another document called "Program dan Realisasi Teknis Budidaya kebun Kelapa Sawit di Areal Lahan Anggota Koperasi Serba Usaha Suka Makmur Tahun 2017".</p>	
<p>4.2.2 Records of fertiliser inputs shall be maintained.</p>		

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Requirement for Individual Member with up to 50ha of plantation size		Comply
Responsibility of individual members to maintain fertilizer records.	Fertilizer input has been recorded by each individual members in "Buku Catatan Petani Tahun 2017", e.g. Edi Gunawan has applied fertilizer Dolomite 150 kg on 8 April 2017, fertilizer Compound 362 kg on 28 November 2017 and fertilizer CuSO ₄ 9 kg in December 2017; Viktor H. Girsang has applied fertilizer Rock Phosphate 250 kg on 5 April 2017, Urea 200 kg on 18 December 2017 and CuSO ₄ 25 kg on 26 December 2017.	
Requirement for Group Manager		
Group Manager to provide template to record fertilizer usage and mill by-products usage.	Group Manager Koperasi Serba Usaha Suka Makmur has provided template to record fertilizer usage under "Buku Catatan Petani Tahun 2017". The book are given to each individual member.	
4.2.3 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		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.	Nutrition deficiency evaluation at smallholder area conducted through visual observation by Agronomist of Tolan Tiga Indonesia (Sipef) on 18 April 2017. Evidence available is "Laporan Kunjungan Agronomist Tolan Tiga Indonesia ke Koperasi Suka Makmur". The activity of visual observation is check nutrition deficiency, production, plant uniformity, water and soil management to determined fertilizer dosage. Cooperative planned to have tissue and soil sampling in 2018.	
4.2.4 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		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager oversees and ensures implementation of nutrient recycling for the group.	Fertilizer recommendation as result of visual observation by Agronomist of Tolan Tiga Indonesia (Sipef) on 18 April 2017 is prepared for year 2018 as documented in "Program dan Realisasi Teknis Budidaya Kebun Kelapa Sawit Di Areal Lahan Anggota Koperasi Serba Usaha Suka Makmur Tahun 2018".	
Criterion 4.3:		
Practices minimise and control erosion and degradation of soils.		
4.3.1 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.		

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Requirement for Individual Member with up to 50ha of plantation size		Comply
Where available individual members shall provide soil maps of their own farm to the Group Manager.	Each individual members have simple map showing soil type and border at North, East, South and West of the oil palm block.	
Requirement for Group Manager		
Group Manager shall compile and maintain an overall soil map for the group.	Soil map of Koperasi Serba Usaha Suka Makmur area was available in HCV assessment document, conducted by Koompasia Enviro Institute, that finalized in March 2017. The whole area of Koperasi Serba Usaha Suka Makmur is peat.	
4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager develops a policy and procedure for planting on slopes.	HCV assessment document, conducted by Koompasia Enviro Institute, that finalized in March 2017 stated that based on Digital Elevation Model (DVM) SRTM version 5 with special resolution 90 m; topography at Koperasi Serba Usaha Suka Makmur area is all flat (0 – 8 %).	
4.3.3 A road maintenance programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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	A road maintenance program has been developed by Koperasi Serba Usaha Suka Makmur in "Program Pembangunan Infrastruktur dan Perbaikan Jalan". Detail activities programmed are as follows: - Penyisipan jalan dengan tanah merah – road maintenance with clay (m ³). - Penyisipan jalan dengan petrun – road maintenance with gravel (m ³). - Pembentukan ulang badan jalan (road grader) and pemadatan (compacting) (m).	
4.3.4 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		Comply

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Individual members shall record water levels at regular basis as specified within group SOP	<p>Each individual member which passed by channel have water pole to monitor water level. There are 4 water pole in cooperative area:</p> <ul style="list-style-type: none"> - Water Pole 1 (WP1) at Lusiano Handoko area, water level on 19 December 2017 is 59 cm; - Water Pole 2 (WP2) at Parasian LB area, water level on 19 December 2017 is 45 cm; - Water Pole 3 (WP3) at Sugino area, water level on 19 December 2017 is 49 cm; - Water Pole 4 (WP4) at Ahmad Zainuddin, water level on 19 December 2017 is 48 cm; 	
Requirement for Group Manager		
Group manager to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant	<p>Procedure related to peat subsidence and water management has been documented in "Pedoman Kerja Pembuatan Watergate dan Peat Subsidence" (KSU-SM/PK/011) dated 6 January 2017.</p> <p>Group Manager Koperasi Serba Usaha Suka Makmur conducted monitoring of water level regularly in two weeks interval. Water level monitoring has been recorded in "Buku Water Pole", e.g. monitoring on 19 December 2017 reported that water level at WP1 is 59 cm, WP2 is 45 cm, WP3 is 49 cm and WP4 is 48 cm below surface.</p> <p>Peat subsidence is monitored at minimum once a year. Subsidence monitoring recorded in "Lembar Pengecekan Penurunan Tanah Gambut di Koperasi Serba Usaha Suka Makmur".</p>	
4.3.5 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		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager develops regular drainability assessment schedule for the group and implements this	Planting year of Koperasi Serba Usaha Suka Makmur are 2008 and 2009, replanting approximately performed in year 2033. Koperasi Serba Usaha Suka Makmur and group manager are collecting database and information from water level and peat subsidence level to prepare drainability assessment.	
4.3.6 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		Comply
N/A	N/A	
Requirement for Group Manager		

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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.	There was no problematic soil at Koperasi Serba Usaha Suka Makmur area other than peat soil. Therefore group manager prepared a guideline "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Pembuatan Watergate dan Peat Subsidence No.KSU-SM/PK/011" dated 6 January 2017 – water management for smallholder block.	
Criterion 4.4:		
Practices maintain the quality and availability of surface and ground water.		
4.4.1 An implemented water management plan shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager	Group Manager has provided map of water ways and water bodies as in "Peta Titik Lokasi Water Gate dan Peat Subsidence di Area Koperasi Serba Usaha Suka Makmur Tahun 2017". The map consist of 4 water gates and 1 peat subsidence pole. Procedure related to peat subsidence and water management has been documented in "Pedoman Kerja Pembuatan Watergate dan Peat Subsidence" (KSU-SM/PK/011) dated 6 January 2017. The monitoring of water level and peat subsidence has been started.	
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	Cooperative has provided map of water ways and water bodies as in "Peta Titik Lokasi Water Gate dan Peat Subsidence di Area KSU Suka Makmur Tahun 2017". The map consist of 4 water gates and 1 peat subsidence pole. Procedure related to peat subsidence and water management has been documented in "Pedoman Kerja Pembuatan Watergate dan Peat Subsidence" (KSU-SM/PK/011) dated 6 January 2017.	
4.4.2 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.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.	During interview with individual members, it was noted that they understood to maintain and protect riparian area as specified in the SOP. Members understood that they cannot applied fertilizer and herbicides at left or right side of the channel.	
Requirement for Group Manager		
The responsibility of Group Manager	Group manager has established mechanism to maintain and retore riparian area under "Pedoman Kerja Pengelolaan Area Konservasi" (KSU-SM/PK/015) dated 6 January 2017. The procedure has been disseminated to all individual members on 25 July 2017 attended by 17 participants. Protection of riparian has also disseminated through sign board in front of Koperasi Serba Usaha Suka Makmur office.	

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4.4.3 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		
N/A	N/A	
4.4.4 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	
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager. Have a written procedure on IPM.	The Group Manager has prepared the procedure of integrated pest management (IPM) under document "Pedoman Kerja Pengendalian Hama Tanaman Kelapa Sawit", no document KSU-SM/PK/04, dated 6 January 2017. Detail procedure: - Pest detection – through early warning system; - Integrated pest management	
4.5.2 Training of those involved in IPM implementation shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members must attend training.	The procedure on IPM has communicated to all individual member. Record seen: notulen on IPM training by Agronomy GMO-NS on 18 November 2017, attended by 45 participants.	

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Requirement for Group Manager		
Group Manager to provide IPM training.	Group manager has provided the training on IPM on 18 November 2017 was attended by 45 participants. The training has conducted by Agronomy team GMO-NS.	
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		
4.6.1 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
Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.	Koperasi Serba Usaha Suka Makmur and Group Manager have listed the agrochemical used in Group Manager "Daftar Pestisida yang Digunakan di Kebun pada tahun Berjalan – KSU Suka Makmur", updated on 12 August 2017 referred to Agriculture Ministry Office Book "Buku Pestisida Terbatas". The guidance book indicated the primary target species (weed/pest/disease) for each pesticide /herbicide used. Visit to agrochemical storage and crosscheck with the list, all agrochemical stored holds valid registration license. This was verified during field visit to oil palm block under Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35	
Requirement for Group Manager		
Group Manager to develop manual for pest & chemical use and relevant training.	Koperasi Serba Usaha Suka Makmur has listed the agrochemical used in Group Manager "Daftar Pestisida yang Digunakan di Kebun pada tahun Berjalan – KSU Suka Makmur", updated on 12 August 2017 referred to Agriculture Ministry Office Book "Buku Pestisida Terbatas". The guidance book indicated the primary target species (weed/pest/disease) for each pesticide. Visit to agrochemical storage and crosscheck with the list, all agrochemical stored holds valid registration license. Sample of the type of pesticide which is used by Koperasi Serba Usaha Suka Makmur member: <ul style="list-style-type: none"> - Gramaxone 276/SL (paraquat diklorida) license RI.010301197436, valid until 12 September 2020 - Smart 486AS (Isopropil amine glyphosate 486 g/l), license RI.01030119971313 valid until 9 September 2018; - Metsulindo 20WP 250 gr (Methyl Metsulfuron) license no RI. 0103011991484 valid until 5 May 2021. Training on handling, using and applying the pesticides has conducted on 18 November 2017 was attended by 45 participants (all members and their family). The training has conducted by Agronomy team GMO-NS.	
4.6.2 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		Comply

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Individual members keep records of pesticides use.	<p>The herbicide/pesticide application within group's plantation was assisted by company, PT. Umbul Mas Wisesa. However, some members permitted to apply the herbicide/pesticide themselves – with strict requirements. The said member must have attended training, use appropriate PPE, understand the dosage and report to ICS prior to the spraying work. The agrochemical for each member was stored at the back of Koperasi Serba Usaha Suka Makmur Office.</p> <p>Group Manager Koperasi Serba Usaha Suka Makmur has developed a mechanism to control the application of pesticide/herbicide. All member wanted to use pesticide need to report to internal control system, record the pesticide dosage, target pest, and hectarage application. The internal controller also checked for PPE use. Record of pesticide used available in "Data Kebutuhan Pestisida dan Herbisida di Lahan Anggota Koperasi Serba Usaha Suka Makmur tahun 2017".</p> <p>e.g: Mr Samin R No.09A02 -> total paraquat use 4,9 liter for 2 Ha in 3 circle, Glyphosate use 6 liters; Mr. Tusiwan No.09B01 -> total paraquat use 4,6 liter for 2 Ha in 3 circle, Glyphosate use 6 liters;</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Group manager are monitoring the daily chemical use, application hectarage, dan the frequency of application. Record of Agrochemical used for the targeted weeds with appropriate dosage as per the recommendation on the label is recorded in "Data Kebutuhan Pestisida dan Herbisida di Lahan Anggota Koperasi Serba Usaha Suka Makmur tahun 2017".</p>	
<p>4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>There is no use of prophylactic use of pesticide. All application of herbicide/pesticide was based on early warning system. Audit team note the use of chemical, such as paraquat in 2017 was 144.56 liters.</p> <p>The group manager plans to reduce the use chemical, such as paraquat into 104.10 liters in 2018; and further to 78.108 liters in 2019.</p>	
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>There was no WHO Class 1A or 1B used by organization. Koperasi Serba Usaha Suka Makmur does use Class II agrochemical such as Paraquat. Paraquat is categorized under Limited Pesticide in Indonesia.</p> <p>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.</p> <p>Audit team note the use of chemical, such as paraquat in 2017 was 144.56 liters.</p> <p>The group manager plans to reduce the use chemical, such as paraquat into 104.10 liters in 2018; and further to 78.108 liters in 2019.</p>	
<p>4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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<p>Individual members ensure that anyone handling chemicals has attended relevant training.</p>	<p>Training on handling, using and applying the pesticides has conducted on on 18 November 2017 was attended by 45 participants. The training has conducted by Agronomy team GMO-NS. Sampled name: Mr. Samin No.09A02; Mr.Tusiwan No.09B10; Mr.Edi Gunawan No.09B11; Mr. Viktor H. Girsang II No.09B13; Mr.Sido No.09C26; Mr. Ari Panji S No.09D35; Mr.Lusiono Handoko No.08E43; Mr. Edi Hariyanto No.09G57;</p> <p>The herbicide/pesticide application within group’s plantation was assisted by company, PT. Umbul Mas Wisesa. However, some members permitted to apply the herbicide/pesticide themselves – with strict requirements. The said member must have attended training, use appropriate PPE, understand the dosage and report to ICS prior to the spraying work. The agrochemical for each member was stored at the back of Koperasi Serba Usaha Suka Makmur Office.</p> <p>Group Manager Koperasi Serba Usaha Suka Makmur has developed a mechanism to control the application of pesticide/herbicide. All member wanted to use pesticide need to report to internal control system, record the pesticide dosage, target pest, and hectarage application. The internal controller also checked for PPE use. Sample taken: “Pemeriksaan Penggunaan Alat Pelindung Diri (APD) di Tempat Kerja Desember 2017 – PPE use verification in workplace, December 2017. Member Sido No.09C26 sprayed termite on 1 December 2017, PPE used: hand glove, boot, masker, apron, overall – checked by Surya Fadli.</p> <p>The spraying team (from company) has been trained and holds a certificate for applying limited pesticide, e.g: Mr. Sunadi Nasution (license No.521/88.31/PLA.5/2014), Mr. Ahmad Zainudin (license No.521/38520/PLA.5/VI/2013), Mr. Legito (license No.521.4/38520/PLA.5/VI/2013), Mr. Muliadi (license No.521/88.31/PLA.5/2014).</p>	
<p>Requirement for Group Manager</p>		

