

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (1)
- Recertification Assessment (Choose an item.)
- Extension of Scope

Client Company name (Parent Company): Perkumpulan Petani Berkah Mandah Lestari (PPBML)
Client company Address: Taman Raja Village, Tungkal Ulu Sub District, Tanjung Jabung Barat District, Jambi Province, Indonesia
Certification Unit: Perkumpulan Petani Berkah Mandah Lestari (PPBML)
Location of Certification Unit: Taman Raja Village, Tungkal Ulu Sub District, Tanjung Jabung Barat District, Jambi Province, Indonesia
Date of Final Report: 26/11/2020

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Section 1: Scope of the Certification Assessment

1. Company Details			
Parent Company	Perkumpulan Petani Berkah Mandah Lestari		
RSPO Membership Number	1-0254-18-000-00	Membership Approval Date	05/06/2018
Address	Taman Raja Village, Tungkal Ulu Sub District, Tanjung Jabung Barat District, Jambi Province, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Perkumpulan Petani Berkah Mandah Lestari		
Location / Address	Taman Raja Village, Tungkal Ulu Sub District, Tanjung Jabung Barat District, Jambi Province, Indonesia		
Website	-		
Management Representative	Mr. Ardiansyah	E-mail	ardi.tamanraja@gmail.com
Telephone	+62 813 6055 1145	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 733948	Date of First Certification	30/10/2019
		Certificate Start Date	30/10/2019
		Certificate Expiry Date	29/10/2024
Scope of Certification	Production of Fresh Fruit Bunch of Independent Smallholder Group		
Visit Objectives	The objective of the assessment is to evaluate the consistency of compliance with RSPO standards based on the audit criteria "RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018".		
Assessment Cycle	<input type="checkbox"/> Initial Assessment <input type="checkbox"/> Recertification Assessment (Choose an item.) <input checked="" type="checkbox"/> Annual Surveillance Assessment (RA Choose an item. ; ASA 1) <input type="checkbox"/> Scope Extension		
Applicable Standards	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> (Insert Country) National Interpretation (Insert year) for RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Group Certification 2016 <input type="checkbox"/> RSPO Independent Smallholders Standard 2019 <input checked="" type="checkbox"/> RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018		
Supply Chain Module	<input type="checkbox"/> Identity Preserved <input type="checkbox"/> Mass Balance		

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

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
Dusun 1	Desa Taman Raja, Kecamatan Tungkal Ulu, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 7' 0.29" S	103° 2' 49.03" E
Dusun 2	Desa Taman Raja, Kecamatan Tungkal Ulu, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 7' 6.67" S	103° 1' 56.27" E
Sejahtera	Desa Lubuk Bernai, Kecamatan Batang Asam, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 10' 7.28" S	102° 57' 18.24" E
Lestari Tani Mandiri	Desa Pematang Tembesu, Kecamatan Batang Asam, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 6' 3.25" S	103° 2' 32.02" E
Hijau Talang Lestari	Desa Gemuruh, Kecamatan Tungkal Ulu, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 7' 29.97" S	103° 3' 26.65" E
Berkah Sawit	Desa Suban, Kecamatan Batang Asam, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 2' 17.43" S	102° 54' 26.18" E
Melawai Sejahtera	Desa Pelabuhan Dagang, Kecamatan Tungkal Ulu, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 8' 57.88" S	103° 4' 2.84" E
Sejahtera Bersama	Desa Lubuk Bernai, Kecamatan Batang Asam, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 13' 22.03" S	102° 57' 33.56" E
Maju Bersama	Desa Lubuk Bernai, Kecamatan Batang Asam, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 10' 7.28" S	102° 57' 18.24" E
Mitra Mandiri	Desa Lubuk Lawas, Kecamatan Batang Asam, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 06' 58.50" S	102° 57' 59.30" E
Tayas Mandiri	Desa Tanjung Tayas, Kecamatan Tungkal Ulu, Kabupaten Tanjung Jabung Barat, Provinsi Jambi	1° 11' 02.40" S	103° 03' 41.70" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Dusun 1	75.33	-	-	75.33	100.00
Dusun 2	64.94	-	-	64.94	100.00
Sejahtera	188.44	-	-	188.44	100.00
Lestari Tani Mandiri	108.58	-	-	108.58	100.00
Hijau Talang Lestari	62.78	-	-	62.78	100.00
Berkah Sawit	19.72	-	-	19.72	100.00
Melawai Sejahtera	40.41	-	-	40.41	100.00
Sejahtera Bersama	25.14	-	-	25.14	100.00
Maju Bersama	42.49	-	-	42.49	100.00
Mitra Mandiri	36.01	-	-	36.01	100.00
Tayas Mandiri	43.17	-	-	43.17	100.00
Total	707.03	-	-	707.03	100.00

Note:

There is an increase in the certified area of several Farmer Group when compared to previous summary report, this is due to the addition of farmer members, and there is a reduction in the area of the Sejahtera Farmer Group because there are farmers who leave the Perkumpulan Petani Berkah Mandah Lestari.

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Dusun 1	-	6.71	68.62	-	-	75.33	-
Dusun 2	-	21.79	43.16	-	-	64.95	-
Sejahtera	1.28	66.88	108.10	12.19	-	187.17	1.28
Lestari Tani Mandiri	2.00	29.93	76.65	-	-	106.58	2.00
Hijau Talang Lestari	-	34.08	28.70	-	-	62.78	-
Berkah Sawit	-	-	14.11	5.61	-	19.72	-
Melawai Sejahtera	-	17.74	22.68	-	-	40.42	-
Sejahtera Bersama	-	20.01	5.13	-	-	25.14	-
Maju Bersama	-	35.70	6.78	-	-	42.49	-
Mitra Mandiri	-	18.83	17.18	-	-	36.01	-

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Tayas Mandiri	-	9.91	32.18	1.08	-	43.17	-
Total (ha)	3.28	261.58	423.29	18.88	-	703.75	3.28

Note:

There is an increase in the certified area of several Farmer Group when compared to previous summary report, this is due to the addition of farmer members, and there is a reduction in the area of the Sejahtera Farmer Group because there are farmers who leave the Perkumpulan Petani Berkah Mandah Lestari.

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year			
	Estimated (Oct 2019 – Sep 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020 – Sep 2021)
		<i>Previous license period (N/A)</i>	<i>Current license period (Oct 2019 – July 2020)</i>	
Dusun 1	6,893.00		859.76	1,565.80
Dusun 2			753.88	1,369.01
Sejahtera			2,159.96	3,927.78
Lestari Tani Mandiri			1,216.86	2,209.79
Hijau Talang Lestari			716.13	1,300.57
Berkah Sawit			226.41	411.08
Melawai Sejahtera			464.69	843.95
Sejahtera Bersama			288.52	524.01
Maju Bersama		-		-
Mitra Mandiri	-		-	770.76
Tayas Mandiri	-		-	1,151.43
Total	6,893.00		6,686.21	14,881.52

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *

Estate	Tonnage / year			
	Estimated (Oct 2019 – Sep 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020 – Sep 2021)
	N/A	<i>Previous license period (N/A)</i>	<i>Current license period (Oct 2019 – July 2020)</i>	N/A
Nil				

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9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable				
Independent FFB Supplier	Tonnage / year			
	Estimated (Oct 2019 – Sep 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020 – Sep 2021)
		Previous license period (N/A)	Current license period (Oct 2019 – July 2020)	
Nil				

10. Certified Tonnage				
	Estimated (Oct 2019 – Sep 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020 – Sep 2021)
	FFB	FFB		FFB
		Previous license period (N/A)	Current license period (Oct 2019 – July 2020)	
	6,893.00		6,686.21	14,881.52
Mill Capacity: Not applicable	CPO (OER: 20%)	CPO (OER: 20%)		CPO (OER: 20%)
	1,378.60		1,337.24	2,976.30
SCC Model: Not applicable	PK (KER: 5%)	PK (KER: 5%)		PK (KER: 5%)
	344.65		334.31	744.08
	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)		PKO (PKO-ER: 45% from PK)
	155.09		150.44	334.83
	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)		PKE (PKE-ER: 55% from PK)
	189.55		183.87	409.24
Note: Forecast is increasing due to significant mature area addition from 570.474 Ha to 703.75 Ha, due to addition Farmer Group of Maju Bersama, Mitra Mandiri and Tayas Mandiri.				

11. Actual Sold Volume (CPO)					
Current License period					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	-	-	-	-	-
Previous License period					

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CPO (MT)	-	-	-	-	-
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12. Actual Sold Volume (PK)					
Current License period					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
PK (MT)	-	-	-	-	-
Previous License period					
PK (MT)	-	-	-	-	-

13. Independent Smallholders Certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	1,378	-
IS-CSPKO	155	-
IS-CSPKE	189	-

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
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Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
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2.1 Assessment Methodology, Programme, Site Visits

The on-site Annual Surveillance Assessment (ASA) 1 was conducted on 10 – 14 August 2020. The audit programme is included as Section 2.3.

The approach to the audit was to treat the independent smallholders as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

Due to movement restriction from government, the onsite assessment to close the Major NC was not able to be conducted. The Critical NC close out using offsite closure review, client provide audit team scanned document and photograph. Offsite closure review was conducted on 3 September 2020. The audit programs are included in Section 2.3.

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, 2018 was used to guide the assessment 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 (and smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- 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

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the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

All the previous nonconformities are remains closed. The assessment findings for the annual surveillance assessment are detailed in Section 3.4.

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

For 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)
Group Manager	√	√	√	√	√
Dusun 1			√		√
Dusun 2	√			√	
Sejahtera	√		√		√
Lestari Tani Mandiri	√	√		√	
Hijau Talang Lestari	√		√		√
Berkah Sawit	√			√	
Melawai Sejahtera		√	√		√
Sejahtera Bersama		√		√	
Maju Bersama		√	√		√
Mitra Mandiri		√		√	
Tayas Mandiri		√	√		√

Note:

During this ASA 1, there are addition of Farmer Group joining Perkumpulan Petani Berkah Mandah Lestari, which is Farmer Group Maju Bersama, Mitra Mandiri and Tayas Mandiri.

Tentative Date of Next Visit: August 1, 2021 – August 5, 2021

Total No. of Mandays: 10 mandays

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2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Eko Purwanto	Team Leader	Holds a Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Institute of Agriculture (IPB) in 2001. He has working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implementing good agricultural practice including integrated pest management and limited pesticides uses. He has completed lead auditor training courses for RSPO P&C (2013), RSPO SCC (2012), ISPO (2012), LAC ISO 9001 (2012), ISO 14001 (2013) and ISO 45001 (2019). Refreshment training have been completed for RSPO P&C in May 2018, RSPO SCC in March 2018. He has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in RSPO and ISPO audit for several plantations and mills since October 2012. During this assessment, he assessed on the aspects of best management practice in smallholders and ICS.
Imam Fahrurozi	Team Member	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 Environmental aspect-impacts, Occupational Health and Safety.
Yudwi Wisnu Rahmanto	Team Member	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During this assessment, he assessed on the aspects of Legal, Social Aspect and HCV.

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	EP	IF	YWR
Tuesday, 11/08/2020	08.00 – 09.00	Opening Meeting: – Presentation by client (Overview of Perkumpulan Petani Berkah Mandah Lestari); – Presentation by BSI team (Objective, scope, audit plan, etc.)	√	√	√
	09.00 – 12.00	Field Visit: Field observation and interview to 9 samples of farmers (smallholder members) at plot location; Verification to the implementation of aspects of best practice in smallholder’s area, occupational safety and health, worker welfare, environmental and HCV management, etc.	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√
	14.00 – 17.00	Field Visit: Field observation and interview to 9 samples of farmers (smallholder members) at plot location; Verification to the implementation of aspects of best practice in smallholder’s area, occupational safety and health, worker welfare, environmental and HCV management, etc.	√	√	√
Wednesday 12/08/2020	08.00 – 12.00	Document Review: Requirements for Group Managers and Smallholder Members to comply with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018 (refer to RSPO P&C 2013); Legality aspects, Association policy and procedure manuals, HCV, environmental management and monitoring, occupational safety and health, plantation best practices, recording programs and training implementation, social aspects of employment, continuous improvement, etc.	√	√	
		Stakeholder Consultation: Village Heads / community leaders, contractors, NGOs and the government (Plantation Service and Environmental Service Office of Tanjung Jabung Barat Regency).			√

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Date	Time	Subjects	EP	IF	YWR
	12.00 – 14.00	Lunch Break	√	√	√
	14.00 – 17.00	Verification to previous NCs	√	√	√
Thursday 13/08/2020	08.00 – 12.00	Document Review: Requirements for Group Managers and Smallholder Members to comply with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018 (refer to RSPO P&C 2013); Legality aspects, Association policy and procedure manuals, HCV, environmental management and monitoring, occupational safety and health, plantation best practices, recording programs and training implementation, social aspects of employment, continuous improvement, etc.	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√
	14.00 – 17.00	Continue Document Review	√	√	√
Friday 14/08/2020	08.00 – 10.00	Document Review: Requirements for Group Managers and Smallholder Members to comply with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018 (refer to RSPO P&C 2013); Legality aspects, Association policy and procedure manuals, HCV, environmental management and monitoring, occupational safety and health, plantation best practices, recording programs and training implementation, social aspects of employment, continuous improvement, etc.	√	√	√
	10.00 – 11.00	Auditor Discussion	√	√	√
	11.00 – 12.00	Closing Meeting	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Multiple Management Units / Time Bound Plan
- RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
- RSPO Group Certification Standard 2018
- (*Insert Country*) National Interpretation (*Insert Year*) for RSPO P&C 2018
- Independent Smallholder Standard 2019

3.2 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	The certificate holder is a single member. Not Applicable	N/A
Have all the estates and mills certified within five years after obtaining RSPO membership?	Not Applicable	N/A
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	Not Applicable	N/A
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Not Applicable	N/A
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	Not Applicable	N/A
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	Not Applicable	N/A
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. 	Not Applicable	N/A
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Not Applicable	N/A
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance	Not Applicable	N/A

with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.		
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Not Applicable	N/A
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not Applicable	N/A
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Not Applicable	N/A
Have there been any stakeholder (including NGO) consultation conducted?	Not Applicable	N/A

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? OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.	Not Applicable	N/A

3.4 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During this Assessment there was one (1) Critical; three (3) Minor nonconformities and one (1) Opportunity For Improvement raised. The Perkumpulan Petani Berkah Mandah Lestari 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.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	1942242-202008-M1	Clause & Category (Critical / Minor)	Clause 2.2.4 (Major)
Date Issued	14/08/2020	Due Date	11/11/2020

Closed (Yes / No)	Yes	Date of nonconformity Closure	03/09/2020
Statement of Nonconformity:	The Association, Perkumpulan Petani Berkah Mandah Lestari (PPBML) does not yet have a Land Dispute Resolution Mechanism and a monitoring process, in the event of land disputes among farmer members.		
Requirement Reference:	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>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.</p>		
Objective Evidence:	The Association, Perkumpulan Petani Berkah Mandah Lestari (PPBML) does not yet have a Land Dispute Resolution Mechanism and a monitoring process, in the event of land disputes among farmer members.		
Corrections:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) established a land conflict resolution flow mechanism, for conflict between members against members and for member against non-members, which will be ratified at the ICS team meeting on 28 August 2020.		
Root Cause Analysis:	There have never been any land conflicts between members against members or member against non-members of the Perkumpulan Petani Berkah Mandah Lestari (PPBML).		
Corrective Actions:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) disseminated to members through farmer group leaders (11 groups) regarding the land conflict resolution mechanism, for conflict between members against members and for member against non-members at the internal group meeting on 28 August 2020.		
Assessment Conclusion:	<p>Audit Team verified that Perkumpulan Petani Berkah Mandah Lestari (PPBML) has established the mechanism of land dispute resolution on 27 August 2020. The mechanism in form of flow chart that all conflict have to go to farmer group leader, then to the Group Manager in corporation with Village Head. If the problem is not fix in this level, then escalated to the relevant agency. Perkumpulan Petani Berkah Mandah Lestari (PPBML) has conducted dissemination related this mechanism on 28 August 2020. Dissemination held by Group Manager, attended by 26 participants consist of farmer group representatives.</p> <p>Major Non-conformity is closed.</p>		
Non-conformity			
NCR Ref #	1942242-202008-N1	Clause & Category (Critical / Minor)	Clause 4.2.4 (Minor)
Date Issued	14/08/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"

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Statement of Nonconformity:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has not provided documents / notes on the implementation of empty fruit bunches applications, related to the volume and the area of application.		
Requirement Reference:	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 Group Manager: Group Manager oversees and ensures implementation of nutrient recycling for the group.		
Objective Evidence:	Some farmer members have applied empty fruit bunches on their land, but the Perkumpulan Petani Berkah Mandah Lestari (PPBML) has not provided documents / notes on the implementation of application activities related to the volume of empty fruit bunches and the area of application.		
Corrections:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has made a form for EFB application that can be input by each farmer, which will be validated at the ICS team meeting on 29 August 2020.		
Root Cause Analysis:	Format for EFB application has not been established yet.		
Corrective Actions:	Perkumpulan Berkah Mandah Lestari (PPBML) distributed dan disseminated form for EFB application to all smallholder members via the farmer group leader on internal meeting that will be held on 6 - 19 September 2020.		
Assessment Conclusion:	Audit Team have accepted the correction and corrective action from the auditee. The effectiveness of corrective actions will be verified during next annual surveillance assessment.		
Non-conformity			
NCR Ref #	1942242-202008-N2	Clause & Category (Critical / Minor)	Clause 5.4.1 (Minor)
Date Issued	14/08/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Perkumpulan Berkah Mandah Lestari (PPBML) cannot show evidence of the ICS Plan in improving and monitoring the efficiency of fossil fuel uses and optimization of renewable energy.		
Requirement Reference:	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Requirement for Group Manager: Appropriate to scale, Group Manager shall have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.		

Objective Evidence:	Perkumpulan Berkah Mandah Lestari (PPBML) cannot show evidence of the ICS Plan in improving and monitoring the efficiency of fossil fuel uses and optimization of renewable energy.		
Corrections:	Perkumpulan Berkah Mandah Lestari (PPBML) made a monitoring form for the efficiency of fossil fuel uses and optimization of renewable energy.		
Root Cause Analysis:	Previously Perkumpulan Berkah Mandah Lestari (PPBML) has no established plan to increase and monitor the efficiency of fossil fuel oil uses and optimization of renewable energy.		
Corrective Actions:	Perkumpulan Berkah Mandah Lestari (PPBML) through its unit of hazardous waste will monitor the efficiency of fossil fuel uses twice a year, it will be scheduled in year 2021 work program.		
Assessment Conclusion:	Audit Team have accepted the correction and corrective action from the auditee. The effectiveness of corrective actions will be verified during next annual surveillance assessment.		
Non-conformity			
NCR Ref #	1942242-202008-N3	Clause & Category (Critical / Minor)	Clause 6.1.3 (Minor)
Date Issued	14/08/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) cannot shown training plan/program for members related mitigation of social impact risk.		
Requirement Reference:	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 Group Manager: Group Managers shall organise training for members on social risks and mitigation measures		
Objective Evidence:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) cannot shown training plan/program for members related mitigation of social impact risk.		
Corrections:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) created a training program related to social impact risk mitigation and measures in the work program 2021, which will be made at the RAT financial year 2020 on 20 March 2021.		
Root Cause Analysis:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) does not yet have a work program related to social impact risk mitigation measures		
Corrective Actions:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) conducts training for all members regarding social impact risk mitigation measures in accordance with the work program in 2021, on 19 June 2021.		

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Assessment Conclusion:	Audit Team have accepted the correction and corrective action from the auditee. The effectiveness of corrective actions will be verified during next annual surveillance assessment.
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Opportunity for Improvements	
OFI #	Description
OFI 1	<p>1942242-202008-I1</p> <p>Indicator 4.1.3</p> <p>Each member farmer member has a form "Catatan Petani" to record any activities related to oil palm cultivation, e.g. yields, amount of fertilizer applied and amount of herbicide used. In 2020 the Group Manager has distributed the "Buku Pintar Petani Swadaya" as a substitute for the "Catatan Petani" sheet, filling out the "Buku Pintar Petani Swadaya" is not carried out consistently.</p>

Positive Findings	
PF #	Description
PF 1	The boundaries of farmers' land are readily available and well maintained.
PF 2	The enthusiasm of farmers in participating in the RSPO certification program is evident in their active participation during field visits and the increase in the number of members.
PF 3	Farmers have minimized the use of agrochemicals.

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	RSPO 02763	Clause & Category (Critical / Minor)	Clause E.1.1.3 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/10/2019
Statement of Nonconformity:	Group Manager has not been able show the evidence that the character and structure has been socialization to all members.		
Requirement Reference:	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.		
Objective Evidence:	Group Manager has not been able show the evidence that the character and structure has been socialization to all members.		

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Corrective Actions:	<ul style="list-style-type: none"> Conduct socialization periodically <p>Keeping well the socialization record about the character and structure of group manager and ICS</p>		
Assessment Conclusion:	<p>Audit Team has verified:</p> <ul style="list-style-type: none"> Minutes of socialization related the character and structure of group manager and ICS to all member group of Hijau Talang Lestari conduct on 14 October 2019. Minutes of socialization related the character and structure of group manager and ICS to all member group of Lestari Tani Mandiri conduct on 15 October 2019. Minutes of socialization related the character and structure of group manager and ICS to all member group of Dusun 2 conduct on 16 October 2019. Minutes of socialization related the character and structure of group manager and ICS to all member group of Lubuk Bernai conduct on 18 October 2019 Documentation of socialization such as attendant list of participant and photo documentation. <p>The organizational structure and its change already communicated to members during Member Annual Meeting or "Rapat Anggota Tahunan". The latest MAM of PPBML was conducted on 27 June 2020, attended by 28 participants. Where all members represented by Smallholders Group or "Kelompok Tani".</p> <p>Major NC remain closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02764	Clause & Category (Major / Minor)	Clause E.2.1.2 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/10/2019
Statement of Nonconformity:	<ul style="list-style-type: none"> There is no available information about total area in accordance with the legality of land owned by each member. The Group Manager has not been able to provide an explanation about the total area of members in accordance with the available of land legality where there is the legality land of member that including into scope certification does not stated the total of area. 		
Requirement Reference:	<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. 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. 		