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Group Manager has oversight responsibility	<p>The herbicide/pesticide application within group’s plantation was assisted by company, PT. Umbul Mas Wisesa. However, some members permitted to apply the herbicide/pesticide themselves – with strict requirements. The said member must have attended training, use appropriate PPE, understand the dosage and report to ICS prior to the spraying work. The agrochemical for each member was stored at the back of Koperasi Serba Usaha Suka Makmur Office.</p> <p>Group Manager Koperasi Serba Usaha Suka Makmur has developed a mechanism to control the application of pesticide/herbicide. All member wanted to use pesticide need to report to internal control system, record the pesticide dosage, target pest, and hectarage application. The internal controller also checked for PPE use. Sample taken: “Pemeriksaan Penggunaan Alat Pelindung Diri (APD) di Tempat Kerja Desember 2017 – PPE use verification in workplace, December 2017. Member Sido No.09C26 sprayed termite on 1 December 2017, PPE used: hand glove, boot, masker, apron, overall – checked by Surya Fadli.</p>	
<p>4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members store pesticides consistent with Group SOPs.	<p>Member of Koperasi Serba Usaha Suka Makmur was not stored the pesticide/herbicide by themselves. The agrochemical was stored at the back of Koperasi Serba Usaha Suka Makmur’s office. The store was locked and equipped with PPE for handling. Pesticide mixing was performed in field (block) by spraying team under supervision from ICS and PT. Umbul Mas Wisesa. Pesticide was not applied in riparian area.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Based on visit to agrochemical store at the backyard of Koperasi Serba Usaha Suka Makmur office, there was confirmed: the store always locked, first aid kit provided in SKU-SM office, PPE (mask, goggle, apron, glove). The agrochemical storage just keeping agrochemical materials from a smallholder member.</p> <p>Koperasi Serba Usaha Suka Makmur has an agreement with PT. Umbul Mas Wisesa to hand over the empty agrochemical container, to be sent for licensed hazardous waste storage.</p> <p>Koperasi Serba Usaha Suka Makmur has document of “Pedoman Kerja Penggunaan Bahan Kimia”, No.KSU-SM/PK/09, dated 9 January 2017 explained that the empty pesticide container kept in agrochemical store, triple rinsed, punctured before sent to PT. Umbul Mas Wisesa for transported to licensed collector.</p>	
<p>4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	

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Requirement for Group Manager			
Responsibility of the Group Manager.	<p>Group manager Koperasi Serba Usaha Suka Makmur has developed a mechanism to control the application of pesticides. All member wanted to use pesticide need to report to internal control system, record the pesticide dosage, target pest, and hectarage application. The internal controller also checked/monitors PPE use and spraying application. Post-work on spraying also being checked, to ensure the member cleanse properly, residues are taken back to dedicated store, application done properly. Sample taken: "Pemeriksaan Penggunaan Alat Pelindung Diri (APD) di Tempat Kerja Desember 2017 – PPE use verification in workplace, December 2017. Member Sido No.09C26 sprayed termite on 1 December 2017, PPE used: hand glove, boot, masker, apron, overall – checked by Surya Fadli. "Buku Catatan Petani Tahun 2017 – Sido No.09C26 - Rekaman Penggunaan Pestisida Anggota Koperasi" – Farmer book, Pesticide Use, dated 1 December 2017; Mr.Sido applied Regent (a.i Fipronil 50 mg/gram) 1.5 grams for termite control of 2 Ha; dosage 0.75 grams/Ha.</p>		
<p>4.6.8 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.</p>			
Requirement for Individual Member with up to 50ha of plantation size			N/A
N/A	N/A		
Requirement for Group Manager			
Responsibility of the Group Manager.	Not applicable since no aerial spray was applied.		
<p>4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).</p>			
Requirement for Individual Member with up to 50ha of plantation size			Comply
N/A	N/A		
Requirement for Group Manager			

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Responsibility of the Group Manager.	<p>Training on handling, using and applying the pesticides has been conducted on 18 November 2017 and was attended by 45 participants. The training has been conducted by Agronomy team GMO-NS. Sampled name: Mr. Samin No.09A02; Mr.Tusiwan No.09B10; Mr.Edi Gunawan No.09B11; Mr. Viktor H. Girsang II No.09B13; Mr.Sido No.09C26; Mr. Ari Panji S No.09D35; Mr.Lusiono Handoko No.08E43; Mr. Edi Hariyanto No.09G57;</p> <p>The spraying team (from company) has been trained and holds a certificate for applying limited pesticide, e.g: Mr. Sunadi Nasution (license No.521/88.31/PLA.5/2014), Mr. Ahmad Zainudin (license No.521/38520/PLA.5/VI/2013), Mr. Legito (license No.521.4/38520/PLA.5/VI/2013), Mr. Muliadi (license No.521/88.31/PLA.5/2014).</p>	
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members must dispose of waste materials according to group SOPs.	<p>Koperasi Serba Usaha Suka Makmur has an agreement with PT. Umbul Mas Wisesa to hand over the empty agrochemical container, to be sent for licensed hazardous waste storage.</p> <p>Koperasi Serba Usaha Suka Makmur has document of "Pedoman Kerja Penggunaan Bahan Kimia", No.KSU-SM/PK/09, dated 9 January 2017 explained that the empty pesticide container kept in agrochemical store, triple rinsed, punctured before sent to PT. Umbul Mas Wisesa for being transported to the licensed collector.</p> <p>Members does aware for a mechanism of the disposal of agrochemical referred to document "Pedoman Kerja Penggunaan Bahan Kimia". Based on interview with Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35, Mr. Tusiwan No.09B10 can explain that all ex chemical container were stored in temporary storage in Koperasi Serba Usaha Suka Makmur, sent to licensed hazardous waste storage in PT. Umbul Mas Wisesa.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Koperasi Serba Usaha Suka Makmur has an agreement with PT. Umbul Mas Wisesa to hand over the empty agrochemical container, to be sent for licensed hazardous waste storage.</p> <p>Koperasi Serba Usaha Suka Makmur has document of "Pedoman Kerja Penggunaan Bahan Kimia", No.KSU-SM/PK/09, dated 9 January 2017 explained that the empty pesticide container kept in agrochemical store, triple rinsed, punctured before sent to PT. Umbul Mas Wisesa for transported to licensed collector.</p>	
4.6.11 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		Comply
N/A	N/A	

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Requirement for Group Manager		
<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>Group Manager monitor the health condition of its member that handles agrochemical. The ICS inspected all herbicide/pesticide application carried out by individual members. ICS made assessment on individual members performs spraying themselves to verify no sign/symptoms of intoxication such as breathing difficulties, nausea, skin rashes, nail colour change. As for 2017, no individual members</p> <p>Audit team made interview and verification to individual member sampled (performed spraying themselves), ask permission to checked the physique and found no member experienced breathing difficulties, nausea, or have skin rashes and nail colour change.</p> <p>Specific annual medical surveillance for pesticide operators from company has performed on 24 July 2017, conducted by "Klinik Anugerah Ibu Medan", e.g. namely Mr. Suniadi Nasution, Mr. Ahmad Zainudin, Mr. Legito, Mr. Muliadi, and Mr. Hanafi. Based on the MCU report confirmed fit.</p>	
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>Individual members ensure no pregnant or breastfeeding women are handling pesticides.</p>	<p>The are no women are handling pesticides. Team on spraying in 2017-2018 from company namely Mr. Suniadi Nasution, Mr. Ahmad Zainudin, Mr. Legito, Mr. Muliadi, and Mr. Hanafi – all confirm male.</p> <p>Audit team made interview and verification to individual member sampled (performed spraying themselves), all are male members.</p>	
Requirement for Group Manager		
<p>Group Manager has oversight responsibility.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur through ICS made assessment on individual members performs spraying themselves to verify no female performs spraying or activities related to chemical.</p>	
Criterion 4.7:		
<p>An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
4.7.1 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		Comply
<p>Members shall provide input to the development of the OHS policy and management plan</p>	<p>Individual members provides input such as the development of the OHS policy and management plan. Such in meeting of "Komite K3" on 23 September 2017, with agenda and result: establishing the "Struktur Komite K3 KSU-MS). The meeting was attended by 17 participants.</p>	

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Requirement for Group Manager		
<p>Group Manager shall conduct a risk assessment in collaboration with members.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has established health and safety policy under “Kebijakan dan Komitmen Bersama – KSUSM”, dated 25 January 2017. In point 7 was mentioned “Secara optimal mencegah terjadinya kecelakaan kerja dan penyakit akibat kerja yang disebabkan oleh kondisi dan tindakan tidak aman” – optimally prevent work related accident and work related disease from unsafe condition and unsafe act.</p> <p>Group Manager Koperasi Serba Usaha Suka Makmur has also prepared the risk assessment and control as in document “Penilaian Resiko”, dated 22 August 2017. To pay attention and implement risk assessment, using necessary PPE and implement in daily working with consideration on location and working condition. Harvester is oblige to use PPE (boot AP, helm) when harvesting.</p> <p>Occupational Health and Safety programme has established under “Program Keselamatan dan Kesehatan Kerja tahun 2018 - Programme of Work Safety year 2018” updated on 3 January 2018 as guidance for health and safety in smallholder’s plantation.</p>	
<p>4.7.2 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>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>Member shall collaborate with Group Manager to ensure dangers on farm are identified.</p>	<p>Based on field visit and interview with member of Koperasi Serba Usaha Suka Makmur: Mr. Tusiwan No.09B1, Mr. Samin No.09A02; Mr. Viktor H. Girsang II No.09B13; Mr.Ari Panji S No.09D35; Mr.Lusiono Handoko No.08E43 - they aware and understand the major risk for workers on the farm especially for harvesting activity, manuring, weeding and spraying pesticide. They also explain how to avoid the risk in activity of work such as using appropriate PPE and performed safe working practise. Member has been following the training of OHS provided by KSU-SM on 23 September 2017, was attended by 35 participants. Individual members provides input such as risk/danger in their farm site to group manager (KSU-SM).</p>	
Requirement for Group Manager		
<p>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>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has developed a simple hazard identification and risk assessment under “Penilaian Resiko”, latest review on 22 August 2017. The hazard identification and risk assessment including activities and location covering: cooperative office activities, harvesting on field, spraying agrochemical, fertilizer application, water management.</p> <p>---</p>	

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	<p>In order to control the risk, Group Manager Koperasi Serba Usaha Suka Makmur has prepared health and safety plan under "Program Keselamatan dan Kesehatan Kerja tahun 2018" - Programme of Work Safety year 2018, updated on 3 January 2018 as guidance for health and safety in smallholder's plantation. 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>	
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Members shall attend trainings related to OHS.</p>	<p>Member has been follow the training concerning OHS:</p> <ul style="list-style-type: none"> - Hazard identification, risk level valuation, risk control conducted in 22 August 2017 was attended by 44 participans; - Training on first aider has conducted on 23 September 2017, was attended by 35 participants; - Training on pesticides handling on 22 August 2017; - Training on PPE to harvester on 22 August 2017; 	
<p>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>	<p>The smallholders member of Koperasi Serba Usaha Suka Makmur has implemented the OHS management plan, such the provision of PPE for harvester, training on OHS and medical check-up for spraying team provided by PT Umbul Mas Wisesa. Record seen:</p> <ul style="list-style-type: none"> - "Pemeriksaan Alat Pelindung Diri (APD) di Tempat Kerja" for harvester. PPE confirmed to be used: helmet, rubber boot in November 2017 for Mr. Sido No.09C26, Mr. L Handoko No.08E43; - Last medical check up for spraying team – in July 2017, conducted by Klinik Anugerah Ibu Medan, e.g: Mr. Suniadi Nasution, Mr. Ahmad Zainduin, Mr. Legito, Mr. Muliadi, and Mr. Hanafi; - "Pemeriksaan Alat Pelindung Diri (APD) di Tempat Kerja" for sprayer. PPE inspected to be used: rubber gloves, goggle, rubber boot, apron, e.g: Mr. Muliadi No.09C20 - in November 2017 ; - "Pemeriksaan Penggunaan Alat Pelindung Diri (APD) di Tempat Kerja Desember 2017" – PPE use verification in workplace, December 2017. Member Sido No.09C26 sprayed termite on 1 December 2017, PPE used: hand glove, boot, masker, apron, overall – checked by Surya Fadli. 	
<p>Requirement for Group Manager</p>		
<p>N/A</p>	<p>N/A</p>	
<p>4.7.4 The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p>		

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Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, consider forming an Occupational Health Committee.	Koperasi Serba Usaha Suka Makmur has appointed Mr. Khairul as the health and safety officer as in "Surat Keputusan Manager Kelompok Koperasi Serba Usaha Suka Makmur No.023/SKPTS/KSU-SM/XI/2017 tentang Penunjukan Petugas K3", dated 20 November 2017 responsible to health and safety performance.	
Group Manager reviews the manual periodically.	Based on "Program Keselamatan dan Kesehatan Kerja KSU-SM tahun 2018" the panning to review of health and safety on 6-monthly base, in June 2018 and December 2018. The latest review of health and safety on 22 August 2017, attended by 14 members. Meeting agenda: <ul style="list-style-type: none"> - Limited of hazardous waste storage; - Water management; - Program on OHS year 2017; - Program to monitoring of high conservation value. 	
<p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall report accidents on the farm to the Group Manager.	Based on "Buku Kecelakaan Kerja – Koperasi Serba Usaha Suka Makmur" in 2017 there was no accident were reported. If accident happened, they will contact the respective field mandor, OHS officer, Mr. Khairul) and Group Manager in Koperasi Serba Usaha Suka Makmur.	
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 smallholder member: Mr. Tusiwan No.09B1, Mr. Samin No.09A02; Mr. Viktor H. Girsang II No.09B13; Mr.Ari Panji S No.09D35; Mr.Lusiono Handoko No.08E43 each member understands that there is 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		
Group Managers shall develop OHS / First Aid manual and distribute to all individual members.	The first aid kit was with field mandor. The mandor has been trained for first aid kit by PT. Umbul Mas Wisesa.	
Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.	Training on first aider has conducted on 23 September 2017, was attended by 35 participants.	
Group Manager shall record members' accidents on the farm.	As of to date, no case of accident happened. Koperasi Serba Usaha Suka Makmur has prepared a record to monitor the Lost Time Accident under "Buku Kecelakaan Kerja – KSU Suka Makmur" in 2017 there was no accident were reported.	

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4.7.6 All workers shall be provided with medical care, and covered by accident insurance.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	Most individual members work themselves to maintain the oil palm plantation (harvesting, manuring, herbicide spraying). To some extent, family members helped the individual member. No workers being employed permanently by the smallholders. Individual members basically will responsible if any work related accident occurs in their oil palm block.	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved.	Group Manager Koperasi Serba Usaha Suka Makmur provides contribution for the medical care should any worker/member had an accident. Any accident cannot be treated with first aid, sent for paramedic in Tanjung Mulia village, adjacent to plantation location. Individual members basically will responsible if any work related accident occurs in their oil palm block. As of to date, no case of accident happened. Koperasi Serba Usaha Suka Makmur has prepared a record to monitor the Lost Time Accident under "Buku Kecelakaan Kerja – KSU Suka Makmur" in 2017 there was no accident were reported.	
Requirement for Group Manager		
N/A	N/A	
4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics		
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	
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.		
4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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<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>All member interviewed were understand the procedure of best management practise for oil palm plantation: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management. Training has been followed by member such as:</p> <ul style="list-style-type: none"> - Training on manuring application, dated 22 February 2017; - Training on best management practices of oil palm, dated 22 August 2017; - Awareness training of RSPO, dated 18 April 2017; - Training on pesticide handling and mixing, dated 22 August 2017; - Training of hazardous waste management, dated 18 April 2017; - Training on integrated pest management, dated 18 November 2017; - First aider training, dated 23 September 2017; - Training of water management, dated 21 October 2017; - Training on monitoring and management of high conservation value, dated 25 July 2017.; <p>Record of training can be demonstrated.</p>	
Requirement for Group Manager		
<p>Group Manager shall ensure that all members are trained on the RSPO P&C and records of such training shall be kept</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has disseminated all the procedure for best management practice oil palm plantation: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management. Record of training can be demonstrated. Training record of individual members was evident, e.g. Edi Gunawan No.09B11 has attended training of HCV, IPM, MSDS & NFPA, pesticides handling, fertilizing and harvesting; Viktor H. Girsang No.09B13 has attended training of IPM, MSDS & NFPA, pesticides handling, fertilizing and harvesting.</p>	
<p>Appropriate to scale, Group Manager shall prepare a training plan.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared a training plan as in document "Program Training 2018" dated 3 January 2018. The training including:</p> <ul style="list-style-type: none"> - Land preparation/land management training; - Training on nursery oil palm; - Training on best managent practices; - Awareness training of principle and criterion of RSPO; - IPM training; - Training on hazardous waste management, etc. 	
4.8.2 Records of training for each employee shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, training records shall be kept.	<p>Group Manager of Koperasi Serba Usaha Suka Makmur (KSU-SM) has developed training program for a year period. Training realization has been recorded in "Program dan Realisasi Training Tahun 2017". Sample of training conducted are as follows:</p> <ul style="list-style-type: none"> - Fertilizing and work program, on 22 February 2017; - RSPO and Hazardous waste management, on 18 April 2017; - HCV Management and monitoring, on 25 July 2017; - Spraying, pesticide mixing, spraying tools calibration, and harvesting, on 22 August 2017; - MSDS, NFPA and first aid, on 23 September 2017; - Water management on 21 October 2017; - IPM, on 18 November 2017; <p>Training record of individual members was evident, e.g. Edi Gunawan No.09B11 has attended training of HCV, IPM, MSDS & NFPA, pesticides handling, fertilizing and harvesting; Viktor H. Girsang No.09B13 has attended training of IPM, MSDS & NFPA, pesticides handling, fertilizing and harvesting.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity		
Criterion 5.1:		
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
5.1.1 An environmental impact assessment (EIA) shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate an understanding of the environmental risks of their operations	<p>As regulated under "Undang-undang No.32 tahun 2009 tentang Perlindungan dan Pengelolaan Lingkungan Hidup Pasal 35" stating business and/or activity that has no obligation for environment management and environment monitoring plan shall sign "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)".</p> <p>SPPL for individual members sighted. The environmental aspect-impact being managed related to: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide; to report environment management performance on regular base.</p>	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall identify all activities that have an impact on the environment.</p>	<p>PT. Umbul Mas Wisesa has assisted Group Manager Koperasi Serba Usaha Suka Makmur and its member to prepared the document to identify all activities that have an impact on the environment under "Daftar Aspek dan Pengaruh Lingkungan", updated in 1 January 2017.</p> <p>SPPL for individual members sighted. The environmental aspect-impact being managed related to: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide; to report environment management performance on regular base.</p> <p>Training related environmental impact assessment has been conducted by Koperasi Serba Usaha Suka Makmur on 22 August 2017 was attended by 44 smallholders member.</p>	
<p>5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.</p>	<p>Based on interview with smallholders member Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35; Mr. Tusiwan No.09B1, they have demonstated an understanding of mitigation plan to reduce the environmental impacts, such as: to control the use of fertilizers and pesticides according to recommended dosage by agronomy PT. Umbul Mas Wisesa, the handling of pesticides and its empty container.</p>	
<p>Individual members shall contribute to the reduction of environmental impacts</p>	<p>A responsible for mitigation plan is own individual members and supervised by Group Manager.</p> <p>Based on interview with smallholders member Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35; Mr. Tusiwan No.09B1, confirmed that the individual members are contibuting to the reduction of environmental impact; such as through handling of pesticides and its empty container.</p>	
<p>Requirement for Group Manager</p>		
<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 management and monitoring plan has been determined in "Daftar Aspek dan Pengaruh Lingkungan – environmental risk, dated 1 November 2017" to minimize negative impact and enhance positif impact, such:</p> <ul style="list-style-type: none"> - Planting the pineapples in water drain/canal area. To date has planted 300 pineapples; - Hazardous waste management by provided the transit point in backyard of Koperasi Serba Usaha Suka Makmur office; - Water management by developing water gate, peat subsidence pole, monitoring water level, etc. - Preparing the mitigation of paraquat usage; <p>A responsible for mitigation plan is own farmer members and supervised by Group Manager Koperasi Serba Usaha Suka Makmur.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Managers shall organise training for members on environmental risks and mitigation measures.	<p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared the document to identify all activities that have an impact on the environment under "Daftar Aspek dan Pengaruh Lingkungan", updated in 1 January 2017.</p> <p>Training related environmental impact assessment and the mitigation has been conducted by Koperasi Serba Usaha Suka Makmur on 22 August 2017 was attended by 44 smallholders member.</p> <p>Record was kept in smallholder group management documentation.</p>	
Group Managers shall monitor implementation	<p>Group Manager Koperasi Serba Usaha Suka Makmur has monitoring the implementation of effectiveness of the mitigation under "Program and Realisasi Koperasi Serba Usaha Suka Makmur", such as:</p> <ul style="list-style-type: none"> - Program of Water Management and Peat Subsidence, e.g: upkeep of Watergate and water pole (in February and August), monitoring of peat subsidence (in February), cleaning the drainage/canal. - Group Manager Koperasi Serba Usaha Suka Makmur conducted monitoring of water level regularly in two weeks interval. Water level monitoring has been recorded in "Buku Water Pole", e.g. monitoring on 19 December 2017 reported that water level at WP1 is 59 cm, WP2 is 45 cm, WP3 is 49 cm and WP4 is 48 cm below surface. - "Rencana Pengurangan Pemakaian Paraquat 2017-2019, Koperasi Serba Usaha Suka Makmur" 	
<p>Criterion 5.2:</p>		
<p>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>5.2.1 Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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Criterion / Indicator	Assessment Findings	Compliance
Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them	<p>Based on interview, smallholder member sampled able to explains HCV in their area (HCV4) – in simple manner. Smallholder member could also named commonly-sighted animal in their oil palm plantation; cobra snake (<i>Naja sumatrana</i>), palm civet (<i>Paradoxurus hermaproditus</i>), leopard cat (<i>Prionailurus Bengalensis</i>). Other animal commonly seen was monitor lizard (<i>Varanus salvator</i>).</p> <p>All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected.</p> <p>Based on field verification to smallholder plantation, no sign of animal trap.</p>	
Individual members shall participate in the HCV assessment.	Based on interview, smallholder member was participating during the HCV assessment in 2016.	
Requirement for Group Manager		
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&Cs or NIs where available; see guidance).	<p>HCV assessment was carried out by Kompassia Enviro Institut to scope of 2,834.77 Ha (this includes potential smallholder in the area) in 2016. The HCV assessment reported under “Laporan Penilaian Nilai Konservasi Tinggi di areal kebun sawit Smallholder Koperasi Mitra PT. Umbul Mas Wisesa, Provinsi Sumatera Utara - 2017”. Based on HCV assessment, in Koperasi Serba Usaha Suka Makmur, identified with HCV 4 in form of main drain/canal of 6.59 Ha of 0.73% of all smallholder plantation under the scope. There was no species listed as CR under IUCN redlist found in the landscape.</p> <p>The HCV assessment team comprise of Henry Marpaung (team leader/social-cultural/ALS Provisional), Wibowo A Djatmiko (member/ecology and biodiversity/ALS discipline specialist), Riswan Zen (member/environmental service), Pradipta Wijaya (member/GIS), Horas Simanjuntak (member/ecology and biodiversity), Chyntia Lestari (member/social-cultural), Arimbi Situmeang (member/assisstant on environmental service);</p> <p>Field exercise for HCV assessment was 12-19 December 2016. Public stakeholder consultation carried out 23 December 2016, attended by 32 representative from villagers, community, smallholders, etc.</p>	
<p>5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report	<p>Based on HCV assessment, in Koperasi Serba Usaha Suka Makmur, identified with HCV 4 in form of main drain/canal of 6.59 Ha of 0.73% of all smallholder plantation under the scope. The drain was located under village authority – state land.</p> <p>There was no HCV inside any of the smalholder member’s oil palm plantation.</p> <p>Based on interview with smallholder member sampled, they understand the status of HCV in their plantation landscape.</p>	
Requirement for Group Manager		

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<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>Based on HCV assessment, the recommendation for HCV management, consist of:</p> <ul style="list-style-type: none"> - Signboard to prohibit hunting, signboard to demarcate HCV area; - HCV socialization to communities; - Species enrichment, in the main drain buffer – especially timber species; - To communicate the policy on prohibit agrochemical application along the HCV area; - Coordinate with stakeholder for effort to prevent and control land fire; - Installation of water level pole. <p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared a program for HCV Management 2018, consist of:</p> <ul style="list-style-type: none"> - Monitors HCV and the HCV signboards; - Plant pineapple along the main drain buffer zone; - Manual weeding – along the main drain. <p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared a procedure for management of conservation “Prosedur Pengelolaan Area Konservasi No.KSU-SM/PK/015”, dated 6 January 2017; which regulates management and monitoring of HCV.</p> <p>Based on field verification, in 2017, Koperasi Serba Usaha Suka Makmur has planted 300 pineapples along the main drain; installed 1 HCV signboard on 14 August 2017 and carried out wildlife monitoring on 6 September 2017, 10 October 2017, and 13 November 2017.</p>	
<p>5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures.</p>	<p>Based on interview, smallholder member sampled able to explain HCV in their area (HCV4) – in simple manner. Smallholder member could also name commonly-sighted animal in their oil palm plantation; cobra snake (<i>Naja sumatrana</i>), palm civet (<i>Paradoxurus hermaphroditus</i>), leopard cat (<i>Prionailurus Bengalensis</i>). Other animal commonly seen was monitor lizard (<i>Varanus salvator</i>).</p> <p>All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected.</p> <p>Based on field verification to smallholder plantation, no sign of animal trap.</p>	
<p>Requirement for Group Manager</p>		
<p>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>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has carried out training for HCV management on 25 July 2017, where 17 smallholder members participated in. Group manager also communicating the wildlife in the area through installation of wildlife poster and HCV poster in front of cooperative office dated 14 August 2017.</p>	

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<p>5.2.4 Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. 		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)	<p>Based on interview, smallholder member sampled able to explain HCV in their area (HCV4) – in simple manner. Smallholder member could also name commonly-sighted animal in their oil palm plantation; cobra snake (<i>Naja sumatrana</i>), palm civet (<i>Paradoxurus hermaphroditus</i>), leopard cat (<i>Prionailurus Bengalensis</i>). Other animal commonly seen was monitor lizard (<i>Varanus salvator</i>).</p> <p>All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected. Based on field verification to smallholder plantation, no sign of animal trap. Based on field visit to smallholder member's house – no RTE species kept as pet.</p> <p>In addition, smallholder member interviewed understand that it is not allowed to spray/apply chemical along the main drain buffer.</p>	
Requirement for Group Manager		
Group Managers shall implement a mechanism for individual members to report on threats to HCVs	<p>Group Manager Koperasi Serba Usaha Suka Makmur has appointed PIC to manage and monitor HCV: Mr. Sumardi and Mr. Irwan Harahap; as per "Surat Keputusan Manager Group No.019/SKPTS/KSU-SM/XI/2017 tentang Penunjukkan Petugas Konservasi" dated 20 November 2017. The task of the PIC: monitors HCV area, monitors protected wildlife, monitors the water level condition, monitors water gate condition, record the peat subsidence, prepare monitoring report.</p> <p>PIC shall perform patrol on monthly basis. Sample seen: wildlife monitoring on 6 September 2017, 10 October 2017, and 13 November 2017.</p>	
<p>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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall be aware of the rights of other local communities that are related to identified HCVs and RTEs	<p>Based on HCV assessment, HCV for scope of Group Manager Koperasi Serba Usaha Suka Makmur sets aside on local community area. The drain belongs to village – under state land. Group Manager has obtained permission to manage the drain from village authority.</p>	
Requirement for Group Manager		

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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 HCV assessment, HCV for scope of Group Manager Koperasi Serba Usaha Suka Makmur sets aside on local community area. The drain was belong to village – under state land. Group Manager have obtained permission to manage the drain from village authority.	
Criterion 5.3:		
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 All waste products and sources of pollution shall be identified and documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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 is in place.	Group Manager Koperasi Serba Usaha Suka Makmur has identified waste and source pollution under document "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, reduction plan. Interview with sampled smallholders Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35 confirmed understanding on disposal of empty agrochemical containers, fertilizer plastic bag and domestic waste.	
5.3.2 All chemicals and their containers shall be disposed of responsibly.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall ensure that all chemical containers are properly handled and disposed.	Based on interview with sampled smallholders Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35 has understanding for handling fertilizer sack/inner bag. They performed disposal waste as "Rencana Pengelolaan Limbah – KSU Suka Makmur".	
Requirement for Group Manager		
The Group Manager shall ensure that all chemical containers are properly handled and disposed	Group Manager Koperasi Serba Usaha Suka Makmur has identified waste and source pollution under document "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, mitigation plan. Group Manager Koperasi Serba Usaha Suka Makmur has prepared the procedure on chemical containing handling as in "Pedoman Kerja Penggunaan Bahan Kimia Berbahaya", No.KSU-SM/PK/09, dated 6 January 2017.	
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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Appropriate to scale, members shall have a documented waste management and disposal plan.	Group Manager Koperasi Serba Usaha Suka Makmur has documented waste management and disposal plan under "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, mitigation plan. The documented waste management and disposal plan available at the group level and has been communicated.	
Members shall communicate to all workers the waste management and disposal plan.	Members has attended training on "Rencana Pengelolaan Limbah", dated 11 August 2017; on 21 April 2017 attended by 30 participants.	
Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.	Smallholders member has attended the training on waste management and disposal, was conducted on 21 April 2017 attended by 30 participants, e.g: Mr. Lusiono Handoko No.08E43, Mr. Edi Haryanto No.09G57, Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35;	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.	Group Manager Koperasi Serba Usaha Suka Makmur has documented waste management and disposal plan under "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, mitigation plan. The documented waste management and disposal plan available at the group level and has been communicated.	
Group Manager shall communicate to all members on the waste management and disposal plan.	Group Manager Koperasi Serba Usaha Suka Makmur has documented waste management and disposal plan under "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, mitigation plan. Training on waste management and disposal, was conducted on 21 April 2017 attended by 30 participants, e.g: Mr. Lusiono Handoko No.08E43, Mr. Edi Haryanto No.09G57, Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35; etc.	
The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.	Group manager monitors the delivery/disposal of waste from individual members plantation blocks.	
Criterion 5.4:		
Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 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		Comply
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.	Individual member use fossil fuel for motorcycle and they conducted efficiency by optimize the motorcycle usage as per necessity.	