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	<ul style="list-style-type: none"> • 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. 		
Objective Evidence:	<ul style="list-style-type: none"> • There is no available information about total area in accordance with the legality of land owned by each member. • The Group Manager has not been able to provide an explanation about the total area of members in accordance with the available of land legality where there is the legality land of member that including into scope certification does not stated the total of area. 		
Corrective Actions:	<ul style="list-style-type: none"> • Ensure the total area for all member group clearly based on legality land • Completely the total area for all member in accordance with legality land 		
Assessment Conclusion:	<p>Audit Team has verified:</p> <ul style="list-style-type: none"> - List of member name, contact details and relevant membership number/ID; - Map indicating the location of all farmer group, all group member; - Detailed measurement of planted area in hectares; - List and copy of land titles/Sertifikat Hak Milik for all individual member's plantation block; - Copy of contract to become group member, indicating the date of joining PPBML; - Projected and actual FFB production; - Monitoring reports – as in Group inspection reports; - Training records; - Corrective action records; <p>Perkumpulan Petani Berkah Mandah Lestari has a decree letter No. 05/SK-APBML/V/2018 dated May 12, 2018 related document and record keeping. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Data of total area for all mem-ber that including into scope certification that has been properly with legality land as much as 707.03 ha.</p> <p>Major NC remain closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02765	Clause & Category (Major / Minor)	Clause E.3.1.1 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/10/2019
Statement of Nonconformity:	<p>Perkumpulan Petani Berkah Mandah Lestari has not conducted an internal audit in 2019 where in the Internal Audit Implementation Procedure No.06 / SOP-APBML / IV / 2018 on May 17, 2018, it was stated that the internal audit was conducted once in 6 months.</p>		
Requirement Reference:	<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>		

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	<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. 		
Objective Evidence:	Perkumpulan Petani Berkah Mandah Lestari has not conducted an internal audit in 2019 where in the Internal Audit Implementation Procedure No.06 / SOP-APBML / IV / 2018 on May 17, 2018, it was stated that the internal audit was conducted once in 6 months.		
Corrective Actions:	<ul style="list-style-type: none"> • Conduct internal audit periodically in accordance with internal audit program • Keeping the record of internal audit result 		
Assessment Conclusion:	<p>Audit Team has verified:</p> <p>Perkumpulan Petani Berkah Mandah Lestari has a procedure of Internal Audit with the document No.06/SOP-APBML/IV/2018 effective date May 17, 2018. Latest Internal Audit conducted by Perkumpulan Petani Berkah Mandah Lestari done on 20-23 June 2020. Perkumpulan Petani Berkah Mandah Lestari has determined the names of internal auditors such as M. Machfur, Suseno, Taufik Hidayat, Anton Sukardi, Zulkifli, Junaidi, Hendra, Wartoyo and Imam Suudi.</p> <p>Perkumpulan Petani Berkah Mandah Lestari conduct an internal audit for the entire group of farmers who joined the association are included in the scope of the RSPO certification per-formed once every 6 months.</p> <p>All internal audit records such as list of auditee and auditor name, schedule, report and action plan were available.</p> <p>Major NC remain closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02766	Clause & Category (Major / Minor)	Clause E.3.2.1 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/10/2019
Statement of Nonconformity:	Group Manager has not been able to demonstrate a system established to track and find FFB produced by group members and intended to be sold as RSPO certified FFB.		
Requirement Reference:	The Group Manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO-certified FFB.		
Objective Evidence:	Group Manager has not been able to demonstrate a system established to track and find FFB produced by group members and intended to be sold as RSPO certified FFB.		

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Corrective Actions:	<ul style="list-style-type: none"> • Ensure the mechanism conduct well • Conduct inspection to check the effectiveness the mechanism 		
Assessment Conclusion:	<p>Audit Team verified that The organization has improvement evidence such as flowchart of FFB supply base where the FFB certified will provide a stamp in the FFB slip delivery. Group Manager has able to demonstrate a system established to track and find FFB produced by group members and intended to be sold as RSPO certified FFB.</p> <p>The group manager has demonstrated information about FFB trading came from group member land such as:</p> <ul style="list-style-type: none"> • Invoice and payment receipt of FFB. • Information about transportation (number of vehicle) • Group identification number that own by group member • FFB classification that sale of certified or non-certified, volume and destination of FFB. • Slip of FFB payment in accordance with FFB price. <p>Major NC remain closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02767	Clause & Category (Major / Minor)	Clause E.3.2.3 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/10/2019
Statement of Nonconformity:	<p>The group manager has not been able to demonstrate information about FFB trading came from group member land such as:</p> <ul style="list-style-type: none"> • Invoice and payment receipt of FFB. • Information about transportation (number of vehicle) • Group identification number that own by group member • FFB classification that sale of certified or non-certified, volume and destination of FFB • Slip of FFB payment in accordance with FFB price 		
Requirement Reference:	<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. 		
Objective Evidence:	<p>The group manager has not been able to demonstrate information about FFB trading came from group member land such as:</p> <ul style="list-style-type: none"> • Invoice and payment receipt of FFB. • Information about transportation (number of vehicle) • Group identification number that own by group member 		

	<ul style="list-style-type: none"> FFB classification that sale of certified or non-certified, volume and destination of FFB. Slip of FFB payment in accordance with FFB price 		
Corrective Actions:	Ensure all of the in-formation that require by standard has been fulfil		
Assessment Conclusion:	<p>Audit Team verified that:</p> <p>All sales of FFB originating from the Group members plantation are documented and recorded in Surat Pengantar TBS, including Invoices and receipts (purchase and sale); Information on transport (truck number, drivers name); Farmer Group name; Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination & Information of FFB price.</p> <p>Major NC remain closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02768	Clause & Category (Major / Minor)	Clause 2.2.2 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has not been demonstrate monitoring and maintenance program of boundary pillar.		
Requirement Reference:	Legal boundaries shall be clearly demarcated and visibly maintained.		
Objective Evidence:	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has not been demonstrate monitoring and maintenance program of boundary pillar.		
Corrective Actions:	Ensure the program conduct periodically and keeping the record of monitoring and maintenance.		
Assessment Conclusion:	<p>Audit Team verified that based on visit to the members area, boundaries of the members land are clearly demarcated using PVC pipe filled with cement.</p> <p>The Group Manager monitor the demarcated boundaries through the members log book called "Buku Pintar Petani Swadaya Asosiasi Petani Berkah Mandah Lestari".</p> <p>Minor NC closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02769	Clause & Category (Major / Minor)	Clause 4.1.2 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager has not been able to showing the checking result of consistency related implementation of procedure (fertilizing procedure, harvesting procedure and pest and disease procedure).		
Requirement Reference:	A mechanism to check consistent implementation of procedures shall be in place.		

	Requirement for Group Manager: The Group Manager has regular checks using procedures set at group level for SOP implementation.		
Objective Evidence:	The group manager has not been able to showing the checking result of consistency related implementation of procedure (fertilizing procedure, harvesting procedure and pest and disease procedure).		
Corrective Actions:	<ul style="list-style-type: none"> • Ensure the monitoring related consistency related implementation of procedure conduct periodically • Keeping the checking result of consistency related implementation of procedure 		
Assessment Conclusion:	<p>Audit Team verified that regular check by Group Manager has been done, for example on 20 June 2020 to Farmer Group Maju Bersama, on 24 June 2020 to Tayas Mandiri and on 8 August 2020 to Tayas Mandiri.</p> <p>Minor NC closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02770	Clause & Category (Major / Minor)	Clause 4.2.3 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The Group Manager has not been able to show documents on the results of soil samples and leaf samples.		
Requirement Reference:	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
Objective Evidence:	The Group Manager has not been able to show documents on the results of soil samples and leaf samples.		
Corrective Actions:	<ul style="list-style-type: none"> • Ensure the soil sampling and leaf sampling conduct periodically once a year. • Keeping record of soil sampling and leaf sampling result. 		
Assessment Conclusion:	<p>Audit Team verified that PPBML has annual work plan called "Rencana Kerja Perkumpulan Petani Berkah Mandah Lestari" for year 2020, analysis of soil and leaf sample scheduled to be performed in October 2020.</p> <p>Minor NC closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02771	Clause & Category (Major / Minor)	Clause 4.3.1 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager has not been able to show maps that inform soil types and slope.		
Requirement Reference:	Requirement for Group Manager:		

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	Group Manager shall compile and maintain an overall soil map for the group.		
Objective Evidence:	The group manager has not been able to show maps that inform soil types and slope.		
Corrective Actions:	Keeping well the soil map and slope map		
Assessment Conclusion:	<p>Audit Team verified that Group Manager can demonstrated Map of soil type of Perkumpulan Petani Berkah Mandah Lestari in appropriate scale. Soil type of PPBML members are consist of Gley Hunic, Hidromorfik and Podsolik. This map is provided assisted by SETARA Jambi.</p> <p>Minor NC closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02772	Clause & Category (Major / Minor)	Clause 5.1.2 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The Group Manager has not been able showing a plan and realization of management and monitoring environmental		
Requirement Reference:	<p>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 Group Manager: Group Managers shall develop a mitigation plan to reduce environmental risks and review the plan every two years of mitigation plan.</p>		
Objective Evidence:	The Group Manager has not been able showing a plan and realization of management and monitoring environmental		
Corrective Actions:	<ul style="list-style-type: none"> • Conduct management and monitoring environmental periodically. • Keeping the realization record related management and monitoring environmental periodically. 		
Assessment Conclusion:	<p>Audit Team verified that: Perkumpulan Petani Berkah Mandah Lestari (PPBML) has been able showing a plan and realization of environment management and monitoring.</p> <p>Environmental Risk and Mitigation Plan also has been determined in SPPL, such as:</p> <ul style="list-style-type: none"> - Installing speed limits sign, road signs and warning signs to reduce the spread of dust and vehicle emissions and reduce traffic accidents - Watering the access road to the plantations and surrounding villages during the dry season to minimize dust - Maintain of natural vegetation that serves as protector of the soil and maintain vegetation around the river (green belt) 		

	<p>A responsible for mitigation plan is own farmer members and supervised by head of kelompok tani/farmer group and group manager.</p> <p>Minor NC closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02773	Clause & Category (Major / Minor)	Clause 5.3.3 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	<p>The Group Managers and members have not been able to show the records of hazardous and toxic waste handling training and waste and disposal management plan.</p>		
Requirement Reference:	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p>		
Objective Evidence:	<p>The Group Managers and members have not been able to show the records of hazardous and toxic waste handling training and waste and disposal management plan.</p>		
Corrective Actions:	<ul style="list-style-type: none"> • Ensure the training of handling waste conduct periodically. • Keeping the training record related handling waste. • Ensure the waste and disposal waste running well. • Cooperation with the company to handling the waste from association. • Keeping record of waste handover to the company that has been cooperation with association. 		
Assessment Conclusion:	<p>Audit Team verified that Perkumpulan Petani Berkah Mandah Lestari (PPBML) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic</p> <p>Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste).</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number: 027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal.</p> <p>Minor NC Closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02774	Clause & Category	Clause 7.2.1

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		(Major / Minor)	(Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager has not been able to show maps that inform soil types and slope.		
Requirement Reference:	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.		
Objective Evidence:	The group manager has not been able to show maps that inform soil types and slope.		
Corrective Actions:	Keeping well the soil map and slope map.		
Assessment Conclusion:	<p>Audit Team verified that Group Manager has soil map that described the type of soil, such as Gley Hunic, Hidromorfik and Podsolik.</p> <p>Training related Good Agriculture Practice including soil type and fertility has been done to farmer members, e.g. on 20 June 2020, 24 June 2020 and 8 Aug 2020. Training program restricted due to Covid-19 pandemic.</p> <p>Individual member can show simple understanding regarding soil type, e.g. black soil, yellow soil and sandy soil. Individual members understood how it effect the grow of oil palms.</p> <p>Minor NC closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02775	Clause & Category (Major / Minor)	Clause 7.4.1 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager has not been able to show maps that inform soil types and slope.		
Requirement Reference:	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.		
Objective Evidence:	The group manager has not been able to show maps that inform soil types and slope.		
Corrective Actions:	Keeping well the soil map and slope map.		
Assessment Conclusion:	<p>Audit Team verified that Group Manager can demonstrated Map of soil type of Perkumpulan Petani Berkah Mandah Lestari in appropriate scale. Soil type of PPBML members are consist of Gley Hunic, Hidromorfik and Podsolik. This map is provided assisted by SETARA Jambi.</p> <p>Group Manager has done training on Good Agriculture Practice that include soil fertility. Based on field visit and interview, Individual members can show appropriate understanding related marginal and fragile soils. Several farmers have applied EFB to increase soil fertility.</p>		

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	Minor NC closed.
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Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
RSPO 02763	Major	E.1.1.3	11/10/2019	Closed; 19/10/2019
RSPO 02764	Major	E.2.1.2	11/10/2019	Closed; 19/10/2019
RSPO 02765	Major	E.3.1.1	11/10/2019	Closed; 19/10/2019
RSPO 02766	Major	E.3.2.1	11/10/2019	Closed; 19/10/2019
RSPO 02767	Major	E.3.2.3	11/10/2019	Closed; 19/10/2019
RSPO 02768	Minor	2.2.2	11/10/2019	Closed; 11/08/2020
RSPO 02769	Minor	4.1.2	11/10/2019	Closed; 11/08/2020
RSPO 02770	Minor	4.2.3	11/10/2019	Closed; 11/08/2020
RSPO 02771	Minor	4.3.1	11/10/2019	Closed; 11/08/2020
RSPO 02772	Minor	5.1.1	11/10/2019	Closed; 11/08/2020
RSPO 02773	Minor	5.3.3	11/10/2019	Closed; 11/08/2020
RSPO 02774	Minor	7.2.1	11/10/2019	Closed; 11/08/2020
RSPO 02775	Minor	7.4.1	11/10/2019	Closed; 11/08/2020
1942242-202008-M1	Major	2.2.4	14/08/2020	Closed; 03/09/2020
1942242-202008-N1	Minor	4.2.4	14/08/2020	Open
1942242-202008-N2	Minor	5.4.1	14/08/2020	Open
1942242-202008-N3	Minor	6.1.3	14/08/2020	Open

3.5 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Perkumpulan Petani Berkah Mandah Lestari (PPBML) Certification Unit's environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each

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meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

List of Stakeholders contacted	
<p>Internal Stakeholders</p> <p>Smallholders of Farmer Group:</p> <ul style="list-style-type: none"> - Lestari Tani Mandiri - Melawai Sejahtera - Sejahtera Bersama - Maju Bersama - Mitra Mandiri - Tayas Mandiri 	<p>Union/Contractors</p> <p>FFB Transport</p>
<p>Government Departments</p> <ul style="list-style-type: none"> - Environmental Agency of Tanjung Jabung Barat Regency - Head of Taman Raja Village - Head of Tembesu Village - Head of Lubuk Lawas Village - Head of Tanjung Tayas Village 	<p>NGO</p> <p>Yayasan CAPP (www.cappa.or.id)</p>

Stakeholders comment	
1	<p>Environmental Agency, Tanjung Jabung Barat Regency Waste Management Section Head (Mrs. Nani)</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Each PPBML farmer member is required to have an Environmental Management Statement (SPPL), where currently most (> 100 farmers) are in the administrative process of completing the SPPL requirements and waiting for issuance. - SPPL is an environmental document with the lowest level, so there is no obligation for the SPPL holder to report periodically to the competent authority. - Things that need to be a concern for farmers in managing hazardous waste are the use of herbicide packaging containers. Farmers are not allowed to reuse containers used in herbicide packaging, except for the use of similar materials. If you want to reuse it for other uses (non-consumption), you must wash it according to label directions and be located on land (not in a residential / house) and not use natural water flow. <p>Management Responses:</p> <p>PPBML is a law-abiding organization and affiliated with the RSPO so that PPBML is obliged to follow the existing laws and regulations in Indonesia and the RSPO Principles and Criteria.</p>

	<p>Audit Team Findings: Based on date record of PPBML concerning submission of STDB and SPPL on 25 June 2020, consist of "STDB" for 90 smallholders, "SPPL" total for 67 smallholders. There is no response and follow up from relevant agency regarding this submission.</p>
2	<p>FFB Transport contractor Feedbacks:</p> <ul style="list-style-type: none"> - It has been working with the association for a long time, so there is no dispute during the cooperation in loading and transporting FFB. - The number of vehicles is 1 unit, with a fruit loader are 2 persons aged 30 years. - Do not allow drivers and fruit loader is under 20 years old. - BPJS Tenaga Kerja as social insurance for fruit loader is provided by the vehicle owner / contractor. - Personal protective equipment for FFB loader is provided by the association at the first time they work, if broken then supply it by themself according to the agreement with the Association. <p>Management Responses: PPBML does not yet have its own FFB truck so that the needs of FFB transport being completed by contractors. Regarding PPE and "BPJS Ketenagakerjaan" for members and workers, PPBML has made regular health checks for workers.</p> <p>Audit Team Findings: Only one FFB transport that cooperate with the association PPBML, the remaining transport is provided by FFB collector "tengkulak", because almost all the smallholders sells their FFB's to the FFB collector.</p>
3	<p>Yayasan CAPPK Keadilan Ekologi Feedbacks:</p> <ul style="list-style-type: none"> - The contribution of the CAPPK Foundation to independent smallholders is to carry out mapping and verification of whether or not the farmer's land is located in the forest area. Even then, it is done through communication with the SETARA Foundation as a companion to PPBML. - Until now, there are no PPBML farmer members who are in the forest area according to the Decree on Forest Area Determination for Jambi Province in 2017. <p>Management Responses: PPBML has received many benefits from the cooperation of the Cappa Foundation in information related to member's plantations against the forest areas. In this case the Cappa Foundation coordinates with the SETARA GIS Team regarding forest area maps so that PPBML can ascertain the status of the member's area whether inside or outside the forest area.</p> <p>Audit Team Findings: Based on sample of independent smallholders visited, their plots located outside of Forest Area and their land title is recognized legally.</p>
4	<p>Village Head of Taman Raja Feedbacks:</p> <ul style="list-style-type: none"> - Support the association in the RSPO program in order to improve the welfare of farmers and communities, with the hope that the price of FFB will continue to increase. - The village party agrees with the activities carried out by the Association, because they get a competent program partner, the SETARA Foundation and the main goal is for the success of oil palm farmers. - So far, oil palm farmers less understanding on cultivation best practice patterns, so the FFB yield is not optimal. For example: most of the independent oil palm farmers plant an oil palm seedlings were unclear of their origins, there is no maintenance such as routine fertilization, etc. <p>Management Responses:</p>

	<p>With the presence of PPBML in Taman Raja Village, thanks to the approval of the Village Head based on the interests of independent smallholders in various aspects of independent oil palm plantations.</p> <p>Audit Team Findings: This issues already captured within social impact mitigation plan.</p>
5	<p>Village Head of Tembesu</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Through the RSPO program and assistance from the SETARA Jambi Foundation, it has an impact on changing plantation management, from the traditional type to the best plantation management. - The current problem for independent smallholders is related to the marketing of produce (FFB), where almost all independent smallholders who are members of the association are still tied to middleman. Thus, the harvest must be sold to them even though the FFB price is lower than the price of the nearest factory or the price of FFB from the local Plantation Agency. - Some of the activities of the PPBML association in each village, use village public facilities such as the Resident Hall. The village government supports every positive event / activity of PPBML. <p>Management Responses: The presence of PPBML and the Setara Foundation in Pematang Tembesu Village is expected to increase income through good plantation practices so that production increases and can lift the community's economy.</p> <p>Audit Team Findings: This issues already captured within social impact mitigation plan.</p>
6	<p>Village Head of Lubuk Lawas</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Strongly supports PPBML in RSPO certification, because it is to improve the welfare of independent smallholders. - Several forms of collaboration between the PPBML program and the Lubuk Lawas village government are using the collaboration path through Village-Owned Enterprises (BUMDes). - Suggestion for PPBML, if you want to form a Farmer Group in the RSPO program, it is recommended to use the name of the Farmer Group that has been established in the village, so that there is no confusion between the farmers. <p>Management Responses: PPBML and the Setara Foundation were able to carry out activities of the RSPO certification thanks to the support of the government and village staff in increasing the capacity of farmers to encourage BUMDes and protection of the environment (Sungai Asam).</p> <p>Audit Team Findings: Positive input for the PPBML association.</p>
7	<p>Village Head of Tanjung Tayas</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Tanjung Tayas Village Government strongly supports PPBML in the RSPO program. - Hoping that PPBML can collaborate with a company in order to provide quality oil palm seeds, so that farmers can buy good seeds through association channels. - In addition, we hope there will be a cooperation program for the supply of fertilizer from PPBML. Of course, by collaborating with the company. What is very important for farmers is the availability of quality fertilizers at inexpensive prices and which can be paid in installments. <p>Management Responses:</p>


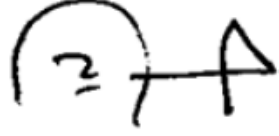
	<p>PPBML provides access to information related to quality seeds, PPBML also collaborates with nearby companies to procure quality fertilizers, polemic in the field many farmers are deceived by the existence of fake fertilizers, with PPBML the fertilizers that are brought in are quality fertilizers and are checked by the company before being distributed.</p>
	<p>Audit Team Findings: Positive input for the PPBML association.</p>

3.6 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

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 Perkumpulan Petani Berkah Mandah Lestari (PPBML) has complied with the RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018 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 Perkumpulan Petani Berkah Mandah Lestari (PPBML) is continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Eko Purwanto	Name: Ardiansyah
Company Name: On behalf of BSI Malaysia Services Sdn Bhd	Company Name: Perkumpulan Petani Berkah Mandah Lestari (PPBML)
Title: Lead Assessor	Title: Group Manager
Signature: 	Signature: <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> 
Date: 25 September 2020	Date: 5 October 2020

Appendix A: Summary of Findings

RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2018

Section A-1- Group Managers

Criterion / Indicator	Assessment Findings	Compliance
<p>Element 1 (E1): Group Entity and Group Management requirements 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>Legal entity of Perkumpulan Petani Berkah Mandah Lestari (PPBML) as follow:</p> <ul style="list-style-type: none"> • Registration of organization: <ul style="list-style-type: none"> - Deed of Establishment No. 10, dated 22 March 2018. Notary: Elza Huzaifah Nirmaliana, SH, M.Kn. Name the organization according to this Deed is Asosiasi Petani Berkah Mandah Lestari. - Deed of organization with number AHU-0004260.AH.01.07 year 2018 dated 28 March 2018. Approval by Decree of "Menteri Hukum dan Hak Asasi Manusia Republik Indonesia". - Tax Number (NPWP): 86.922.421.2-334.000. • RSPO Member: <ul style="list-style-type: none"> - Account UID: RSPO_AC1000009786 - Member ID: RSPO_PO1000009885 - Membership Number: 1-0254-18-000-00 • Organization Structure or Group Manager of PPBML: <ul style="list-style-type: none"> - Supervisory Board: 7 persons - Head of Association: Mr. Ardiansyah 	<p>Complied</p>