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Requirement for Group Manager		
<p>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>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared the plan for improving efficiency of the use of fossil fuels and to optimize renewable energy, such as: managing the FFB evacuation plan; A road maintenance program has been developed by Koperasi Serba Usaha Suka Makmur in "Program Pembangunan Infrastruktur dan Perbaikan Jalan". Detail activities programmed are as follows: - Penyisipan jalan dengan tanah merah – road maintenance with clay; - Penyisipan jalan dengan petrun – road maintenance with gravel; - Pembentukan ulang badan jalan (road grader) and pemadatan (compacting);</p>	
<p>Criterion 5.5:</p>		
<p>Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
<p>5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>Individual members shall provide evidence that they understand the No Burning Policy of the group.</p>	<p>Individual member are aware that they cannot use fire for land preparation during replanting from oil palm to oil palm or from any other crop. During interview with member, they understand about the zero burning policy. Statement produced to avoid burning as in "Surat Kesepakatan Terkait dengan Kesanggupan Zero Burning" signed by each member.</p>	
Requirement for Group Manager		
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to individual members of the Group 	<p>Zero burning techniques have been explained to group members through internal training. During field visit there is no evidence of any kind of burning was noticed. Interview with stakeholders, government officers, village head and neighbouring farmers confirmed that fire was not used.</p>	
<p>5.5.2 Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		

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Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	Individual members are aware that they cannot use fire for land preparation during replanting from oil palm to oil palm or from any other crop. During interview with member, they understand about the zero burning policy.	
Requirement for Group Manager		
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> • 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. • Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	<p>Group manager and its member aware that fire is only permitted in special cases which involve elimination of pest and diseases where recommendation from relevant government agencies must be in place prior to use of fire. The smallholder group has developed replanting programme starting on 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. During the interview, the group manager and group members highlighted that there are no pest and disease problem.</p>	
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p>5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
List significant pollutants and identify sources of emissions.	<p>Group Manager Koperasi Serba Usaha Suka Makmur has identified waste and source pollution under document "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, reduction plan. Interview with sampled smallholders Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35 confirmed understanding on disposal of empty agrochemical containers, fertilizer plastic bag and domestic waste.</p>	
<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	

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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 Koperasi Serba Usaha Suka Makmur has identified waste and source pollution under document "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, reduction plan. Interview with sampled smallholders Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35 confirmed understanding on disposal of empty agrochemical containers, fertilizer plastic bag and domestic waste.	
5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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.	Group Manager Koperasi Serba Usaha Suka Makmur has documented waste management and disposal plan under "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, mitigation plan. Training on waste management and disposal, was conducted on 21 April 2017 attended by 30 participants, e.g: Mr. Lusiono Handoko No.08E43, Mr. Edi Haryanto No.09G57, Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35; etc.	

Criterion / Indicator	Assessment Findings	Compliance
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers		
Criterion 6.1:		
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate an understanding of the social risks of their operations.	Based on interview with smallholder member, it was known that PT. Umbul Mas Wisesa has provide assistance to Group Manager Koperasi Serba Usaha Suka Makmur in prepares social impact assessment. Smallholder member sampled was able to explain the social impact such as complaints related to the FFB transport activity, social jealousy from smallholder non-group member.	

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties.</p>	<p>Social Impact Assessment was carried out with cooperation with Kompassia Enviro Institut, in 2017. The scope of assessment covers Koperasi Serba Usaha Suka Makmur, Tanjung Mulia Village. The result reported under "Social Impact Assessment di Areal Koperasi Serba Usaha Suka Makmur, Kabupaten Labuhan Batu Selatan, Provinsi Sumatera Utara". The assessment team comprise of ENC Department PT. Umbul Mas Wisesa. The social impact assessment carried out in October 2017, with participation from Tanjung Mulia village community, with Focus Group Discussion (FGD) and interview.</p> <p>FGD was carried out on 27 October 2017, while interview with community carried out previously on 13 October 2017 (with Mr. Sumardi), on 14 October 2017 (with H. Muhtar Nasution), on 9 October 2017 (with Viktor H. Girsang).</p> <p>The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy. Based on result, Group Manager prepares a social management plan:</p> <ul style="list-style-type: none"> - Establish communication and network with stakeholders of Koperasi Serba Usaha Suka Makmur; - Program to improve community health; - Local community economy's empowerment; - Human resources development for committee and smallholder members. 	
<p>6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties</p>	<p>Social Impact Assessment was carried out with cooperation with Kompassia Enviro Institut, in 2017. The scope of assessment covers Koperasi Serba Usaha Suka Makmur, Tanjung Mulia Village. The result reported under "Social Impact Assessment di Areal Koperasi Serba Usaha Suka Makmur, Kabupaten Labuhan Batu Selatan, Provinsi Sumatera Utara". The assessment team comprise of ENC Department PT. Umbul Mas Wisesa. The social impact assessment carried out in October 2017, with participation from Tanjung Mulia village community, with Focus Group Discussion (FGD) and interview.</p> <p>FGD was carried out on 27 October 2017, while interview with community carried out previously on 13 October 2017 (with Mr. Sumardi), on 14 October 2017 (with H. Muhtar Nasution), on 9 October 2017 (with Viktor H. Girsang).</p> <p>The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy.</p> <p>---</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	Based on result, Group Manager prepares a social management plan: <ul style="list-style-type: none"> - Establish communication and network with stakeholders of Koperasi Serba Usaha Suka Makmur; - Program to improve community health; - Local community economy's empowerment; - Human resources development for committee and smallholder members. 	
6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts	Smallholder member sampled understands the social management in form of establishing good communication with stakeholders; to plant trees along the road for air filtration.	
Requirement for Group Manager		
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.	The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy. Based on result, Group Manager prepares a social management plan: <ul style="list-style-type: none"> - Establish communication and network with stakeholders of Koperasi Serba Usaha Suka Makmur; - Program to improve community health; - Local community economy's empowerment; - Human resources development for committee and smallholder members. 	
Group Managers shall organise training for members on social risks and mitigation measures	Group Manager Koperasi Serba Usaha Suka Makmur has provides training to mitigate negative social risk and mitigation. Mitigation measures have been implemented: access road maintenane using financial from smallholder member's levy.	
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Where applicable, individual members shall help to address negative social impacts in a consultative manner.	The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy. Based on result, Group Manager prepares a social management plan: <ul style="list-style-type: none"> - Establish communication and network with stakeholders of Koperasi Serba Usaha Suka Makmur; - Program to improve community health; - Local community economy's empowerment; - Human resources development for committee and smallholder members. 	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall monitor implementation of mitigation plan.	The monitoring planned for once per annum.	
6.1.5 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	
Criterion 6.2:		
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
6.2.1 Consultation and communication procedures shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
The individual member shall demonstrate understanding of the group's consultation and communication procedures	Based on interview with individual members, it was noted that they understood regarding group consultation and communication procedures. During cooperative formation they were attended the meeting, and they become member of cooperative by their own decision.	
Requirement for Group Manager		
The Group Manager shall develop a documented procedure for consultation and communication with local communities and other affected or interested parties.	Group Manager of Koperasi Serba Usaha Suka Makmur (KSU-SM) has developed procedure on consultation and communication. 1. Pemberian Tanggapan atas Permintaan Informasi (KSU-SM/PK/012) dated 6 January 2017; 2. Penanganan Keluh Kesah (KSU-SM/PK/010) dated 6 January 2017.	
The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.	The procedures has been communicated to all individual member on 18 April 2017.	
6.2.2 A management official responsible for these issues shall be nominated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall nominate an official responsible for these issues	Based on procedures of consultation and communication person responsible for handling issues is chairman of Koperasi Serba Usaha Suka Makmur (KSU-SM).	
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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.	Group Manager Koperasi Serba Usaha Suka Makmur (KSU-SM) has established stakeholder list updated on 20 April 2017, consist of: <ol style="list-style-type: none"> 1. Government office: Regent, Vice Regent, Manpower Agency Office, Plantation and Forestry Agency Office, Health Agency Office, Environment Agency Office, Land Agency Office, Industrial Agency Office. 2. MUSPIKA: District Head of Kampung Rakyat, Police Head of Kampung Rakyat Sector and Labuhanbatu Resort. 3. Village Head of Tanjung Mulia, Sei Siarti, Sidomulyo, Sukoarjo, and Community Leader of Sukoarjo. 4. Company: PT. Umbul Mas Wisesa. 	
Criterion 6.3:		
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, the member shall have a documented grievance mechanism in place	Grievance mechanism is at Group Manager level.	
The workers shall understand the process.	Based on interview, smallholder member understood that all complaints was referred to Group Manager.	
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	To handle grievance, Group Manager Koperasi Serba Usaha Suka Makmur has established "Pedoman Kerja Penanganan Keluh Kesah No.KSU-SM/PK/010" dated 6 January 2017. The guideline states that external and internal grievance communicated to group manager and will be responded in 14 days. Grievance can be in form of written and/or verbal.	

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall ensure members are familiar with the grievance procedure.	Group Manager has communicated the guideline for handling grievance to 31 smallholders members on 18 April 2017.	
Where necessary, the Group Manager shall support members to put in place documented grievance mechanism	To handle grievance, Group Manager Koperasi Serba Usaha Suka Makmur has established "Pedoman Kerja Penanganan Keluh Kesah No.KSU-SM/PK/010" dated 6 January 2017. The guideline states that external and internal grievance communicated to group manager and will be responded in 14 days. Grievance can be in form of written and/or verbal.	
6.3.2 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		Comply
Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome	Grievance mechanism is at Group Manager level.	
Requirement for Group Manager		
The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.	To handle grievance, Group Manager Koperasi Serba Usaha Suka Makmur has established "Pedoman Kerja Penanganan Keluh Kesah No.KSU-SM/PK/010" dated 6 January 2017. The guideline states that external and internal grievance communicated to group manager and will be responded in 14 days. Grievance can be in form of written and/or verbal. Group Manager has provided logbook to documents the grievance resolution process under "Rekaman Keluh Kesah". Sample seen: In 2 June 2017, internal complaint from Viktor H Girsang to group manager. The issue related to FFB transport. Response provided by Group Manager on 4 June 2017 suggesting the smallholder member to place the harvested FFB on roadside to ease the collection and evacuation process.	
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1 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		Comply
N/A	N/A	
Requirement for Group Manager		

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<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>Group Manager has prepared a mechanism to resolve conflict titled "Pedoman Kerja Penyelesaian Sengketa/Konflik Lahan Dokumen No.KSU-SM/PK/016" dated January 2018. The procedure explains identification of legal, customary or user rights upon complained land. The procedure including procedure for identifying people entitled to compensation. Procedure to calculate and to distribute fair compensation. It was also stipulated that all conflict will be dealt through mediation. Should this process failed – Group Manager will brought up to legal/trial.</p>	
<p>6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<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>Group Manager has prepared a mechanism to resolve conflict titled "Pedoman Kerja Penyelesaian Sengketa/Konflik Lahan Dokumen No.KSU-SM/PK/016" dated January 2018. The procedure explains identification of legal, customary or user rights upon complained land. The procedure including procedure for identifying people entitled to compensation. Procedure to calculate and to distribute fair compensation. It was also stipulated that all conflict will be dealt through mediation. Should this process failed – Group Manager will brought up to legal/trial.</p>	
<p>6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures</p>	<p>Grievance mechanism is at Group Manager level. Smallholder member will request mediation from Group Manager should any complaint raised against them.</p>	
<p>Requirement for Group Manager</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<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>Group Manager has prepared a mechanism to resolve conflict titled "Pedoman Kerja Penyelesaian Sengketa/Konflik Lahan Dokumen No.KSU-SM/PK/016" dated January 2018. The procedure explains identification of legal, customary or user rights upon complained land. The procedure including procedure for identifying people entitled to compensation. Procedure to calculate and to distribute fair compensation.</p> <p>It was also stipulated that all conflict will be dealt through mediation. Should this process failed – Group Manager will brought up to legal/trial.</p> <p>In order to make it publicly available, Group Manager Koperasi Serba Usaha Suka Makmur prepares a logbook "Rincian Keluhan dan Pengaduan";</p>	
<p>The Group Manager assists individual group members in these situations upon request by the member.</p>	<p>Grievance mechanism is at Group Manager level. Smallholder member will request mediation from Group Manager should any complaint raised against them.</p>	
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>6.5.1 Documentation of pay and conditions shall be available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Appropriate to scale, the members shall keep documentation of pay and conditions.</p>	<p>Based on interview and document review, each smallholder members have documented payment to worker. Sampled: on 18 July 2017, Mr. Ari Panji paid harvester Rp.122,000 (from last harvest July 2017). Another payment made by him on 2 November 2017 for the harvester Rp.147,000 (from first harvest November 2017).</p>	
<p>The pay shall meet at least the legal or industry standards minimum wage.</p>	<p>Based on calculation and productivity evaluation, a harvester can harvest 1 ton FFB per day. Therefore the average payment per day is Rp.200,000. Group manager has prepared calculation to compare with minimum wage for plantation in Labuhanbatu Selatan Regency period 2017, the pay level has meet the minimum pay of Rp.2,500,000/month – equal to Rp.100,000/day.</p>	
<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 has prepared calculation to compare with minimum wage for plantation in Labuhanbatu Selatan Regency period 2017, the pay level has meet the minimum pay of Rp.2,500,000/month – equal to Rp.100,000/day.</p>	
<p>6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p>		

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Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>If individual members employ workers or sub-contractors:</p> <ul style="list-style-type: none"> • 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 	<p>There is no direct employment. There is no sub-contract. The worker only work for several hours on several days per month. The worker is casual workers.</p> <p>Based on interview with casual worker, the agreement was verbally made. The agreement related to payrate (piece rate per Ha or per tonne); working tool provision; work quality, etc.</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 & 6.5.4)</p>	<p>Group manager has prepared calculation to compare with minimum wage for plantation in Labuhanbatu Selatan Regency period 2017, the pay level has meet the minimum pay of Rp.2,500,000/month – equal to Rp.100,000/day. Salary payment from smallholder member to the worker recorded under "Buku Catatan Petani Tahun 2017". Group manager through its ICS carried out internal audit to ensure compliance with labour laws and conditions.</p>	
<p>6.5.3 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>		
Requirement for Individual Member with up to 50ha of plantation size		N/A
<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>There is no direct employment. There is no sub-contract. The worker only work for several hours on several days per month. The worker is casual workers.</p> <p>Worker at smallholder member, have their own house, food supplies, water supplies, medical and educational from government.</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 & 6.5.4)</p>	<p>There is no direct employment. There is no sub-contract. The worker only work for several hours on several days per month. The worker is casual workers.</p> <p>Worker at smallholder member, have their own house, food supplies, water supplies, medical and educational from government.</p>	
<p>6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p>		
Requirement for Individual Member with up to 50ha of plantation size		N/A

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appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food	<p>There is no direct employment. There is no sub-contract. The worker only work for several hours on several days per month. The worker is casual workers.</p> <p>Worker at smallholder member, have their own house, food supplies, water supplies, medical and educational from government.</p>	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)	<p>There is no direct employment. There is no sub-contract. The worker only work for several hours on several days per month. The worker is casual workers.</p> <p>Worker at smallholder member, have their own house, food supplies, water supplies, medical and educational from government.</p>	
Criterion 6.6:		
The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 A published statement in local languages recognising freedom of association shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>If individual members employ workers:</p> <ul style="list-style-type: none"> A published statement shall be available in local languages recognising freedom of association (to form and join trade unions) 	<p>Based on interview with smallholder member, the member understood the policy on freedom of association, from Group Manager – dated 25 January 2017. The smallholder member respect worker right for free association and collective bargaining.</p> <p>Based on interview with the casual worker, stated that the policy has been heard; however, the worker has not moved to establish a worker union.</p>	
Requirement for Group Manager		
The Group Manager shall be aware of the statement, if applicable	<p>Group manager has issued a policy, “Kebijakan dan Komitmen Bersama” dated 25 January 2017 related to (one of the content) freedom of association.</p> <p>The policy has been disseminated to all smallholder member, including the casual worker at each smallholder block. Sampled meeting dated 18 April 2017, attended by 30 smallholders.</p>	
6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept	<p>Based on interview with smallholder member, the member understood the policy on freedom of association, from Group Manager – dated 25 January 2017. The smallholder member respect worker right for free association and collective bargaining.</p> <p>Based on interview with the casual worker, stated that the policy has been heard; however, the worker has not moved to establish a worker union.</p> <p>Meeting with worker takes place during dissemination of policy, whereby all smallholder member and the workers are invited.</p>	
Requirement for Group Manager		
N/A	N/A	
Criterion 6.7:		
Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Member shall be aware of the child labour policy and implement it.	Based on interview with individual members on January 2018 it was noted that they aware about child labor policy and implemented it. Members understood that they cannot employed children under 18 years old.	
Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport	Members does not employed workers to do upkeep and harvesting job at their plantation. They do the the job by themselves and sometimes assisted by their family member/relatives.	
Requirement for Group Manager		
Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour	Group Manager of Koperasi Serba Usaha Suka Makmur (KSU SM) has established and documented policy regarding child labor in decree letter of "Surat Keputusan Ketua Koperasi Serba Usaha Suka Makmur No.002/SKPTS/KSU-SM/II/2017 tentang Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa", dated 7 February 2017. The policy prohibit member to employed children under 18 years old. The policy written in Indonesian so that can be understood by all members. The policy has been disseminated to all members on 9 September 2017.	
The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work	The policy clearly mentioned that if there are children or family member under 18 years old helping their parent in doing plantation job, it shall be supervised by parent and not doing high risk job.	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall be aware of the equal opportunities policies and implement it	Based on interview with smallholder member, they understand the policy on equal opportunity and no discrimination. This has been written in the statute of Koperasi Serba Usaha Suka Makmur. Implementation in form of no discrimination in worker selection (for harvesting, upkeep, fertilizer application, etc.).	
Requirement for Group Manager		
Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it	Based on document review, Koperasi Serba Usaha Suka Makmur has stipulated policy on equal opportunity and prohibit any kind of discrimination – as written in “Anggaran Dasar Koperasi Serba Usaha Suka Makmur” – statute. Implementation in form of open registration for anyone interested to become cooperative member.	
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall be aware of the equal opportunities policies and implement it	Based on interview with smallholder member, they understand the policy on equal opportunity and no discrimination. This has been written in the statute of Koperasi Serba Usaha Suka Makmur. Implementation in form of no discrimination in worker selection (for harvesting, upkeep, fertilizer application, etc.).	
Requirement for Group Manager		
N/A	N/A	
6.8.3 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		Comply
Members shall be aware of the equal opportunities policies and implement it	Based on interview with smallholder member, they understand the policy on equal opportunity and no discrimination. This has been written in the statute of Koperasi Serba Usaha Suka Makmur. Implementation in form of no discrimination in worker selection (for harvesting, upkeep, fertilizer application, etc.).	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		
<p>6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>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</p>	<p>Member of group Koperasi Serba Usaha Suka Makmur does not develop policy themselves. Individual member refer to and follows policy related to prevent sexual harassment from group manager. Based on interview with individual members on January 2018 it was noted that they aware about policy on prevention of sexual harassment, violence and protection of reproductive rights. They have been attended dissemination on 9 September 2017 related policy No.005/SKPTS/KSU-SM/VIII/2017 dated 8 August 2017 regarding "Pelecehan Seksual" and No.002/SKPTS/ KSU-SM/II/2017 dated 7 February 2017 regarding "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa".</p>	
Requirement for Group Manager		
<p>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>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has developed and documented policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights under policy No.005/SKPTS/KSU-SM/VIII/2017 dated 8 August 2017 regarding "Pelecehan Seksual" and No.002/SKPTS/ KSU-SM/II/2017 dated 7 February 2017 regarding "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa". The policy has been disseminated to all members on 9 September 2017.</p>	
<p>6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>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>	<p>Based on interview with individual members on January 2018 it was noted that they aware about policy on prevention of sexual harassment, violence and protection of reproductive rights. They have been attended dissemination on 9 September 2017 related policy No.005/SKPTS/KSU-SM/VIII/2017 dated 8 August 2017 regarding "Pelecehan Seksual" and No.002/SKPTS/ KSU-SM/II/2017 dated 7 February 2017 regarding "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa" – Policy to prohibit using underage worker, pregnant and breastfeeding female; and forced labour.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
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	Based on interview with individual members on January 2018 it was noted that they aware about policy on prevention of sexual harassment, violence and protection of reproductive rights. They have been attended dissemination on 9 September 2017 related policy No.005/SKPTS/KSU-SM/VIII/2017 dated 8 August 2017 regarding "Pelecehan Seksual" and No.002/SKPTS/ KSU-SM/II/2017 dated 7 February 2017 regarding "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa" – Policy to prohibit using underage worker, pregnant and breastfeeding female..	
6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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	Based on interview with individual members on January 2018 it was noted that they aware about policy on prevention of sexual harassment, violence and protection of reproductive rights. They have been attended dissemination on 9 September 2017 related policy No.005/SKPTS/KSU-SM/VIII/2017 dated 8 August 2017 regarding "Pelecehan Seksual" and No.002/SKPTS/ KSU-SM/II/2017 dated 7 February 2017 regarding "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa" – Policy to prohibit using underage worker, pregnant and breastfeeding female.	
Requirement for Group Manager		
The Group Manager shall ensure members are aware of the policy/policies 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	Group manager of Koperasi Serba Usaha Suka Makmur has disseminated policy No.005/SKPTS/KSU-SM/VIII/2017 dated 8 August 2017 regarding "Pelecehan Seksual" and No.002/SKPTS/ KSU-SM/II/2017 dated 7 February 2017 regarding "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa" – Policy to prohibit using underage worker, pregnant and breastfeeding female. Dissemination conducted on 9 September 2017, attended by 31 members.	
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.		
6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

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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.	The FFB price updated on weekly basis, based on FFB price from mill. The FFB price information comes from Mill Manager to Group Manager, and/or directly to smallholder member through short message service.	
6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
The individual member understands the pricing mechanism of the purchaser	Based on interview with smallholder member, they do understand the mechanism/information flow for FFB pricing. The explanation from member: FFB price comes from mill,; while the revenue is FFB price deducted with cost (transport, cooperative operational cost, fertilizer, agrochemical, etc.). All smallholder plantation cost then summarize by Group Manager, stated as appendix for invoice to mill. Smallholder member receive the FFB sales from direct transmission from mill's banking after deducted with cost.	
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 FFB price updated on weekly basis, based on FFB price from mill. The FFB price information comes from Mill Manager to Group Manager, and/or directly to smallholder member through short message service.	
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
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	The contractual agreement with any party was mandated to Chairman of Koperasi Serba Usaha Suka Makmur. Based on document review, Group Manager can demonstrate the agreement with third party. Sample taken: "Surat Perjanjian Kerja Koperasi Serba Usaha Suka Makmur dengan Syamsuddin No.001/SPK/KSU-SM/I/2018 tentang Pengangkutan TBS Koperasi Suka Makmur ke PT. Anugerah Tunas Medan" dated 12 January 2018 – agreement for FFB transport to non-certified palm oil mill. "Perjanjian Kerja Borongan Koperasi Serba Usaha Suka Makmur dengan 5 Orang Pekerja Lepas No. 001/KSUSM/PKB/1/2017" dated 3 January 2017. Agreement with casual worker. Both parties have understood the right and obligation, and signed the agreement. This was confirmed with the casual workers during interview. The worker has understand the clauses in the agreement is fair, legal and transparent for them.	

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Criterion / Indicator	Assessment Findings	Compliance
6.10.4 Agreed payments shall be made in a timely manner.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Agreed payments to local businesses shall be made in a timely manner	Based on document verification, payment for worker/local business made on timely manner. Sample verified: on 18 July 2017, Mr. Ari Panji paid harvester Rp.122,000 (from last harvest July 2017). Another payment made by him on 2 November 2017 for the harvester Rp.147,000 (from first harvest November 2017).	
Requirement for Group Manager		
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.	Based on document verification, payment for worker/local business made on timely manner. Sample verified: on 18 July 2017, Mr. Ari Panji paid harvester Rp.122,000 (from last harvest July 2017). Another payment made by him on 2 November 2017 for the harvester Rp.147,000 (from first harvest November 2017). The payment (and receipt by third party) recorded in "Buku Catatan Petani Tahun 2017".	
Criterion 6.11:		
Growers and millers contribute to local sustainable development where appropriate.		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
The responsibility for meeting this requirement lies with the Group Manager	Contribution to local development in form of levy from FFB sales to contribute for village road maintenance.	
Requirement for Group Manager		
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	Contribution to local development in form of levy from FFB sales to contribute for village road maintenance This arrangement was based on social impact assessment result and consultation with community from Tanjung Mulia village.	
6.11.2 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	

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
N/A	N/A	
Criterion 6.12:		
No forms of forced or trafficked labour are used.		
6.12.1 There shall be evidence that no forms of forced or trafficked labour are used.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, members shall have a policy on no forms of forced or trafficked labour	Based on interview, smallholder member understand the policy on no use of forced labour and/or trafficked labour has been established by Group Manager.	
Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used	In simple manner, smallholder member interviewed was able to explain that no forced labour used has been implemented in form of no debt-bonded worker. All workers come from surrounding village.	
Requirement for Group Manager		
The Group Manager shall write a policy on no forms of forced or trafficked labour	Group Manager Koperasi Serba Usaha Suka Makmur has issued a policy, as in Surat Keputusan Ketua Koperasi Serba Usaha No.02/SKPTS/KSU-SM/II/2017 tentang Larangan Penggunaan Tenaga Kerja Anak Dibawah Umur, Wanita Hamil/Menyusui dan Pekerja Paksa" dated 7 February 2017. The policy covers prohibition to use underage worker, pregnant/breastfeeding female worker and forced labour.	
The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used	Based on internal audit, group manager reveal the result that no forced labour being used. Most of the worker are family member, and/or casual worker – working for piece rate.	
6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall keep relevant records of employment contracts.	Sample: at Group Manager level: "Perjanjian Kerja Borongan Koperasi Serba Usaha Suka Makmur dengan 5 Orang Pekerja Lepas No. 001/KSUSM/PKB/1/2017" dated 3 January 2017. Agreement with casual worker.	
Requirement for Group Manager		
N/A	N/A	
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Comply
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	No migrant worker in Koperasi Serba Usaha Suka Makmur. Not applicable.	
Requirement for Group Manager		
N/A	N/A	
Criterion 6.13:		
Growers and millers respect human rights.		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members to show evidence that they understand the policy	Based on interview with individual members on January 2018 it was noted that they understood about policy to respect human right. They have been attended dissemination on 9 September 2017 related policy No.004/SKPTS/KSU-SM/IV/2017 dated 20 April 2017 regarding "Menghormati Hak Asasi Manusia". Individual members are able to explains in simple manner such as freedom to choose religion and to prayer, freedom to speak, freedom to organize, freedom to have livelihood, etc.	
Requirement for Group Manager		
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	Koperasi Serba Usaha Suka Makmur (KSU SM) has developed and documented policy to respect human rights under policy No.004/SKPTS/KSU-SM/IV/2017 dated 20 April 2017 regarding "Menghormati Hak Asasi Manusia". The policy has been disseminated to all members on 9 September 2017. The policy stated that all members of Koperasi Serba Usaha Suka Makmur in doing all activity include in cooperative activity, plantation management and in community must respect human rights.	