		<ul style="list-style-type: none"> - Vice Head: Mr. Imron Rosjidi - Secretary: Mr. Sumaryanto - Vice Secretary: Mr. Lenson Sinaga - Treasurer: Mr. Sutrisno - Internal Assessment Unit: 8 auditor - Marketing Unit: 4 persons - Conservation: 7 persons - Waste and OHS Unit: 6 persons - Field Extension Unit: 4 persons - Registration and Approval Unit: 3 persons - Consist of 11 Smallholders Group. • Appointment a Group Manager of PPBML: refer to Joint Declaration of Organization Committee dated 21 March 2018, appointed Group Manager of Perkumpulan Petani Berkah Mandah Lestari is Mr. Ardiansyah. 	
<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>PPBML has Procedure of Membership Registration, consist of</p> <ul style="list-style-type: none"> - Member Registration: SOP Pendaftaran Anggota Sertifikasi RSPO No. 02/SOP-APBML/IV/2018 effective date April 22, 2018. - Criteria and Requirement of New Member: SOP Kriteria dan Syarat Anggota Baru No. 01/SOP-APBML/IV/2018 effective date April 22, 2018. <p>Based on sample during ASA-1 2020, there are totally 18 individual new members has signed formally to join the Group and documented in "Surat Tanda Daftar Anggota Kelompok Tani" and willingness letter "Surat Kesiediaan Ikut Sertifikasi RSPO".</p> <p>Documented evidence for membership requirements consist of:</p> <ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member - Willingness Letter of RSPO Certification 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" or Certificate Land Ownership (SHM). - Map of Smallholder Plot with sufficient scale. - Decree Letter No. 05/SK-APBML/V/2018 dated May 12, 2018 concerning Document Retention Period. Retention time for document keeping is 5 years. <p>Sample of new membership requirements document during this surveillance are: Smallholders Group (POKTAN) Tayas Mandiri, Tanjung Tayas Village.</p> <p>1. Mr. TRIASRORI.</p> <ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" signed on May 2020. - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member, signed on May 2020. - Willingness Letter of RSPO Certification, signed on May 2020. - Copy of Certificate Land Ownership (SHM) No: 00843, dated 2 October 2017. - Map of Smallholder Plot with scale 1 : 2,000. <p>2. Mrs. MAMEI NATON SARAH.</p> <ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" signed on May 2020. - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member, signed on May 2020. - Willingness Letter of RSPO Certification, signed on May 2020. - Copy of Certificate Land Ownership (SHM) No: 00828, dated 2 October 2017. - Map of Smallholder Plot with scale 1 : 2,500. <p>3. Mr. PAMUJIANTO</p>	
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		<ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" signed on May 2020. - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member, signed on May 2020. - Willingness Letter of RSPO Certification, signed on May 2020. - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)", dated 5 June 2013. Acknowledge by Village Head of Tanjung Tayas. - Map of Smallholder Plot with scale 1 : 2,500. <p>Smallholders Group (POKTAN) Mitra Mandiri, Lubuk Lawas Village.</p> <p>1. Mr. TARMIZI.</p> <ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" signed on 16 March 2020. - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member, signed on 16 March 2020. - Willingness Letter of RSPO Certification, signed on 16 March 2020. - Copy of Certificate Land Ownership (SHM) No: 00022, dated 21 May 2014. - Map of Smallholder Plot with scale 1 : 2,500. <p>2. Mr. ROBI AZHARI.</p> <ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" signed on 24 March 2020. - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member, signed on 24 March 2020. - Willingness Letter of RSPO Certification, signed on 24 March 2020. 	
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		<ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/101/SPR/06/2018, dated 11 March 2018. Acknowledge by Village Head of Lubuk Lawas. - Map of Smallholder Plot with scale 1 : 2,500. <p>3. Mr. DAUD.</p> <ul style="list-style-type: none"> - Member Registration Form "Formulir Pendaftaran Anggota" signed on February 2020. - Personal Identity and Family Identity - Registration Letter of Smallholders Group Member, signed on February 2020. - Willingness Letter of RSPO Certification, signed on February 2020. - Copy of Certificate Land Ownership (SHM) No: 00471, dated 30 October 2018. - Map of Smallholder Plot with scale 1 : 2,500. 	
E1.1.3	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>PPBML has "Tugas Pokok dan Fungsi Group Manager dan Unit-Unit" which describe the assignment of each function.</p> <p>The organizational structure and its change already communicated to members during Member Annual Meeting or "Rapat Anggota Tahunan". The latest MAM of PPBML was conducted on 27 June 2020, attended by 28 participants. Where all members represented by Smallholders Group or "Kelompok Tani".</p>	Complied
E1.2 The Group shall be managed by a Group Manager			
E1.2.1	<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</p>	<ul style="list-style-type: none"> • Organization Structure or Group Manager of PPBML: <ul style="list-style-type: none"> - Supervisory Board: 7 persons - Head of Association: Mr. Ardiansyah - Vice Head: Mr. Imron Rosjidi - Secretary: Mr. Sumaryanto 	Complied

	<p>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. 	<ul style="list-style-type: none"> Vice Secretary: Mr. Lenson Sinaga Treasurer: Mr. Sutrisno Internal Assessment Unit: 8 auditor Marketing Unit: 4 persons Conservation: 7 persons Waste and OHS Unit: 6 persons Field Extension Unit: 4 persons Registration and Approval Unit: 3 persons Consist of 11 Smallholders Group. Appointment a Group Manager of PPBML: refer to Joint Declaration of Organization Committee dated 21 March 2018, appointed Group Manager of Perkumpulan Petani Berkah Mandah Lestari is Mr. Ardiansyah. 	
E1.2.2	<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>See E.1.2.1</p> <p>Based on interview with Head of Association, resources and capacity for managing Group Certification are sufficient.</p>	Complied
E1.2.3	<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]. 	<p>Competence and knowledge related to RSPO standard is maintained for Group Manager and their personnel. It proven by attending program held by RSPO or another organizer concerning RSPO standard. Among others:</p> <ol style="list-style-type: none"> Certificate of Completion for Mr. Ardiansyah (Head of Association) attending Program Alumni Training of Trainers RSPO. This training was held on 30th October to 1st November 2017 by RSPO Indonesia. Also, he was attend in RT 15 (held in Bali, ID), RT 16 (held in Kota Kinabalu, MY) and RT 17 (held in Bangkok, TH). Certificate of Attendance for Mr. Ardiansyah on Virtual Discussion Seri 1 with RSPO “Mengenal RSPO lebih Dekat”, dated 11 June 2020. Held by FORTASBI, SPKS and RSPO Indonesia. 	Complied

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	<ul style="list-style-type: none"> • RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014 • Internal group procedures and policies. 	<ol style="list-style-type: none"> 3. Certificate of Attendance for Mr. Ardiansyah on Virtual Discussion Seri 2 with RSPO "Belajar dari Petani Bersertifikasi RSPO dan ISPO", dated 15 June 2020. Held by FORTASBI, SPKS and RSPO Indonesia. 4. Certificate of Attendance for Mr. Ardiansyah on Virtual Discussion Seri 3 with RSPO "Strategi Pendampingan Petani Swadaya menuju Sertifikasi RSPO", dated 22 June 2020. Held by FORTASBI, SPKS and RSPO Indonesia. 5. Certificate of Attendance for Mr. Ardiansyah on Virtual Discussion Seri 4 with RSPO "Sustaintalk 4Buyer", dated 25 June 2020. Held by FORTASBI, SPKS and RSPO Indonesia. 6. Certificate of Completion for Mr. Sumaryanto on Training on Trainer for Smallholder Facilitator, dated 19 - 23 February 2018. Held by RSPO Indonesia. 7. Certificate of Attendance on "Pelatihan Audit Internal Untuk Petani Swadaya", in Palembang 27 February 2020. Held by RSPO Indonesia, FORTASBI and TUV Rheinland. <p>During interview with personnel and ICS, knowledge concerning RSPO standard and its implementation on field was understood.</p>	
<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. 	<p>The Group Manager will give information as required with standard to potential member if the potential member has been register to join with group member.</p>	<p style="text-align: center;">Complied</p>

	<ul style="list-style-type: none"> • 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>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> <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. 	<p>Perkumpulan Petani Berkah Mandar Lestari (PPBML) has been identifying with completely the geographical area covered by the group. Group manager has map of identifying the geographical area for each group and farmer.</p> <p>Group manager has been preparing, maintaining and documenting the group management structure. Group manager also has been identifying the responsibilities of all individuals employed for the running of the group</p> <p>Group Manager has record entry of farmers into the membership of the group and the date became a member of the group. ICS has completed the names of members of the farmer and equipped with membership registration number of farmers.</p> <p>Data seen during ASA-1 audit:</p>	<p>Complied</p>

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	<ul style="list-style-type: none"> • 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. 	<ol style="list-style-type: none"> 1. Registration document under name Mr Syamsuri (KT Lestari Tani Mandiri), consisted of: <ul style="list-style-type: none"> - Surat Tanda Daftar Anggota Kelompok Tani, tanggal Januari 2018 - Surat Kesiediaan Ikut Sertifikasi RSPO, 12 Maret 2018 - Formulir Pendaftaran Anggota, 12 Maret 2018 - Surat Pernyataan Penguasaan Fisik Bidang Tanah (SPORADIK), luas 2 Ha tertanggal 19 Februari 2018 diketahui Kepala Desa Kampung Baru, - Peta Kebun berdasarkan survey darat GPS Mulai Mei 2018 seluas 3,2 Ha - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/133/SPPL/2019 tertanggal 3 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat. 2. Registration document under name Mr Narus (KT Tayas Mandiri): <ul style="list-style-type: none"> - Surat Tanda Daftar Anggota Kelompok Tani, tanggal Mei 2020 - Surat Kesiediaan Ikut Sertifikasi RSPO, 12 Maret 2020 - Formulir Anggota, Mei 2020 - SHM No 293, luasan 19.820 M2 atas nama M. Narus AR, Desa Tanjung Tayas disahkan oleh BPN TJB tanggal 6 Nopember 2008. - Surat Ukur nomor 219/Tanjung Tayas/2008 dan peta dengan skala 1:2500 - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/133/SPPL/2019 tertanggal 3 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat. 3. Registration document under name Mr Robi Azhari (KT Mitra Mandiri): <ul style="list-style-type: none"> - Surat Tanda Daftar Anggota Kelompok Tani, tanggal 24 Mei 2020 - Surat Kesiediaan Ikut Sertifikasi RSPO, 24 Maret 2020 - Formulir Anggota, 24 Maret 2020 	
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		<ul style="list-style-type: none"> - Surat Pernyataan Penguasaan Fisik Bidang Tanah (SPORADIK), luas 1 Ha tertanggal 11 Maret 2018 diketahui Kepala Desa Lubuk Lawas, - Peta Kebun dengan skala 1:2.500. sumber peta data GPS tahun 2019-2020 Tim Pemetaan Yayasan Setara Jambi. <p>4. Registration document under name Mr Abdu Muin (KT Maju Bersama):</p> <ul style="list-style-type: none"> - Surat Tanda Daftar Anggota Kelompok Tani, tanggal Januari 2020 - Surat Kesediaan Ikut Sertifikasi RSPO, Januari 2020 - Formulir Anggota, Januari 2020 - SHM No 137, luasan 24.660 M2 atas nama A. Muin Desa Lubuk Bernai disahkan oleh BPN TJB tanggal 20 Desember 2010. - Surat Ukur nomor 138/Lubuk Bernai/2010 dan peta dengan skala 1:2500 - Peta Kebun dengan skala 1:2.500. sumber peta data GPS tahun 2019-2020 Tim Pemetaan Yayasan Setara Jambi. <p>5. Registration document under name Erwinsyah (KT Melawai Sejahtera):</p> <ul style="list-style-type: none"> - Surat Tanda Daftar Anggota Kelompok Tani, Januari 2018 - Surat Kesediaan Ikut Sertifikasi RSPO, Juli 2018 - Formulir Anggota, Juli 2018 - SHM No 295 Desa Pelabuhan Dagang, disahkan oleh BPN TJB tanggal 7 Juni 2013 seluas 4998 M2 - Surat Ukur nomor 164/Pelabuhan Dagang/2013 dan peta dengan skala 1:2500 - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/144/SPPL/2019 tertanggal 31 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat <p>6. Registration document under name Herman (KT Sejahtera Bersama):</p> <ul style="list-style-type: none"> - Surat Tanda Daftar Anggota Kelompok Tani, Januari 2018 - Surat Kesediaan Ikut Sertifikasi RSPO, Januari 2018 	
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		<ul style="list-style-type: none"> - Formulir Anggota, Januari 2018 - SHM No 00360 Desa Lubuk Bernai, disahkan oleh BPN TJB tanggal 10 November 2014 seluas 14.990M2 - Surat Ukur nomor 00362/Lubuk Bernai/2014 dan peta dengan skala 1:2500 <p>Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/82/SPPL/2019 tertanggal 31 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat</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. • 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. 	<p>Perkumpulan Petani Berkah Mandah Lestari has a decree letter No. 05/SK-APBML/V/2018 dated May 12, 2018 related document and record keeping. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Document and records seen:</p> <ul style="list-style-type: none"> - List of member name, contact details and relevant membership number/ID; - Map indicating the location of all farmer group, all group member; - Detailed measurement of planted area in hectares; - List and copy of land titles/Sertifikat Hak Milik for all individual member's plantation block; - Copy of contract to become group member, indicating the date of joining PPBML; - Projected and actual FFB production; - Monitoring reports – as in Group inspection reports; - Training records; - Corrective action records; <p>Sample record verified of projected and actual FFB production year 2019-2020, such as:</p> <table border="1" data-bbox="1014 1299 1729 1401"> <thead> <tr> <th>No</th> <th>Month</th> <th>Actual Production of FFB (Tons)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>October 2019</td> <td>904.19</td> </tr> <tr> <td>2</td> <td>November 2019</td> <td>1,040.36</td> </tr> </tbody> </table>	No	Month	Actual Production of FFB (Tons)	1	October 2019	904.19	2	November 2019	1,040.36	<p>Complied</p>
No	Month	Actual Production of FFB (Tons)										
1	October 2019	904.19										
2	November 2019	1,040.36										

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<ul style="list-style-type: none"> • 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. 	3	December 2019	1,223.47			
	4	January 2020	1,287.47			
	5	February 2020	1,193.60			
	6	March 2020	2,031.60			
	7	April 2020	886.26			
	8	May 2020	807.02			
	9	June 2020	758.33			
	10	July 2020	715.36			
	11	August 2020	719.64 (estimated)			
	12	September 2020	846.20 (estimated)			
		Total	11,413.50			
	Sample record verified of projected and actual FFB production year 2020-2021, such as:					
		No	Month	Estimate Production of FFB (Tons)		
		1	October 2020	990		
	2	November 2020	1,125			
	3	December 2020	1,179			
	4	January 2021	1,223			
	5	February 2021	1,095			
	6	March 2021	986			
	7	April 2021	1,048			
	8	May 2021	1,181			
	9	June 2021	1,215			
	10	July 2021	1,174			
	11	August 2021	1,127			
	12	September 2021	1,179			
		Total	13,522			

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<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>Perkumpulan Petani Berkah Mandah Lestari has a decree letter No. 05/SK-APBML/V/2018 dated May 12, 2018 related document and record keeping. The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>PPBML has demonstrate relevant group record be archived for a minimum 5 years</p>	<p>Complied</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>Perkumpulan Petani Berkah Mandah Lestari has procedure of register of RSPO group mem-bership with document No.02/SOP-APBML/IV/2018 effective date May 17, 2018. The proce-dure has been described about the farmers must be member of Perkumpulan Petani Berkah Mandah Lestari.</p> <p>Perkumpulan Petani Berkah Mandah Lestari has procedure for in and out as member with document No.03/SOP-APBML/IV/2018 effective date May 17, 2018. The procedure has been regulated about mechanism to in and out membership such out with volunteer, out because buying and selling process or transfer of rights and out because taken out cause sanction or violation. The member of group farmer has a copy of agreement to join as group member.</p> <p>Perkumpulan Petani Berkah Mandah Lestari have a written document that the group mem-bers has been formally joined the group and the agreement with the manager of the group, which contains about commitments to comply with the RSPO requirements standards. The document such as a statement of willingness to join the RSPO certification and letter of farmer group member.</p> <p>Perkumpulan Petani Berkah Mandah Lestari has a decree letter No. 05/SK-APBML/V/2018 dated May 12, 2018 where in the decree letter listed the annex of master list documents in which there is the keeping</p>	<p>Complied</p>

		<p>period of the document. The procedure described that the keeping period as long as 5 years.</p> <p>Perkumpulan Petani Berkah Mandah Lestari has a procedure of Internal Audit with the num-ber of document No.06/SOP-APBML/IV/2018 effective date May 17, 2018. Perkumpulan Petani Berkah Mandah Lestari has been conducted an internal audit recently on 20-23 June 2020.</p> <p>Based on interviews with the Group Manager, that the group manager already has the ability and knowledge of the principles and criteria for palm oil production.</p>	
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. 	<p>Perkumpulan Petani Berkah Mandah Lestari has a procedure of Internal Audit with the document No.06/SOP-APBML/IV/2018 effective date May 17, 2018. Latest Internal Audit conducted by Perkumpulan Petani Berkah Mandah Lestari done on 20-23 June 2020. Perkumpulan Petani Berkah Mandah Lestari has determined the names of internal auditors such as M. Machfur, Suseno, Taufik Hidayat, Anton Sukardi, Zulkifli, Junaidi, Hendra, Wartoyo and Imam Suudi.</p> <p>Perkumpulan Petani Berkah Mandah Lestari conduct an internal audit for the entire group of farmers who joined the association are included in the scope of the RSPO certification per-formed once every 6 months.</p> <p>All internal audit records such as list of auditee and auditor name, schedule, report and action plan were available.</p>	Complied

	<ul style="list-style-type: none"> Maintenance of all internal audit records. 		
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 members with diverse plantation landscape such as terrain, etc.) 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). 	<p>The procedure also described about risk assessment on members to determine the intensity of sampling needed. The group manager has conducted a risk assessment to identify of the group member where the result of risk assessment is low risk and high risk. The diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, sandy soil) has been taken into consideration in the risk assessment, as well as any perceived risk relating to the activities being undertaken.</p>	Complied
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>Perkumpulan Petani Berkah Mandah Lestari has done internal audit in 2020 on 20-23 June 2020. The Group Manager and the internal auditors have jointly declare no conflict of interest for the internal audit process as on internal audit procedure 06/SOP-APBML/IV/2018.</p>	Complied
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 	<p>Perkumpulan Petani Berkah Mandah Lestari has procedure of register of RSPO group mem-bership with document No.02/SOP-APBML/IV/2018 effective date May 17, 2018. The procedure has stated about procedure of member registration. The procedure explained that the group manager will conduct checking the suitability of data with the area or conduct initial gap to see the compliance with the RSPO standard.</p>	Complied

	<p>(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.</p> <ul style="list-style-type: none"> • no existing land conflict. • land title or right to use the land can be demonstrated. 	<p>Gap analysis recorded in "Daftar Petani APBML". E.g. there are 33 member candidates for Farmer Group Tayas Mandiri, but only 32 of them are accepted as member.</p>	
<p>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.</p>			
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 able to demonstrate a system established to track and find FFB produced by group members and intended to be sold as RSPO certified FFB.</p> <p>The group manager has demonstrated information about FFB trading came from group member land such as:</p> <ul style="list-style-type: none"> • Invoice and payment receipt of FFB. • Information about transportation (number of vehicle) • Group identification number that own by group member • FFB classification that sale of certified or non-certified, volume and destination of FFB. • Slip of FFB payment in accordance with FFB price 	<p>Complied</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</p>	<p>There is no combination of RSPO certified FFB and non-certified FFB prior to sale. Up to this ASA 1, all FFB from group members are identified, checked and transported with specific vehicle. All FFB are sold as non-certified FFB because the estimate of certified FFB are sold as RSPO Credit.</p>	<p>Complied</p>

	quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.		
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. 	All sales of FFB originating from the Group members plantation are documented and recorded in Surat Pengantar TBS, including Invoices and receipts (purchase and sale); Information on transport (truck number, drivers name); Farmer Group name; Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination & Information of FFB price.	Complied
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" 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.	Complied
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>	Perkumpulan Petani Berkah Mandah Lestari does not uses trader for sales of certified FFB. Not applicable.	Complied

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		Complied
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of procedure No. 32/SOP-APBML/V/2018 related Data and Information Request from stakeholders, whereas explains the flow process of communication. Communication in form of written/letter and/or verbal communication to group management are acceptable. Based on interview with sampled individual members, they understand the rules for request for information Based on interview with sampled individual smallholders, they can explain in unison that all visitors and all requests for information are referred to the Group Manager/APBML Office.	
Requirement for Group Manager		
The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the evidence that inform all Group members that all requests for information are referred to procedure No. 32/SOP-APBML/V/2018 related Data and Information Request from stakeholders	

Criterion / Indicator	Assessment Findings	Compliance
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	Perkumpulan Petani Berkah Mandah Lestari (PPBML) as demonstrated that provided adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making	
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Complied
The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) prepared "Surat Masuk – Surat Keluar". In 2019, organization received 5 incoming letter. Incoming information request, meeting invitation, permit/approval for field study and/or research in organization.	
<p>Criterion 1.2:</p> <p>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>		
<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). 		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has demonstrated an understanding that all visitors and all requests for information	
Requirement for Group Manager		
<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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP of Data and Information Request No.32/SOP-APBML/IV/2018. In SOP is explained that other party who ask for data and information can pro-pose request to Perkumpulan Petani Berkah Mandah Lestari (PPBML) sekretariat. Then committee will check from list, which data can be given or not, and committee is allowed to reject or approved data re-quest. For those who request data and information have to fill data and information request book.</p> <p>List of documents as publically, update don July 2020:</p> <ul style="list-style-type: none"> - Health and safety plan - Assessment of environment and social impact (SEIA) - Mitigation program of social impact. - Labor data - Procedure and regulation - Complaint and Suggestion from member. - HCV document - Health Safety Policy - Plan of pollution deducting and preventing - Report of certification assessment. - Human Right Policy <p>Based on interview during ASA-1 audit, the sample of smallholder member has demonstrated on understand that all information.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall show that they have accepted and agreed the group's policy on ethical conduct	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has Policy No. 15/SK-APBML/V/2018, about Ethic and Prohibition of Corruption, Collusion, Nepotism on May 2018.</p> <p>During the audit and interview with group manager and its member they can show commitment to code of ethical conduct and integrity in all operations and transactions. This has been communicated regularly within group members during annual budget meeting.</p> <p>Based on interview with sampled individual smallholders during ASA-1, they can explain in unison that fraud, corrupt and bribery act is zero tolerance in organization.</p>	
Requirement for Group Manager		
The Group Manager shall develop a written policy committing the Group to a code of ethical conduct and integrity in all operations and transactions.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has Policy No. 15/SK-APBML/V/2018, about Ethic and Prohibition of Corruption, Collusion, Nepotism on May 2018, those are:</p> <ul style="list-style-type: none"> - Prohibited to conduct corruption, collusion, nepotism in any form. - Prohibited to manipulate the data. - Prohibited to do fraud and embezzlement. - Prohibited to do defamation. 	

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Criterion / Indicator	Assessment Findings	Compliance
	Based on interview with sampled individual smallholders during ASA-1, they can explain in unison that fraud, corrupt and bribery act is zero tolerance in organization.	

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 (M) Evidence of compliance with relevant legal requirements shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
<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>Sample of new membership requirements document during this surveillance are: Smallholders Group (POKTAN) Lestari Tani Mandiri, Pematang Tembesu Village.</p> <ol style="list-style-type: none"> 1. Mr. SYAMSURI. <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/29/2005/2018, dated 19 February 2018. Acknowledge by Village Head of Kampung Baru. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: 660.4/133/SPPL/2019, dated 31 January 2019. 2. Mrs. NANI IRMAWATI. <ul style="list-style-type: none"> - Copy of Certificate Land Ownership (SHM) No: 219, dated 12 May 2008. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: 660.4/163/SPPL/2019, dated 31 January 2019. 3. Mr. TARMIZI <ul style="list-style-type: none"> - Copy of Certificate Land Ownership (SHM) No: 138, dated 15 Dec 2003. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: 660.4/163/SPPL/2019, dated 31 January 2019. <p>4. Mr. MUHAMMAD MACHFUR</p> <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 594/32/Sprd/2006/2018, dated 6 December 2018. Acknowledge by Village Head of Taman Raja. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: Still on progress <p>Smallholders Group (POKTAN) Sejahtera Bersama, Dusun Palang, Lubuk Bernai Village.</p> <p>1. Mr. SUMARNO.</p> <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/171/LB/2014, dated 25 June 2014. Acknowledge by Village Head of Lubuk Bernai. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: Still on progress. <p>2. Mr. RAJA BAGIN PINEM.</p> <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/10/LB/2015, dated 6 February 2015. Acknowledge by Village Head of Lubuk Bernai. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress. - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: 660.4/227/SPPL/2018, dated 28 December 2018. <p>3. Mr. HERMAN.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Copy of Certificate Land Ownership (SHM) No: 00360, dated 10 November 2014. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress. - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: 660.4/82/SPPL/2019, dated 31 January 2019. <p>4. Mr. TASRIP WIDYANA</p> <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/52/LB/2018, dated 15 April 2018. Acknowledge by Village Head of Lubuk Bernai. - Cultivation Register or "Surat Tanda Daftar Budidaya" No: Still on progress. - Environmental Management Commitment or "Surat Pernyataan Pengelolaan Lingkungan" No: Still on progress. <p>Based on date record of PPBML concerning submission of STDB and SPPL on 25 June 2020, consist of "STDB" for 90 smallholders, "SPPL" total for 67 smallholders. There is no response and follow up from relevant agency regarding this submission.</p>	
Requirement for Group Manager		
<p>Ensure group manager can demonstrate to a third party that the laws are understood and complied with by Group members.</p>	<p>Legal entity of Perkumpulan Petani Berkah Mandah Lestari (PPBML) as follow:</p> <ul style="list-style-type: none"> • Registration of organization: <ul style="list-style-type: none"> - Deed of Establishment No. 10, dated 22 March 2018. Notary: Elza Huzaifah Nirmaliana, SH, M.Kn. Name the organization according to this Deed is Asosiasi Petani Berkah Mandah Lestari. - Deed of organization with number AHU-0004260.AH.01.07 year 2018 dated 28 March 2018. Approval by Decree of "Menteri Hukum dan Hak Asasi Manusia Republik Indonesia". - Tax Number (NPWP): 86.922.421.2-334.000. 	
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
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.	According to sample of smallholders during this surveillance audit, there are some legal requirements that still on progress such as cultivation permit (STDB) and environmental statement (SPPL). It has been confirmed during stakeholder consultation with relevant agency (Environmental Agency and Plantation Agency) of Tanjung Jabung Barat Regency, these permit still on progress.	
Requirement for Group Manager		
Group Managers shall: Have a list/'legal register' of all applicable laws and regulations and state: <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. 	PPBML has list of procedure such as "Daftar SOP, SK dan Perundang-undangan. <ul style="list-style-type: none"> • Where the laws were obtained from: PPBML obtain the updated law and regulation from SETARA or government directly. • How they are circulated and how often and record this communication: update once a year. • Who and how ensures that the laws are being implemented: responsible by Secretary. Dissemination from government, media, third party. • Who monitors and updates the list and how often: once a year by secretary. • Who records when updates are communicated: Secretary. Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for System of Documentation, Identification and Implementation of Law No. 31/SOP-APBML/V/2018 dated on May 2018.	
2.1.3 A mechanism for ensuring compliance shall be implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
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	Based on interview with Head of Association PPBML (as part of Group Manager), to ensure that third party was having knowledge on compliance of legal requirement, the Group Manager conduct the internal audit.	
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	Based on interview with Head of Association PPBML (as part of Group Manager), to ensure that third party was having knowledge on compliance of legal requirement, the Group Manager conduct the internal audit.	
2.1.4 A system for tracking any changes in the law shall be implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Demonstrate evidence of training on legal requirements such as record or handouts/printed materials/softcopy.	Internal Auditor Course for Independent Smallholders or “Pelatihan Audit Internal Untuk Petani Swadaya”, in Palembang 27 February 2020. Held by RSPO Indonesia, FORTASBI and TUV Rheinland. During this training, the participant is given knowledge how to track if there is any changes in the law.	
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 (M) Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Check that the titles or deeds allow the growing of oil palm where this is required by country legislation	Based on interview with sample of independent smallholders visited, all their land is legally recognized. It proven with land title that owned by the members in form of "Sporadik" or Land Ownership Certificate ("SHM").	
Requirement for Group Manager		
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>Group Manager can demonstrate the land ownership of the members that selected as a sample during this assessment. Following are:</p> <p>Smallholders Group (POKTAN) Lestari Tani Mandiri, Pematang Tembesu Village.</p> <ol style="list-style-type: none"> 1. Mr. SYAMSURI. <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/29/2005/2018, dated 19 February 2018. Acknowledge by Village Head of Kampung Baru. Plot size: 2 Ha. 2. Mrs. NANI IRMAWATI. <ul style="list-style-type: none"> - Copy of Certificate Land Ownership (SHM) No: 219, dated 12 May 2008. Plot size: 1.72 Ha. 3. Mr. TARMIZI <ul style="list-style-type: none"> - Copy of Certificate Land Ownership (SHM) No: 138, dated 15 Dec 2003. Plot size: 0.94 Ha. 4. Mr. MUHAMMAD MACHFUR <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 594/32/Sprd/2006/2018, dated 6 December 2018. Acknowledge by Village Head of Taman Raja. Plot size: 1 Ha. <p>Smallholders Group (POKTAN) Sejahtera Bersama, Dusun Palang, Lubuk Bernai Village.</p> <ol style="list-style-type: none"> 1. Mr. SUMARNO. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/171/LB/2014, dated 25 June 2014. Acknowledge by Village Head of Lubuk Bernai. Plot size: 3 Ha. 2. Mr. RAJA BAGIN PINEM. <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/10/LB/2015, dated 6 February 2015. Acknowledge by Village Head of Lubuk Bernai. Plot size: 2.70 Ha. 3. Mr. HERMAN. <ul style="list-style-type: none"> - Copy of Certificate Land Ownership (SHM) No: 00360, dated 10 November 2014. Plot size: 1.50 Ha. 4. Mr. TASRIP WIDYANA <ul style="list-style-type: none"> - Copy Letter of Land Tenure and Ownership "Surat Pernyataan Penguasaan Fisik Bidang Tanah (Sporadik)" No: 593/52/LB/2018, dated 15 April 2018. Acknowledge by Village Head of Lubuk Bernai. Plot size: 3.30 Ha. 	
Maps showing the legal boundaries shall be kept.	Maps of legal boundaries are attached within the land title.	
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demarcate the boundaries of their land.	Based on visit to the members area, boundaries of the members land are clearly demarcated using PVC pipe filled with cement.	
Requirement for Group Manager		
Check that boundaries are demarcated.	The Group Manager monitor the demarcated boundaries through the members log book called "Buku Pintar Petani Swadaya Asosiasi Petani Berkah Mandah Lestari".	

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Criterion / Indicator	Assessment Findings	Compliance
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).		
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	
2.2.4 (M) There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.		
Requirement for Individual Member with up to 50ha of plantation size		Not Comply (Major NC 1942242- 202008-M1)
There are conflicts: Explain why and what is the current status. Update this status every quarter until finalised. Record all meetings and who attended.	According to interview with surrounding stakeholders, there is no land disputes/conflict between members.	
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.	There is no land dispute occurs during the time. However, if land conflict is occurs, PPBML does not have mechanism of conflict resolution related land disputes within each members.	
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).		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
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 sample of smallholders, it was clearly that no disputes related boundaries.	
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 (M) 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		Complied

Criterion / Indicator	Assessment Findings	Compliance
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 sample of smallholders visited during this audit, all farmers has had participatory mapping which mapped on their land title "Sporadik" and "SHM". Their plots already recognized by neighbour.	
<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		Complied
Demonstrate that they have the right to use the land and or have customary rights over the land they farm.	All the sample of smallholders during this audit have right to use the land in form of "Sporadik" and Certificate of Land Ownership or "SHM".	
Requirement for Group Manager		
Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.	Sample of record related change of land ownership, as follow: "Surat Pernyataan Perpindahan Pemilik Lahan No: 03/APBML/TR/VI/2020", dated 18 March 2020. Previous land owner is Pak Suprianto (KT. Hijau Talang Lestari) bought by Pak Sukio (KT. Hijau Talang Lestari). This letter acknowledge by ICS Unit of Registration, Approval and Member Complaint (Bpk. Rachmat Fauzan).	

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Criterion / Indicator	Assessment Findings	Compliance
	Land status: Sporadik No. Reg: 594/183/Sprd/Gmr/2019, 25 April 2019. Cover area: 2.26 Ha.	
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	If the negotiation occurs, all the process of communication in this organisation or between members are in local language or national language.	
2.3.4 (M) 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		Complied
N/A	N/A	
Requirement for Group Manager		
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	If the negotiation occurs, all the process of communication in this organisation or between members are in local language or national language.	

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 (M) 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		Not Applicable
N/A	N/A	
Requirement for Group Manager		
This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance. It is recommended for groups of smallholders to have a business plan for long-term economic viability of their operation, considering among others, cost of annual maintenance, replanting, potential expansion and long term sustainability of certification.	This Criterion is not applicable to independent smallholders.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Principle 4: Use of appropriate best practices by growers and millers		
Criterion 4.1:		
Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1 (M) Standard Operating Procedures (SOPs) for estates and mills are documented		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Group Manager develops appropriate SOPs for the group: <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. 	Perkumpulan Petani Berkah Mandah Lestari has established Standard Operating Procedures (SOPs) that covers all aspects of oil palm planting and management.	

Criterion / Indicator	Assessment Findings	Compliance
4.1.2 A mechanism to check consistent implementation of procedures shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The Group Manager has regular checks using procedures set at group level for SOP implementation.	Regular check by Group Manager has been done, for example on 20 June 2020 to Farmer Group Maju Bersama, on 24 June 2020 to Tayas Mandiri and on 8 August 2020 to Tayas Mandiri.	
4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.	Record of SOP implementation related, harvesting, fertilizer, agrochemical have been recorded in form "Lembar Catatan Petani".	
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	The Group Manager has prepared "Lembar Catatan Petani", for overseeing individual record keeping by members.	
4.1.4 (M) The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.	The Group Manager has recorded the location of the individual member in GPS coordinate format.	
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Group Manager to maintain regular records of soil fertility practices by all members as per SOPs.	The Group Manager of PPBML has maintain record of fertilizer input as per SOP in "Realisasi Pemupukan di lahan PPBML".	
4.2.2 Records of fertiliser inputs shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Responsibility of individual members to maintain fertilizer records.	Individual members have demonstrated record of fertilizer input in format "Catatan Petani", e.g. on behalf Herlina Susanti (KT I) for year 2020, fertilizer input are Rock Phosphate on 5 Jan 2020 dosage 2 kg/palm and MOP on 15 June 2020 dosage 2 kg/palm.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager to provide template to record fertilizer usage and mill by-products usage.	The Group Manager has provided members with format "Catatan Petani" that contain records of harvesting tonnage, fertilizer input, pesticides used and pruning activity. Recently "Catatan Petani" change to be a more comprehensive logbook called "Buku Pintar Petani Swadaya".	
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		Complied
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.	PPBML has annual work plan called "Rencana Kerja Perkumpulan Petani Berkah Mandah Lestari" for year 2020, analysis of soil and leaf sample scheduled to be performed in October 2020.	
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		Not Comply (Minor NC 1942242- 202008-N1)
N/A	N/A	
Requirement for Group Manager		
Group Manager oversees and ensures implementation of nutrient recycling for the group.	Group Manager has aware that several members have implemented nutrient recycling by EFB application. EFB application dosage implemented by members are 200 kg/palm.	

Criterion / Indicator	Assessment Findings	Compliance
	Some farmer members have applied empty fruit bunches on their land, but the Perkumpulan Petani Berkah Mandah Lestari (PPBML) has not provided documents / notes on the implementation of application activities related to the volume of empty fruit bunches and the area of application.	
Criterion 4.3: Practices minimise and control erosion and degradation of soils.		
4.3.1 (M) There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where available individual members shall provide soil maps of their own farm to the Group Manager.	Each individual member has a simple map contain boundary with neighboring land owners. This map collected by the Group Manager. Soil map is provided by the Group Manager.	
Requirement for Group Manager		
Group Manager shall compile and maintain an overall soil map for the group.	Group Manager can demonstrated Map of soil type of Perkumpulan Petani Berkah Mandah Lestari in appropriate scale. Soil type of PPBML members are consist of Gley Hunic, Hidromorfik and Podsolik. This map is provided assisted by SETARA Jambi.	
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		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager develops a policy and procedure for planting on slopes.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has procedure for planting on slopes as determine in procedure of land clearing – “SOP Pembukaan Lahan Kebun Kelapa Sawit” (20/SOP-APBML/IV/2018). This SOP describe method for making platform of terrace prior to planting on slopes. This method applied to minimize erosion. Mechanism to develop platform or terrace to minimize erosion also described in procedure for erosion control – “SOP Pengendalian Erosi Tanah” (25/SOP-APBML/V/2018).	
4.3.3 A road maintenance programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
A road maintenance programme is maintained at Group level, this includes an approval process for any new roads being developed by individual members	PPBML has done road maintenance in several road, especially on damaged roads, there are programs and realizations documented by the Group Manager.	
4.3.4 (M) 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		Complied
Individual members shall record water levels at regular basis as specified within group SOP	Based on soil type map scale 1:100,000 all of the group members soil are classified as Mineral, there is no peat in PPBML area.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group manager to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant	Based on soil type map scale 1:100,000 all of the group members soil are classified as Mineral, there is no peat in PPBML area.	
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		Complied
N/A	N/A	
Requirement for Group Manager		
Group Manager develops regular drainability assessment schedule for the group and implements this	Based on soil type map scale 1:100,000 all of the group members soil are classified as Mineral, there is no peat in PPBML area.	
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		Complied
N/A	N/A	
Requirement for Group Manager		
There is a group level policy and plan for managing fragile and problem soils occurring in the group. The Group Manager shall ensure implementation by individual group members.	Based field visit to farmer member area, there is area with rocky soil, the Group Manager plan to applied the area with organic fertilizer such as EFB.	
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.		

Criterion / Indicator	Assessment Findings	Compliance
4.4.1 An implemented water management plan shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager	PPBML have map of water ways and water bodies in scale 1:135.000. Procedure of water management was established as in "SOP Pengelolaan Air dan Sumber Air" (24/SOP-APBML/V/2018).	
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	PPBML have map of water ways and water bodies in scale 1:135.000. Procedure of water management was established as in "SOP Pengelolaan Air dan Sumber Air" (24/SOP-APBML/V/2018). The procedure describe: <ul style="list-style-type: none"> - Prohibition of littering, - It is prohibited to spray or use chemicals on river or swamp borders or at least 3 items on the riverbank. - Trying to replant forest plants along river, lake or swamp borders to prevent erosion, - Clean the river flow from waste or midrib. 	
4.4.2 (M) 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		Complied
Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.	Based on field visit and interview with farmer member, all member have understood and can demonstrated maintaining and restoring riparian and other buffer zones as specified within group SOPs.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
The responsibility of Group Manager	Procedure of water management was established as in "SOP Pengelolaan Air dan Sumber Air" (24/SOP-APBML/V/2018). The procedure describe <ul style="list-style-type: none"> - Prohibition of littering, - It is prohibited to spray or use chemicals on river or swamp borders or at least 3 items on the riverbank. - Trying to replant forest plants along river, lake or swamp borders to prevent erosion, - Clean the river flow from waste or midrib. 	
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		Not Applicable
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		Not Applicable
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
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		Complied
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager. Have a written procedure on IPM.	Procedure of IPM documented in SOP Pengendalian HPT (22/SOP-APBML/IV/2018). The procedure described mechanism for monitoring and control of pest. Biological control are recommended in PPBML.	
4.5.2 Training of those involved in IPM implementation shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members must attend training.	Training of IPM done on 20 Jun 2020, in Lubuk Bernai Village, attended by 20 members of Farmer Group Maju Bersama. Member of Farmenr Group Lestari Tani Mandiri, Maju Bersama, Tayas Mandiri and Maju Bersama have also understood related IPM.	
Requirement for Group Manager		
Group Manager to provide IPM training.	The Group Manager has held training of IPM on 20 Jun 2020, in Lubuk Bernai Village, attended by 20 members of Farmer Group Maju Bersama.	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		
4.6.1 (M) 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		Complied
Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.	Based on Field visit and interview, Individual members were able to demonstrate knowledge of pest & applicable chemical use.	
Requirement for Group Manager		
Group Manager to develop manual for pest & chemical use and relevant training.	Group Manager has procedure SOP Pengendalian HPT (22/SOP-APBML/IV/2018). The procedure described mechanism for monitoring and control of pest. Biological control are recommended in PPBML. The Group Manager has held training of pest & chemical use on 20 Jun 2020, in Lubuk Bernai Village, attended by 20 members of Farmer Group Maju Bersama.	
4.6.2 (M) 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		Complied
Individual members keep records of pesticides use.	Individual member recorded pesticide use in form "Catatan Petani".	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager has oversight responsibility	Group Manager monitor pesticide used by members in form "Catatan Pemakaian Pestisida Anggota" Farmer Group Melawai Sejahtera: Pesticide: Glyphosate LD50: 0.50 mg/ kg Area treated: 3.0 Ha Number of application: 6.0 liter	
<p>4.6.3 (M) 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		Complied
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Group Manager does monitor 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 "Catatan Pemakaian Pestisida Anggota".	
<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		Complied
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Responsibility of the Group Manager.	There was no WHO Class 1A or 1B used by organization. PPBML does use Class II agrochemical such as Paraquat. Paraquat is categorized under Limited Pesticide in Indonesia. The group manager and its members are aware of the requirement in RSPO related to use of Paraquat and considering alternative agrochemicals such as Glyphosate.	
<p>4.6.5 (M) 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		Complied
Individual members ensure that anyone handling chemicals has attended relevant training.	Training on handling, using and applying the pesticides has conducted on 20 Jun 2020, in Lubuk Bernai Village, attended by 20 members of Farmer Group Maju Bersama. The training has conducted in corporation with SETARA and PT Dasa Anugrah Sejati.	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Group Manager of PPBML 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.</p> <p>Group Manager does monitor 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 "Catatan Pemakaian Pestisida Anggota".</p>	

Criterion / Indicator	Assessment Findings	Compliance
4.6.6 (M) Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members store pesticides consistent with Group SOPs.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for IPM No. 22/SOP-APBML/IV/2018 dated on April 2018 and SOP for weed controlling No. 17//SOP-APBML/IV/2018 dated on April 2018.</p> <p>All pesticide usage was handle by individual farmer, a special team that handles the use of pesticides. Pesticide mixing was performed in mixing area (block or kavling) and pesticide was not applied in riparian area.</p> <p>Farmer group leader has provided waste storage (temporary).</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Farmer group leader and farmer members, training material is best agriculture practice in fertilization, weeds control and integrated pest management including recording of each activity and waste handling</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has established training program so that all farmers get training related to best agriculture practices</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number: 027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p>	
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>The spraying of herbicide carried out by trained personnel.</p> <p>Based on interview with sample of individual member, the personnel carrying the job do understand the health and safety as well as environmental aspects-impacts of herbicide usage. Sprayer workers performed their activity using the PPE such as: hand gloves, safety goggles/glasses, body cover/apron, masker and safety boots.</p> <p>Medical check-up was conducted on regular basis to capture any signs of intoxication.</p>	
<p>4.6.8 (M) 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		Not Applicable
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>Not applicable since no aerial spray was applied.</p> <p>N/A</p>	
<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		Complied