Criterion / Indicator	Assessment Findings	Compliance
Principle 7: Responsible development of new plantings		
Criterion 7.1:		
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall demonstrate an understanding of the environmental and social risks of their operations.</p>	<p>As regulated under "Undang-undang No.32 tahun 2009 tentang Perlindungan dan Pengelolaan Lingkungan Hidup Pasal 35" stating business and/or activity that has no obligation for environment management and environment monitoring plan shall sign "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)".</p> <p>SPPL for individual members sighted. The environmental aspect-impact being managed related to: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide</p> <p>The social impact assessment carried out in October 2017, with participation from Tanjung Mulia village community, with Focus Group Discussion (FGD) and interview. FGD was carried out on 27 October 2017, while interview with community carried out previously on 13 October 2017 (with Mr. Sumardi), on 14 October 2017 (with H. Muhtar Nasution), on 9 October 2017 (with Viktor H. Girsang). The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy.</p>	
<p>Requirement for Group Manager</p>		
<p>A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).</p>	<p>As regulated under "Undang-undang No.32 tahun 2009 tentang Perlindungan dan Pengelolaan Lingkungan Hidup Pasal 35" stating business and/or activity that has no obligation for environment management and environment monitoring plan shall sign "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)".</p> <p>SPPL for smallholder members sighted. The environmental aspect-impact being managed related to: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide.</p> <p>The social impact assessment carried out in October 2017, with participation from Tanjung Mulia village community, with Focus Group Discussion (FGD) and interview. FGD was carried out on 27 October 2017, while interview with community carried out previously on 13 October 2017 (with Mr. Sumardi), on 14 October 2017 (with H. Muhtar Nasution), on 9 October 2017 (with Viktor H. Girsang). The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall confirm land ownership and user rights within the new planting area.	31 smallholder members can demonstrate legal ownership of the land as explained under criterion 2.2.	
Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.	<p>PPL for smallholder members sighted. The environmental aspect-impact being managed related to: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide</p> <p>The social impact assessment carried out in October 2017, with participation from Tanjung Mulia village community, with Focus Group Discussion (FGD) and interview.</p> <p>FGD was carried out on 27 October 2017, while interview with community carried out previously on 13 October 2017 (with Mr. Sumardi), on 14 October 2017 (with H. Muhtar Nasution), on 9 October 2017 (with Viktor H. Girsang).</p> <p>The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy.</p>	
<p>7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate an understanding of the management plan to avoid or mitigate the social and environmental impacts.	<p>Management plan to mitigate environmental impact: To avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide</p> <p>The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy.</p>	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties.</p>	<p>Management plan to mitigate environmental impact: To avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide</p> <p>The potential negative impact in form of air pollution from FFB transport activity – may lead to complaint from community; other aspect is social jealousy. Based on result, Group Manager prepares a social management plan:</p> <ul style="list-style-type: none"> - Establish communication and network with stakeholders of Koperasi Serba Usaha Suka Makmur; - Program to improve community health; - Local community economy’s empowerment; - Human resources development for committee and smallholder members. 	
<p>Group Managers shall organise training for members on environmental and social risks and mitigation measures.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has provides training to mitigate negative environmental impact, social risk and mitigation.</p> <p>Training related environmental impact assessment and the mitigation has been conducted by Koperasi Serba Usaha Suka Makmur on 22 August 2017 was attended by 44 smallholders member.</p> <p>Mitigation measures have been implemented: access road maintenane using financial from smallholder member’s levy.</p>	
<p>7.1.3 Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members should discuss amongst themselves about shared responsibilities at the landscape level and how to manage issues (e.g. water, waste management etc.) and who are responsible for implementation.</p>	<p>Smallholder member interviewed was able to demonstrate knowledge on how to manage water source, water management for peat area, water gate to maintain water level, prevent fire on peat, etc.</p>	
<p>Requirement for Group Manager</p>		

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Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall monitor implementation of SEIA management plan.	<p>Group Manager Koperasi Serba Usaha Suka Makmur has monitoring the implementation of effectiveness of the mitigation under "Program and Realisasi Koperasi Serba Usaha Suka Makmur", such as:</p> <ul style="list-style-type: none"> - Program of Water Management and Peat Subsidence, e.g: upkeep of Watergate and water pole (in February and August), monitoring of peat subsidence (in February), cleaning the drainage/canal. - Group Manager Koperasi Serba Usaha Suka Makmur conducted monitoring of water level regularly in two weeks interval. Water level monitoring has been recorded in "Buku Water Pole", e.g. monitoring on 19 December 2017 reported that water level at WP1 is 59 cm, WP2 is 45 cm, WP3 is 49 cm and WP4 is 48 cm below surface. - "Rencana Pengurangan Pemakaian Paraquat 2017-2019, Koperasi Serba Usaha Suka Makmur" 	
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>		
<p>7.2.1 Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individuals' members can show appropriate understanding of soil type and suitability	Based on interview with individual members on January 2018 they all understood that their area is peat. All members understood that they have to add Copper (CuSO ₄) to increase their soil suitability. Application of CuSO ₄ recorded in "Buku Catatan Petani Tahun 2017".	
Requirement for Group Manager		
<p>Group Manager shall:</p> <ul style="list-style-type: none"> • Compile and maintain an overall soil map for the group 	Group Manager Koperasi Serba Usaha Suka Makmur (KSU SM) has maintain overall soil map for the group as in HCV assessment document, conducted by Koompasia Enviro Institute, that finalized in March 2017. The whole cooperative area is peat.	
<ul style="list-style-type: none"> • Provide required information and or training for individual members 	Group Manager Koperasi Serba Usaha Suka Makmur (KSU SM) has provided required information regarding peat soil and its treatment in training of Fertilizing and work program, on 22 February 2017.	
<p>7.2.1 Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individuals' members can show appropriate understanding of soil type and suitability	Based on interview with individual members on 10 January 2018 they all understood that topography of their area is flat (0 - 8 %). No special treatment required for flat area.	

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Requirement for Group Manager		
Overall soil map to include topographic information.	Group Manager Koperasi Serba Usaha Suka Makmur (KSU SM) has maintain overall soil map for the group as in HCV assessment document, conducted by Koompasia Enviro Institute, that finalized in March 2017. The document stated that based on Digital Elevation Model (DVM) SRTM version 5 with special resolution 90 m; topography at Koperasi Serba Usaha Suka Makmur area is all flat (0 – 8 %).	
Criterion 7.3:		
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas.	<p>Based on interview, smallholder member sampled able to explains HCV in their area (HCV4) – in simple manner.</p> <p>Smallholder member could also named commonly-sighted animal in their oil palm plantation; cobra snake (<i>Naja sumatrana</i>), palm civet (<i>Paradoxurus hermaphroditus</i>), leopard cat (<i>Prionailurus Bengalensis</i>). Other animal commonly seen was monitor lizard (<i>Varanus salvator</i>).</p> <p>All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected. Based on field verification to smallholder plantation, no sign of animal trap.</p> <p>In addition, smallholder members sampled could provide simple explanation on “primary forest” – based on criteria informed by group manager. The smallholder members revealed that when they first planted the land, land covers was already oil palm plantation.</p> <p>Smallholder members understand they are not allowed to convert primary forest and/or area containing HCV.</p>	
Individual members shall check with the Group Manager the primary forest and HCV status of their farm within the landscape (see guidance) based on the HCV assessment report.	Smallholder member and group manager of Koperasi Serba Usaha Suka Makmur made reference to HCV assessment report. Based on interview and cross-reference with the HCV assessment report, it was known that back in 1990, the land cover was forest; in 2005, the land cover was disturbed forest and shrub; in 2009 (during planting time of KSU-SM), the land cover was already predominant with oil palm plantation, barren land, and old shrubs; by 2016 the land cover for the whole landscape was oil palm plantation.	Comply
Requirement for Group Manager		

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<p>The Group Manager shall demonstrate basic understanding of primary forest and HCV and inform individual members of the need to avoid clearing of such areas.</p>	<p>Group manager was able to explain primary forest and HCV. The group manager was able to point out relevant information (HCV assessment report) to demonstrate the plantation was not originated/converted from primary forest and/or HCV area. The smallholder member plantation was in form of oil palm plantation when they started the planting.</p>	<p>Comply</p>
<p>7.3.2 A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall participate in the HCV assessment.</p>	<p>Based on interview, smallholder member was participating during the HCV assessment in 2016.</p>	
<p>Requirement for Group Manager</p>		
<p>Prior to new plantings, a comprehensive HCV assessment shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).</p>	<p>HCV assessment was carried out by Kompasnia Enviro Institut to scope of 2,834.77 Ha (this includes potential smallholder in the area) in 2016. The HCV assessment reported under "Laporan Penilaian Nilai Konservasi Tinggi di areal kebun sawit Smallholder Koperasi Mitra PT. Umbul Mas Wisesa, Provinsi Sumatera Utara - 2017". Based on HCV assessment, in Koperasi Serba Usaha Suka Makmur, identified with HCV 4 in form of main drain/canal of 6.59 Ha of 0.73% of all smallholder plantation under the scope. There was no species listed as CR under IUCN redlist found in the landscape. The HCV assessment team comprise of Henry Marpaung (team leader/social-cultural/ALS Provisional), Wibowo A Djatmiko (member/ecology and biodiversity/ALS discipline specialist), Riswan Zen (member/environmental service), Pradipta Wijaya (member/GIS), Horas Simanjuntak (member/ecology and biodiversity), Chyntia Lestari (member/social-cultural), Arimbi Situmeang (member/assistant on environmental service); Field exercise for HCV assessment was 12-19 December 2016. Public stakeholder consultation carried out 23 December 2016, attended by 32 representative from villagers, community, smallholders, etc.</p>	
<p>7.3.3 Dates of land preparation and commencement shall be recorded.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall record dates of land preparation and commencement of their own farm.</p>	<p>Based on information, the planting year was 2008-2009.</p>	
<p>Requirement for Group Manager</p>		

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The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members.	Based on information, the planting year was 2008-2009. Group manager has prepared a land preparation procedure.	
The Group Manager shall collate dates of land preparation and commencement of individual farms.	Group manager has made land verification before the smallholder member joins the group for certification. Based on verification, it was confirmed that the planting years for 31 smallholder members was between 2008 – 2009. Group manager has prepared checklist "Ceklist Verifikasi Data Kebun Anggota/Petani", used as guidance in conducting internal audit against RSPO P&C. The checklist has incorporated roadmap to comply with BMP and Environmental and Social Aspects.	
<p>7.3.4 An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs).	<p>Based on interview, smallholder member sampled able to explains HCV in their area (HCV4) – in simple manner. Smallholder member could also named commonly-sighted animal in their oil palm plantation; cobra snake (<i>Naja sumatrana</i>), palm civet (<i>Paradoxurus hermaphroditus</i>), leopard cat (<i>Prionailurus Bengalensis</i>). Other animal commonly seen was monitor lizard (<i>Varanus salvator</i>).</p> <p>All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected. Based on field verification to smallholder plantation, no sign of animal trap. Based on field visit to smallholder member's house – no RTE species kept as pet.</p> <p>In addition, smallholder member interviewed understand that it is not allowed to spray/apply chemical along the main drain buffer.</p>	
Requirement for Group Manager		

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<p>The Group Manager shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.</p>	<p>Based on HCV assessment, the recommendation for HCV management, consist of:</p> <ul style="list-style-type: none"> - Signboard to prohibit hunting, signboard to demarcate HCV area; - HCV socialization to communities; - Species enrichment, in the main drain buffer – especially timber species; - To communicate the policy on prohibit agrochemical application along the HCV area; - Coordinate with stakeholder for effort to prevent and control land fire; - Installation of water level pole. <p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared a program for HCV Management 2018, consist of:</p> <ul style="list-style-type: none"> - Monitors HCV and the HCV signboards; - Plant pineapple along the main drain buffer zone; - Manual weeding – along the main drain. <p>Group Manager Koperasi Serba Usaha Suka Makmur has prepared a procedure for management of conservation “Prosedur Pengelolaan Area Konservasi No.KSU-SM/PK/015”, dated 6 January 2017; which regulates management and monitoring of HCV.</p> <p>Based on field verification, in 2017, Koperasi Serba Usaha Suka Makmur has planted 300 pineapples along the main drain; installed 1 HCV signboard on 14 August 2017 and carried out wildlife monitoring on 6 September 2017, 10 October 2017, and 13 November 2017.</p>	

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<p>The Group Manager shall implement a mechanism for individual members to report on threats to HCVs.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has appointed PIC to manage and monitors HCV: Mr. Sumardi and Mr. Irwan Harahap; as per "Surat Keputusan Manager Group No.019/SKPTS/KSU-SM/XI/2017 tentang Penunjukkan Petugas Konservasi" dated 20 November 2017. The task of the PIC: monitors HCV area, monitors protected wildlife, monitors the water level condition, monitors water gate condition, record the peat subsidence, prepare monitoring report. PIC shall performs patrol on monthly basis. Sample seen: wildlife monitoring on 6 September 2017, 10 October 2017, and 13 November 2017.</p> <p>Based on interview, smallholder member sampled able to explains HCV in their area (HCV4) – in simple manner. Smallholder member could also named commonly-sighted animal in their oil palm plantation; cobra snake (Naja sumatrana), palm civet (Paradoxurus hermaproditus), leopard cat (Prionailurus Bengalensis). Other animal commonly seen was monitor lizard (Varanus salvator). All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected. Based on field verification to smallholder plantation, no sign of animal trap. Based on field visit to smallholder member's house – no RTE species kept as pet. In addition, smallholder member interviewed understand that it is not allowed to spray/apply chemical along the main drain buffer.</p>	
<p>7.3.5 Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager conducts training for their individual members and their workers about the status of HCV.</p>	<p>Group Manager Koperasi Serba Usaha Suka Makmur has carried out training for HCV management on 25 July 2017, where 17 smallholder members participated in. Group manager also communicating the wildlife in the area through installation of wildlife poster and HCV poster in front of cooperative office dated 14 August 2017.</p>	
<p>Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>		
<p>7.4.1 Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>

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Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP.	Based on interview with individual members on January 2018 they all understood that their area is peat. All members understood that there is no other marginal or fragile soil and steep terrain in their area.	
Requirement for Group Manager		
Group Manager shall: <ul style="list-style-type: none"> • Compile and maintain an overall soil map for the group, including marginal and fragile soils - this can be part of the HCV map and assessment. 	Koperasi Serba Usaha Suka Makmur has maintain overall soil map for the group as in HCV assessment document, conducted by Koompasia Enviro Institute, that finalized in March 2017. The whole cooperative area is peat. There is no other marginal or fragile soil and steep terrain at cooperative area.	
<ul style="list-style-type: none"> • Provide required information and or training for individual members. 	Koperasi Serba Usaha Suka Makmur has provided required information regarding peat soil and its treatment in training of Fertilizing and work program, on 22 February 2017.	
7.4.2 Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP.	Based on interview with individual members on October 2018 they all understood that their area is peat. All members understood that they have to add Copper (CuSO ₄) to increase their soil suitability. Application of CuSO ₄ recorded in "Buku Catatan Petani Tahun 2017".	
Requirement for Group Manager		
The Group Manager maintains and oversees plans for new development based on overall soil map.	Koperasi Serba Usaha Suka Makmur has developed plan to protect peat in "Program dan Realisasi Teknis Budidaya Kebun Kelapa Sawit di Areal Lahan Anggota Koperasi Serba Usaha Suka Makmur Tahun 2017". For example consist of: <ul style="list-style-type: none"> - Development and maintenance of water gate; - Monitoring of water level and peat subsidence; - Development and monitoring of piezometer; - Application of CuSO₄. 	
Criterion 7.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.		