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>Interview with smallholder member indicated that they aware the type of chemical to be used – target weed, the handling, the hazard, the handling of empty container.</p> <p>Personal of The spraying team does understand that information on chemical available at the Material Safety Data Sheet (available in Bahasa Indonesia).</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has been provided MSDS for all type of pesticide use.</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		Complied
Individual members must dispose of waste materials according to group SOPs.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for IPM No. 22/SOP-APBML/IV/2018 dated on April 2018 and SOP for weed controlling No. 17//SOP-APBML/IV/2018 dated on April 2018.</p> <p>All pesticide usage was handle by individual farmer, a special team that handles the use of pesticides. Pesticide mixing was performed in mixing area (block or kavling) and pesticide was not applied in riparian area.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p> <p>Farmer group leader has provided waste storage (temporary), e.g: Record of hazardous waste in Dusun 1, dated 19 May 2020 total 1 drums consisted of empty of chemical container (Round Up).</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for ex chemical container management No. 19/SOP-APBML/IV/2018 dated on April 2018 Group members store pesticide in the storage. Group members sent used pesticide containers to Head of Famer Group, then Head of Famer Group will send to Perkumpulan Petani Berkah Mandah Lestari (PPBML)</p> <p>Farmer group leader has provided waste storage (temporary), e.g: Record of hazardous waste in Dusun 1, dated 19 May 2020 total 1 drums consisted of empty of chemical container (Round Up).</p>	
4.6.11 (M) 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		Complied
N/A	N/A	
Requirement for Group Manager		
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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has monitored of illnesses and health conditions of members and their workers that are handling agrochemicals.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has provided medical check-up on annual basis. Perkumpulan Petani Berkah Mandah Lestari (PPBML) has MoU with Pustu (government clin-ic) Taman Raja Village regarding medical check-up</p> <p>Data verified: - Surat Keterangan No: 812/PUSTU-TR/2019 tentang pemeriksaan kondisi kesehatan atas nama Sumaryanto (KT Lestari Tani Mandiri), diterbitkan oleh Puskesmas Pembantu Desa Taman Raja, tanggal 10 Oktober 2019.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Surat Keterangan No: 812/PUSTU-TR/2019 tentang pemeriksaan kondisi kesehatan atas nama Budi Yudiawan (KT Dusun 2), diterbitkan oleh Puskesmas Pembantu Desa Taman Raja, tanggal 10 Oktober 2019. - Surat Keterangan No: 812/PUSTU-TR/2019 tentang pemeriksaan kondisi kesehatan atas nama Tarmizi (KT Hijan Talag Lestari), diterbitkan oleh Puskesmas Pembantu Desa Taman Raja, tanggal 10 Oktober 2019. 	
4.6.12 (M) No work with pesticides shall be undertaken by pregnant or breast-feeding women.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members ensure no pregnant or breastfeeding women are handling pesticides.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no work with pesticides undertaken by pregnant or breast-feeding women policy No. 11/SK-APBML/V/2018 dated on May 2018.</p> <p>Based on site visit at sampled individual member during no pregnant or breast-feeding women work with pesticide. There was no female worker on handling of pesticides.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no work with pesticides undertaken by pregnant or breast-feeding women policy No. 11/SK-APBML/V/2018 dated on May 2018.</p> <p>Based on site visit at sampled individual member during no pregnant or breast-feeding women work with pesticide. There was no female worker on handling of pesticides.</p>	
Criterion 4.7:		
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1 (M) A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Members shall provide input to the development of the OHS policy and management plan</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has established Health and Safety Policy No. 2 Year 2018 dated May 07, 2018 signed by Group Manager. The policy contained of:</p> <ul style="list-style-type: none"> - Comply with laws and regulations as well as other relevant requirements related Health and Safety. - Prevent occupational accidents and diseases - Encouraged the improvement of awareness and competence of all workers in the field <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for Risk management and PPE usage No. 33/SOP-APBML/V/2018 dated on May 2018 and SOP for OHS No. 26/SOP-APBML/V/2018 dated on May 2018.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has identified all potential hazards of its operational and has defined the mitigation plan, in the document title "Identifikasi Sumber Bahaya, Penilaian dan Pengendalian Risiko/ Identification of Potential Hazards, Risk Assessment and Control" describes of the activity and its hazard, risk and its control. This document has been communicated to group members by Group Manager. Based on interview, all selected members aware and understand the major risk for workers on the farm especially for harvesting activity, manuring, weeding and spraying pesticide. They also can explain how to avoid the risk such as using appropriate PPE and performed safe working practice.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has a documented emergency procedure/ Penanganan Keadaan Darurat dan Bencana No.28/SOP-APBML/V/2018</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>May 2018, that describes how members could manage, prevent and handling of emergency conditions. This procedure has been communicated to group members. Based on interview result, all selected members have an understanding the reporting procedure if there is an accident occurs shall be reported to the group manager.</p> <p>Occupational Health and Safety program worked under - Program of Work Safety, prepared on January 2020 as guidance for health and safety in smallholder' plantation.</p> <p>Individual members provided input to the development of the OHS policy and management plan, such as risk/danger in their farm site to head of kelompok tani/farmer group. The head of kelompok tani/farmer group then deliver the suggestion to group manager.</p>	
Requirement for Group Manager		
<p>Group Manager shall conduct a risk assessment in collaboration with members.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for Risk management and PPE usage No. 33/SOP-APBML/V/2018 dated on May 2018 and SOP for OHS No. 26/SOP-APBML/V/2018 dated on May 2018.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has identified all potential hazards of its operational and has defined the mitigation plan, in the document title "Identifikasi Sumber Bahaya, Penilaian dan Pengendalian Risiko/ Identification of Potential Hazards, Risk Assessment and Control" describes of the activity and its hazard, risk and its control. This document has been communicated to group members by Group Manager. Based on interview, all selected members aware and understand the major risk for workers on the farm especially for harvesting activity, manuring, weeding and spraying pesticide. They also can explain how to avoid the risk such as using appropriate PPE and performed safe working practice.</p>	
<p>4.7.2 (M) 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>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has identified all potential hazards of its operational and has defined the mitigation plan, in the document title "Identifikasi Sumber Bahaya, Penilaian dan Pengendalian Risiko/ Identification of Potential Hazards, Risk Assesment and Control" describes of the activity and its hazard, risk and its control. This document has been communicated to group members by Group Manager. Based on interview, all selected members aware and under-stand the major risk for workers on the farm especially for harvesting activity, manuring, weeding and spraying pesticide. They also can explain how to avoid the risk such as using appropriate PPE and performed safe working practice.</p> <p>The risk assessment has communicated to all smallholder member.</p>	Complied
Member shall collaborate with Group Manager to ensure dangers on farm are identified.		
Requirement for Group Manager		
Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for medical insurance for workers appropriate to scale.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has identified all potential hazards of its operational and has defined the mitigation plan, in the document title "Identifikasi Sumber Bahaya, Penilaian dan Pengendalian Risiko/ Identification of Potential Hazards, Risk Assesment and Control" describes of the activity and its hazard, risk and its control. This document has been communicated to group members by Group Manager. Based on interview, all selected members aware and under-stand the major risk for workers on the farm especially for harvesting activity, manuring, weeding and spraying pesticide. They also can explain how to avoid the risk such as using appropriate PPE and performed safe working practice.</p>	
<p>4.7.3 (M) All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Members shall attend trainings related to OHS.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has a training program year 2020. The training program has covering principle and criteria related RSPO P&C such as IPM, fertilizer, harvesting, spraying, waste handling, HCV, OSH.</p> <p>All of training record for all worker has kept at APBML office.</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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) performed monitoring through internal assessment process. The other measure through PPE inspection for harvester.</p> <p>The individual member also explained how to avoid the risk in activity of work such as using appropriate PPE and performed safe working practices.</p> <p>The strategy is through provision of appropriate PPE, maintenance of working area (individual platform, harvesting path in area slippery condition), signage and training. The hazard identification found to be sufficient.</p> <p>List of PPE updated on July 2020, consisted of First aid kit, safety helmet (100 pcs), apron (2 pcs), safety cover for egrek (50 pcs), cloth gloves (50 pcs).</p>	
Requirement for Group Manager		
N/A	N/A	
<p>4.7.4 (M) 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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, consider forming an Occupational Health Committee.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has appointed OHS committee on responsible to health and safety performance. Based on interview result sample of smallholder members have an understanding the reporting procedure if there is an accident occurs shall be reported to the group manager.	
Group Manager reviews the manual periodically.	Based on document verification Since 2020, there was no accident occurred. Perkumpulan Petani Berkah Mandah Lestari (PPBML) has performed meeting to discussing OHS issues, such as: report of inspection of PPE using for harvester, first aid availability checklist, incident report (if any), etc.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall report accidents on the farm to the Group Manager.	Based on document verification Since 2020, there was no accident occurred Based interview with sample of smallholder member can demonstrated if an accident happened, they will contact the respective field mandor and kelompok tani/farmer group.	

Criterion / Indicator	Assessment Findings	Compliance
Each member ensures that there is a first aid kit available at the work site when there is operation going on in the field.	<p>There was a first aid kit available at the work site when there is operation going on in the field. The first aid kit was with kelompok tani</p> <p>Based interview with sample of smallholder member can demonstrated if an accident happened, they will contact the respective field mandor and kelompok tani/farmer group.</p>	
Requirement for Group Manager		
Group Managers shall develop OHS / First Aid manual and distribute to all individual members.	There was a first aid kit available at the work site when there is operation going on in the field. The first aid kit was with kelompok tani and at APMBL office.	
Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has also provided First Aid Kit for all Head of Farmer Group. All of Head of Farmer Group have been trained for first aid by Paramedic conducted on 12 February 2019.	
Group Manager shall record members' accidents on the farm.	<p>Based on document verification Since 2020, there was no accident occurred</p> <p>Based interview with sample of smallholder member can demonstrated if an accident happened, they will contact the respective field mandor and kelompok tani/farmer group.</p>	
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		Complied

Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	Based on interview with sample of smallholder member, they state no workers being employee permanently. The indicator is not applicable – however the smallholder member has registered by themselves to registered medical insurance, e.g: Kartu BPJS atas nama Hendra (1506 0102 0686 0004),	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) provides contribution for the medical care should any worker/member had an accident (if any). Based on interview with sample of smallholder member, they stated basically will responsible if any work related accident occurs in their oil palm plot.	
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		Not Applicable
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.		

Criterion / Indicator	Assessment Findings	Compliance
<p>4.8.1 (M) 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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<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 understood the procedure of best management practise for oil palm plantation: harvesting procedure, manuring procedure, soil and water conservation, and integrated pest management. Perkumpulan Petani Berkah Mandah Lestari (PPBML) has a training program year 2020. The training program has cover principle and criteria related RSPO P&C such as IPM, fertilizer, harvesting, spraying, waste handling, HCV and OSH. Latest training has been followed by member such as:</p> <ul style="list-style-type: none"> - Training of first aid by Paramedic conducted on 12 February 2019. - Training of handling, using and applying the pesticides on 20 Jun 2020. - Training of IPM & chemical use on 20 Jun 2020 - Training of Internal Audit on 27 Feb 2020. <p>Record of training can be demonstrated.</p>	
<p>Requirement for Group Manager</p>		
<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 of PPBML 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.</p>	
<p>Appropriate to scale, Group Manager shall prepare a training plan.</p>	<p>Group Manager of PPBML has pepared a training plan as in document "Program Training 2020". The training program has cover principle and criteria related RSPO P&C such as IPM, fertilizer, harvesting, spraying, waste handling, HCV and OSH.</p>	
<p>4.8.2 Records of training for each employee shall be maintained.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, training records shall be kept.	Record of training can be demonstrated, such as attendance list and training module. Latest training has been followed by member such as: <ul style="list-style-type: none"> - Training of first aid by Paramedic conducted on 12 February 2019. - Training of handling, using and applying the pesticides on 20 Jun 2020. - Training of IPM & chemical use on 20 Jun 2020. - Training of Internal Audit on 27 Feb 2020. 	

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 (M) An environmental impact assessment (EIA) shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the environmental risks of their operations	Perkumpulan Petani Berkah Mandah Lestari (PPBML) an environmental impact assessment and those document represent on Surat Pernyataan Kesanggupan Pengelolaan Lingkungan (SPPL). These SPPL document consist of 218 farmers members and covered 579,264 ha plantation areas.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Data seen:</p> <ul style="list-style-type: none"> - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/133/SPPL/2019 tertanggal 3 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat. - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/133/SPPL/2019 tertanggal 3 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat. - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/144/SPPL/2019 tertanggal 31 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/82/SPPL/2019 tertanggal 31 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat 	
Requirement for Group Manager		
<p>Group Managers shall identify all activities that have an impact on the environment.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) an environmental impact assessment and those document represent on Surat Pernyataan Kesanggupan Pengelolaan Lingkungan (SPPL). These SPPL document consist of 218 farmers members and covered 579,264 ha plantation areas.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/133/SPPL/2019 tertanggal 3 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat. - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/133/SPPL/2019 tertanggal 3 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/144/SPPL/2019 tertanggal 31 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat - Persetujuan Kelayakan Surat Pernyataan Pengelolaan Lingkungan (SPPL), Nomor: 660.4/82/SPPL/2019 tertanggal 31 Januari 2019 diterbitkan oleh Dinas Lingkungan Hidup Tanjung Jabung Barat 	
<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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.	Based on interviews with some individual members, they can demonstrate their knowledge and awareness of the environment impact of their plantations operations, for examples the risk of water and soil pollution and the risk of land fire on dry season. The members also able to demonstrate understanding related to mitigation plan to reduce or mitigate potensial environment impacts, for examples: zero burning for all plantation activities, decreasing water quality, minimise pesticides usage, control chemical containers disposeded and safety risk.	
Individual members shall contribute to the reduction of environmental impacts	Based on interviews with some individual members, they can demonstrate their knowledge and awareness of the environment impact of their plantations operations, for examples the risk of water and soil pollution and the risk of land fire on dry season. The members also able to demonstrate understanding related to mitigation plan to reduce or mitigate potensial environment impacts, for examples: zero burning for all plantation activities, decreasing water quality, minimise pesticides usage, control chemical containers disposeded and safety risk.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop a mitigation plan to reduce environmental risks and review the plan every two years of mitigation plan.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has been able showing a plan and realization of environment management and monitoring.</p> <p>Environmental Risk and Mitigation Plan also has been determined in SPPL, such as:</p> <ul style="list-style-type: none"> - Installing speed limits sign, road signs and warning signs to reduce the spread of dust and vehicle emissions and reduce traffic accidents - Watering the access road to the plantations and surrounding villages during the dry season to minimize dust - Maintain of natural vegetation that serves as protector of the soil and maintain vegetation around the river (green belt) <p>A responsible for mitigation plan is own farmer members and supervised by head of kelompok tani/farmer group and group manager.</p>	
<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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall organise training for members on environmental risks and mitigation measures.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has conducted the training on environmental risks and mitigation measures, e.g: training on environmental awareness for fertilizer applicator and HCV socialization for all farmer groups by SETARA dated 14 August 2018 attended by 47 participants.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall monitor implementation	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has provided plan to monitor environmental risks and mitigation measures. The record of monitoring implementation documented in "Identification of Environmental Risk, Mitigation Program and Monitoring Implementation", the parameters includes management of biological, physical, and social Aspects	
Criterion 5.2:		
The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.		
5.2.1 (M) 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).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them	Based on interview with individual member, they have demonstrate basic understanding of HCVs and RTEs and the need to protect them. They have understood that killing RTE species are prohibited.	
Individual members shall participate in the HCV assessment.	Based on field interview with sample of individual smallholder block Mr. Syamsuri, Mr. Tarmizi dan Mr. Machfur, they were participating in the HCV Assessment 2018.	
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).	HCV assessment was carried out by Group Manager in corporation with Setara Jambi in November 2018. Based on HCV report, there is riparian zone, water source (HCV 4.1.) and sacred tomb/cultural site (HCV 6). Based on HCV Assessment report, there are no RTE species within Perkumpulan Petani Berkah Mandah Lestari area. List of wild fauna within PPBML area e.g. Monkey (<i>Macaca fascicularis</i>), Fox (<i>Paradoxurus hermaphroditus</i>), Squirrel (<i>Tupaia glis</i>), Owl (<i>Strix seloputo</i>), Finches (<i>Pycnonotus</i>	

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Criterion / Indicator	Assessment Findings	Compliance
	<i>aurigaster</i>), Forest chicken (<i>Gallus varius</i>), Eagle (<i>Nizeatus bartelsi</i>), Lizard (<i>Varanus salvator</i>), Yellow cobra (<i>Naja sumatrana</i>) and Phyton (<i>Phyton reticulatus</i>).	
5.2.2 (M) 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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report	Based on interview with individual members, they have checks the status of HCV and RTE species with the Group Manager after receive dissemination regarding HCV.	
Requirement for Group Manager		
Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.	Based on HCV Assessment report, there are no RTE species within Perkumpulan Petani Berkah Mandah Lestari area. Perkumpulan Petani Berkah Mandah Lestari (PPBML) has riparian zone and water source monitoring plan such as maintenance riparian zone sign, install and maintenance signboard, planting trees and dissemination. Record of monitoring plan implementation were available such as installed HCV signboard, riparian sign and dissemination.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures.	Based on interview with individual members, they did not employ workers in their plantation.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has conducted HCV dissemination regarding HCV for all farmer groups by SETARA e.g.:</p> <ul style="list-style-type: none"> On 14 August 2018 attended by 47 participants (Hijau Talang Lestari Farmer Group and Melawai Sejahtera Farmer Group). On 22 August 2018 attended by 26 participants (Lestari Tani Mandiri Farmer Group, Berkah Sawit Farmer Group, Dusun I Farmer Group, Dusun II Farmer Group and Melawai Sejahtera). On 21 September 2018 attended by 34 participants (Dusun I Farmer Group, Dusun II Farmer Group, Hijau Talang Lestari Farmer Group). On 29 September 2018 attended by 52 participants (Sejahtera Farmer Group and Se-jahtera Bersama Farmer Group). On 26 November 2018 attended by 47 participants (Sejahtera Farmer Group, Hiaju Talang Lestari Farmer Group, Lestari Tani Mandiri Farmer Group, Dusun I Farmer Group and Dusun II Farmer Group). 	
<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. 		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)</p>	<p>Based on interview, smallholder member sampled able to explains HCV in their area in simple manner. Smallholder member could also named commonly-sighted animal in their oil palm plantation; e.g. cobra snake (<i>Naja sumatrana</i>), palm civet (<i>Paradoxurus hermaphroditus</i>), leopard cat (<i>Prionailurus bengalensis</i>) and 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</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>sign of animal trap. Based on field visit to smallholder member’s house – no RTE species kept as pet.</p> <p>Furthermore, 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	Group Manager of PPBML has appointed PIC to manage and monitors HCV. The Job Description of the PIC is monitors HCV area, monitors protected wildlife, monitors the water level condition, monitors water gate condition, record the peat subsidence, prepare monitoring report. PIC performs patrol in monthly basis.	
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be aware of the rights of other local communities that are related to identified HCVs and RTEs	Based on HCV report, there are no HCV set-asides with existing rights of local communities have been identified.	
Requirement for Group Manager		
In cases where there is an overlap of local community rights and HCV areas, the Group Manager shall initiate the negotiation of an agreement that optimally safeguards both the HCVs and these rights	Based on HCV report, there are no HCV set-asides with existing rights of local communities have been identified.	
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
5.3.1 (M) All waste products and sources of pollution shall be identified and documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP for IPM No. 22/SOP-APBML/IV/2018 dated on April 2018 and SOP for weed controlling No. 17//SOP-APBML/IV/2018 dated on April 2018.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p>	
5.3.2 (M) All chemicals and their containers shall be disposed of responsibly.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall ensure that all chemical containers are properly handled and disposed.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number: 027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	Farmer group leader has provided waste storage (temporary), e.g: Record of hazardous waste in Dusun 1, dated 19 May 2020 total 1 drums consisted of empty of chemical container (Round Up).	
Requirement for Group Manager		
The Group Manager shall ensure that all chemical containers are properly handled and disposed	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number: 027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p> <p>Farmer group leader has provided waste storage (temporary), e.g: Record of hazardous waste in Dusun 1, dated 19 May 2020 total 1 drums consisted of empty of chemical container (Round Up).</p>	
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		Complied
Appropriate to scale, members shall have a documented waste management and disposal plan.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic</p> <p>Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste).</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number:</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p>	
Members shall communicate to all workers the waste management and disposal plan.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic</p> <p>Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste).</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p>	
Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number: 027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p>	
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.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic</p> <p>Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste).</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager shall communicate to all members on the waste management and disposal plan.</p>	<p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic</p> <p>Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste). Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal</p>	
<p>The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.</p>	<p>The Hazardous waste management mechanism produced by PPBML member farmers will be collected by storage containers in the farmer group and then collected at the secretariat and sent to the nearest company that has a hazardous waste storage permit, PT Dasa Anugrah Sejati (DAS)</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has shown the document of agreement with PT DAS related to handling of hazardous waste, document number: 027/ES-KTR/PEMBERITAHUAN/03/19, dated 30 March 2019. The agreement has described all of hazardous waste from PPBML was sent to storage in PT DAS.</p> <p>Record of socialization available as evident, e.g: training on environmental awareness for fertilizer applicator and HCV socialization for all farmer groups by SETARA dated 14 August 2018 attended by 47 participants</p>	
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>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.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has record of fossil fuel consumption for FFB transport year 2020 (up to August 2020).</p> <p>The document mentioned plan for improving and monitoring the efficiency of the use of fossil fuels and to optimize renewable energy, such as: individual member use fossil fuel for motorcycle and they conducted efficiency by optimize the motorcycle usage as per necessity. They use electrical for housing needs and supply by grid/PLN.</p>	<p>Not Comply (Minor NC 1942242- 202008-N2)</p>
<p>Appropriate to scale, members shall implement the actions as outlined in the Group’s plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p>		
Requirement for Group Manager	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has record of fossil fuel consumption for FFB transport year 2020 (up to August 2020_ and efficiency of fossil fuel usage for FFB transport program such as road maintenance, machine maintenance regularly, appropriate loaded weight per truck and test of feasibility of truck.</p> <p>Perkumpulan Berkah Mandah Lestari (PPBML) cannot show evidence of the ICS Plan in improving and monitoring the efficiency of fossil fuel uses and optimization of renewable energy.</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 (M) 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		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall provide evidence that they understand the No Burning Policy of the group.	Based on site visit at Lestari Tani Mandiri and Maju Bersama Farmer Group, there are no land burning within the area.	
Requirement for Group Manager		
The Group Manager shall: <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 	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has policy of No Land Burning, No Peat, No Forest, No Conflict (13/SK-APBML/V/2018) dated 20 May 2018 and SOP for Land Clearing Without Burning (20/SOP-APBML/IV/2018) dated April 2018. Record of no land burning dissemination e.g.: <ul style="list-style-type: none"> • On 28 March 2018 by Asian Agri and attended by 96 participants. • On 21 March 2019 by government agency (Babinsa) and attended by 33 participants. 	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	There are no use of fire during land clearing or cultivation of oil palm.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<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>There are no use of fire during land clearing or cultivation of oil palm.</p>	
<p>Criterion 5.6:</p>		
<p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p>5.6.1 (M) An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>List significant pollutants and identify sources of emissions.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) have identified all pollution and emissons source (from plantation activities and office activities) listed on emissions source identifications document 2019 such as spraying activity, manuring, FFB transport and office activity.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) have implemented some actions plan i.e.fossil fuel monitoring.</p>	

Criterion / Indicator	Assessment Findings	Compliance
5.6.2 (M) Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Identify options to reduce pollutants and emissions and consider whether the group can implement any of these.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) have identified all pollution and emissions source (from plantation activities and office activities) listed on emissions source identifications document 2019 such as spraying activity, manuring, FFB transport and office activity.</p> <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) have implemented some actions plan i.e. fossil fuel monitoring.</p>	
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		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Based on the above, where possible, mitigation measures shall be developed and implemented. Socialize the information to the group members.	Document of mitigation the pollutants and emissions, consist of: fossil fuel usage as per needs or necessity, performed efficiency of fossil fuel by control the fossil fuel usage for FFB transportation and conducting regular maintenance for truck machine;	

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 (M) A social impact assessment (SIA) including records of meetings shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the social risks of their operations.	Based on interview with sample of smallholders during this audit, they understand that social risk of their operation within PPBML are: <ul style="list-style-type: none"> - Fertilizer stock and cost - Upkeep cost - FFB distribution, because current situation is almost all the members sell the FFB to the FFB collector which decide the price is unfairly and inappropriate with regulation. Because most of the smallholders is bounded by money debt. 	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall identify all activities that have social impacts with the participation of affected parties.	Social and Environmental Assessment Study or “Studi Penilaian Dampak Sosial dan Lingkungan (SEIA) Usaha Perkebunan Sawit PPBML” conducted by Yayasan SETARA Jambi in October – December 2018. This assessment was involved relevant stakeholders Public discussion/FGD was held with 32 members (boards of 8 smallholder group participant involved. Also, involving surrounding Village Head and relevant agency.	
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Group Managers shall identify all activities that have social impacts with the participation of affected parties	Based on interview with Group Manager, this organization has developed social impact management plan in order to improve positive impacts and reduce negative impacts. The Social Impact Management Plan was issued at December 2019, titled as Social Impact Management Plan 2020 – 2021 of PPBML the management plan consists actions plan as follow: <ol style="list-style-type: none"> 1. Improvement on social activity such as social support for Village and worker recruitment for PPBML members. 2. Improvement on frequency of activities based on togetherness and mutual cooperation (Kebersamaan dan gotong royong). 3. Engage local village officer, policeman and security to improve social security system 4. Maintain areas with high natural resource and alternative economic source potentials. 5. Develop Mutual Cooperation Program at each Smallholder Group. 	

Criterion / Indicator	Assessment Findings	Compliance
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Not Comply (Minor NC 1942242- 202008-N3)</p>
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts</p>	<p>Sample of smallholders that interviewed during audit informs that the main of social impacts are supply of fertilizers at affordable prices and good quality fertilizer. Also, most of smallholders are unwritten bounded with FFB collector or "tengkulak", therefore smallholders cannot sell their FFB's direct to Mill, which is impact to the FFB prices that unfair prices.</p> <p>Mitigation plan to reduce this issue is that members expect to association or PPBML to manage the provision of fertilizer and making collaborative agreement with FFB collector.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.</p>	<p>Group Managers develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every year during Member Annual Meeting or Rapat Anggota Tahunan. This activity involving Group Manager and all the smallholder group head or "Ketua Kelompok Tani". Then, every "Ketua Kelompok Tani" will explained to the members regarding the result of the meeting. Record sample: Activity book: KT. Lestari Tani Mandiri Date: 1 July 2020. Location: House of Bpk. Sumino, RT. 05, Pematang Tembesu. Topic: Dissemination of information concerning the result of Member Annual Meeting Year 2019. Issues: - Provision of Fertilizer - Unfair of FFB price which is under FFB collector authority.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall organise training for members on social risks and mitigation measures</p>	<ul style="list-style-type: none"> - Simply Training on Use of Smart Book for Independent Smallholder - Updated procedure that issued by Group Manager. <p>Attended by 26 smallholder member.</p> <p>Based on interview with Group Manager, training on social risks and mitigation measures are not yet developed by Group Manager.</p> <p>Organization of PPBML cannot demonstrate the training program for their members on social risks and mitigation measures.</p>	
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Where applicable, individual members shall help to address negative social impacts in a consultative manner.</p>	<p>Sample of smallholders interviewed during audit informs that negative social impacts is unwritten bounded with FFB collector or "tengkulak", therefore smallholders cannot sell their FFB's direct to Mill, which is impact to the FFB prices that unfair prices.</p> <p>The members already address this issue to the Group Manager through consultative manner.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall monitor implementation of mitigation plan.</p>	<p>Sample of implementation of mitigation plan is in form of activity on Social Impact or "Bentuk Kegiatan Analisis Dampak Sosial", dated 30 July 2020.</p> <p>Aspects:</p> <ol style="list-style-type: none"> 1. Social. Activity: distribution of staple food every year as part of sales result on RSPO certified claim. Duration: annually. 2. Economic. Activity: sales of FFB's through association or PPBML. Duration: continue. 	

Criterion / Indicator	Assessment Findings	Compliance
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		Not Applicable
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		Complied
The individual member shall demonstrate understanding of the group's consultation and communication procedures	Based on interview with individual smallholders member during this audit, each member able to demonstrate how to communicate and consult to the Group Manager.	
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.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has SOP No. 29/SOP-APBML/IV/2018, regarding Communication and Consultation with external stakeholder.	

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.</p>	<p>Dissemination of information related this procedure conducted in monthly basis during the smallholders group meeting. Record sample: Activity book: KT. Lestari Tani Mandiri Date: 1 July 2020. Location: House of Bpk. Sumino, RT. 05, Pematang Tembesu. Topic: Dissemination of information concerning the result of Member Annual Meeting Year 2019. Issues:</p> <ul style="list-style-type: none"> - Provision of Fertilizer - Unfair of FFB price which is under FFB collector authority. - Simply Training on Use of Smart Book for Independent Smallholder - Updated procedure that issued by Group Manager. <p>Attended by 26 smallholder member.</p>	
<p>6.2.2 A management official responsible for these issues shall be nominated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall nominate an official responsible for these issues</p>	<p>Group Manager of PPBML has appointing responsible person for Communication. According to organizational structure as below:</p> <ul style="list-style-type: none"> - Field Extension Unit (Penyuluh Lapangan): Mr. Erwinskyah; Hendra; Susilo; Eko Suwardi. - Registration and Approval Unit (Pendaftaran dan Persetujuan): Ms. Seftina Eriyani; Fauzan; Rohmat Musafir. 	

Criterion / Indicator	Assessment Findings	Compliance
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
<p>The Group Manager shall make a list of stakeholders or construct a "stakeholder register" and keep records of all communication and actions taken.</p>	<p>Group Manager of PPBML have stakeholder list as follow: "Daftar Stakeholder APBML"</p> <ul style="list-style-type: none"> - PT. Dasa Anugrah Sejati (DAS). Penerima TBS. - Dinas Perkebunan Kab. TANJABBAR - Petugas Penyuluh Lapangan (PPL) Dinas Perkebunan. - Camat Tungkal Ulu dan Batang Asam - Lurah Pelabuhan Dagang - Kades Taman Raja, Gemuruh, Pematang Tembesu, Sri Agung Suban, Lubuk Bernai, Lubuk Lawas, Tanjung Tayas. - Pemadam Kebakaran TANJABBAR - RSPO Indonesia - Yayasan SETARA - Babinkamtibmas <p>Sample of communication record through LogBook: Invitation Letter No. 005/110/2010/2020, dated 29 June 2020. Invitation from Village of Lubuk Lawas concerning Cooperation on Agricultural Commodities: Oil Palm Cultivation with the organization (PPBML).</p>	
Criterion 6.3:		

Criterion / Indicator	Assessment Findings	Compliance
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		Complied
Appropriate to scale, the member shall have a documented grievance mechanism in place	Based on interview with smallholders sample, grievance mechanism that developed by Group Manager already understood by the member.	
The workers shall understand the process.	Most of the smallholders sample that interviewed, there is no workers used in their plots.	
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	SOP No. 09/SOP-APBML/IV/2018, Members Grievances Submission (Pengaduan Anggota). Procedure stated detail procedure as follow: a) member could submit complaints/grievances verbally on/or written; b) Perkumpulan Petani Berkah Mandah Lestari (PPBML) board will rec-ord the grievances; c) The grievances issues such as discrimination, conflict trigger, sexual harassment, Human Rights violation, criminality; d) Anonymity; e) all grievances will be dis-cussed, and respond at 2 weeks (maximum); f) any specific important grievances would be followed up with investigation and verification.	
The Group Manager shall ensure members are familiar with the grievance procedure.	To ensure that members are familiar with grievance procedure, Group Manager conducting frequently meeting with Farmer Group. Also, Group Manager conducting internal audit in timely manner.	

Criterion / Indicator	Assessment Findings	Compliance
Where necessary, the Group Manager shall support members to put in place documented grievance mechanism	According to interview with Group Manager and sample of smallholders, if the members had a complaint or grievance, they can address it directly by phone or visiting the PPBML office with appointed officer. During ASA-1, there is no grievance and complaint raised from the members.	
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		Complied
Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome	Based on interview with sample of smallholders during this assessment, there is no disputes raised from the members.	
Requirement for Group Manager		
The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.	Within the SOP No. 09/SOP-APBML/IV/2018, Members Grievances Submission (Pengaduan Anggota), process to resolve the disputes was clearly describes. During ASA-1, there is no disputes raised from the members.	
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		Complied
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
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.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has issued SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Associations. The transaction must in voluntarily manner and without any in-timidation, the value considered as agreement by both parties.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
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.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties.	
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.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures	<p>Based on interview with sample of smallholders, there is no land compensation occurs. The entire plots of smallholders is owned by individual smallholder from legacy or bought from others villager.</p> <p>If there is any changes of land ownership, there was responsibilities of both parties (seller and buyer), including requirements of legal compensation. Village government shall acknowledge the process of hand-over the land ownership.</p>	
Requirement for Group Manager		
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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association.</p> <p>Flow chart of negotiated agreement process are described within this procedure.</p> <p>During the assessment, there is no land compensation occurs by the members.</p>	
The Group Manager assists individual group members in these situations upon request by the member.	<p>Flow chart of negotiated agreement process are described within this procedure.</p> <p>During the assessment, there is no land compensation occurs by the members.</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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, the members shall keep documentation of pay and conditions.	Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.	
The pay shall meet at least the legal or industry standards minimum wage.	Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.	
Requirement for Group Manager		
The Group Manager shall be aware of the legal or industry standards minimum wage.	Group Manager have a copy of Governor Decree concerning Minimum Wage Year 2020 as per "SK Gubernur Jambi Nomor: 1220/KEP.GUB/DISNAKERTRANS-3.3/2019, tanggal 25 Oktober 2019. Tentang: Penetapan UMP Jambi Tahun 2020". Minimum Wage of Jambi Province in 2020 is IDR 2,630,162.13 (7 hour a day or 40 hours a week). This minimum wage is applied for employees who working at the company and not applicable for independent smallholders.	
<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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
If individual members employ workers or sub-contractors: <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 	Not applicable as all of the workers are considered as casual workers or they are manage the farm by the member on their own.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
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)	If the members employed the workers permanently and working in daily basis on the members plot, therefore Group Manager will monitor the member to ensure compliance with labour laws and condition. Most of smallholders cultivate and maintain their plots is by themselves.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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	All members are resident or villagers. Not applicable as all the workers are considered as casual workers. They were staying at their own houses in the village.	
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)	If the members employed the workers permanently and working in daily basis on the members plot, therefore Group Manager will monitor the member to ensure compliance with labour laws and condition. Most of smallholders cultivate and maintain their plots is by themselves.	
6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food	All members are resident or villagers. Not applicable as all the workers are considered as casual workers. They were staying at their own houses in the village. Staple food provides by the workers it self.	

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Criterion / Indicator	Assessment Findings	Compliance
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>If the members employed the workers permanently and working in daily basis on the members plot, therefore Group Manager will monitor the member to ensure compliance with labour laws and condition.</p> <p>Most of smallholders cultivate and maintain their plots is by themselves.</p>	
<p>Criterion 6.6:</p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1 A published statement in local languages recognising freedom of association shall be available.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
<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>Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.</p>	
Requirement for Group Manager		
The Group Manager shall be aware of the statement, if applicable	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has Decree Letter Number 10/SK-APBML/V/2018, related to freedom of speech and freedom of association on May 17, 2018.	
<p>6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept	<p>Not applicable for independent smallholders.</p> <p>Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.</p>	
Requirement for Group Manager		
N/A	N/A	
<p>Criterion 6.7: Children are not employed or exploited.</p>		
<p>6.7.1 There shall be documentary evidence that minimum age requirements are met.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Member shall be aware of the child labour policy and implement it.	<p>Based on interview, individual member understood that they can not employed worker under 18 years of age. Farmer group leader can demonstrated workers profile in each farmers group, which is consist of name, place of birth, date of birth, age, gender, religion, and regional origin. Based on data of workers profile on July 2020, no workers under 18 years old employed by Perkumpulan Petani Berkah Mandah Lestari (PPBML) members.</p> <p>Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport	Based on data of workers profile on July 2020, no workers under the age of 18 years old. Policy to prohibit in employing child workers has been communicate to farmers on 29 December 2018 and on 28 April 2019. The Group Manager decree hard copy regarding prohibition of employing child worker has also at Perkumpulan Petani Berkah Mandah Lestari (PPBML) Office wall, so it can be known by members.	
Requirement for Group Manager		
Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has Decree Letter Number 02/SK.APBML/V/2018 related to prohibition of child labor. In decree letter, it's stated that member of Perkumpulan Petani Berkah Mandah Lestari (PPBML) not to employ child under the age of 18. Kid at 13 – 17 years old could work as support to their parent activities as long as under surveillance and not at high risk working area.	
The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work	Based on data of workers profile on July 2020, no workers under the age of 18 years old. Policy to prohibit in employing child workers has been communicate to farmers on 29 December 2018 and on 28 April 2019. The Group Manager decree hard copy regarding prohibition of employing child worker has also at Perkumpulan Petani Berkah Mandah Lestari (PPBML) Office wall, so it can be known by members.	
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		Complied
Members shall be aware of the equal opportunities policies and implement it	Based on interview with sample of independent smallholders that having knowledge of the equal opportunities policy.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has Decree Letter Number: 14/SK-APBML/V/2018 related to prohibition of discrimination, forced labor, and human trafficking on May 21st 2018, those are: Member of Perkumpulan Petani Berkah Mandah Lestari (PPBML) are prohibited in doing discrimination act (skin color, race, gender, political affiliation etc) no matter what the reason is, it is prohibited to conduct forced labor to works in any situation, no human trafficking in any form.	
Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it		
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	Based on interview with sample of independent smallholders that having knowledge of the equal opportunities policy.	Complied
Members shall be aware of the equal opportunities policies and implement it		
Requirement for Group Manager		
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	Based on interview with sample of independent smallholders that having knowledge of the equal opportunities policy.	Complied
Members shall be aware of the equal opportunities policies and implement it		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
N/A	N/A	
Criterion 6.9:		
There is no harassment or abuse in the work place, and reproductive rights are protected.		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall develop the policy/policies and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights	Based on interview with sample of independent smallholders, they were understood on this concern. Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.	
Requirement for Group Manager		
Group Manager shall develop the Policy/Polices and procedure to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has commitment statement regarding protection of reproductive rights. The commitment documented on Manager decree No. 11/SK-APBML/V/2018, May 8th 2018 regarding Prohibition of Employing Pregnant and/or Breast-Feeding mother at chemical contact work area. Smallholders commitment regarding prohibition of harassment or abuse in the workplace and complaint handling documented on SOP No. 09/SOP-APBML/IV/2018, regarding Members Grievances Submission (Pengaduan Anggota).	
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.		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
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	Based on interview with sample of independent smallholders, they were understand on this concern. Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.	
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	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has commitment statement regarding protection of reproductive rights. The commitment documented on Manager decree No. 11/SK-APBML/V/2018, May 8th 2018 regarding Prohibition of Employing Pregnant and/or Breast-Feeding mother at chemical contact work area. Smallholders commitment regarding prohibition of harassment or abuse in the workplace and complaint handling documented on SOP No. 09/SOP-APBML/IV/2018, regarding Members Grievances Submission (Pengaduan Anggota).	
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		Complied
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 sample of independent smallholders, they were understand on this concern. Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.	

Criterion / Indicator	Assessment Findings	Compliance
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	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has commitment statement regarding protection of reproductive rights. The commitment documented on Manager decree No. 11/SK-APBML/V/2018, May 8th 2018 regarding Prohibition of Employing Pregnant and/or Breast-Feeding mother at chemical contact work area. Smallholders commitment regarding prohibition of harassment or abuse in the workplace and complaint handling documented on SOP No. 09/SOP-APBML/IV/2018, regarding Members Grievances Submission (Pengaduan Anggota).	
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		Complied
N/A	N/A	
Requirement for Group Manager		
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.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has agreement with PT DAS (Palm Oil Mill Company) FFB regarding FFB Supplies, document No. 003/CSV-KTR/V/2018 dated 13 May 2018. The document consists clauses as follow: a) Perkumpulan Petani Berkah Mandah Lestari (PPBML) Members 242 households with area 676,6 ha; b) Agreement as part of partnership program of PT DAS;	

Criterion / Indicator	Assessment Findings	Compliance																						
	<p>c) does and don't regarding members area (FFB legality); d) Cost; e) Administrative (documents) requirements; f) FFB Price, Shortage and Payment term and conditions.</p> <p>Based on this agreement, the FFB price is based on Schemed Smallholder issued by Plantation Agency of Riau Province. The FFB pricelist for Perkumpulan Petani Berkah Mandah Lestari (PPBML) available and installed at office wall.</p> <table border="1" data-bbox="884 730 1323 1137"> <thead> <tr> <th>Planting Age (years)</th> <th>FFB Price (IDR)</th> </tr> </thead> <tbody> <tr><td>3</td><td>1,202.05</td></tr> <tr><td>4</td><td>1,272.66</td></tr> <tr><td>5</td><td>1,332.05</td></tr> <tr><td>6</td><td>1,388.35</td></tr> <tr><td>7</td><td>1,423.51</td></tr> <tr><td>8</td><td>1,452.82</td></tr> <tr><td>9</td><td>1,482.04</td></tr> <tr><td>10-20</td><td>1,525.45</td></tr> <tr><td>21-24</td><td>1,477.93</td></tr> <tr><td>25</td><td>1,407.15</td></tr> </tbody> </table> <p>As the compliance to fairly FFB trade among smallholders, Perkumpulan Petani Berkah Man-dah Lestari (PPBML) and POM, group managers has showed FFB transaction records as follow:</p> <p>1. FFB Delivery Note of Amin: a) Vehicle BH 8249 EI; dated 10 Aug 2020; PT DAS; 3,928 kg;</p>	Planting Age (years)	FFB Price (IDR)	3	1,202.05	4	1,272.66	5	1,332.05	6	1,388.35	7	1,423.51	8	1,452.82	9	1,482.04	10-20	1,525.45	21-24	1,477.93	25	1,407.15	
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Criterion / Indicator	Assessment Findings	Compliance
	b) FFB Payment note to Amin dated 10 Aug 2020; 3,928 kg x Rp 1,605/kg. c) Weighbridge card of PT DAS, 10 Aug 2020. 2. FFB Delivery Note of Slim: a) Vehicle BH 8624 EU; dated 11 Aug 2020; PT DAS; 8,996 kg; b) FFB Payment note of Slim, 11 Aug 2020; 8,996 kg x Rp 1,595/kg. c) Weighbridge card of PT DAS, 11 Aug 2020.	
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		Complied
The individual member understands the pricing mechanism of the purchaser	Individual member has aware that FFB price is based on pricing mechanism.	
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	Group Manager has procedure of FFB Price Mechanism on "SOP Penetapan Harga TBS (13/SOP-APBML/IV/2018). FFB price issued by the palm oil mill was informed to the Farmer Group leader and FFB Marketing Unit.	
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		Complied
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager	<p>The contractual agreement with any party was mandated to Group Manager PPBML. Based on document review, Group Manager can demonstrate the agreement with third party. Sample taken: Agreement with PT DAS (Palm Oil Mill Company) FFB regarding FFB Supplies, document No. 003/CSV-KTR/V/2018 dated 13 May 2018. The document consists clauses as follow:</p> <ul style="list-style-type: none"> a) Perkumpulan Petani Berkah Mandah Lestari (PPBML) Members 242 households with area 676,6 ha; b) Agreement as part of partnership program of PT DAS; c) Does and don't regarding members area (FFB legality); d) Cost; e) Administrative (documents) requirements; f) FFB Price, Shortage and Payment term and conditions. <p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has bound the FFB transporter with agreement, such as:</p> <ul style="list-style-type: none"> 1) Taufik Hidayat/BH8774EU; 2) Imron Rosjidi/BM9413CG; 3) Suranto/BH8864EI; 4) Amin Sumarno/BH8249EI; 5) Marwan/BH8130MU). <p>The agreement consists clauses as follow: a) The use of FFB Transporter Vehicle for Perkumpulan Petani Berkah Mandah Lestari (PPBML) FFB Transporting; b) The price is IDR 70/kg; c) payment term after shortage done by POM.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	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.	
6.10.4 Agreed payments shall be made in a timely manner.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Agreed payments to local businesses shall be made in a timely manner	Members interviewed stated that the FFB transportation cost has fairly considered by Group manager, agreed by members and applied by all FFB transporter.	
Requirement for Group Manager		
<p>Agreed payments to local businesses shall be made in a timely manner.</p> <p>If the Group Manager receives payment for the FFB produced by group members, the Group Manager shall make payments to the individual group members in a timely manner.</p>	<p>Payment to local business are made in timely manner, e.g. payment to:</p> <ul style="list-style-type: none"> - FFB Payment note to Amin dated 10 Aug 2020; 3,928 kg x Rp 1,605/kg. - FFB Payment note of Slim, 11 Aug 2020; 8,996 kg x Rp 1,595/kg. 	
<p>Criterion 6.11:</p> <p>Growers and millers contribute to local sustainable development where appropriate.</p>		
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		Complied

Criterion / Indicator	Assessment Findings	Compliance
The responsibility for meeting this requirement lies with the Group Manager	Based on interview with sample of independent smallholders, training on Best Agriculture Practices from the Group Manager is very helpful for the members. It is categorized as contribution for villagers and smallholders. Besides, independent smallholders as a member of PPBML receives affordable staple food every year from the Group Manager as per result of RSPO credits sales.	
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	Based on interview with stakeholders during this assessment, the main contribution to local communities is training of Best Agronomy Practices by the Association (PPBML). Because during the time, the smallholders cultivate their oil palms with less knowledge on how to maintain their farm in agronomical manner.	
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		Not Applicable
N/A	N/A	
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.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall have a policy on no forms of forced or trafficked labour	This is an independent smallholder, therefore the Policy on no forms of forced or trafficked labor is developed by Group Manager. Based on interview with sample of independent smallholders that having knowledge of this policy.	
Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used	Based on interview with sample of independent smallholders that having knowledge of this policy. Most of smallholders cultivate and maintain their plots is by themselves, therefore no permanent workers employed.	
Requirement for Group Manager		
The Group Manager shall write a policy on no forms of forced or trafficked labour	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has Decree Letter Number: 14/SK-APBML/V/2018 related to prohibition of discrimination, forced labor, and human trafficking on May 21 st , 2018.	
The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used	Its policy distributed on notification board in office of village head. Also, this statement is written on commitment letter that signed by the members prior to joining the association PPBML.	
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		Complied
Members shall keep relevant records of employment contracts.	Based on interview with sample of independent smallholders, they were understood on this concern. Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves, therefore no employment contracts.	

Criterion / Indicator	Assessment Findings	Compliance
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	Based on interview with sample of independent smallholders, they were understood on this concern. Not all of members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves, therefore no employment contracts.	
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		Complied
Individual members to show evidence that they understand the policy	Based on interview with sample of independent smallholders, they were understand on this concern.	

Criterion / Indicator	Assessment Findings	Compliance
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	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has decree letter Number: 06/SK. APBML/V/2018 regarding human right. This decree emphasized that every member of association PPBML is prohibited to conduct an action against Human Right. Some of Human Right are: those are supporting and maintaining Human Right, for example right to have family, right of not to be violated, right to obtain equal thread, right to have religion, right to deliver opinion, right to develop our self, right to feel secure etc.	

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		Complied
Individual members shall demonstrate an understanding of the environmental and social risks of their operations.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has conducted study of identification of social impact aspart of Social Environment Impact Assessment. SEIA Methodology 1. Assessors Setara Jambi: a) Adhe Ferdiansyah, Sahadi, Ahmad Dedi Asri, Karya Rizki, M Amar.	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>2. Scope: Areas surrounding PPBML Members Oil Palm Plantation Field (534,4 ha) covering Pelabuhan Dagang, Taman raja, Pematang Tembesu, Lubuk Bernai, Suban, Gemuruh (Tanjung Jabung Barat District, Jambi Province).</p> <p>3. Methods: a) Field Observation; b) Public Discussion; c) Survey (Interview); d) Secondary Data Analyses.</p> <p>The result of the survey than discussed with members (mostly head of smallholder Group and Board of Perkumpulan Petani Berkah Mandah Lestari (PPBML)). Evidences showed was Stakeholder Consultation Note regarding Social Impact Assessment, November 29th 2018, attended by 32 members (boards of 8 smallholder group). The social impacts assessed detail a follow:</p> <p>1. Economy:</p> <ul style="list-style-type: none"> a. Positive Impacts: Economic and Basic Need Fulfillment; c) Work Opportunities improvement; b. Negative Impacts: Lifestyle changes; inappropriate facility for children (Gadget and vehicles used) <p>2. Social:</p> <ul style="list-style-type: none"> a. Positive Impacts: a) Improvement on education level; b) Open Work Opportunities b. Negative Impacts: a) Life style of kids (individualist); b) Degradation of local values (Indigenous); c) Drug Use increase; d) Criminality (Stealing FFB) <p>3. Culture:</p> <ul style="list-style-type: none"> a. Positive Impacts: improvement on cultural diversity Negative Impacts: degradation of local culture (gotong royong and kebersamaan) 	
Requirement for Group Manager		
A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has conducted study of identification of social impact aspart of Social Environment Impact Assessment.</p> <p>SEIA Methodology</p>	

Criterion / Indicator	Assessment Findings	Compliance
assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).	<p>1. Assessors Setara Jambi: a) Adhe Ferdiansyah, Sahadi, Ahmad Dedi Asri, Karya Rizki, M Amar.</p> <p>2. Scope: Areas surround PPBML Members Oil Palm Plantation Field (534,4 ha) covering Pelabuhan Dagang, Taman raja, Pematang Tembesu, Lubuk Bernai, Suban, Gemuruh (Tanjung Jabung Barat District, Jambi Province).</p> <p>3. Methods: a) Field Observation; b) Public Discussion; c) Survey (Interview); d) Secondary Data Analyses.</p> <p>The result of the survey than discussed with members (mostly head of smallholder Group and Board of Perkumpulan Petani Berkah Mandah Lestari (PPBML)). Evidences showed was Stakeholder Consultation Note regarding Social Impact Assessment, November 29th 2018, attended by 32 members (boards of 8 smallholder group).</p>	
Group Managers shall confirm land ownership and user rights within the new planting area.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has demonstrated the confirm land ownership and user rights within the new planting area.	
Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has developed social impact management plan in order to improve positive impacts and reduce negative impacts. The Social Impact Management Plan was issued at December 2018, titled as Social Impact Management Plan 2019 – 2020 of APBML the management plan consists actions plan as follow:</p> <ol style="list-style-type: none"> 1. Improvement on social activity such as social support for Village and worker recruitment for PPBML members. 2. Improvement on frequency of activities based on togetherness and mutual cooperation (Kebersamaan dan gotong royong). 3. Engage local village officer, policeman and security to improve social security system 4. Maintain areas with high natural resource and alternative economic source potentials. 5. Develop Mutual Cooperation Program at each Smallholder Group. 	

Criterion / Indicator	Assessment Findings	Compliance
<p>7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall demonstrate an understanding of the management plan to avoid or mitigate the social and environmental impacts.</p>	<p>Based on interview with sample of individual member, they has demonstrated an understanding of the management plan to avoid or mitigate the social and environmental impacts.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has developed social impact management plan in order to improve positive impacts and reduce negative impacts. The Social Impact Management Plan was issued at December 2018, titled as Social Impact Management Plan 2019 – 2020 of PPBML the management plan consists actions plan as follow:</p> <ol style="list-style-type: none"> 1. Improvement on social activity such as social support for Village and worker recruitment for PPBML members. 2. Improvement on frequency of activities based on togetherness and mutual cooperation (Kebersamaan dan gotong royong). 3. Engage local village officer, policeman and security to improve social security system 4. Maintain areas with high natural resource and alternative economic source potentials. 5. Develop Mutual Cooperation Program at each Smallholder Group. 	
<p>Group Managers shall organise training for members on environmental and social risks and mitigation measures.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has conducted training for members on environmental and social risks and mitigation measures.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	Record of socialization available as evident, e.g: training on environmental awareness for fertilizer applicator and HCV socialization for all farmer groups by SETARA dated 14 August 2018 attended by 47 participants	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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.	Based on interview with sample of individual member, they has demonstrated an understanding about shared responsibilities at the landscape level and how to manage issues (e.g. water, waste management etc.) and who are responsible for implementation	
Requirement for Group Manager		
Group Managers shall monitor implementation of SEIA management plan.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has monitored implementation of SEIA management plan.	
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.		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individuals' members can show appropriate understanding of soil type and suitability	Individual member can show simple understanding regarding soil type, e.g. black soil, yellow soil and sandy soil. Individual members understood how it effect the grow of oil palms.	
Requirement for Group Manager		
Group Manager shall: <ul style="list-style-type: none"> • Compile and maintain an overall soil map for the group 	Group Manager has soil map that described the type of soil, such as Gley Hunic, Hidromorfik and Podsolik.	
<ul style="list-style-type: none"> • Provide required information and or training for individual members 	Training related Good Agriculture Practice including soil type and fertility has been done to farmer members, e.g. on 20 June 2020, 24 June 2020 and 8 Aug 2020. Training program restricted due to Covid-19 pandemic.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individuals' members can show appropriate understanding of soil type and suitability	Individual member can show simple understanding regarding soil type, e.g. black soil, yellow soil and sandy soil. Individual members understood how it effect the grow of oil palms.	
Requirement for Group Manager		
Overall soil map to include topographic information.	Group Manager has soil map that described the type of soil, such as Gley Hunic, Hidromorfik and Podsolik.	
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.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>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).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas.	Based on interview with individual member, they have understood the basic of primary forest and HCV, they have understood not to open primary forest and HCV area.	
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.	Individual members have understood that there is no primary forest of HCV area has been opened to be planted with oil palms. Members have been confirmed it with Group Manager.	
Requirement for Group Manager		
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.	The Group Manager has demonstrated the basic understanding of primary forest and HCV. The Group Manager assisted by SETARA Jambi has disseminate to members regarding primary forest and HCV in method of meetings and dissemination throug signboards.	
<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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall participate in the HCV assessment.	Individual members have been participated in HCV Assessment, information on vegetation before oil palms are from members, as well as availability of wildlife.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
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).	Internal HCV assessment has been performed by the Group Manager assisted by SETARA. HCV Identification result was available.	
7.3.3 Dates of land preparation and commencement shall be recorded.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall record dates of land preparation and commencement of their own farm.	Individual members have recorded dates of land preparation and commencement of their own farm. The Group Manager have recapitulated in land use change analysis.	
Requirement for Group Manager		
The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members.	The Group Manager has developed SOP for recording land preparation in "SOP Pendaftaran Anggota Sertifikasi RSPO" – RSPO certification member registration (02/SOP-APBML/IV/2018).	
The Group Manager shall collate dates of land preparation and commencement of individual farms.	The Group Manager have recapitulated data of land preparation and commencement in land use change analysis.	
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).		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs).	Based on interview with Individual member, they are involved by conducting monitoring.	
Requirement for Group Manager		
The Group Manager shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.	The Group Manager has procedure for protection of RTE Species in document "SOP Perlindungan Satwa Liar dan Langka" (39/SOP-APBML/V/2018).	
The Group Manager shall implement a mechanism for individual members to report on threats to HCVs.	The Group Manager disseminated SOP of HCV and protection of RTE species to members, through meeting and displaying signboards. Based on interview with farmer members, revealed that individual member understood HCV and protection of RTE species.	
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).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The Group Manager conducts training for their individual members and their workers about the status of HCV.	The Group Manager disseminated SOP of HCV and protection of RTE species to members, through meeting and displaying signboards. Based on interview with	

Criterion / Indicator	Assessment Findings	Compliance
	farmer members, revealed that individual member understood HCV and protection of RTE species.	
Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP.	Based on field visit and interview, Individual members can show appropriate understanding related marginal and fragile soils. Several farmers have applied EFB to increase soil fertility.	
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. 	Group Manager can demonstrated Map of soil type of Perkumpulan Petani Berkah Mandah Lestari in appropriate scale. Soil type of PPBML members are consist of Gley Hunic, Hidromorfik and Podsolik. This map is provided assisted by SETARA Jambi.	
<ul style="list-style-type: none"> • Provide required information and or training for individual members. 	Group Manager has done training on Good Agriculture Practice that include soil fertility. Based on field visit and interview, Individual members can show appropriate understanding related marginal and fragile soils. Several farmers have applied EFB to increase soil fertility.	
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.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP.	Based on field visit and interview, Individual members can show appropriate understanding related marginal and fragile soils. Several farmers have applied EFB to increase soil fertility.	
Requirement for Group Manager		
The Group Manager maintains and oversees plans for new development based on overall soil map.	Group Manager has done training on Good Agriculture Practice that include soil fertility. Based on field visit and interview, Individual members can show appropriate understanding related marginal and fragile soils. Several farmers have applied EFB to increase soil fertility.	
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.		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties.</p> <p>No new planting occurs for the current members.</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>Based on interview with Group Manager, there is no land compensation occurs. The entire plots of smallholders is owned by individual smallholder from legacy or bought from others villager.</p> <p>If there is any changes of land ownership, there was responsibilities of both parties (seller and buyer), including requirements of legal compensation. Village government shall acknowledge the process of hand-over the land ownership.</p>	
<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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall: Document identification and assessment of demonstrable legal, customary and user rights (7.6.1).	All the sample of smallholders during this audit have right to use the land in form of "Sporadik" and Certificate of Land Ownership or "SHM".	
7.6.2 A system for identifying people entitled to compensation shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties. No new planting and no land compensation occur for the current members.	
7.6.3 A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall: Establish a procedure for calculating and distributing fair compensation. (7.6.3)	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties. No new planting and no land compensation occur for the current members.	
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		Not Applicable
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		Complied
Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims. (7.6.5)	Based on interview with sample of independent smallholders, there is no land compensation occurs. The entire plots of smallholders is owned by individual smallholder from legacy or bought from others villager. If there is any changes of land ownership, there was responsibilities of both parties (seller and buyer), including requirements of legal compensation. Village government shall acknowledge the process of hand-over the land ownership. All the copies of documentary evidence of the process and outcome is retained by both parties (seller and buyer) and informed to the local government.	

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
The Group Manager shall: Document the process and outcome of any compensation claims and make publicly available (7.6.5)	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties. No new planting and no land compensation occur for the current members.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
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)	Perkumpulan Petani Berkah Mandah Lestari (PPBML) has had SOP No. 30/SOP-APBML/IV/2018, regarding Legal Right Compensation (FPIC). All land transaction must acknowledge by Association. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties. No new planting and no land compensation occur for the current members.	
Criterion 7.7: 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.		

Criterion / Indicator	Assessment Findings	Compliance
<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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall provide evidence that they understand the No Burning Policy of the group</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no land burning, no peat, no forest, no conflict policy No. 13/SK-APBML/V/2018 dated on 20 May 2018 and SOP for land clearing without burning No. 20/SOP-APBML/IV/2018 dated on April 2018.</p> <p>Record of no land burning socialization dated 21th March 2019 by government agency (Babinsa) and attended by 33 participants.</p> <p>Based on site visit at block of sample individual member there was no land burning within the area.</p>	
<p>Requirement for Group Manager</p>		
<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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no land burning, no peat, no forest, no conflict policy No. 13/SK-APBML/V/2018 dated on 20 May 2018 and SOP for land clearing without burning No. 20/SOP-APBML/IV/2018 dated on April 2018.</p>	
<ul style="list-style-type: none"> Demonstrate that individual farms have been visited for this requirement. 	<p>Record of no land burning dissemination dated 21 March 2019 by government agency (Babinsa) and attended by 33 participants.</p> <p>Based on site visit at block of sample individual member there was no land burning within the area.</p>	
<ul style="list-style-type: none"> Explain how all the above is socialised to individual members of the Group. 	<p>Record of no land burning dissemination dated 21 March 2019 by government agency (Babinsa) and attended by 33 participants.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	Based on site visit at block of sample individual member there was no land burning within the area.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no land burning, no peat, no forest, no conflict policy No. 13/SK-APBML/V/2018 dated on 20 May 2018 and SOP for land clearing without burning No. 20/SOP-APBML/IV/2018 dated on April 2018.</p> <p>Record of no land burning socialization dated 21th March 2019 by government agency (Babinsa) and attended by 33 participants.</p> <p>Based on site visit at block of sample individual member there was no land burning within the area.</p>	
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. 	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no land burning, no peat, no forest, no conflict policy No. 13/SK-APBML/V/2018 dated on 20 May 2018 and SOP for land clearing without burning No. 20/SOP-APBML/IV/2018 dated on April 2018.</p> <p>Record of no land burning socialization dated 21th March 2019 by government agency (Babinsa) and attended by 33 participants.</p> <p>Based on site visit at block of sample individual member there was no land burning within the area.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<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>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has no land burning, no peat, no forest, no conflict policy No. 13/SK-APBML/V/2018 dated on 20 May 2018 and SOP for land clearing without burning No. 20/SOP-APBML/IV/2018 dated on April 2018.</p> <p>Record of no land burning socialization dated 21th March 2019 by government agency (Babinsa) and attended by 33 participants.</p> <p>Based on site visit at block of sample individual member there was no land burning within the area.</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>Complied</p>
<p>Individual members shall be able to explain how you know where not to plant.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari has demonstrated Peta Kebun Anggota Sertifikasi RSPO Overlay Jenis Tanah PPBML, jenis mineral (Gley Huic, Hydromorfik dan Podsolik) – there was no peat areas and primary forests</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>Perkumpulan Petani Berkah Mandah Lestari has demonstrated Peta Kebun Anggota Sertifikasi RSPO Overlay Jenis Tanah PPBML, jenis mineral (Gley Huic, Hydromorfik dan Podsolik) – there was no peat areas and primary forests</p>	

Criterion / Indicator	Assessment Findings	Compliance
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) have identified all pollution and emissions source (from plantation activities and office activities) listed on emissions source identifications document 2020 such as spraying activity, manuring, FFB transport and office activity. Perkumpulan Petani Berkah Mandah Lestari (PPBML) have implemented some actions plan i.e.fossil fuel monitoring	
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	Perkumpulan Petani Berkah Mandah Lestari (PPBML) have identified all pollution and emissions source (from plantation activities and office activities) listed on emissions source identifications document 2020 such as spraying activity, manuring, FFB transport and office activity. Document of mitigation the pollutants and emissions, consist of: fossil fuel usage as per needs or necessity, performed efficiency of fossil fuel by control the fossil fuel usage for FFB transportation and conducting regular maintenance for truck machine;	
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.	Perkumpulan Petani Berkah Mandah Lestari (PPBML) have identified all pollution and emissions source (from plantation activities and office activities) listed on emissions source identifications document 2020 such as spraying activity, manuring, FFB transport and office activity.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) have implemented some actions plan i.e.fossil fuel monitoring</p> <p>Record of socialization available as evident, e.g: training on environmental awareness for fertilizer applicator and HCV socialization for all farmer groups by SETARA dated 14 August 2018 attended by 47 participants</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. 		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
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.	All members of Perkumpulan Petani Berkah Mandah Lestari (PPBML) has meet the RSPO P&C requirements, group manager rules and cooperative during ICS visit to their farm. Each member sampled during this Assessment Visit were able to demonstrate maintenance and update on physical document to show fulfil the requirements, as in "Lembar Catatan Petani".	
Members shall provide inputs to the Group Action Plan for continual improvement.	Member of Perkumpulan Petani Berkah Mandah Lestari (PPBML) and group manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2019", dated 15 June 2020. In this event, individual members provide inputs to the Group Manager. Individual members provides input such the development of the OHS policy and management plan.	
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 ASA 1 was able to demonstrate individual records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Lembar Catatan Petani". "Lembar Catatan Petani Tahun 2019"; Ali Napiah; 1.25 Ha; OP 2008; Harvesting records: Jan 3,500 kg; Feb 1,600 kg and 1,300 kg; Mar 1,335 kg and 1,320 kg; Apr 1,334 kg and 1,320 kg; May 1,000 kg and 900 kg; Jun 900 kg and 300 kg; 1,000 kg and 1,300 kg; Aug 1,200 kg and 1,000 kg. Fertilizer record: 14 Sep 2019; fertilizer Urea; volume 150 kg. Pesticide use on 15 Jun 2019; 3.5 l of Klin Up (glyphosate). "Lembar Catatan Petani Tahun 2019"; M. Yusuf; Dusun 1 Farmer Group; 2.72 Ha; OP 2008; Harvesting records: Jan 2,647 kg; Feb 2,183 kg; Mar 2,377 kg; Apr 2,339 kg;	

Criterion / Indicator	Assessment Findings	Compliance
	<p>May 2,673 kg; Jun 2,135 kg; Jul 3,228 kg; Aug 3,049 kg; Sep 3,080 kg; Oct 3,340 kg; Nov 3,960 kg; Dec 4,670 kg.</p> <p>“Lembar Catatan Petani Tahun 2019”; Resi Sapitri; Sawit Mandiri Farmer Group; 0,70 Ha; OP 2013; Harvesting records: Jan 490 kg; Feb 410 kg; Mar 510 kg; Apr 380 kg; May 310 kg; Jun 490 kg; Jul 520 kg; Aug 320 kg; Sep 295 kg; Oct 315 kg; Nov 390 kg; Dec 325 kg. Fertilizer record: 18 Jun 2019; fertilizer Urea; volume 100 kg.</p>	
<p>Discuss with the Group Manager the timing of the replanting programme.</p>	<p>The smallholder group has developed replanting programme 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.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall record information on environmental impacts, waste reduction, pollution & GHG and social impacts.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) has action plan for continuous im-provement e.g.:</p> <ul style="list-style-type: none"> • Perkumpulan Petani Berkah Mandah Lestari has conducted internal audit recently on 20-23 June 2020. All farmer Groups (Dusun I Farmer Group, Dusun 2 Farmer Group, Sejahtera Farmer Group, Lestari Tani Mandiri Farmer Group, Hijau Talang Lestari Farmer Group, Berkah Sawit Farmer Group, Melawai Sejahtera Farmer Group, Sejahtera Bersama Farmer Group, Maju Bersama Farmer Group, Mitra Mandiri Farmer Group and Tayas Mandiri Farmer Group) have been audited by Internal Audit Team. • Perkumpulan Petani Berkah Mandah Lestari has HCV assessment report 2018. • Work program 2020 which covered socialization, training, RAT etc. • Internal audit plan 2020. <p>Group Manager and ICS of APMBL regularly conducted coordination meeting, one of discussion topic is continual improvement plan. PPBML has action plan for continual improvement, e.g.:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> 1. Each Farmer Group makes a RDKK (Definitive Plan for Group Needs) in accordance with the hectare area of each Farmer Group members. 2. Any disbursement of ICS funds will be issued after implementing the work program that has been made and showing the expenditure note to the treasurer. 3. Each member will be given a "Buku Pintar Petani" as a guide in oil palm plantation management and can also be used as data records when surveillance audit is carried out. 4. The internal audit team has conducted an internal audit of all members who have been determined. 5. An ID is made for each Farmer Group member. 	
<p>Group Managers shall periodically (e.g. quarterly) collate the records of individual members.</p>	<p>Group Manager Perkumpulan Petani Berkah Mandah Lestari (PPBML) collecting data from each individual member records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Lembar Catatan Petani Tahun 2019". This is updated on monthly basis.</p>	
<p>Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.</p>	<p>Perkumpulan Petani Berkah Mandah Lestari (PPBML) and Group Manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2019", dated 15 June 2020.</p>	
<p>Group Managers shall be responsible for the continuous improvement in key operations.</p>	<p>Group Managers Perkumpulan Petani Berkah Mandah Lestari (PPBML) is responsible for the continuous improvement in key operations. Continuous monitoring through regular internal audits conducted.</p>	

Appendix B: Approved Time Bound Plan

Perkumpulan Petani Berkah Mandah Lestari is a single member. Not Applicable

Appendix C: GHG Reporting Executive Summary

Not applicable

Appendix D: List of Group Member and Total Certified Area (Ha)

Dusun 1

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 0001 a01	ALI NAPIAH	1.94
2	01 0004 a01	HENDRA	1.67
3	01 0008 b01	IDRIS MANALU	0.31
	01 0008 a01		13.00
	01 0008 c01		3.01
4	01 0003 a01	BUSTAMI	2.00
5	01 0013 a01	ZAINUDIN	2.63
	01 0013 b01		2.37
6	01 0011 a01	MUH NASIR	1.87
7	01 0012 a01	SAMSUL IDUAR	1.46
8	01 0009 a01	ARBAIN	4.25
9	01 0017 a01	RUDI HARYANTO	1.99
10	01 0002 a01	ARDIANSYAH	5.49
	01 0002 b01		1.57
11	01 0022 a01	HERLINA SUSANTI	0.51
12	01 0007 a01	M. YUSUF	2.72
13	01 0010 a01	SURPATRIADI	0.70
14	01 0014 a01	FITRA KAMRI	1.50
15	01 0018 a01	ROSDAN	2.00
16	01 0019 a01	SAIPUL	1.50
17	01 0005 a01	H. IBASUNI	2.83
	01 0005 b01		2.00
18	01 0020 a01	Kastolani	3.00
19	01 0015 a01	Firdaus	2.58
20	01 0021 a01	Desi Susanti	1.57
21	01 0006 a01	Oktin Nurjanah	1.93
	01 0006 b01		1.71
22	01 0016 a01	Seftina Eriyani	1.85
23	01 0023 a01	WACHID AGUS SUSANTO	0.67
24	01 0024 a01	AKHMAD SHOLIKIN	2.40
25	01 0025 a01	JULIYANTO	1.40
26	01 0026 a01	NURMA YUNITA	0.90

Dusun 2

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 0014 b01	SUTRISNO	1.06
	02 0014 c01		1
	02 0014 d01		1
	02 0014 a01		0.81
2	02 0008 a01	MARWAN	2
	02 0008 b01		2.25

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No.	Smallholder ID	Name	Certified Area (Ha)
3	02 0012 a01	NASUM	1
4	02 0007 b01	KUDERI	2.00
	02 0007 a01		1.9
5	02 0013 b01	RAKIYO	1.7
	02 0013 a01		2.05
6	02 0009 a01	MURTIYO	4
	02 0009 b01		4
7	02 0005 a01	ICHSAN MAHMUD	1.09
8	02 0001 a01	ALEXANDER SARAGIH	3.1
	02 0001 b01		2.5
9	02 0003 b01	DALIMIN	1.33
	02 0003 a01		3.82
10	02 0011 b01	NASRI	1.66
	02 0011 a01		1
11	02 0004 a01	FAOZATULO GEA	3
	02 0004 b01		1.99
12	02 0006 a01	KASIMAN	0.91
13	02 0016 a01	Triyono	1.5
14	02 0002 a01	BUDI YUDIAWAN	3.5
15	02 0010 a01	Muryadi	1
16	02 0015 a01	Sri Hartono	3
17	02 0017 a01	NASIKUN	2
18	02 0018 a01	NUR ROHMAN	2
	02 0018 b01		1
	02 0018 c01		1
19	02 0019 a01	PARYO	3
20	02 0020 a01	MUHAMMAD SOLEH	1.2
21	02 0021 a01	MURYANI	5

Sejahtera

No.	Smallholder ID	Name	Certified Area (Ha)
1	05 0035 a01	MARDANI	3
	05 0035 b01		1.5
	05 0035 c01		4
2	05 0037 a01	MARZUKI	1
3	05 0034 a01	M BAHTIAR	0.88
	05 0077 a01		1
4	05 0056 a01	SUARNO	2.5
5	05 0021 a01	IBLUL	2.5
6	05 0063 a01	TITIN REMAJA	2.4
7	05 0041 a01	RAHMAT	2
8	05 0064 c01	UMARDI	2.3
	05 0064 a01		1.28
	05 0064 b01		2
9	05 0059 a01	SYAMSUARDI	1.5
10	05 0002 b01	AFRIZAL	8

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No.	Smallholder ID	Name	Certified Area (Ha)
	05 0002 a01		1.5
11	05 0003 a01	JUEP/JONI	5
12	05 0011 b01	BUSTAM HARIS	1.62
	05 0011 a01		10
13	05 0032 a01	LESNAH	1.57
14	05 0033 a01	M RIDWAN	2
15	05 0042 a01	RIDWAN	1.6
16	05 0066 a01	ZULFAHMI	2.32
17	05 0027 a01	JUNAIDI (JON)	2.05
18	05 0040 a01	NOPIRMAN	2.15
	05 0040 b01		2
19	05 0008 a01	ASNAWI	2
20	05 0051 a01	SUDARMIN	1.28
21	05 0047 a01	SAMUJI	1.5
22	05 0014 a01	DODI ANTO	2.2
23	05 0038 a01	MASRAN	2.17
24	05 0023 a01	JAMURIS	4
25	05 0045 a01	SABANI	2.06
26	05 0067 a01	SULPAHMI	1.993
27	05 0018 b01	HAMIDI	2.01
	05 0018 a01		2
28	05 0058 a01	SAMSU BAHARI	1.91
29	05 0001 a01	ABDUL HARIS	0.72
	05 0001 b01		1.5
	05 0001 c01		1
30	05 0039 a01	HANAPI	3.8
31	05 0053 a01	SUKARMAN	2.218
32	05 0016 a01	ABDULLAH SENANG	2.135
33	05 0007 a01	ASLAN	0.75
34	05 0019 a01	Hayat Sukatma	2.2
35	05 0054 a01	Suprianto	3.39
36	05 0061 a01	Taufik Hidayat B	4
37	05 0036 a01	Marjuls	1.37
38	05 0065 a01	Zailani	2.25
39	05 0052 b01	Sugimin	7.4
	05 0052 a01		2
40	05 0009 b01	Awaludin	1.5
	05 0009 a01		3.26
	05 0009 c01		4.7
41	05 0003 a01	Agus Mardi	2.28
42	05 0024 a01	Jang Cik	3
43	05 0028 a01	Junaidi A	4
44	05 0025 a01	Jangcik	1.2
45	05 0005 a01	Aman	1.2
46	05 0079 a01	Ahmad Edi	1.54
47	05 0046 a01	Safei	1
48	05 0020 a01	Elmi	2.188
49	05 0044 a01	Rosmani	2.99

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No.	Smallholder ID	Name	Certified Area (Ha)
50	05 0017 a01	Halimatun Syadiah	2.1
51	05 0030 a01	Lena	1.09
52	05 0068 a01	Zulkifli	0.91
53	05 0055 a01	Surapto	1
54	05 0069 a01	Zulyaden	5.8
55	05 0022 a01	Iswadi	1.19
56	05 0060 a01	Taridi	2.46
57	05 0057 a01	Syahroni	2
58	05 0004 a01	Asolikin	2.23
59	05 0029 a01	Kamaludin	3
60	05 0031 a01	Leni Marlina	1.81
61	05 0006 a01	Antoni	1.6
62	05 0050 a01	Slamet Widodo	0.82
63	05 0012 a01	BUSTAMI	2
64	05 0062 a01	Taufik Hidayat A	2.53
65	05 0082 a01	Darmawi (A)	0.8
	05 0082 b01		0.70
66	05 0081 a01	Ahmad Subli	2

Lestari Tani Mandiri

No.	Smallholder ID	Name	Certified Area (Ha)
1	03 0026 a01	SUMARYANTO	1.90
	03 0026 b01		1.73
	03 0026 c01		1.46
	03 0026 d01		1.53
	03 0026 e01		2.00
2	03 0003 a01	ARI WARKASIH	2.33
3	03 0022 a01	ROKHIM	0.98
	03 0022 b01		0.98
	03 0022 c01		1.02
4	03 0017 a01	NANI IRAWATI	1.72
	03 0017 b01		1.00
	03 0017 c01		1.20
5	03 0027 a01	SUMINO	1.41
6	03 0028 a01	SUNARYO	1.00
7	03 0012 a01	LENSON SINAGA	4.10
8	03 0011 a01	DEWI NOVA TURNIP	0.70
9	03 0002 a01	ALI NUR ROHMAN	1.41
10	03 0009 a01	ISRO MUSTAFA	1.33
11	03 0032 a01	USMAN AFANDI	2.00
12	03 0013 a01	M YUSUF	3.15
13	03 0034 a01	MUHAMAD SUBAKIR	1.00
14	03 0015 a01	M. Machfur	1.00
15	03 0018 a01	NOORKHOLIS	2.00
16	03 0019 a01	PARNO	2.00
17	03 0031 a01	UMAR SALIM	1.70

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No.	Smallholder ID	Name	Certified Area (Ha)
18	03 0023 a01	ROCHMAT MUSAFIR	1.50
	03 0023 b01		2.42
19	03 0020 a01	ERLINA BR SEMBIRING	1.88
20	03 0010 a01	KUSYADI	1.85
21	03 0008 a01	FRANTO S	2.00
22	03 0024 a01	S. SITANGGANG	2.12
	03 0024 b01		1.50
23	03 0007 a01	FREDDY SITOMPUL	6.80
24	03 0001 a01	ALI BASTER SIBUEA	4.00
25	03 0006 a01	EDI TRIYONO	1.84
26	03 0005 a01	DASRIL	0.95
27	03 0030 a01	SYAMSURI	2.00
28	03 0021 a01	RIDWAN	2.00
29	03 0029 a01	SUPARMIN	1.00
30	03 0025 b01	SUMARNO	0.56
	03 0025 a01		2.00
31	03 0014 b01	MUHAMAD MAHFUD	0.97
	03 0014 a01		2.00
32	03 0004 a01	Boiran	2.00
	03 0004 b01		2.00
33	03 0016 a01	Muzaki	2.00
34	03 0033 a01	SUNYOTO	5.39
35	03 0035 a01	LESTARI	1.83
36	03 0036 a01	WASIS STIAJI TRI WIBOWO	2.40
	03 0036 b01		1.45
37	03 0037 a01	TENTREM RAHARJO	4.54
38	03 0038 a01	TARMIZI	0.94
39	03 0039 a01	ASMURI	1.50
40	03 0040 a01	SUPARNI	3.52
	03 0040 b01		1.47
41	03 0041 a01	SOIMATUN	1.50

Hijau Talang Lestari

No.	Smallholder ID	Name	Certified Area (Ha)
1	04 0001 a01	ABDULLAH Sani	0.48
2	04 0020 a01	SUPARMONO	0.92
3	04 0027 a01	TARMIZI	2.38
4	04 0014 a01	SAHABUDDIN	1.77
5	04 0026 a01	SYARIPUDDIN	3.40
	04 0026 b01		2.89
6	04 0013 a01	MUHRI	1.50
	04 0013 b01		2.00
7	04 0004 a01	HERMAN	1.96
	04 0004 b01		3.00

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No.	Smallholder ID	Name	Certified Area (Ha)
	04 0004 c01		0.50
8	04 0032 a01	M. ALI	1.53
9	04 0024 a01	SUSENO	2.20
10	04 0023 a01	SUROTO	2.18
11	04 0022 a01	SUROSO	2.39
12	04 0019 a01	SUPARMAN	1.24
13	04 0028 a01	Tumirin	0.78
14	04 0002 a01	Bujang M	2.80
15	04 0012 b01	Muhsin	0.85
16	04 0005 a01	Imron Rosadi	2.00
17	04 0008 a01	ASRIAH	2.20
18	04 0031 a01	Abdul Haris	1.00
19	04 0006 a01	Jumaiyah	0.82
20	04 0010 a01	M. Saleh	2.00
21	04 0025 a01	Susilo	2.50
22	04 0003 a01	Abdullah	1.25
23	04 0011 a01	M. Simanjuntak	3.25
24	04 0030 a01	Waris Salam	0.50
25	04 0029 a01	Ahmadi	1.00
26	04 0007 a01	KHAIRUL ASHIFIYA	1.34
27	04 0009 a01	SYAHRIL	1.80
28	04 0015 a01	JUMINI	1.50
29	04 0016 a01	MARGONO	4.07
30	04 0021 a01	SUPRIYANTO	2.26
31	04 0033 a01	WIDIYONO	0.54

Berkah Sawit

No.	Smallholder ID	Name	Certified Area (Ha)
1	06 0006 a01	LAMSARI	0.25
2	06 0008 a01	MISRIKAH	1.66
3	06 0003 a01	IMRON ROSJIDI	1.04
	06 0003 b01		0.74
	06 0003 c01		1.13
	06 0003 d01		0.89
	06 0003 e01		1.05
4	06 0010 a01	ZAINI	2.85
5	06 0002 a01	GUS PRAHDONO	5.00
6	06 0007 j01	WARTOYO	1.26
	06 0007 d01		1.08
	06 0007 e01		1.33
	06 0007 h01		1.21
7	06 0011 a01	AMONI DOHONA	0.23

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Melawai Sejahtera

No.	Smallholder ID	Name	Certified Area (Ha)
1	07 0007 a01	Heri Syahputra	1.06
2	07 0008 b01	Indra Gunawan	0.82
	07 0008 a01		0.83
3	07 0016 a01	Syafruddin	0.96
	07 0016 b01		5.10
	07 0016 c01		2.00
4	07 0020 a01	Susanto	1.58
5	07 0025 a01	Zulkipli	1.04
6	07 0004 a01	Edi Hariyadi	2.30
7	07 0002 a01	Amir Husin	2.70
8	07 0022 a01	Yazikwan	1.00
9	07 0009 a01	Jon Hendri	0.60
	07 0009 b01		0.92
10	07 0014 a01	Nurdin	0.73
11	07 0012 a01	Nirwanto	2.00
	07 0012 b01		0.91
12	07 0015 a01	Pepi Andika	1.59
13	07 0018 a01	Sohardi	1.29
14	07 0019 a01	Sumedi	1.77
15	07 0024 a01	Jangcik	1.84
16	07 0006 a01	Heri Ardian	1.61
	07 0006 b01		0.80
17	07 0005 a01	Erwinsyah	0.57
	07 0005 b01		0.50
18	07 0003 a01	Budi Irawan	1.00
19	07 0013 a01	Nurbaiti	1.60
20	07 0023 a01	Yuniswan	1.58
21	07 0010 a01	M. HATTA. Z	0.75
	07 0010 a01		0.97

Sejahtera Bersama

No.	Smallholder ID	Name	Certified Area (Ha)
1	08 0001 a01	Resi Sapitri	0.70
2	08 0003 a01	Hartono	2.00
3	08 0004 a01	Rupei Purba	2.50
4	08 0007 a01	Terezi Zega	1.30
5	08 0008 a01	Raja Bagin Pinem	2.70
6	08 0009 a01	Hairuzi	0.95
7	08 0010 a01	Herman	1.50
8	08 0011 a01	Dawam	1.28
9	08 0012 a01	Imam Su'udi	1.48
	08 0012 b01		1.58
	08 0012 c01		0.85
10	08 0013 a01	Sumarno	3.00

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No.	Smallholder ID	Name	Certified Area (Ha)
11	08 0014 a01	Tasrip Widyana	3.30
	08 0014 b01		1.00
12	08 0015 a01	Pariawan	1.00

Maju Bersama

No.	Smallholder ID	Name	Certified Area (Ha)
1	09 0021 a01	M. YUSUF	1.3
2	09 0001 a01	FAHRIANTO	1.14
3	09 0002 a01	SUSILA WATI	1.5
4	09 0003 a01	OKTALIS MUNAWARO	2.15
5	09 0004 a01	ALEX	1
6	09 0005 a01	TAPARUDIN	3.2
7	09 0006 a01	ABDUL MUIN	2.466
8	09 0007 a01	MAHPUL	0.8
9	09 0008 a01	PATMAWATI	1.458
10	09 0009 a01	RUSPINA	4
11	09 0010 a01	IBLUL	2.687
12	09 0011 a01	DONI ADI	1.46
13	09 0012 a01	SAMSU BAHRI	1
14	09 0013 a01	TOMI JEFIZA	1
15	09 0014 a01	ANA	1
16	09 0015 a01	AYU ASMARA	2
17	09 0016 a01	LOIS PADANG	3.136
18	09 0017 a01	SAIMAN	3.6
19	09 0018 a01	YERTI MURMAYATI	3.2
20	09 0019 a01	MARJONI	1.39
21	09 0020 a01	DORA NAFISYA	1
22	05 0022 a01	Edi Kurniawan	2

Mitra Mandiri

No.	Smallholder ID	Name	Certified Area (Ha)
1	10 0007 a01	ROBI AZHARI	1.00
2	10 0003 a01	RASMIN	2.00
3	10 0002 a01	TARMIZI	1.03
	10 0002 b01		2.00
	10 0002 c01		1.28
4	10 0004 a01	DAHLIA	0.88
5	10 0005 a01	DAUD	1.75
6	10 0006 a01	SULASTRI	1.00
7	10 0007 a01	FITRI AYU	0.80
8	10 0022 a01	M. AL ROZI Z	1.00
9	10 0008 a01	Anton Sukardi	1
10	10 0009 a01	Iwan	0.93
11	10 0010 a01	Amri Irawan	1.8

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No.	Smallholder ID	Name	Certified Area (Ha)
12	10 0012 a01	A. Rahman	2
13	10 0013 a01	Muhammad Ridho	1
14	10 0014 a01	M. Saleh	2
15	10 0015 a01	Hartono	1
16	10 0016 a01	Effendy Harahap	5
17	10 0017 a01	Raden Gapur	0.5
18	10 0018 a01	Khoirul Muttqim	1.5
19	10 0019 a01	Aszubri	1.94
20	10 0020 a01	Herman Plani	1
21	10 0021 a01	Andi	3.6

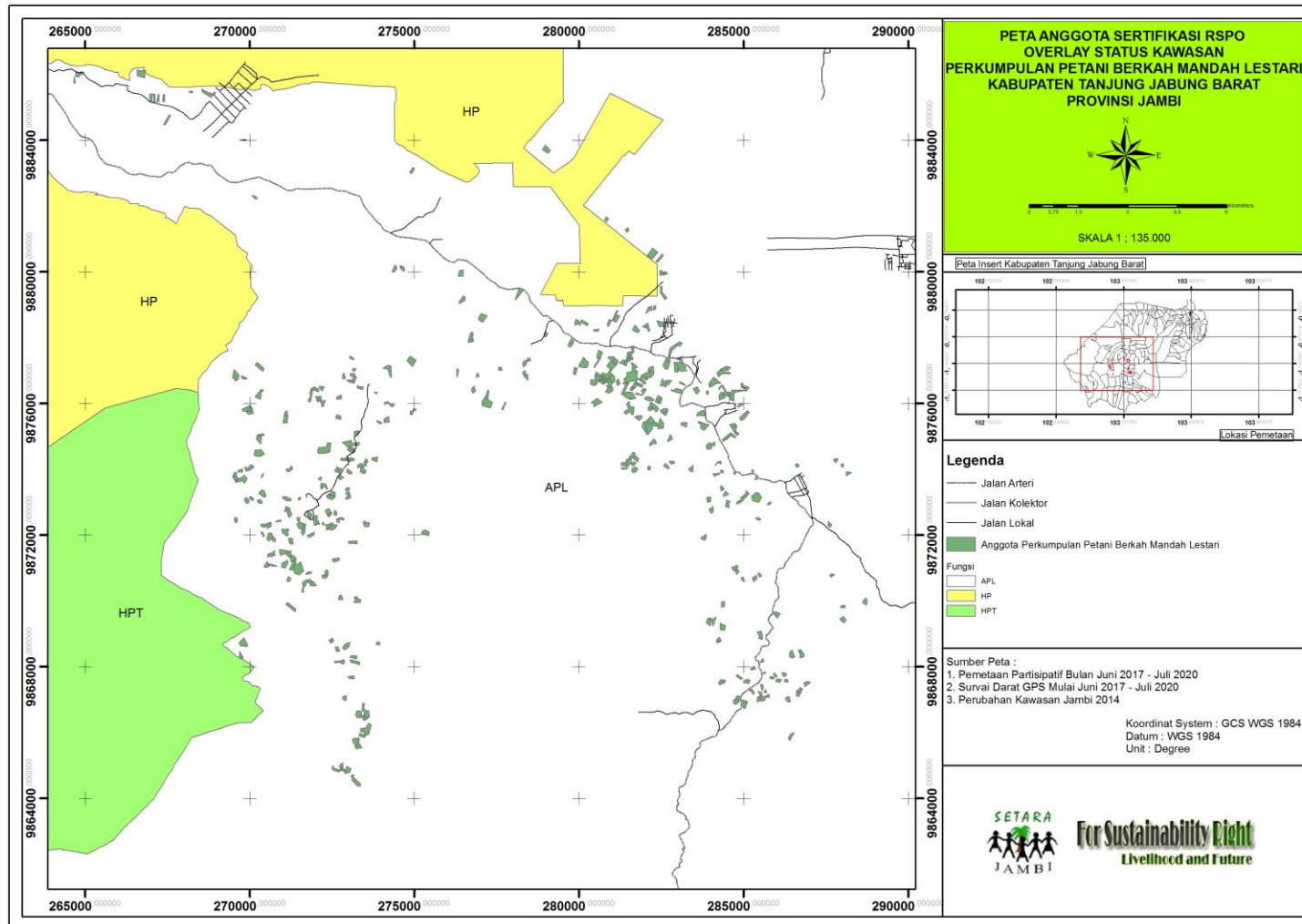
Tayas Mandiri

No.	Smallholder ID	Name	Certified Area (Ha)
1	11 0001 a01	MAMEI NATON SARAH	0.83
	11 0001 b01		0.48
2	11 0002 a01	SARPEN	0.86
3	11 0004 a01	AMRI	2.00
4	11 0003 a01	SURYONO	1.35
	11 0003 b01		1.00
5	11 0005 a01	PARIDA ASIAH	0.23
	11 0005 b01		0.28
6	11 0006 a01	NONI ELISAH	1.25
7	11 0007 a01	SUKIR	0.57
8	11 0008 a01	BIBIT SUGIARTO	1.69
9	11 0009 a01	ARIANTO	0.63
	11 0009 b01		1.37
10	11 0019 a01	ASMUNI ALI	1.30
11	11 0010 a01	SUTOYO	0.37
	11 0010 b01		1.10
	11 0010 c01		1.00
	11 0010 d01		0.90
	11 0010 e01		1.71
	11 0010 f01		1.90
	11 0010 g01		1.99
	11 0010 i01		1.11
12	11 0011 a01	M. YANI	1.10
13	11 0012 a01	SIARNI	0.58
14	11 0013 a01	TRIASRORI	1.22
15	11 0014 a01	LESTARI EKA DEWI	0.70
16	11 0015 a01	ARIAN SAPUAN	1.13
17	11 0016 a01	JUMAIN	0.32
18	11 0017 a01	APENDI	1.20
	11 0017 b01		0.82
19	11 0018 a01	M. NASRUL	1.98
	11 0018 ab1		1.58
20	11 0020 a01	HERMANTO	1.54

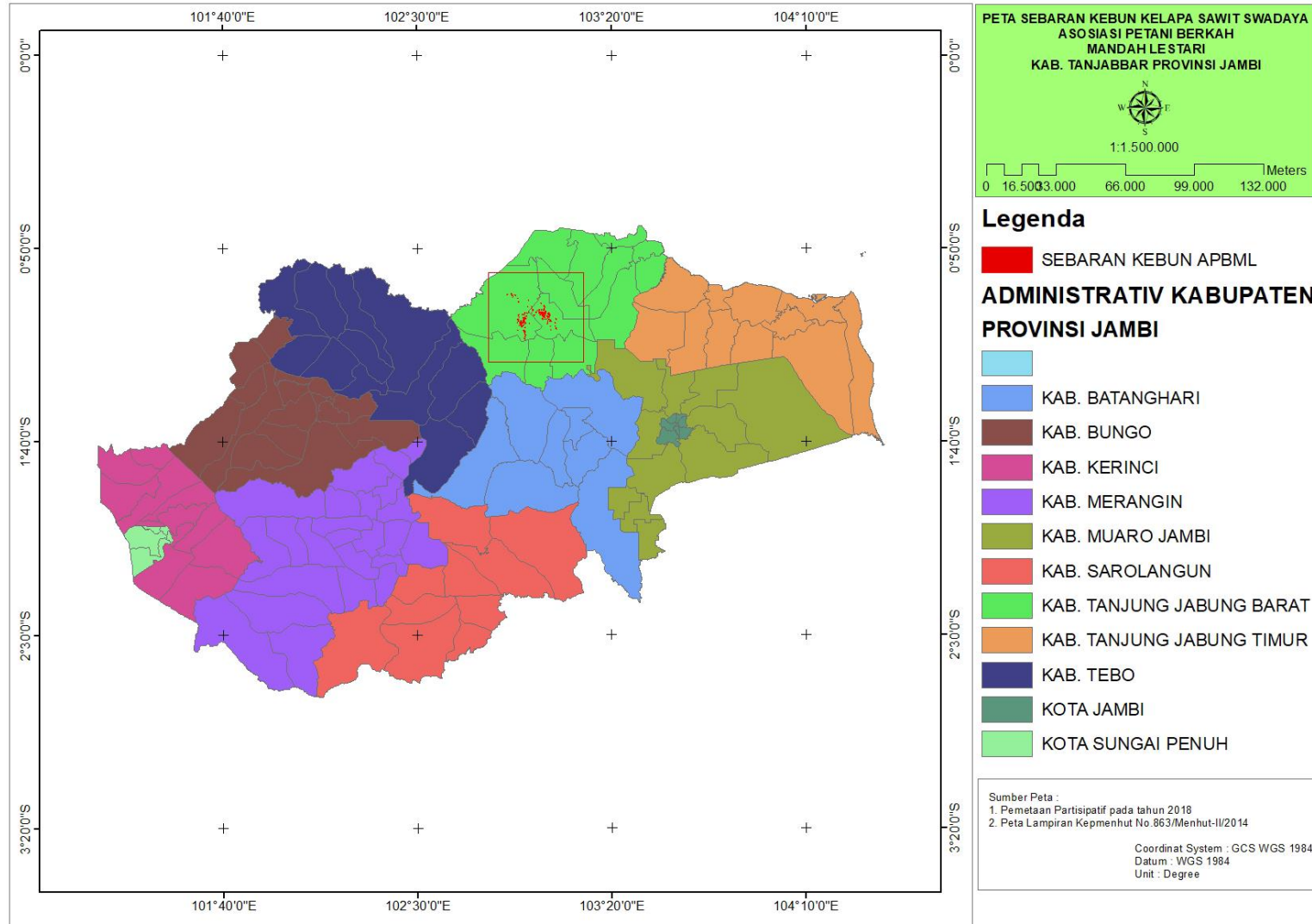
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No.	Smallholder ID	Name	Certified Area (Ha)
21	11 0021 a01	M. SALEH	2.00
	11 0021 b01		2.00
	11 0021 c01		2.00
22	11 0022 a01	PAMUJIANTO	1.08

Appendix E: Location Map of Certification Unit



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Appendix F: List of Smallholder Sampled

No.	Farmer Group Name	Smallholder Block ID	Individual Member Name
1.	Lestari Tani Mandiri	03 0017 b01	Nani Irawati
2.	Lestari Tani Mandiri	03 0019 a01	Parno
3.	Lestari Tani Mandiri	03 0025 a01	Sumarno
4.	Lestari Tani Mandiri	03 0038 a01	Tarmizi
5.	Lestari Tani Mandiri	03 0040 b01	Suparni
6.	Melawai Sejahtera	07 0019 a01	Sumedi
7.	Melawai Sejahtera	07 0005 a01	Erwinsyah
8.	Melawai Sejahtera	07 0010 a01	M. Hatta Z
9.	Sejahtera Bersama	08 0008 a01	Raja Bagin Pinem
10.	Sejahtera Bersama	08 0010 a01	Herman
11.	Sejahtera Bersama	08 0013 a01	Sumarno
12.	Sejahtera Bersama	08 0014 a01	Tasrip Widyana
13.	Maju Bersama	09 0003 a01	Oktalis Munawaro
14.	Maju Bersama	09 0006 a01	Abdul Muin
15.	Maju Bersama	09 0013 a01	Tomi Jefiza
16.	Mitra Mandiri	10 0007 a01	Robi Azhari
17.	Mitra Mandiri	10 0002 a01	Tarmizi
18.	Mitra Mandiri	10 0022 a01	M. Al Rozi Z.
19.	Tayas Mandiri	11 0013 a01	Triasrori
20.	Tayas Mandiri	11 0014 a01	Lestari Eka Putri
21.	Tayas Mandiri	11 0018 ab1	M. Nasrul
22.	Tayas Mandiri	11 0021 b01	M. Saleh

Appendix G: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
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
PPBML	Perkumpulan Petani Berkah Mandah Lestari
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