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<p>7.5.1 Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall develop a documented system detailing how FPIC is implemented and shall ensure that new group members are included in this.</p>	<p>Explained under criterion 2.2 and 2.3, the land for smallholder member plantation was of individual ownership, in form of "Surat Keterangan Tanah (SKT)", issued by the village of "Desa Tanjung Mulia"; of certificate "Sertifikat Hak Milik (SHM)", issued by land office "Kantor Pertanahan Kabupaten Labuhan Batu". The history of the land was originated from "Izin Lokasi PT. MAL" being abandoned, up to the permit validity ends. The land then returned to Tanjung Mulia Village. Since then the land was distributed among villagers.</p> <p>In terms of documented system, group manager has stipulated in the document called "Pedoman Kerja Koperasi Serba Usaha Suka Makmur Aturan Kepesertaan Anggota dalam Skema Sertifikasi Kelompok RSPO No.KSU-SM/PK/018" dated January 2018, lines out the requirement for the participation of individual member in the group. Section 3.1 Penerimaan Anggota/Calon Anggota – acceptance of member/potential member. The requirement was for each smallholder member to demonstrate valid legal ownership of the land.</p> <p>All copies of legal ownership of the land available with Group Manager. The "Surat Keterangan Tanah/SKT" is one of the requirement to obtain certificate - "Sertifikat Hak Milik/SHM".</p>	
<p>The Group Manager shall retain documentary evidence of participation by affected local peoples and their understanding of the right to say 'no'.</p>	<p>In terms of "affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples" – Group Manager Koperasi Serba Usaha Suka Makmur has demonstrated that from the initial members of cooperative, only 31 agreed to enter RSPO certification proces.</p> <p>In terms of land compensation from previous landowner to smallholder member; there was a record of negotiated agreement (member of Koperasi Serba Usaha Suka Makmur). Sample seen: "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses – when Victor H. Girsang purchased the land from Susanto, SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m²; The documents available in Bahasa Indonesia.</p>	

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<p>Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p>7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall: Document identification and assessment of demonstrable legal, customary and user rights (7.6.1).	All copies of legal ownership of the land available with Group Manager. The "Surat Keterangan Tanah/SKT" is one of the requirement to obtain certificate - "Sertifikat Hak Milik/SHM".	
<p>7.6.2 A system for identifying people entitled to compensation shall be in place.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall: Establish a procedure for identifying people entitled to compensation. (7.6.2) Establish	Group Manager has prepared a mechanism to resolve conflict titled "Pedoman Kerja Penyelesaian Sengketa/Konflik Lahan Dokumen No.KSU-SM/PK/016" dated January 2018. The procedure explains identification of legal, customary or user rights upon complained land. The procedure including procedure for identifying people entitled to compensation. Procedure to calculate and to distribute fair compensation. It was also stipulated that all conflict will be dealt through mediation. Should this process failed – Group Manager will brought up to legal/trial.	
<p>7.6.3 A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

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The Group Manager shall: Establish a procedure for calculating and distributing fair compensation. (7.6.3)	Group Manager has prepared a mechanism to resolve conflict titled "Pedoman Kerja Penyelesaian Sengketa/Konflik Lahan Dokumen No.KSU-SM/PK/016" dated January 2018. The procedure explains identification of legal, customary or user rights upon complained land. The procedure including procedure for identifying people entitled to compensation. Procedure to calculate and to distribute fair compensation. It was also stipulated that all conflict will be dealt through mediation. Should this process failed – Group Manager will brought up to legal/trial.	
7.6.4 Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.		
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	
7.6.5 The process and outcome of any compensation claims shall be documented and made publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims. (7.6.5)	Each smallholder member (for one's made compensation), holds documentary evidence of compensation process. Sample seen: "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses – when Victor H. Girsang purchased the land from Susanto, SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m2; The documents available in Bahasa Indonesia.	
Requirement for Group Manager		
The Group Manager shall: Document the process and outcome of any compensation claims and make publicly available (7.6.5)	In terms of land compensation from previous landowner to smallholder member; Group manager holds copy of record of negotiated agreement (member of Koperasi Serba Usaha Suka Makmur). Sample seen: "Surat Keterangan Ganti Rugi" dated 20 August 2012 – acknowledged by "Kepala Desa Tanjung Mulia", "Camat Kampung Rakyat" and other witnesses – when Victor H. Girsang purchased the land from Susanto, SKT No.593/TML/2012 dated 20 August 2012 under name Susanto with area of 27,300 m2; The documents available in Bahasa Indonesia. In order to make it publicly available, Group Manager Koperasi Serba Usaha Suka Makmur prepares a logbook "Rincian Keluhan dan Pengaduan";	

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<p>7.6.6 Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
<p>The Group Manager shall: Have documentary evidence that the affected communities and right holders have been informed that they have the right to access information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. (7.6.6)</p>	<p>Explained under criterion 2.2 and 2.3, the land for smallholder member plantation was of individual ownership, in form of "Surat Keterangan Tanah (SKT)", issued by the village of "Desa Tanjung Mulia"; of certificate "Sertifikat Hak Milik (SHM)", issued by land office "Kantor Pertanahan Kabupaten Labuhan Batu". The history of the land was originated from "Izin Lokasi PT. MAL" being abandoned, up to the permit validity ends. The land then returned to Tanjung Mulia Village. Since then the land was distributed among villagers. To demonstrate that "affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands", from the initial members of cooperative, only 31 smallholder members agreed to enter RSPO certification proces.</p>	
<p>Criterion 7.7:</p>		
<p>No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</p>		
<p>7.7.1 There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>Individual members shall provide evidence that they understand the No Burning Policy of the group</p>	<p>Individual member are aware that they cannot use fire for land preparation during replanting from oil palm to oil palm or from any other crop. During interview with member, they understand about the zero burning policy. Statement produced to avoid burning as in "Surat Kesepakatan Terkait dengan Kesanggupan Zero Burning" signed by each member.</p>	
Requirement for Group Manager		

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<p>The Group Manager shall:</p> <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. 	<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>Group Manager Koperasi Serba Usaha Suka Makmur has asked its member to committed into zero burning through statement as in "Surat Kesepakatan Terkait dengan Kesanggupan Zero Burning" signed by each member.</p>	
<ul style="list-style-type: none"> • Demonstrate that individual farms have been visited for this requirement. 	<p>ICS has carried out initial gap audit to group manager organization and all member prior to signing group member. The gap assessment to group management on April 2017. The initial gap audit for all member carried out on April – June 2017 and recorded under "Buku Laporan Kunjungan Lapangan ke Petani Koperasi Serba Usaha Suka Makmur". The gap audit was conducted against the RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016. Sample taken: initial gap audit by ICS to Mr. Samin (09A02) dated 3 June 2016; Mr.Tusiwan (09B10) dated 4 April 2017; Mr.Edi Gunawan (09B11) dated 4 April 2017; Mr. Viktor H. Girsang II (09B13) dated 13 April 2017; Sido (09C26) dated 2 June 2017; Mr.Ari Panji S (09D35) dated 30 May 2017; Mr.Lusiono Handoko (08E43) dated 19 May 2017; Mr.Edi Hariyanto (09G57) dated 12 June 2017.</p> <p>From the gap audit, it was stated that none of the 31 members ever used fire for land preparation.</p>	
<ul style="list-style-type: none"> • Explain how all the above is socialised to individual members of the Group. 	<p>Zero burning techniques have been explained to group members through internal training. During field visit there is no evidence of any kind of burning was noticed. Interview with stakeholders, government officers, village head and neighbouring farmers confirmed that fire was not used.</p>	
<p>7.7.2 In exceptional cases where fire has to be used for preparing land for planting, 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>Comply</p>
<p>Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.</p>	<p>No use of fire – even on specific circumstances for individual members of Koperasi Serba Usaha Suka Makmur.</p>	
<p>Requirement for Group Manager</p>		

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<p>The Group Manager shall:</p> <ul style="list-style-type: none"> 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. 	<p>Group manager and its member aware that fire is only permitted in special cases which involve elimination of pest and diseases where recommendation from relevant government agencies must be in place prior to use of fire. The smallholder group has developed replanting programme starting on 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. During the interview, the group manager and group members highlighted that there are no pest and disease problem.</p>	
<ul style="list-style-type: none"> Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	<p>No use of fire – even on specific circumstances for individual members of Koperasi Serba Usaha Suka Makmur.</p>	<p>Not Applicable</p>
<p>Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.</p>		
<p>7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall be able to explain how you know where not to plant.</p>	<p>Based on interview, smallholder members understand they are not allowed to convert and/or plant on peat land anymore.</p>	
<p>Requirement for Group Manager</p>		
<p>Maps: The use of maps shall be expected which highlight the avoidance of peat areas and primary forests and where possible mineral soils have been selected for planting.</p>	<p>Group manager was assisted by PT. Umbul Mas Wisesa to prepare a simplified GHG Assessment and HCS Assessment for Koperasi Serba Usaha Suka Makmur, as titled "Penilaian GHG dan HCS di KSU Suka Makmur, mitra PT. Umbul Mas Wisesa, Kabupaten Labuhan Batu Selatan, Provinsi Sumatera Utara, 2017".</p> <p>The assessment was using database from HCV assessment and approach from RSPO GHG Assessment Procedure for New Development, and using New Development GHG Calculator. The steps taken are similar, first, to develop map to indicate presence of peat soil and estimated soil carbon stock. Secondly, to integrate identified HCV and SIA into carbon stock map. Thus to prepare GHG Emission management and mitigation plan. And to report GHG Assessment for new development.</p> <p>Based on the report, it was known that:</p> <ul style="list-style-type: none"> - back in 1990, the land cover was forest; - in 2005, the land cover was disturbed forest and shrub; - in 2009 (during planting time of KSU-SM), the land cover was already predominant with oil palm plantation, barren land, and old shrubs; <p>---</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>- by 2016 the land cover for the whole landscape was oil palm plantation.</p> <p>It was also known the whole smallholder member was utilizing peat soil.</p> <p>The GHG calculation for the area of Koperasi Serba Usaha Suka Makmur indicates the total emission at 2005 was 74.28 tCO₂e/Ha. Calculation on total emission at 2009 was indicating 70.89 tCO₂e/Ha.</p> <p>The high carbon stock at 2005 was calculated 84634 tC/Ha. This was reduced in 2009, as calculated 33806 tC/Ha.</p> <p>The management plan and mitigation plan prepared, as result from the calculation, taking into account HCV assessment and SIA assessment:</p> <ul style="list-style-type: none"> - No more land conversion in peat area since RSPO certification; more than 20% of certified area; - Peat area management through water management as best management practice in peat area (see 4.4); - Optimization of fertilizer inputs based on recommendation; - Zero burning policy. <p>Note: during initial assessment, RSPO SHWG has not produce simplified mechanism for smallholders for compliance on the GHG matters.</p>	
<p>7.8.2 There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Reporting: Demonstrate to a third party that new plantings which occurred after April 2013 have where possible been designed to minimise GHG emissions.	<p>Group manager was assisted by PT. Umbul Mas Wisesa to prepare a simplified GHG Assessment and HCS Assessment for Koperasi Serba Usaha Suka Makmur, as titled "Penilaian GHG dan HCS di KSU Suka Makmur, mitra PT. Umbul Mas Wisesa, Kabupaten Labuhan Batu Selatan, Provinsi Sumatera Utara, 2017".</p> <p>The assessment was using database from HCV assessment and approach from RSPO GHG Assessment Procedure for New Development, and using New Development GHG Calculator. The steps taken are similar, first, to develop map to indicate presence of peat soil and estimated soil carbon stock. Secondly, to integrate identified HCV and SIA into carbon stock map. Thus to prepare GHG Emission management and mitigation plan. And to report GHG Assessment for new development.</p> <p>---</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on the report, it was known that:</p> <ul style="list-style-type: none"> -the planting year was 2008 and 2009. There was no new planting after 2009. - back in 1990, the land cover was forest; - in 2005, the land cover was disturbed forest and shrub; - in 2009 (during planting time of KSU-SM), the land cover was already predominant with oil palm plantation, barren land, and old shrubs; - by 2016 the land cover for the whole landscape was oil palm plantation. <p>It was also known the whole smallholder member was utilizing peat soil.</p>	
<p>Groups will need to report confidentially to the RSPO on actions taken to mitigate GHG emissions. After 31. December 2016 these documents will need to be publically available and linked to 1.2</p>	<p>Group manager was assisted by PT. Umbul Mas Wisesa to prepare a simplified GHG Assessment and HCS Assessment for Koperasi Serba Usaha Suka Makmur, as titled "Penilaian GHG dan HCS di KSU Suka Makmur, mitra PT. Umbul Mas Wisesa, Kabupaten Labuhan Batu Selatan, Provinsi Sumatera Utara, 2017".</p> <p>The assessment was using database from HCV assessment and approach from RSPO GHG Assessment Procedure for New Development, and using New Development GHG Calculator. The steps taken are similar, first, to develop map to indicate presence of peat soil and estimated soil carbon stock. Secondly, to integrate identified HCV and SIA into carbon stock map. Thus to prepare GHG Emission management and mitigation plan. And to report GHG Assessment for new development.</p> <p>Based on the report, it was known that:</p> <ul style="list-style-type: none"> - back in 1990, the land cover was forest; - in 2005, the land cover was disturbed forest and shrub; - in 2009 (during planting time of KSU-SM), the land cover was already predominant with oil palm plantation, barren land, and old shrubs; - by 2016 the land cover for the whole landscape was oil palm plantation. <p>It was also known the whole smallholder member was utilizing peat soil.</p> <p>The GHG calculation for the area of Koperasi Serba Usaha Suka Makmur indicates the total emission at 2005 was 74.28 tCO₂e/Ha. Calculation on total emission at 2009 was indicating 70.89 tCO₂e/Ha.</p> <p>The high carbon stock at 2005 was calculated 84634 tC/Ha. This was reduced in 2009, as calculated 33806 tC/Ha.</p> <p>The management plan and mitigation plan prepared, as result from the calculation, taking into account HCV assessment and SIA assessment:</p> <ul style="list-style-type: none"> - No more land conversion in peat area since RSPO certification; more than 20% of certified area; - Peat area management through water management as best management practice in peat area (see 4.4); - Optimization of fertilizer inputs based on recommendation; - Zero burning policy. <p>Means of reporting through the public summary report by certification body.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Training: The Group Manager shall provide training in relation to this indicator and its relevance for individual members (e.g. peat, high carbon stocks) and record this training.	<p>Group manager provides training on: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management. Training has been followed by member such as:</p> <ul style="list-style-type: none"> - Training on manuring application, dated 22 February 2017; - Awareness training of RSPO, dated 18 April 2017; - Training of hazardous waste management, dated 18 April 2017; - Training on pesticide handling and mixing, dated 22 August 2017; - Training on best management practices of oil palm, dated 22 August 2017; - Training on integrated pest management, dated 18 November 2017; - Training of water management, dated 21 October 2017; <p>Training on monitoring and management of high conservation value, dated 25 July 2017.;</p>	

Criterion / Indicator	Assessment Findings	Compliance
Principle 8: Commitment to continual improvement in key areas of activity		
Criterion 8.1:		
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
<p>8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. 		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<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>All members of Koperasi Serba Usaha Suka Makmur has meet the RSPO P&C requirements, group manager rules, cooperative during ICS visit to their farm.</p> <p>Each member sampled during this Initial Assessment Visit was able to demonstrate maintenance and update on physical document to show fulfil the requirements, as in "Buku Catatan Petani Tahun 2017".</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Members shall provide inputs to the Group Action Plan for continual improvement.	<p>Koperasi Serba Usaha Suka Makmur and group manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2016", dated 21 October 2017. In this event, individual members provide inputs to the Group Manager.</p> <p>Individual members provides input such the development of the OHS policy and management plan. Such in meeting of "Komite K3" on 23 September 2017, with agenda and result: establishing the "Struktur Komite K3 KSU-MS). The meeting was attended by 17 participants.</p>	
Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager	Each member sampled during this Initial Assessment Visit was able to demonstrate individual records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Buku Catatan Petani Tahun 2017".	
Discuss with the Group Manager the timing of the replanting programme.	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. Individual member interviewed understands this information.	
Requirement for Group Manager		
Group Managers shall record information on environmental impacts, waste reduction, pollution & GHG and social impacts.	<p>Environmental impact: PT. Umbul Mas Wisesa has assisted Group Manager Koperasi Serba Usaha Suka Makmur and its member to prepare the document to identify all activities that have an impact on the environment under "Daftar Aspek dan Pengaruh Lingkungan", updated in 1 January 2017. "Surat Pernyataan Kesanggupan Pengelolaan lingkungan/SPPL" for individual members sighted. The environmental aspect-impact being managed related to: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); water management on peat area, to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in smallholder area; efficient use of fertilizer and herbicide; to report environment management performance on regular base.</p> <p>Waste reduction: Koperasi Serba Usaha Suka Makmur has identified waste and source pollution under document "Rencana Pengelolaan Limbah", dated 11 August 2017. The identification is consisting of source pollution, waste, impact, reduction plan. Interview with sampled smallholders Mr. Tusiwan No.09B1; Mr. Sido No.09C26; Mr. Ari Panji Sulistiarto No.09D35 confirmed understanding on disposal of empty agrochemical containers, fertilizer plastic bag and domestic waste.</p> <p>---</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Pollution and GHG reduction: Group Manager Koperasi Serba Usaha Suka Makmur has prepared the plan for improving efficiency of the use of fossil fuels and to optimize renewable energy, such as: managing the FFB evacuation plan; A road maintenance program in "Program Pembangunan Infrastruktur dan Perbaikan Jalan". For management of peat soil: Group Manager has provided map of water ways and water bodies as in "Peta Titik Lokasi Water Gate dan Peat Subsidence di Area Koperasi Serba Usaha Suka Makmur Tahun 2017". The map consist of 4 water gate and 1 peat subsidence pole. Procedure related to peat subsidence and water management has been documented in "Pedoman Kerja Pembuatan Watergate dan Peat Subsidence" (KSU-SM/PK/011) dated 6 January 2017. The monitoring of water level and peat subsidence has been started.</p>	
<p>Group Managers shall periodically (e.g. quarterly) collate the records of individual members.</p>	<p>Group Managers Koperasi Serba Usaha Suka Makmur is collecting data from each individual member records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Buku Catatan Petani Tahun 2017". This is updated on montly basis.</p>	
<p>Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.</p>	<p>Koperasi Serba Usaha Suka Makmur and group manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2016", dated 21 October 2017</p>	
<p>Group Managers shall be responsible for the continuous improvement in key operations.</p>	<p>Group Managers Koperasi Serba Usaha Suka Makmur is responsible for the continuous improvement in key operations. Continuous monitoring through regular internal audits conducted.</p>	

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Appendix B: Approved Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	Time Bound Plan	Target Year for RSPO
PT. Agro Muko	Muko Muko Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Muko Muko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD	2011	Certified
	Bunga Tanjung Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD	2011	Certified
			PT. Mukomuko Agro Sejahtera: - Air Majunto estate - Malin Deman estate	2014	Certified
PT. Tolan Tiga	Bukit Maradja Mill	Simalungun Regency, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. Eastern Sumatra Indonesia) - Kerasaan Estate (PT. Kerasaan Indonesia) - PT. Timbang Deli Indonesia	2010	Certified May 2010
	Perlabian Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	Perlabian estate and Tolan estate.	2010	Plant to certify Certified May 2010
PT. Umbul Mas Wisesa	Umbul Mas Wisesa Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	UMW South estate, UMW North estate and Toton Usaha Mandiri estate	2014	Certified in March 2015
PT. Agro Kati Lama		Musirawas Regency, South Sumatera, Indonesia		2021	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Rawas Ulu		Musirawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Muara Rupit		Musirawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
Hargy Oil Palm Limited (HOPL)	Hargy Mill	East of Biiala, West New Britain Province, PNG	Hargy Estate	2009	Certified in April 2009
	Navo Mill	50 Kms East of Biiala, West New Britain Province, PNG	Navo Estate, Bakada Estate and Mengen Estate	2009	Certified in April 2009
	Barema Mill	30 km East of Biiala, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014
PT. Dendy Maker Indah Lestari		Musirawas Utara Regency, South Sumatera Province, Indonesia			The most recent acquisition on 1 August 2017. RSPO certified in 2015.

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Appendix C: Certification Unit RSPO Certificate Details

Koperasi Serba Usaha Suka Makmur

BSI RSPO Certificate No.RSPO 687965

Date of Initial Certificate Issued: ...

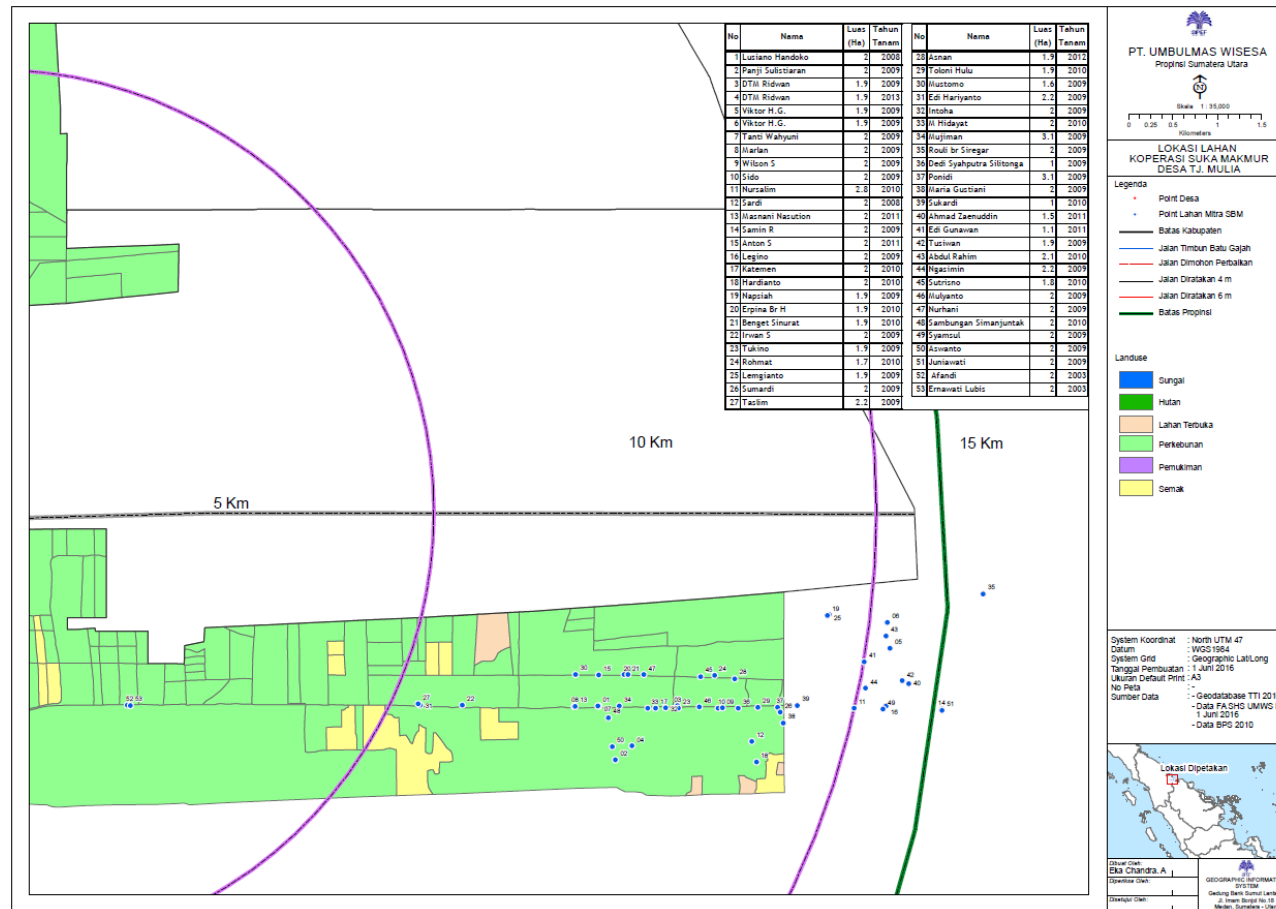
Date of Expiry: ...

RSPO membership number: 1-0021-05-000-00

Applicable Standard: RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016

Koperasi Serba Usaha Suka Makmur					
Location Address		Sukoharjo Hamlet, Tanjung Mulia Village, Kampung Rakyat District, Labuhanbatu Selatan Regency, Sumatera Utara Province, Indonesia			
GPS Location		100° 19' 57.89" E and 02°11' 29.00" N			
Total Planted Area		60.15 Ha			
Total Number of Members		31 members			
Projected Certified FFB		701 mt			
Projected Certified CPO Total		140.20 mt (OER 20%)			
Projected Certified PK Total		35.05 mt (KER 5%)			
Projected Certified PKO Total		15.77 mt (PKOER 45%)			
Projected Certified PKE Total		19.28 mt (PKEER 55%)			
Smallholder number	Name of Registered Smallholder	Total Planted Area (Ha)	Smallholder number	Name of Registered Smallholder	Total Planted Area (Ha)
09A01	Juniawati	2.04	09D36	Sambungan Simanjuntak	2.00
09A02	Samin R	2.00	09D37	Aswanto	2.00
09A03	Alijah	2.00	09D38	Wagino Winarno	2.00
09B09	Ahmad Zainuddin	1.40	09D39	Mujiman	2.00
09B10	Tusiwan	1.90	09D40	DTM Ridwan	1.90
09B11	Edi Gunawan	1.10	09E41	Tri Yuli Wardani	2.00
09B12	Viktor H.Girsang I	1.99	09E42	Tanti Wahyuni	2.00
09B13	Viktor H.Girsang II	2.73	08E43	Lusiono Handoko	2.00
09C20	Sumardi	2.00	09E46	Masnani Nasution	2.00
08C23	Sardi	2.00	09E47	Marlan	1.70
09C26	Sido	2.00	09F51	Sugino	1.70
09D30	Intoha	2.00	09F55	Parasian Lumban batu	1.79
09D32	M Hidayat	1.90	09F56	Mustomo	1.60
09D33	Juriah	2.00	09G57	Edi Hariyanto	2.20
09D34	Mariati	2.00	09G58	Taslim	2.20
09D35	Ari Panji Sulistiarto	2.00		Total	60.15

Appendix D: Location Map of Certification Unit and Supply bases



Appendix F: List of Smallholder Sampled

No.	Name	Smallholder Number
1.	Lusiono Handoko	08E43
2.	Edi Haryanto	09G57
3.	Tusiwan	09B1
4.	Sido	09C26
5.	Ari Panji Sulistiarto	09D35
6.	Viktor H. Girsang II	09B13

Appendix G: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure