

**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 Cahaya Putra Harapan
Client company Address: RT 008 RW 002, Desa Karya Mukti, Kecamatan Maro Sebo Iilir, Kabupaten Batanghari, Provinsi Jambi, Indonesia
Certification Unit: Perkumpulan Cahaya Putra Harapan Location of Certification Unit: RT 008 RW 002, Desa Karya Mukti, Kecamatan Maro Sebo Iilir, Kabupaten Batanghari, Provinsi Jambi, Indonesia
Date of Final Report: 17/12/2020

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Section 1: Scope of the Certification Assessment

1. Company Details			
Parent Company	Perkumpulan Cahaya Putra Harapan		
RSPO Membership Number	1-0252-18-000-00	Membership Approval Date	05/06/2018
Address	RT 008 RW 002, Desa Karya Mukti, Kecamatan Maro Sebo Iilir, Kabupaten Batanghari, Provinsi Jambi, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Perkumpulan Cahaya Putra Harapan		
Location / Address	RT 008 RW 002, Desa Karya Mukti, Kecamatan Maro Sebo Iilir, Kabupaten Batanghari, Provinsi Jambi, Indonesia		
Website	-		
Management Representative	Raffles/Jamil	E-mail	a.cph@gmail.com
Telephone	+62 812 7969 9522/ +62 822 8268 8919	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 731142	Date of First Certification	20/10/2019
		Certificate Start Date	20/10/2019
		Certificate Expiry Date	19/10/2024
Scope of Certification	Palm Oil Plantation Management System for Independent Smallholders		
Visit Objectives	<ul style="list-style-type: none"> • Determination of the conformity of the client's management system, or parts of it, with audit criteria. • Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements. 		
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 checked="" 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.		

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Supply Chain Module	<input checked="" 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	Nil	Nil	Nil

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
KT Al Karomah	Desa Karya Mukti	1° 32' 2.98" S	103° 10' 3.17" E
KT Bina Usaha	Desa Karya Mukti	1° 32' 49.02" S	103° 10' 34.07" E
KT Garuda Perkasa	Desa Karya Mukti	1° 32' 51.51" S	103° 10' 16.27" E
KT Maju Bersama	Desa Karya Mukti	1° 31' 43.71" S	103° 11' 0.16" E
KT Mandiri Jaya	Desa Karya Mukti	1° 32' 37.54" S	103° 10' 9.30" E
KT Mandiri Sejahtera	Desa Karya Mukti	1° 32' 5.19" S	103° 11' 4.61" E
KT Berkah	Desa Tidar Kuranji	1° 33' 56.07" S	103° 7' 24.42" E
KT Karya Mandiri	Desa Tidar Kuranji	1° 33' 56.02" S	103° 7' 35.19" E
KT Makmur Abadi	Desa Tidar Kuranji	1° 34' 45.17" S	103° 10' 34.03" E
KT Mukti Sari	Desa Tidar Kuranji	1° 35' 6.79" S	103° 6' 38.59" E
KT Sukamaju	Desa Tidar Kuranji	1° 34' 19.74" S	103° 6' 55.52" E
KT Sumber Rezeki	Desa Tidar Kuranji	1° 34' 7.12" S	103° 7' 40.43" E
KT Tunas Baru	Desa Tidar Kuranji	1° 34' 30.91" S	103° 6' 52.43" E
KT Tunas Harapan	Desa Tidar Kuranji	1° 34' 36.58" S	103° 8' 12.55" E
KT Cempaka	Desa Mukti Sari	1° 32' 23.28" S	103° 12' 8.42" E
KT Harapan Kita	Desa Mukti Sari	1° 32' 17.39" S	103° 12' 46.98" E
KT Talang Aro	Desa Talang Aro	1° 37' 51.22" S	103° 18' 11.94" E

(Note for Auditors: Deg °; Minutes' ; Seconds". The format must be two decimal points) (Eg. 3° 51' 14.01" N)

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5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
KT Al Karomah	6.20	0	0	6.20	100
KT Bina Usaha	5.49	0	0	5.49	100
KT Garuda Perkasa	61.97	0	0	61.97	100
KT Maju Bersama	27.10	0	0	27.10	100
KT Mandiri Jaya	3.72	0	0	3.72	100
KT Mandiri Sejahtera	46.89	0	0	46.89	100
KT Berkah	14.04	0	0	14.04	100
KT Karya Mandiri	21.20	0	0	21.20	100
KT Makmur Abadi	44.52	0	0	44.52	100
KT Mukti Sari	3.66	0	0	3.66	100
KT Sukamaju	12.44	0	0	12.44	100
KT Sumber Rezeki	17.93	0	0	17.93	100
KT Tunas Baru	8.97	0	0	8.97	100
1KT Tunas Harapan	33.58	0	0	33.58	100
KT Cempaka	11.15	0	0	11.15	100
KT Harapan Kita	67.72	0	0	67.72	100
KT Talang Aro	45.21	0	0	45.21	100
Total	431.80	0	0	431.80	100

Note:

Previous smallholder member during IAV 2019 were 186 member with total area certified 196.14 ha.

In this ASA1 2020 there are Scope extension with new additional member are 220 member and 3 Group of Smallholder (KT Maju Bersama, KT Sukamaju, KT Talang Aro) with area of 235.66 ha

Current total member are: 186 + 220 = 406 member

Current total area are: 196.14 ha + 235.66 ha = 431.80 ha

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
KT Al Karomah	0	0	4.92	1.28	0	6.20	0
KT Bina Usaha	0	0	5.49	0	0	5.49	0

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KT Garuda Perkasa	0	0	44.38	17.59	0	61.97	0
KT Maju Bersama	0	0	22.80	4.30	0	27.10	0
KT Mandiri Jaya	0	0	2.13	1.59	0	3.72	0
KT Mandiri Sejahtera	0	0.49	29.37	17.03	0	46.89	0
KT Berkah	0	0	12.04	2.00	0	14.04	0
KT Karya Mandiri	0	14.92	4.33	1.95	0	21.20	0
KT Makmur Abadi	0	0.93	40.06	3.53	0	44.52	0
KT Mukti Sari	0	0	2.57	1.09	0	3.66	0
KT Sukamaju	0	0	6.43	6.01	0	12.44	0
KT Sumber Rezeki	0	3	9.24	5.25	0.48	17.93	0
KT Tunas Baru	0	0	6.56	2.42	0	8.97	0
KT Tunas Harapan	0	3	23.29	7.29	0	33.58	0
KT Cempaka	0	0	7.19	3.95	0	11.15	0
KT Harapan Kita	0	0.99	42.66	24.06	0	67.72	0
KT Talang Aro	0	21.54	23.68	0	0	45.21	0
Total (ha)		44.87	287.14	99.34	0.48	431.80	0

Note:

All planting area was mature plantation.

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year			
	Estimated (Oct 2019-Sept 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020-Sept 2021)
		Previous license period (N/A)	Current license period (Oct 2019 – July 2020)	
KT Al Karomah	72.38		61.34	124.23
KT Bina Usaha	80.19		100.85	139.62
KT Garuda Perkasa	655.34		577.28	1,211.49
KT Maju Bersama	-		-	468.35
KT Mandiri Jaya	74.03		79.35	110.22
KT Mandiri Sejahtera	528.43		432.03	913.02
KT Berkah	109.28		87.45	265.35
KT Karya Mandiri	54.17		44.96	378.43
KT Makmur Abadi	401.39		346.76	784.69

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KT Mukti Sari	53.54		51.44	75.16
KT Sukamaju	-		-	294.89
KT Sumber Rezeki	103.29		70.39	338.97
KT Tunas Baru	69.69		62.85	203.38
KT Tunas Harapan	74.34		66.87	747.17
KT Cempaka	79.33		56.89	262.71
KT Harapan Kita	867.08		607.95	1,454.87
KT Talang Aro	-		-	530.99
Total	3,222.48		2,646.41	8,303.54

Note:

Estimate and Actual production only from previous existing certified smallholder. KT Maju Bersama, KT Sukamaju and KT Talang Aro was new smallholder group member.

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

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

Note:

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)

Independent FFB Supplier	Tonnage / year			
	Estimated (Oct 2019-Sept 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020-Sept 2021)
		<i>Previous license period (N/A)</i>	<i>Current license period (Oct 2019 – July 2020)</i>	
Nil				
Total				

Note:

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10. Certified Tonnage				
	Estimated (Oct 2019-Sept 2020)	Actual (Oct 2019 – July 2020)		Forecast (Oct 2020-Sept 2021)
	FFB	FFB		FFB
Mill Capacity: XX MT/hr SCC Model: IP	3,222.48	Previous license period (N/A)	Current license period (Oct 2019 – July 2020)	8,303.54
			2,646.41	
	CPO (OER: 20%)	CPO (OER: 20 %)		CPO (OER: 20 %)
	644.49		529.28	1,660.71
	PK (KER: 5%)	PK (KER: 5%)		PK (KER: 5%)
	161.12		132.32	415.18
	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)
	72.50		59.54	186.83
	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)
88.62		72.77	228.35	
TOTAL	N/A			N/A

Note:
 Actual production was form existing certified smallholder member.
 Forecast production has included the new additional smallholder member.

11. Actual Sold Volume (CPO)					
Current License period (Oct 2019 – July 2020)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	Nil	Nil	Nil	Nil	
Previous License period (N/A)					
CPO (MT)	Nil	Nil	Nil	Nil	

12. Actual Sold Volume (PK)					
Current License period (Oct 2019 – July 2020)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		

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PK (MT)	Nil	Nil	Nil	Nil	
Previous License period (N/A)					
PK (MT)	Nil	Nil	Nil	Nil	

13. Independent Smallholders Certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	644	-
IS-CSPKO	72	-
IS-CSPKE	88	-

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
 Suite 29.01 Level 29, The Gardens North Tower,
 Mid Valley City, Lingkaran Syed Putra,
 59200 Kuala Lumpur, Malaysia.
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2.1 Assessment Methodology, Programme, Site Visits

The central office audit for group manager elements including transfer assessment and on-site 1st Annual Surveillance Assessment (ASA 1) was conducted from 10 – 14 August 2020. The audit programme is included as Appendix D. The approach to the audit was to treat the group manager and its smallholders as an RSPO Certification Unit. Group manager was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The 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.

The Major NC close out remotely on 9 October 2020. The audit programmes are included in Section 2.3. NCR Close out was conducted remotely due to Pandemic Covid-19 increasing in Jambi Province (increasing positif cases) and there is a local restriction from surrounding Village which required visitor to self quarantine for 14 days. Evidence verification done by document verification, interview with related person through video call and Zoom meeting application to ensure the correction and corrective action required were satisfactory implemented.

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), Appendix 3 were used as checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The assessment was conducted based on sample regulated under RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2018). Under the requirement, size of samples was based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. For the purpose of sampling audit, risk assessment of the group member and group manager was carried out prior to the certification assessment through the documentation. Out of in total 406 smallholders, sampling formula as below:

Category	Samplings	Remark
CERTIFIED Smallholders ($0.8\sqrt{406} \times \text{RF } 1.2$)		Risk Factor 1.2; These members are existing certified members. There is no replanting and or expansion but the Group manager has a history of non-conformities.

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Total		
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This audit was Annual surveillance assessment with extension to scope. There are new additional smallholder member in this audit. Previous smallholder member during IAV 2019 were 186 member with total area certified 196.14 ha. In this ASA1 2020 there are Scope extension with new additional member are 220 member and 3 Group of Smallholder (KT Maju Bersama, KT Sukamaju, KT Talang Aro) with area of 235.66 ha. Current total member are: 186 + 220 = 406 member and current total area are: 196.14 ha + 235.66 ha = 431.80 ha

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

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

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Group Manager	√	√	√	√	√
KT Al Karomah			√		√
KT Bina Usaha	√			√	
KT Garuda Perkasa	√		√		√
KT Maju Bersama	√	√		√	
KT Mandiri Jaya	√		√		√
KT Mandiri Sejahtera	√			√	
KT Berkah		√	√		√
KT Karya Mandiri		√		√	
KT Makmur Abadi		√	√		√
KT Mukti Sari		√		√	

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KT Sukamaju					
KT Sumber Rezeki					
KT Tunas Baru		√	√		√
KT Tunas Harapan					

Tentative Date of Next Visit: August 1, 2021 – August 4, 2021

Total No. of Mandays: 10 Mandays

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>
Mujinius Jalaraya	Team Leader	He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He have a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. He is fluently speaking in English and Bahasa Indonesia. During this assessment, he assessed on the aspects of Legal, Environmental management and monitoring, OHS management and HCV management and monitoring.
Edy Widodo	Team Member	Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation and also the processing industry and agricultural mechanization. He also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, he assessed on the aspects of transparency, social, labor and stakeholder consultation.
Andi Pratama Pasaribu	Team Member	Andi Pratama Pasaribu as Bachelor degree, majoring social economy. He has several of work experiences (more than 5 years) as the operational staff since 2008. He has been followed the Training of Lead Auditor Indonesian Sustainable Palm Oil (ISPO) which was held by ISPO Commission in 2013 and

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		Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO) by Proforest and Daemeter in 2016. He has been attended several kinds of training, such as High Conservation Value (HCV) Training, Lead Auditor ISO 9001:2008, Lead Auditor ISO 14001:2005, auditor OHSAS, lead auditor RSPO supply chain by BMTRADA etc. He has some experiences of Sustainability Palm Oil scheme audit in Indonesian and Malaysia in best management practices, land legality, environmental, social and worker welfare aspect and supply chain. During this audit, he verify legal, social and best management practices aspect.
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Accompanying Persons:

Name	Role
Nil	

2.3 Assessment Plan

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

Date	Time	Activity	MJ	EW	AP
Monday, 10/08/2020	08.00 – 12.00	Transfer Assessment Including Review Document at Central office PCPH	√		
Tuesday, 11/08/2020	08.00 – 09.00	Opening Meeting - Presentation by PCPH - Presentation by BSI	√	√	√
	08.00 – 12.00	Audit Review Dokumen PCPH The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO P&C 2013: Legal, manual, policy and procedure, HCV and SEIA documents, OHS, Safe working practices, operational plan, Best Management Practices, IPM, Training record, social, continuous improvement, etc.	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Field Audit PCPH: Sample Number: 8 member Field visit to Independent smallholders plots covering aspect of Best management practices, Occupational health and safety, worker welfare, HCV, environmental aspect, continual improvement, etc. Interview with smallholder member and workers.	√	√	√

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Date	Time	Activity	MJ	EW	AP
Wednesday, 12/08/2020	08.00 – 12.00	Field Audit PCPH: Sample Number: 8 member Field visit to Independent smallholders plots covering aspect of Best management practices, Occupational health and safety, worker welfare, HCV, environmental aspect, continual improvement, etc. Interview with smallholder member and workers.	√	√	√
		Stakeholder Consultation: Kepala desa/tokoh masyarakat, Kontraktor, LSM/NGO dan pemerintahan (Dinas perkebunan dan Dinas Lingkungan Hidup).		√	
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Audit continue for Document Review PCPH	√	√	√
Thursday, 13/08/2020	08.00 – 10.00	Field Audit PCPH: Sample Number: 4 member Field visit to Independent smallholders plots covering aspect of Best management practices, Occupational health and safety, worker welfare, HCV, environmental aspect, continual improvement, etc. Interview with smallholder member and workers.	√	√	√
	10.00 – 12.00	Audit Document Review: The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO P&C 2013: Legal, manual, policy and procedure, HCV and SEIA documents, OHS, Safe working practices, operational plan, Best Management Practices, IPM, Training record, social, continuous improvement, etc.	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Audit continue for Document Review PCPH	√	√	√
Friday, 14/08/2020	08.00 – 09.30	Audit Continue	√	√	√
	09.30 – 10.30	Report preparation	√	√	√
	10.30 – 12.00	Closing Meeting	√	√	√

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Assessment plan for NCR Major Close Out

Date	Time	Activity	MJ
Friday, 09/10/2020	08.00 – 12.00	<ul style="list-style-type: none"> - Opening Meeting - Document Verification, Virtual Site verification and Interview - Verification of Correction and Corrective Action against NCR: <ol style="list-style-type: none"> 1. NCR # 1946648-202008-M1, Clause 4.6.2 (Major) 2. NCR # 1946648-202008-M2, Clause 4.6.11 (Major) 3. NCR # 1946648-202008-M3, Clause 4.7.4 (Major) 4. NCR # 1946648-202008-M4, Clause 4.2.3 (Major, escalation from previous minor NC) - Closing Meeting 	√
<p>Note: NCR Close out was conducted remotely due to Pandemic Covid-19 increasing in Jambi Province (increasing positif cases) and there is a local restriction from surrounding Village which required visitor to self quarantine for 14 days.</p>			

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- € Perkumpulan Cahaya Putra Harapan Multiple Management Units / Time Bound Plan
- RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
- RSPO Group Certification Standard 2016
- (*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

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with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. <i>Note:</i> <i>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</i>		
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 (if applicable to this assessment)

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 the Annual Surveillance Assessment 1 (ASA 1) there were four (4) Major & one (1) minor nonconformities raised. Perkumpulan Cahaya Putra Harapan 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 it effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

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Non-conformity			
NCR Ref #	1946648-202008-M1	Clause & Category (Major / Minor)	Clause 4.6.2 (Major)
Date Issued	14/08/2020	Due Date	11/11/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	09/10/2020
Statement of Nonconformity:	There is no record of pesticide use keep by smallholder member, while most of them use pesticide for weeds control. In addition record of pesticide use provide by ICS has not been include active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications.		
Requirement Reference:	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: Individual members keep records of pesticides use. Requirement for Group Manager: Group Manager has oversight responsibility		
Objective Evidence:	During interview with smallholder member (29 sample of smallholder) confirmed that they have no keep the record of pesticide they use, while Group Manager has provide the guidance book and book note (Buku Pintar) to record the pesticide use by smallholder member. Group Manager PCPH has provide the data record of pesticide use by smallholder member (based on interview ICS with member) period 2019/2020, however the record of pesticide use were not include active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications.		
Corrections:	ICS PCPH and Group Manager conducted socialization to members to make regular notes on the use of pesticides, and ensure that they are neatly recorded/ documented in notebooks (Buku Pintar) provided by PCPH. The socialization was conducted on 27 August - 1 September 2020. Note books have also been given by ICS PCPH to approximately 200 new members and about 20 people were given a form of notes on pesticide use. Evidence of socialization and provision of member notebooks can be shown during verification. Evidence of pesticide application record by smallholder member can be demonstrated during audit.		
Root Cause Analysis:	Smallholder member are not used to recording pesticide applications, even though PCPH has provided notebooks for members of PCPH. New members have not been provided with notebooks / smart books by PCPH.		
Corrective Actions:	Monitoring of pesticide records is carried out by the ICS monitoring unit (Mujiyanto, Defriyanto, Yasin Mustofa, Siswadi Muarifin, Sumardi). Monitoring is carried out after each pesticide spraying activity carried out by member and by monitoring pesticide collection at KUD Budi Sari and direct field visits by the head of farmer groups. Monitoring record are available in ICS office and well maintained. During audit recapitulation of pesticide use by smallholder member can be demonstrated.		

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Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. NC Major has been Closed on 09/10/2020.
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Non-conformity			
NCR Ref #	1946648-202008-M2	Clause & Category (Major / Minor)	Clause 4.6.11 (Major)
Date Issued	14/08/2020	Due Date	11/11/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	09/10/2020
Statement of Nonconformity:	There is no evidence that Group Managers monitor occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up.		
Requirement Reference:	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. 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.		
Objective Evidence:	During audit there is no evidence of monitoring from ICS/Group Manager to their smallholder member regarding the occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up. In addition there is no evidence that smallholder member has conducted the medical checkup for spraying activity as per procedure SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 01 dated 4 March 2018, point 11 explained that spraying operator should conduct medical check up to community health center (PUSKESMAS/PUSTU) periodically at least once a year to monitor their health conditions due to the spraying activities.		
Corrections:	PCPH has evaluated the OHS work program, and carried out medical checkups for members and employees in accordance with SOP No. 2 / SOP-UK3 & B3 / A-CPH / III / 2018 and compile reports on the results of the medical checkups and attach evidence of examination (MCU) to members and employees. PCPH has conducted socialization to members who apply pesticides and fertilizers on 27 August - 1 September 2020 to conduct MCU at least once a year to find out their health condition. Door-to-door medical checkup were also carried out by PCPH in collaboration with the Tidar Kuranji Community Health Center. The first medical check up were carried out on 55 members of pesticide users on August 30 - September 2 2020, and took place in 3 villages (Karya Mukti Village, Tidar Kuranji Village, Bukit Sari Village).		
Root Cause Analysis:	ICS PCPH considers that the application of pesticides and fertilizers by member is low risk to health because of the small area of application (0.5 ha on average) and spraying activities carried out for an average of 6 months (twice a year).		
Corrective Actions:	PCPH has planned to form a TUS Team that will do the spraying of pesticides.		

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	PCPH has also requested cooperation from the company PT Inti Indosawit Subur to be able to conduct periodic medical examinations to the TUS team.
Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. NC Major has been Closed on 09/10/2020.

Non-conformity			
NCR Ref #	1946648-202008-M3	Clause & Category (Major / Minor)	Clause 4.7.4 (Major)
Date Issued	14/08/2020	Due Date	11/11/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	09/10/2020
Statement of Nonconformity:	There is no evidence that Group manager has review the OHS manual/procedure and its implementation periodically.		
Requirement Reference:	<p>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> <p>Requirement for Group Manager: Appropriate to scale, consider forming an Occupational Health Committee.</p> <p>Group Manager reviews the manual periodically.</p>		
Objective Evidence:	PCPH has develop the OHS Policy, OHS manual and procedure as per SOP No.3/SOP-UK3&B3/A-CPH/III/2018 regarding OSH and SOP No.4/SOP-UK3&B3/A-CPH/III/2018 regaiding Risk Control and Use of PPE. However during audit cannot be demonstrated the evaluation of SOP implementation and review of OHS Policy, Procedure and Programme.		
Corrections:	<p>The OHS Procedure Review and OHS program evaluation have been carried out by PCPH on 21 September , 2020.</p> <p>Record of OHS review can be demonstrated and found sufficient. The list of attendance at OSH reviews can be shown.</p> <p>The minutes for discussing OSH procedures and OSH programs conducted by PCPH are available.</p> <p>OHS Procedure has been review and found that the procedure is still sufficiently relevant and appropriate. OHS program also has been review by ICS including PPE provision for members, safety inspection & monitoring, first aid monitoring, safe working practices training for member.</p>		
Root Cause Analysis:	<p>Lack of understanding of ICS regarding OSH reviews.</p> <p>ICS PCPH has made programs related to review and evaluation related to OHS procedures, but ICS has not implemented the overall program that has been prepared.</p>		
Corrective Actions:	Training on the understanding of the OHSogram and a review of the OHSogram and procedures have been carried out by Setara Jambi Team to ICS of PCPH. The training was held on September 28, 2020. During the interview with ICS PCPH it		

	was proven that they already understood how to review the OHS program and OHS procedures.
Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. NC Major has been Closed on 09/10/2020.

Non-conformity			
NCR Ref #	1946648-202008-M4	Clause & Category (Major / Minor)	Clause 4.2.3 (minor) escalated to Major
Date Issued	14/08/2020	Due Date	11/11/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	09/10/2020
Statement of Nonconformity:	According to previous minor non conformity, the group manager could not showed record if the soil and foliar sampling has carry out periodically; Until audit ASA 1 conducted there is no evidence of soil and foliar sampling analysis record.		
Requirement Reference:	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Requirement for Group Manager: Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.		
Objective Evidence:	During audit ASA1 based on interview and document review, there is no evidence that soil analysis and foliar analysis ha been conducted according to requirement.		
Corrections:	ICS PCPH has collaborated with PT Inti Indosawit Subur to conduct soil dan leaf sampling analysis. Leaf sampling unit has been taken by Foreman of PT Inti Indosawit Subur in the PCPH plantation area. Leaf sampling taken on 28 August 2020 with number of sample 4 sample. leaf sample has been deliver to Laboratory PT Nusa Pusaka Kencana - Bahilang research Center and analyzed According to letter No. 089/EKS-KLM/IX/2020 dated 12 September 2020. Leaf sampling analysis result has not been issued and remain in process. Soil sampling analysis has been taken by PT Inti Indosawit Subur each 5 years in area of their Scheme Smallholder. PCPH plantation area are the same and located on a stretch that has the same soil profile with area of Scheme Smallholder PT Inti Indosawit Subur plantation area. Soil sampling analysis result can be demonstrated as per "Data Analisis Tanah Profil Kebun Plasma Bulian Hampanan 35/Pekarangan" dated 26/03/2014. PCPH also has made cooperation with PT Inti Indosawit Subur to taken the soil sampling analysis each 5 years according to letter No. 089/EKS-KLM/IX/2020 dated 12 September 2020.		
Root Cause Analysis:	Lack of understanding how to do leaf sampling and soil sample analysis.		
Corrective Actions:	Monitoring of Leaf sampling analysis schedule (once a year) and soil sampling analysis (each 5 years).		
Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. NC Major has been Closed on 09/10/2020.		

Non-conformity			
NCR Ref #	1946648-202008-N1	Clause & Category (Major / Minor)	Clause 4.2.2 (minor)
Date Issued	14/08/2020	Due Date	Next ASA
Closed (Yes / No)	No	Date of nonconformity Closure	Next ASA
Statement of Nonconformity:	There is no evidence that smallholder member maintain the fertilizer records.		
Requirement Reference:	Requirement for individual member: Responsibility of individual members to maintain fertilizer records. Requirement for Group manager: Group Manager to provide template to record fertilizer usage and mill by-products usage.		
Objective Evidence:	During audit, interview and field observation to sample of smallholder plot confrimed that they has apply the fertilizer application to their palm oil plantation such as: NPK, MOP, Borate, Kieserite and Dolomite. However they dont keep and maintain the fertilizer application record as per requirement.		
Corrections:	ICS PCPH and Group Manager conducted socialization to members to make regular notes on the use of fertilizer, and ensure that they are neatly recorded / documented in notebooks (Buku Pintar) provided by PCPH. The socialization was conducted on 27 August - 1 September 2020. Note books have also been given by ICS PCPH to approximately 200 new members and about 20 people were given a form of notes on pesticide use. Evidence of socialization and provision of member notebooks can be shown during verification. Evidence of fertilizer application record by smallholder member can be demonstrated during audit.		
Root Cause Analysis:	Smallholder member are not used to recording fertilizer applications, even though PCPH has provided notebooks for members of PCPH. New members have not been provided with notebooks / smart books by PCPH.		
Corrective Actions:	Monitoring of fertilizer records is carried out by the ICS monitoring unit (Mujiyanto, Defriyanto, Yasin Mustofa, Siswadi Muarifin, Sumardi). Monitoring is carried out after each fertilizer application carried out by member and by monitoring fertilizer collection at KUD Budi Sari and direct field visits by the head of farmer groups. Monitoring record are available in ICS office and well maintained. During audit recapitulation of fertilizer application by smallholder member can be demonstrated.		
Assessment Conclusion:	Verification of correction and corrective action implementation will be conducted in the next assessment. Correction and corrective action plan has been accepted by audit team.		

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

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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 02745	Clause & Category (Major / Minor)	Clause E.1.2.3 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager and ICS team could not able showed they under-standing against to RSPO P&C, RSPO Group certification, RSPO supply chain model for independent smallholder.		
Requirement Reference:	The Group Manager and/or their personnel shall be able to demonstrate competence and knowledge of: <ul style="list-style-type: none"> • Principles and Criteria for the Production of Sustainable Palm Oil 2013 Endorsed by the RSPO Executive Board and Accepted at the Extraordinary General Assembly by RSPO Members on April 25th 2013 • RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard]. • RSPO Supply Chain Certification Standard Final Document: A approved by RSPO Executive Board 21 November 2014 • Internal group procedures and policies. 		
Objective Evidence:	The group manager and ICS team could not able showed they under-standing against to RSPO P&C, RSPO Group certification, RSPO supply chain model for independent smallholder.		
Correction:	1. The group manager carry out training and socialization re-garding understanding of RSPO principle and critera, RSPO group requirements and RSPO supply chain model through in collabora-tion with "Setara" as consult-ant for PCPH. 2. Carry out socialization and understanding regarding group manager policy and procedure to all ICS team member. 3. Carry out training and test to all ICS team member to see the level of understanding of ICS team against to RSPO requirements.		

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Corrective Actions:	Ensure the group manager and ICS team member have a knowledge and understanding against to RSPO requirements through the periodically training and socialization to refresh the ICS team member.
Assessment Conclusion:	<p>Audit team has verified the satisfactory implementation:</p> <ol style="list-style-type: none"> 1. RSPO Requirements training and socialization to PCPH group manager and ICS team member on 5 Oct 2019. This training in collaboration with "Setara" as local NGO and consultant. This training attended by 20 participants from PCPH structural organization including ICS team member. 2. RSPO understanding level survey result, following by all ICS team member, with the information showed the understanding level was medium to high with score 70 until 100. <p>Major NC remain closed.</p>

Non-conformity			
NCR Ref #	RSPO 02746	Clause & Category (Major / Minor)	Clause E.2.1.1 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager did not able to show the last group meeting to discuss the group activity and compliance against to RSPO requirements.		
Requirement Reference:	<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 <ul style="list-style-type: none"> • Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group. • Prepare and maintain the rules of the Group including the criteria for membership. • Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan). • Procedure for initial gap audit which can be a self-assessment. 		
Objective Evidence:	During audit the group manager did not able to show the last group meeting to discuss the group activity and compliance against to RSPO requirements.		
Correction:	<ol style="list-style-type: none"> 1. Carry out the group meeting in periodically with attendant by all group member. 2. Input the group meeting schedule into group manager work program. 		
Corrective Actions:	Ensure the group meeting will be carry out periodically, and the result will be documented.		
Assessment Conclusion:	Audit Team has verified:		

	<ul style="list-style-type: none"> Internal minutes of meeting conducted on 9 Oct 2019 with discussing agenda regarding implementation RSPO progress in the PCPH. This meeting attended by 20 participants from APCH structural organization, including ICS team member. Group manager work program <p>Major NC remain closed.</p>		
Non-conformity			
NCR Ref #	RSPO 02747	Clause & Category (Major / Minor)	Clause E.2.1.2 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager could not showed record of follow up action against to internal audit result.		
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. 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:	During audit the group manager could not showed record of follow up action against to internal audit result.		
Correction:	Follow up the internal audit result.		
Corrective Actions:	Ensure all internal audit result will be follow up to closed the non-conformity or any gap if present		
Assessment Conclusion:	<p>Audit team has verified:</p> <ol style="list-style-type: none"> Table of internal audit result summary of follow up action. On this table information served was date of assessment, sampling name, name of internal audit, description of finding, root cause, plan to correction and corrective action, date of closure, status and report of correction. 		

	<p>2. Meeting to discuss the internal audit follow up action taken to closed the non-conformity conducted on 1 Oct 2019, attended by 44 participants, complete with summary minutes of meeting.</p> <p>3. Photograph of follow up action against to every non-conformities found based on internal audit.</p> <p>Major NC remain closed.</p>
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Non-conformity			
NCR Ref #	RSPO 02748	Clause & Category (Major / Minor)	Clause E.3.2.1 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager could not showed record of FFB certified traceability mechanism system.		
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:	During audit, the group manager could not showed record of FFB certified traceability mechanism system.		
Correction:	Develop the FFB certified traceability mechanism system and socialize to all group member		
Corrective Actions:	Ensure the mechanism will be implemented and communicate to all group members periodically		
Assessment Conclusion:	<p>Audit team has verified: Record's of:</p> <ol style="list-style-type: none"> SOP regarding number identification mechanism for group member, document no. 1/SOP-UPSKA/A-CPH/III/2018, Rev 0, issued date on 4 Mar 2018. This procedure explain regarding to trace back the FFB certified through the unique number mechanism in FFB document (DO). The unique number of group member consist of information regarding: <ul style="list-style-type: none"> First (2) two digit was PCPH code; Second (2) two digit was farmer group name code; Third (4) four digit was number of member; Fourth (4) four digit was certificate land ownership of farmer's code. SOP regarding FFB sales and goods out document no. 4/SOP-UMT/A-CPH/X/2019, Rev 0, issued date on 4 Oct 2019. This sales and goods out mechanism through credit and physically sold. Then the important thing was in the DO (FFB delivery document) identification of member unique number should be able and visible and amount of FFB. Socialization regarding RSPO principle and criteria, traceability and PCPH policy and procedure conducted on 5 October 2019 attended by all group leaders/Ketua Ke-lompok Tani (23 participants). This socialization periodically programmed in the PCPH group manager programme to ensure the implementation in all farmers member. 		

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	Major NC remain closed.
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Non-conformity			
NCR Ref #	RSPO 02749	Clause & Category (Major / Minor)	Clause E.3.2.2 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager did not showed the mechanism of sales and goods out for FFB certified, it will be as collective control by group manager of will be in another way mechanism.		
Requirement Reference:	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. If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.		
Objective Evidence:	During audit the group manager did not showed the mechanism of sales and goods out for FFB certified, it will be as collective control by group manager of will be in another way mechanism.		
Correction:	Develop mechanism for FFB certified sales and goods out		
Corrective Actions:	Ensure the mechanism will be implemented and communicate to all group members.		
Assessment Conclusion:	<p>Audit Team has verified:</p> <ol style="list-style-type: none"> SOP regarding number identification mechanism for group member, document no. 1/SOP-UPSKA/A-CPH/III/2018, Rev 0, issued date on 4 Mar 2018. This procedure explain regarding to trace back the FFB certified through the unique number mechanism in FFB document (DO). The unique number of group member consist of information regarding: <ul style="list-style-type: none"> First (2) two digit was PCPH code; Second (2) two digit was farmer group name code; Third (4) four digit was number of member; Fourth (4) four digit was certificate land ownership of farmer's code. SOP regarding FFB sales and goods out document no. 4/SOP-UMT/A-CPH/X/2019, Rev 0, is-sued date on 4 Oct 2019. This procedure explain regarding FFB sales and goods out mechanism through credit and physically sold. Then the important thing was in the DO (FFB delivery document) identification of member unique number should be able and visible and amount of FFB. MoU document no. AHU/0004038.AH.01.07.Tahun 2018 regarding FFB sales and goods out between PCPH and PT IIS (Palm Oil Mill Company). This document explained regarding FFB sales and good out mechanism from PCPH to PT IIS Palm Oil Company. <p>Major NC remain closed.</p>		

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Non-conformity			
NCR Ref #	RSPO 02750	Clause & Category (Major / Minor)	Clause E.3.2.3 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The DO (FFB delivery document) sampling of Dua Putra Group, the document not informed regarding unique code number of group member.		
Requirement Reference:	<p>All sales of FFB originating from the plantations of Group members shall be documented and recorded.</p> <p>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:	During audit the group manager did not showed the mechanism of sales and goods out for FFB certified, it will be as collective con-trol by group manager of will be in another way mechanism.		
Correction:	Complete the DO with unique number of group member.		
Corrective Actions:	Ensure the DO complete with unique number code of group member. Socialization to all group farmers to complete the DO with unique code number.		
Assessment Conclusion:	<p>Audit Team has verified:</p> <ol style="list-style-type: none"> 1. Socialization regarding RSPO prin-ciple and criteria, traceability and PCPH policy and procedure con-ducted on 5 October 2019 attended by all group leaders/Ketua Ke-lompok Tani (23 participants). This socialization periodically pro-grammed in the PCPH group man-ager programme to ensure the im-plementation in all farmers mem-ber. 2. FFB delivery documents (DO) will complete with unique number of group members after the PCPH get the RSPO certificate. The unique number will establish on the DO through the stamp mechanism. Person incharge responsible re-garding this was FFB monitoring unit/department. <p>Major NC remain closed.</p>		

Non-conformity			
NCR Ref #	RSPO 02751	Clause & Category (Major / Minor)	Clause E.3.2.5 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager and the owner of DO docu-ment did not have any agreement to control the FFB certified sales.		

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Requirement Reference:	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. 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.
Objective Evidence:	During audit, the group manager and the owner of DO document did not have any agreement to control the FFB certified sales.
Correction:	The group manager will be make PCPH owned DO.
Corrective Actions:	Ensure the PCPH DO will be used as document of FFB certified trading activity.
Assessment Conclusion:	Audit Team has verified: MoU FFB sales and goods out with PT IIS (palm oil mill company). This document mentioned the PCPH will be have they onwed DO document to control the FFB certified sales and goods out. The group manager also they owned design for the PCPH DO to make easier of FFB certified sales control and identification. Major NC remain closed.

Non-conformity			
NCR Ref #	RSPO 02752	Clause & Category (Major / Minor)	Clause 5.1.1 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	Group manager could not showed document of environmental commitment manajemen (SPPL document) for all group member.		
Requirement Reference:	An environmental impact assessment (EIA) shall be documented. Requirement for individual member: Individual members shall demonstrate an understanding of the environmental risks of their operations. Requirement for Group Manager: Group Managers shall identify all activities that have an impact on the environment		
Objective Evidence:	During audit Group manager could not showed document of environmental commitment manajemen (SPPL document) for all group member.		
Correction:	Coordinate and apply for the SPPL docment to Environmen-tal Authority of Batanghari.		
Corrective Actions:	Ensure all the PCPH group member will have SPPL document for existing member and ensure the new member before join the group would be complete the regulation requiremnets including SPPL document.		
Assessment Conclusion:	Audit Team has verified: 1. Information letter from Environmen-tal Authority no. 660/353/DLHL/TL/2019 dated on 25 Sep 2019 regarding SPPL document information on process. This letter explained if the SPPL document's all the PCPH member still on going (process). The letter is-sued by Head of Environment Au-thority of Batanghari.		

	<p>2. SPPL Draft document, explained regarding information of environmental management commitment obligations. There area nine (9) obligation for farmers to manage the environment.</p> <p>Major NC remain closed.</p>
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Non-conformity			
NCR Ref #	RSPO 02757	Clause & Category (Major / Minor)	Clause 4.6.11 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager could not showed record of health screening for group farmer's who have employee to carry out the chemical activity such as spraying.		
Requirement Reference:	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>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>		
Objective Evidence:	The group manager could not showed record of health screening for group farmer's who have employee to carry out the chemical activity such as spraying.		
Correction:	Carry out the health screening for all employee who work with pesticide.		
Corrective Actions:	Ensure all the employee who work with chemical sill get health screening in periodically.		
Assessment Conclusion:	<p>Audit Team has verified:</p> <p>Health screening result document, is-sued by Puskesmas Tidar Kuranji on Oct 2019. This document informed about name of employee, and health screening result.</p> <p>Major NC remain closed.</p>		

Non-conformity			
NCR Ref #	RSPO 02760	Clause & Category (Major / Minor)	Clause 5.3.2 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The Group Manager has not been able to show documents on the results of soil samples and leaf samples.		
Requirement Reference:	<p>All chemicals and their containers shall be disposed of responsibly</p> <p>Requirement for Individual Member: Members shall ensure that all chemical containers are properly handled and disposed.</p> <p>Requirement for Group Manager: The Group Manager shall ensure that all chemical containers are properly handled and disposed</p>		

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Objective Evidence:	The group manager could not showed the mechanism to ensure all hazardous wastes will manage in responsible manner.
Correction:	Collect hazardous waste from all farmers and dispose to PT IIS through the hazardous agreement disposal.
Corrective Actions:	Ensure all the hazardous waste will be submit back to PT IIS.
Assessment Conclusion:	<p>Audit Team has verified:</p> <ul style="list-style-type: none"> Letter from group manager no. 04/PCPH/X/2019 dated on 10 Oct 2019 regarding request to PT IIS to accept the hazardous waste from PCPH farmers. Response letter no. 075/ES-KMB/EXT/10/2019 dated on 12 Oct 2019 regarding response letter of PCPH request of hazardous waste management to send back the hazardous waste to PT IIS. Photograph of hazardous waste disposal to PT IIS. <p>Major NC remain closed.</p>

Non-conformity			
NCR Ref #	RSPO 02762	Clause & Category (Major / Minor)	Clause 6.5.2 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	The group manager could not showed evi-dence regarding regula-tion of employee's obli-gation and right's for in-ternal workers who pre-sent in the organization-al structure (group regu-lations).		
Requirement Reference:	<p>Requirement for Individual Member: If individual members employ workers or sub-contractors:</p> <ul style="list-style-type: none"> employment contracts and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be explained in the language they understand. <p>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>		
Objective Evidence:	The group manager could not showed evi-dence regarding regula-tion of employee's obli-gation and right's for in-ternal workers who pre-sent in the organization-al structure (group regu-lations).		
Correcion:	Create the PCPH internal regu-lations about employee obliga-tions and rights.		
Corrective Actions:	Ensure all the PCPH employees get access on this document. Communicate the obligation and rights to all employee.		
Assessment Conclusion:	<p>Audit Team has verified:</p> <p>Document of obligation and rights of employment document no. 6/SOP-GM/A-CPH/IX/2019. This document explained about obligations and rights of employee during they work with PCPH. Issued on 7 Oct 2019 by group manager.</p> <p>Major NC remain closed.</p>		

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Non-conformity			
NCR Ref #	RSPO 02754	Clause & Category (Major / Minor)	Clause 4.2.3 (Minor)
Closed (Yes / No)	No, Escalated to Major	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager could not showed record if the soil and foliar sampling has carry out periodically.		
Requirement Reference:	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Requirement for Group Manager: Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.		
Objective Evidence:	The group manager could not showed record if the soil and foliar sampling has carry out periodically.		
Correction:	Carry out the soil and foliar sampling periodically		
Corrective Actions:	Ensure the soil and foliar sampling will be carry out as a recommendation based for fertilizer input. The soil and foliar sampling will carry out together with PT IIS.		
Assessment Conclusion:	Audit Team has verified: During audit Surveillance 1, there is no evidence that Perkumpulan Cahaya Piutra Harapan has conduct soil and foliar sampling analysis. This NC remain Open and escalated to Major NC #1946648-202008-M4.		

Non-conformity			
NCR Ref #	RSPO 02755	Clause & Category (Major / Minor)	Clause 4.6.4 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager could not showed record if the socialization to do not used paraquat was carry out to all group members.		
Requirement Reference:	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.		
Objective Evidence:	The group manager could not showed record if the socialization to do not used paraquat was carry out to all group members.		
Correction:	Carry out socialization and short brief to all group members regarding prohibition of para-quat use in oil palm plantation activity.		
Corrective Actions:	Ensure all the group farmers understood and do not use paraquat anymore		

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Assessment Conclusion:	<p>Audit Team verified that Perkumpulan Cahaya Putra Harapan has established the Policy/statement to remove paraquat use to all farmers dated 25 September 2019 signed by GM PCPH. It was stated that all the members of PCPH for spraying activity not to apply this type of pesticide and replace it with other active ingredienst such as ammoni-um glufosinat.</p> <p>The policy has been socialized to smallholder member together with pesticide handling training. Sample seen: training and socialization on 18 July 2020 at Desa Bukit Sari with 23 participant; training on 19 July 2020 with 37 participant from smallholder member Talang Aro, Tunas Harapan and Sukamaju. Evidence of training can be demonstrated such as minutes of training</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>
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Non-conformity			
NCR Ref #	RSPO 02756	Clause & Category (Major / Minor)	Clause 4.6.9 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager could not showed record of socialization to inform the group farmers re-garding active ingredi-ents of all chemical used.		
Requirement Reference:	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).		
Objective Evidence:	The group manager could not showed record of socialization to inform the group farmers re-garding active ingredi-ents of all chemical used.		
Correction:	Carry out socialization and short briefing regarding active ingredients of all chemical use in PCPH group farmers.		
Corrective Actions:	Ensure all the group farmers understood regarding active ingredients information from all chemical used		
Assessment Conclusion:	<p>Audit Team verified that Perkumpulan Cahaya Putra Harapan has establish the procedure of agrochemical handling as per "SOP Penggunaan Bahan Kimia No: 8/SOP/UPL/ICS-GKTBB/IX/2019 dated 10 October 2019. The procedure stipulated the guideline for agrochemical handling including the PPE usage, agrochemical mixing handling, spraying method and the medical checkup for spraying workers.</p> <p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 18 July 2020 at Desa Bukit Sari with 23 participant; training on 19 July 2020 with 37 participant from smallholder member Talang Aro, Tunas Harapan and Sukamaju. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation. Group manager has made the training program as per "Program kerja Asosiasi Cahaya Putra Harapan 2020 - 2021".</p>		

	During field visit and interview with smallholder member at KT Garuda Perkasa, KT Maju Bersama, KT Mandiri Sejahtera, KT Sukamaju, KT Tunas Harapan, KT Bukit Sari and KT Talang Aro revealed that they have understanding on pesticide/herbicide application according to best management practices. Minor NC Closed.
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Non-conformity			
NCR Ref #	RSPO 02758	Clause & Category (Major / Minor)	Clause 4.7.5 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager did not established person incharge who responsi-ble in first aid.		
Requirement Reference:	Requirement for Individual Member: Members shall report accidents on the farm to the Group Manager. Each member ensures that there is a first aid kit available at the work site when there is operation going on in the field. Requirement for Group Manager: Group Managers shall develop OHS / First Aid manual and distribute to all individual members. Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers. Group Manager shall record members' accidents on the farm.		
Objective Evidence:	The group manager did not established person incharge who responsi-ble in first aid.		
Correction:	Established and appointed per-son incharge to implement OHS in work place of PCPH.		
Corrective Actions:	Ensure the person incharge who responsible against OHS will get training and very understanding regard-ing OHS requirements.		
Assessment Conclusion:	Audit team has been verified that Group manager PCPH also appointed the head of smallholder group as an PIC to monitor the first aid kit and work accident at the workplace as per "Surat keputusan Nomor: 19/SK-Asosiasi-CPH/A-CPH/VIII/2020 Tentang Penunjukan Penanggungjawab Untuk Petugas Pertolongan Pertama Pada Kecelakaan. Auditor has been verified that First Aid kit is available onsite and bring by the Field Foreman from PT Inti Indosawit Subur (CSV). PCPH also provide the first aid kit in each smallholder Group. Group Manager has involving individual members related to First Aid Training on 18 July 2020. Training located at Bukit Sari Village. Minor NC Closed.		

Non-conformity			
NCR Ref #	RSPO 02759	Clause & Category	Clause 5.1.2

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		(Major / Minor)	(Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020
Statement of Nonconformity:	The group manager could not showed record of implementation of en-vironmental commitment management.		
Requirement Reference:	Requirement for Individual members: Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts. Individual members shall contribute to the reduction of environmental impacts. 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.		
Objective Evidence:	The group manager could not showed record of implementation of en-vironmental commitment management.		
Correction:	The group manager will imple-ment the environmental com-mitment management after the environmental commitment management document (SPPL) itself receipt from Environmen-tal Authority of Batanghari.		
Corrective Actions:	<ol style="list-style-type: none"> 1. Ensure all the environ-mental commitment management require-ments will be implemented by all group farmers. 2. Carry out monitoring to-gether with ICS team to ensure the implementa-tion of SPPL document to all group farmers. 		
Assessment Conclusion:	<p>Audit team has been verified that Group manager has shown the document of implementation environmental com-mitment management:</p> <ul style="list-style-type: none"> - Increase social activities in the community and contribute to social development (for example: donations from villages, donations for places of worship, etc.) - Increase the sense of togetherness in every social activity and activity, - Encourage every activity and activity with a mutual cooperation system, - Maintain and preserve areas that have high natural resource value and have alternative economic potential for the community, - Establish a mutual cooperation program in each farmer group in an effort to improve road access, - Doing marking spray boundaries, and reduce the use of herbicide/pesticide in plants around the river flow. <p>Evidence of implementation can be demonstrated during audit. Minor NC Closed.</p>		

Non-conformity			
NCR Ref #	RSPO 02761	Clause & Category (Major / Minor)	Clause 5.6.3 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/08/2020

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Statement of Nonconformity:	The group manager could not showed record of pollution and emission identification has been communicate to all group farmers.
Requirement Reference:	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. Based on the above, where possible, mitigation measures shall be developed and implemented. Socialize the information to the group members.
Objective Evidence:	The group manager could not showed record of pollution and emission identification has been communicate to all group farmers.
Correction:	Carry out socialization and communicate the pollution and emission identification documents to all group farmers.
Corrective Actions:	Ensure the group farmers understood about identification and emission identification documents and aware regarding how to manage the pollution and emission from they owned activity.
Assessment Conclusion:	Audit team has been verified that Group manager has Carry out socialization and communicate the pollution and emission identification documents to all group farmers. Socialization conducted on 25 September 2019. During interview with smallholder member, indicated that they have understanding on source of pollution and emission from their activity, such as: pollution from spraying activity/herbicide application, domestic waste and emission from motorcycle/FFB transportation. Mitigation to reduce the pollution and source of emission has been determined by group manager and follow by smallholder member. Minor NC Closed.

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
RSPO 02745	Major	E.1.2.3	26/09/2019	Closed; 14/10/2019
RSPO 02746	Major	E.2.1.1	26/09/2019	Closed; 14/10/2019
RSPO 02747	Major	E.2.1.2	26/09/2019	Closed; 14/10/2019
RSPO 02748	Major	E.3.2.1	26/09/2019	Closed; 14/10/2019
RSPO 02749	Major	E.3.2.2	26/09/2019	Closed; 14/10/2019
RSPO 02750	Major	E.3.2.3	26/09/2019	Closed; 14/10/2019

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RSPO 02751	Major	E.3.2.5	26/09/2019	Closed; 14/10/2019
RSPO 02752	Major	5.1.1	26/09/2019	Closed; 14/10/2019
RSPO 02757	Major	4.6.11	26/09/2019	Closed; 14/10/2019
RSPO 02760	Major	5.3.2	26/09/2019	Closed; 14/10/2019
RSPO 02762	Major	6.5.2	26/09/2019	Closed; 14/10/2019
RSPO 02754	Minor	4.2.3	26/09/2019	Open, escalated to Major NC
RSPO 02755	Minor	4.2.3	26/09/2019	Closed; 11/08/2020
RSPO 02756	Minor	4.6.9	26/09/2019	Closed; 11/08/2020
RSPO 02758	Minor	47.5	26/09/2019	Closed; 11/08/2020
RSPO 02759	Minor	5.1.2	26/09/2019	Closed; 11/08/2020
RSPO 02761	Minor	5.6.3	26/09/2019	Closed; 11/08/2020
1946648-202008-M1	Major	4.6.2	14/08/2020	Closed; 09/10/2020
1946648-202008-M2	Major	4.6.11	14/08/2020	Closed; 09/10/2020
1946648-202008-M3	Major	4.7.4	14/08/2020	Closed; 09/10/2020
1946648-202008-M4	Major	4.2.3	14/08/2020	Closed; 09/10/2020
1946648-202008-N1	Minor	4.2.2	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 Cahaya Putra Harapan (PCPH) Certification Unit’s environmental and social performance, legal and any known dispute issues.

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

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

List of Stakeholders contacted	
<p>Internal Stakeholders Smallholders of Farmer Group:</p>	<p>Union/Contractors No Union labor FFB contractor cannot be contacted during audit.</p>

<p>Previous land owner: Bpk. Asep, Bpk. Iskandar, Bpk. Imron Pane, Bpk. Darnoto and Bpk. Rahman Suri From the previous land owner above, there is only Bpk. Imron Pane and Bpk. Darnoto that can interviewed. These was because the signal of cellular phone sometime not available.</p>	
<p>Government Departments</p> <ul style="list-style-type: none"> - Environmental Office of Batnaghari Regency - Department of Plantation and Livestock, Plantation Division in Batanghari Regency - Department of Cooperative and Trade of Muaro Jambi Regency - Head of Bukit Sari Village 	<p>NGO</p> <p>SNV – Netherlands Dvelopment Organisation Kabupaten Batanghari</p>

Stakeholders comment	
<p>1</p>	<p>Feedbacks: Department of Plantation and Livestock, Plantation Division in Batanghari Regency - Dinas Perkebunan dan Peternakan, Bidang Perkebunan Kabupaten batanghari Ibu Lusi (Head of Plantation Division) Bpk. Ucok</p> <ul style="list-style-type: none"> - All members of the Perkumpulan Cahaya Putra Harapan - PCPH have been registered as a Letter of Plantation Cultivation List (STD-B: Surat Tanda Daftar Perkebunan) since August 2019, however, some are still in the administrative process for several certificates that have undergone transfer of ownership (sale and purchase). The mechanism of buying and selling or transfer of land ownership should be applied consistently so that problems do not occur in the future. - Farmer of Perkumpulan Cahaya Putra Harapan - PCPH is located in other areas of use Area/APL: <i>Area Penggunaan Lainnya</i> and there is no overlap in the production forest area and/or protected area. - The area owned by the farmer of the Perkumpulan Cahaya Putra Harapan - PCPH does not overlap with the area that has been under the rights of business/HGU and/or mining power. - For the last 3 years, there is no land conflict between the farmer or the owner of the land around the PCPH plantation. - Department of Plantation and Livestock (Dinas Perkebunan dan Peternakan) in Batanghari Reency has never received a complaint report related to land and/or environmental pollution that occurred in the area of PCPH member farmers. - The Replanting in karya Mukti Village is planned to be well prepared <p>Management Responses:</p> <ul style="list-style-type: none"> - PCPH has documentary evidence of legal ownership in te form of "Sertifikat Hak Milik". All member joined in the group has a land title of SHM and there is no SKT (Surat Keterangan). - PCPH has develop the 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 as per "SOP Kompensasi Pengalihan hak Legal No. 3/SOP-GM/A-CPH/III/2018 dated 4

	<p>March 2018: The status of legal ownership of the land shall be clear (legal) in form of certificate (Sertifikat Hak Milik/SHM), land registration (Surat Keterangan Tanah/SKT, transaction minutes, transfer of ownership; Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner; The smallholder group or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</p> <p>The documented information related to compensation paid and/or transfer of legal right to next of kin; was kept and controlled by ICS:</p> <ul style="list-style-type: none"> • Sutarjo (01 07 0166 A030) can demonstrate land purchase process from previous land owner: • "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Saino to Sutarjo for land of 5,010 m² located in Karya Mukti Village of Rp.##,***,*** dated 30 September 2017. Witnessed by all neighbouring entity, Kepala Dusun (with map). • Ahmad Sodikin (02 02 0223 A013) can demonstrate land purchase process from previous land owner: • "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Tukiran to Ahmad Sodikin for land of 4,320 m² located in Karya Mukti Village of Rp. #,***,*** dated 30 September 2009. Witnessed by all neighbouring entity, Kepala Dusun (with map). <p>- PCPH has created long-term plan for period 2020 – 2023. That document covered the information such as number of members, total area and estimation of production, planting material, replanting plan and potential income. For 2020, PCPH estimated to produce around 8,084 MT.</p>
	<p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
<p>2</p>	<p>Feedbacks: Environmental office of Batnaghari Regency - Dinas Lingkungan Hidup Kabupaten Batanghari Ibu Maya (Head of Environmental Department)</p> <ul style="list-style-type: none"> - All of Members of PCPH has applied for the registration of Environmental management and monitoring (SPPL: Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan) statements to the Environment Office of Batanghari Regency. - PCPH has supplementing the administrative requirements of land legality documents and other requirements (map of the farmer's plantation location, the coordinates of each Persil, plant description, planting year, etc.). - The Environment Agency never received reports of land related complaints and/or environmental pollution that occurred in the area of farmers members of the PCPH. - There is a suggestion: <ul style="list-style-type: none"> • The Environment Office of Batanghari Regency asked to be able to report the environmental management and monitoring activities as a whole, every year according to SPPL document. • Use of Hazardous Temporary Storage (TPS LB3) can cooperate with PT IIS (because it is still in 1 location). • Please pay attention to LB3 management, for example: herbicide, pesticide packaging etc. <p>Management Responses:</p> <ul style="list-style-type: none"> - Information letter from Environmental Authority no. 660/353/DLHL/TL/2019 dated on 25 Sep 2019 regarding SPPL document information on process. This letter explained if the SPPL document's all the PCPH member is still on process. The letter is-sued by Head of Environment Authority of Batanghari. - SPPL Draft document, explained regarding information of environ-mental management commitment obligations. There are nine (9) obligation for farmers to manage the environment.

	<ul style="list-style-type: none"> - Related to SPPL that has been agreed between the Environment office of Batanghari and the farmer of PCPH. PCPH has prepared environmental management and monitoring by planning and socializing Management to all members of the PCPH farmer. Some plan of action to be done, among others: <ul style="list-style-type: none"> • The socialization related to environmental management either in the plantation area or in residential areas. • To provide training related to hazardous waste management to all farmers of the PCPH members. • Doing waste management in the plantation area or in the residential environment also on office of Marga Jaya. • Providing garbage bin in the office of PCPH that has been done separation: organic, Inorganic and hazardous waste. • All environmental management and monitoring activities will be reported every 6 months which is addressed to the Environmental Office of Batanghari Regency. - Letter from group manager no. 04/PCPH/X/2019 dated on 10 Oct 2019 regarding request to PT IIS to accept the hazardous waste from PCPH farmers. - Response letter no. 075/ES-KMB/EXT/10/2019 dated on 12 Oct 2019 regarding response letter of PCPH request of hazardous waste management to send back the hazardous waste to PT IIS. - PCPH has developed the mechanism of waste management under SOP for Hazardous Waste Management No. 1/SOP-UK3&B3/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. And has been published by Group Manager PCPH dated 25 September 2019. This mechanism describe that waste material would be collected to the Head of Farmer Group (ketua Kelompok tani) and dilvered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager.
	<p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit. Audit team has been verified that Group manager has shown the document of implementation environmental com-mitment management. Evidence of implementation can be demonstrated during audit.</p>
<p>3</p>	<p>Feedbacks: Department of Cooperative and Trade of Batanghari Regency - Dinas Koperasi dan Perdagangan Kabupaten Batanghari Bpk. Nasrul SE. (Head of Department of Cooperative and Trade of Batanghari Regency)</p> <ul style="list-style-type: none"> - Could not be contacted, because he was on duty / out of town. <p>Management Responses: No response needed.</p> <p>Audit Team Findings: No response needed.</p>
<p>4</p>	<p>Feedbacks: NGO - LSM SNV – Batanghari Regency Ade Ferdiansyah</p> <ul style="list-style-type: none"> - NGO SETARA assisted capacity building in the PCPH in the second year. - Social aspects: So far NGO SNV Batanghari has never received a report on land conflicts and/or the use of underage manpower and/or social conflicts that occurred in the farmer area of PCPH members. - In the environment aspect: so far SNV Batanghari has never received a report of complaints related to environmental pollution that occurred and/or caused by farmers members of PCPH.

	<ul style="list-style-type: none"> - By legal aspect: so far SNV has never received a complaint report related to land conflict. PCPH demonstrates the commitment to complete the legality requirements of SHM, STD-B, SPPL, and mapping using GPS. Furthermore, in general, the farmer area of PCPH does not overlap with forest area, does not overlap with protected area; - In this aspect of cultivation: the equivalent of Jambi never received a report of complaints related to critical pests and diseases that attacked the area of farmers members of the PCPH - Management of integrity and avoiding conflicts of interest should always be controlled. - Suggestion from SNV – NGO: <ul style="list-style-type: none"> • Maintain HCV in the PCPH plantation area, for example: maintaining the lake as a source of water and must be protected from pollution and damage. - Can add PCPH members so that they will be stronger in doing the oil palm plantation business that is environmentally sound and sustainable. <p>Management Responses:</p> <ul style="list-style-type: none"> - Furthermore, Initial Gap Audit assessed new member eligibility against the Group Management requirement have been carried out by the ICS team, assisted by SETARA. - PCPH still appreciates the RSPO certification for guidance and supervision from SETARA. - Always establish communication with the social institution of society/NGO (Non Government Organization) both local and international. - Group manager has carry out the HCV assessment, where the assessment carried out by “Yayasan Setara” as an PCPH consultant. The assessment done on Nov 2018. Total area assessed was 453 ha. Based on HCV assessment, the HCV type present in the PCPH was: <ul style="list-style-type: none"> • HCV 3; Sialang tree for honeybee. • HCV 4.1; i.e.: Riak lake, Desa lake, water spring well, and Sengoan river. - HCV identifications is also supported by farmers identification form. This form fill it by farmers to check the farmer’s knowledge and understanding regarding the type of wildlife present in the farmers land. The HCV socialization to all group members conducted on 31 Aug 2018 attended by 70 farmers. - PCPH (group manager) has been identified the potential new member. This potential new member are farmers with certificate of land ownership was placed in bank as guarantee for loan. The group manager decided they are is potential new member because group manager take time to proceed the certificate land ownership.
	<p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
<p>5</p>	<p>Feedbacks: Head of Bukit Sari Village Bpk. Maji</p> <ul style="list-style-type: none"> - In general, the existence of the Perkumpulan Cahaya Putra Harapan has made the economic impact of Bukit Sari Village better. - Can be developed in collaboration with PCPH oil palm plantations with BUMDES managed by Bukit Sari Village - 95% of PCPH members already have Land Ownership Certificate, although there are still some (around 5%) members who still use land certificates in the form of SPORADIK (Statement of Physical Land Acquisition) <p>Management Responses:</p>

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- Collaboration with BUMDES Bukit Sari Village can be done, this is a plan that has been discussed with the Village Head of Bukit Sari previously. The talks will be developed back into a work plan and an explanation of the collective agreement.
- SOPRADIK land registration is the activity of registering land for the first time regarding one or several objects of land registration in the territory or part of a village / kelurahan, individually or in bulk. Sporadic land registration is carried out at the request of interested parties.

The following is a list of farmers who are still in the process of obtaining a Land Ownership Certificate or are still in the form of a Saprodik :

No.	Farmer's Name	Membership Reg.	Farmer Group	Areas (Ha)	Year Planting	Land Ownership
1	Siti Zubaidah Rangkuti	01 03 0046 A0052	Makmur Abadi	2,8	2000	Sporadik
2	Andi Dwijayanto	01 06 0082 A0095	Sumber Rezeki	2,54	2003	Sporadik
3	Jessieke Candrawati	01 06 0083 A0096	Sumber Rezeki	2,53	2003	Sporadik
4	Jumadi	01 08 0138 A0156	Tunas Harapan	1,5	2015	Sporadik
5	Agus Hariadi	01 08 0139 A0157	Tunas Harapan	1,5	2015	Sporadik
6	Suparman	01 08 0140 A0158	Tunas Harapan	1,8	2004	Sporadik
7	Suparni	01 08 0141 A0159	Tunas Harapan	1,8	2004	Sporadik
8	Supriono	01 08 0142 A0160	Tunas Harapan	2	2005	Sporadik
9	Sukino	01 08 0143 A0161	Tunas Harapan	2	2005	Sporadik
10	Sulastri (RT 01)	01 08 0144 A0162	Tunas Harapan	2	2005	Sporadik
11	Sajimin	01 08 0145 A0163	Tunas Harapan	2	2005	Sporadik
12	Sulastri (RT 15)	01 08 0146 A0164	Tunas Harapan	1,5	2005	Sporadik

However, PCPH has been perform identified of those land and there was no conflict with the others parties.

- The group manager could showed the all legal/land title of the all group members (190 farmers) registered and including in the RSPO group certification. The legal land was in land ownership certificate (SHM). Regarding the SPORADIK land certificate, it is still in the process of registering with BPN to obtain a certificate of ownership rights of land (SHM).

PCPH has SOP of Legal Right Transfer No. 3/SOP.GM/A-CPH/III/. In a pro-cedure is explained that land ownership status has to be clear legally, and no conflict, transfer of legal or customary right along with evidence, known by head of group, head of village, and witnesses, those who has land next to the land concerned, amount of compensation for transferring legal or customary right are determined by those two parties.

Audit Team Findings:

Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.

List of land owner / user contacted

Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Bpk. Darnoto	2016	0.5	Yes	Yes	Comply
Bpk Imron Pane	2017	0.5	Yes	Yes	Comply

Note: During audit, only 2 previous land owner are exist and available in the audit location.


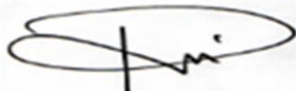
Previous land owner / user comment	
	<p>Feedbacks:</p> <p>Previous Land Owner: Bpk. Darnoto Bpk Imron Pane</p> <p>Bpk. Imron Pane is domiciled in Muara Bulian Village, Dusun Bukit Sari, he has a land area of 0.5 Ha which in 2017 has been sold (hand over of land ownership) to Bpk. Solehan. The land ownership status is Freehold Certificate (SHM). The handover of land is based on agreement and there is no enforcement between both parties.</p> <p>Mr. Darnoto is domiciled in Sungai Bengkal Village, he has a land area of 0.5 Ha which in 2016 has been sold (handover of land ownership) to Ibu Istiqomah. The land ownership status is Freehold Certificate (SHM). The handover of land is based on agreement and there is no enforcement between both parties.</p> <p>In general, the transfer of land ownership is carried out voluntarily (no forced), and the land status is not in conflict with any party. The price dealing for the land has been agreed by both parties (seller and buyer). The process of buying and selling land / transferring rights to land was witnessed by local village officials, community leaders and witnesses from surrounding land owners.</p>
	<p>Management Responses:</p> <p>PCPH has develop the 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 as per "SOP Kompensasi Pengalihan Hak Legal No. 3/SOP-GM/A-CPH/III/2018 dated 4 March 2018: The status of legal ownership of the land shall be clear (legal) in form of certificate (Sertifikat Hak Milik/SHM), land registration (Surat Keterangan Tanah/SKT, transaction minutes, transfer of ownership; Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner; The smallholder group or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</p> <p>To date, no land conflicts have occurred after the process of buying and selling or transfer of land was carried out.</p>
	<p>Audit Team Findings:</p> <p>Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit. No land conflict occur during audit.</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 Cahaya Putra Harapan (PCPH) 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 Cahaya Putra Harapan (PCPH) is continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Mujinius Jalaraya	Name: Raffles
Company Name: On behalf of BSI Malaysia Services Sdn Bhd	Company Name: Perkumpulan Cahaya Piutra Harapan
Title: Lead Assessor	Title: Group Manager
Signature: 	Signature: 
Date: 19 October 2020	Date: 17 November 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</p>		
<p>Rationale: In order to be able to have commercial relationships in the transactions of FFB certificates the group entity carries a liability, which requires it to be legally registered.</p>		
<p>E1.1 The Group Entity shall be legally formed</p>		
<p>E1.1.1</p>	<p>There shall be documentary evidence of a clearly identified and legal entity. The Group Entity shall:</p> <ul style="list-style-type: none"> • Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation). • Be a member of the RSPO • Establish the structure of the organisation • Appoint a Group Manager (see E1.2) <p>Farmers who have a common goal form a Farmer Group (KT) which generally consists of 5 - 100 farmers. Some of these farmer groups then joined the Farmer Group Association (Gapoktan) based on the proximity of geographic administration. Perkumpulan Cahaya Putra Harapan hereinafter referred to as PCPH was established by mutual agreement from 3 Gapoktan (3 ex-transmigration villages), namely the Dua Putra Gapoktan from Karya Mukti Village, Cahaya Buana Gapoktan from Tidar Kuranji Village, and Bukit Sari Village (not yet forming Gapoktan).</p> <p>Perkumpulan Cahaya Putra Harapan has had legal entity as follows:</p> <ol style="list-style-type: none"> 1. The association has a cooperative establishment deed made by Notary Elza Huzafah Nirmaliana S.H, M. Kn refer to deed No. 7 dated March 14, 2018 concerning the Ratification of the Cahaya Putra Harapan Association (PCPH). The deed has been recorded in the legal material administration system in accordance with the Decree of the Director General of General Legal Administration No. AHU-00004038.AH.01.07. year 2018 in accordance with the Decree of the Menkumham c.q Director General of General Legal Administration. 	<p>Complied</p>

		<p>2. Perkumpulan Cahaya Putra Harapan has registered as RSPO Member since 5 June 2018. Membership information details: Membership: 1-0252-18-000-00 Category: ordinary Country: Indonesia Member since: 5 June 2018</p> <p>3. Certificate holder has had the organizational structure (latest revision on 28 July 2020) as follows:</p> <p>Board of Organization</p> <ul style="list-style-type: none"> Group manager (Rafles) Vice group manager (Jamil) Secretary (Sriyono) Treasurer (Parmono) Inspector Committee (Dasmin, Suroso, Maji) <p>Unit/department</p> <ul style="list-style-type: none"> • FFB monitoring unit • Registration, suggestion and members complain unit • Pest and disease control unit • Fertilizer and agrochemical monitoring unit • Agricultural extension unit • Internal control unit • Firefighting unit • OHS unit • Environmental unit <p>Gapoktan Dua Putra KT Alkaromah</p>	
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		<p>KT Garuda Perkasa KT Mandiri Jaya KT Bina Usaha KT Mandiri Sejahtera Subtotal member: 146 Subtotal area: 151,3448 Ha Gapoktan Cahaya Buana KT Sumber Rezeki KT Tunas Baru KT Tunas Harapan KT Makmur Abadi KT Berkah KT Usaha Mandiri KT Mukti Sari KT Suka Maju Subtotal member: 150 Subtotal area: 156,3691 Ha Bukit Sari Village KT Cempaka (Mustofa) KT Harapan Kita (Jamil) KT Talang Aro (Sumardi) Subtotal member: 112 Subtotal area: 124,08 Ha Ha</p> <p>PCPH has appointed the Chairman of PCPH as group manager and staff referring to the last annual meeting on July 28, 2020. According to internal regulations, the Chair of PCPH will automatically become Group Manager.</p>	
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<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>Based on document verification, all formal member has been signed the agreement letter with Group Manager committing to achieving compliance with the applicable RSPO standards and requirements. For example, sighted agreement letter signed by Suhami, Sri Hantini, Rubikin and Oneh (from Smallholder Group of Suka Maju) that signed on March 2020. All document is in place.</p> <p>According to field visit and interview with 12 smallholders from Gapoktan Swadaya Dua Putra, 4 smallholders from Gapoktan Swadaya Cahaya Buana and 4 smallholders from Smallholder Group of Harapan Kita obtained information that all of smallholder has been signed the agreement letter between with Group Manager regarding to their commitment to achieving compliance with the applicable RSPO standards and requirements.</p> <p>Certificate holder has established decree letter regarding retention time of documents (record keeping) with letter number 05/SK-Asosiasi-CHP/III/2018, issued on 6 Mar 2018, mentioned the retention time of documents related with RSPO certification should be keep within five (5) years.</p>	<p>Complied</p>
<p>E1.1.3</p>	<p>The Group Manager shall keep evidence that the nature and structure of the group has been communicated to all members of the Group in an appropriate manner.</p>	<p>Since previous assessment, there is no significant changed of organizational structure. There is additional position (vice Group Manager) and reposition of secretary when Mr. Joko Suyono into Mr. Sriyono. The replacement has been agreed during annual meeting that held on 28 July 2020.</p> <p>On 12 August 2020, the latest organizational structure has been declared. The declaration letter signed by all head of smallholder group, head of Perkumpulan Cahaya Putra Harapan and other respective person.</p>	<p>Complied</p>
<p>E1.2 The Group shall be managed by a Group Manager</p>			

<p>E1.2.1</p>	<p>The appointed Group Manager shall be either an identified legal entity or an individual acting on behalf of the legal entity, i.e. the Group Entity (E1.1.1). The Group Manager shall ensure the Group's compliance with this standard and is responsible for the preparation and implementation of the Internal Control System (ICS). If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> • then the entity shall appoint an individual as management representative • and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved. 	<p>The association has a cooperative establishment deed made by Notary Elza Huzaifah Nirmaliana S.H, M. Kn refer to deed No. 7 dated March 14, 2018 concerning the Ratification of the Cahaya Putra Harapan Association (PCPH). The deed has been recorded in the legal material administration system in accordance with the Decree of the Director General of General Legal Administration No. AHU-00004038.AH.01.07. year 2018 in accordance with the Decree of the Menkumham c.q Director General of General Legal Administration. Certificate holder has described the job description for organization board, unit/department in document <i>Tugas Pokok & Fungsi Group Manager dan Unit – Unit</i>.</p> <ul style="list-style-type: none"> • Based on interview with personal in charge (Board of Association and internal auditor) obtain information that they are understood of RSPO requirements and implementation such as best management practices procedures (upkeep, harvesting, pest management etc), hazardous waste handling, internal audit procedures etc. 	<p>Complied</p>
<p>E1.2.2</p>	<p>The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard.</p>	<p>Certificate holder has had the job description for organization board, unit/department in document <i>Tugas Pokok & Fungsi Group Manager dan Unit – Unit</i>. Group Managers and staff have received regular training related to understanding the RSPO. For example:</p> <ul style="list-style-type: none"> • Group Manager's understanding of RSPO premium sharing at Hotel Luminor Jambi on 4 - 5 December 2019. Attended by 5 representatives from PCPH. • Training related to the internal audit process in Palembang on 27 February 2020 attended by 2 representatives from PCPH. <p>During the audit, the auditor team received information that until now PCPH is still receiving assistance from the Setara Jambi Foundation to optimize the implementation of RSPO in the field. This includes managing transactions on</p>	<p>Complied</p>

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		<p>the palmtrace as well as conducting internal audits to assess the extent of compliance with RSPO standards and company internal policies. All PCPH staff showed good commitment during the audit process.</p> <p>Auditors have verified some of the organization's management processes. for example, the implementation of internal audits conducted by the PCPH Internal Supervisory Agency. Can be shown several documents audit checklist, audit findings and audit conclusions. The last internal audit conducted on 10 November 2019.</p>	
<p>E1.2.3</p>	<p>The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> • Principles and Criteria for the Production of Sustainable Palm Oil 2013 Endorsed by the RSPO Executive Board and Accepted at the Extraordinary General Assembly by RSPO Members on April 25th 2013 • RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard]. • RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014 • Internal group procedures and policies. 	<p>Certificate holder has had the job description for organization board, unit/department in document <i>Tugas Pokok & Fungsi Group Manager dan Unit – Unit</i>.</p> <p>Group Managers and staff have received regular training related to understanding the RSPO. For example:</p> <ul style="list-style-type: none"> • Group Manager's understanding of RSPO premium sharing at Hotel Luminor Jambi on 4 - 5 December 2019. Attended by 5 representatives from PCPH. • Training related to the internal audit process in Palembang on 27 February 2020 attended by 2 representatives from PCPH. <p>During the audit, the auditor team received information that until now PCPH is still receiving assistance from the Setara Jambi Foundation to optimize the implementation of RSPO in the field. This includes managing transactions on the palmtrace as well as conducting internal audits to assess the extent of compliance with RSPO standards and company internal policies.</p> <p>Based on interview with personal in charge (Board of Association and internal auditor) obtain information that they are understood of RSPO requirements and implementation such as best management practices procedures (zero burning, upkeep, harvesting, pest management etc), hazardous waste handling, internal audit procedures etc.</p>	<p>Complied</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. • 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>Based on interview with the smallholder during the audit obtained information that all the ISH member has been informed related to RSPO certification process. All the member shall follow the PCPH’s rules and guidance and RSPO certification system also including the certification cost. All the member will get the benefit through the their FFB’s sold under RSPO Palm Trace.</p>	<p>Complied</p>
<p>Element 2 (E2): Internal Control System – Policies and Management</p>			
<p>E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.</p>			

<p>E2.1.1</p>	<p>The Group Internal Control System shall contain Procedures for decision-making, and responsibilities within the group (including the authority of the Group Manager) shall be defined.</p> <p>The Group Manager shall manage the Group in a systematic and effective manner by:</p> <ul style="list-style-type: none"> • Identifying the geographical area to be covered by the Group. • Preparing, maintaining and documenting the Group management structure • Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group. • Prepare and maintain the rules of the Group including the criteria for membership. • Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan). • Procedure for initial gap audit which can be a self-assessment. 	<p>The Group managers has evidenced the identifying of geographical covered in the RSPO scope audit. This data completes with information regarding name of group member, ID card number, unique number of group member, name of group farmer, total area (ha), amount of oil palm tree, year of planting, certificate of land ownership number.</p> <p>The group manager has identified the responsibilities of all individuals employed by the group manager as stated in the organizational structure. The job description clearly explained in the document of "<i>Tugas Pokok & Fungsi Group Manager dan Unit-unit</i>". Furthermore, the group manager has established the rules including the criteria for registration membership through the documents decree letter No.07/SK-Asosiasi-CPH/III/2018. The letter clearly mentioned about the requirements of new member including regarding commitment to comply against to RSPO group certification requirements.</p> <p>The group member has established the procedure for initial gap assessment or self-assessment for potential member who want to join with the PCPH document no: 5/SOP-GM/A-CPH/IX/2019, Rev01, issued on 26 Sep 2019. The procedure stated the responsible units to carry out the gap assessment was ICS Units, and the requirements for new members stated in the procedure.</p> <p>The organization has held annual meeting on 28 July 2020. During that meeting, group manager has approved annual management plan 2020 as follows:</p> <ul style="list-style-type: none"> • Recapitulation of operational activity • Additional of new member • Road maintenance • HCV assessment for new member • Internal audit • Management review • Annual training (Good Agricultural Practice, pesticide handling, OHS 	<p>Complied</p>
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		<p>implementation, hazardous waste management and zero burning).</p> <ul style="list-style-type: none"> • Etc. <p>The group manager has set the list and contact details of group members and applicable methods of communication. Information regarding list of group members, land titles, location maps attached.</p> <p>Copy of signed declaration of the grower becoming a member of group including others information required was in place, and accessible. The unique number of group member also mentioned in the list of group member.</p> <p>Training records regarding fertilizing, harvesting and protected of wildlife also was in place, and explained in each criterion above.</p> <p>The group manager has record of FFB production from all group member and FFB projection for the next year from all group member.</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. 	<p>The Group managers has evidenced the identifying of geographical covered in the RSPO scope audit. This data completes with information regarding name of group member, ID card number, unique number of group member, name of group farmer, total area (ha), amount of oil palm tree, year of planting, certificate of land ownership number.</p> <p>The group manager has identified the responsibilities of all individuals employed by the group manager as stated in the organizational structure. The job description clearly explained in the document of "<i>Tugas Pokok & Fungsi Group Manager dan Unit-unit</i>". Furthermore, the group manager has established the rules including the criteria for registration membership through the documents decree letter No.07/SK-Asosiasi-CPH/III/2018. The letter clearly mentioned about the requirements of new member including regarding commitment to comply against to RSPO group certification requirements.</p> <p>The group member has established the procedure for initial gap assessment or self-assessment for potential member who want to join with the PCPH document no: 5/SOP-GM/A-CPH/IX/2019, Rev01, issued on 26 Sep 2019.</p>	<p>Complied</p>

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	<ul style="list-style-type: none"> • The date that the member signed the declaration of intent as stated in the Group Membership Requirements. • Date of leaving the Group if applicable and the reasons why. • Projected and actual FFB production in metric tonnes per annum. • Monitoring and training records. • Any corrective actions raised and actions taken to meet the requirements for compliance. 	<p>The procedure stated the responsible units to carry out the gap assessment was ICS Units, and the requirements for new members stated in the procedure. The organization has held annual meeting on 28 July 2020. During that meeting, group manager has approved annual management plan 2020 as follows:</p> <ul style="list-style-type: none"> • Recapitulation of operational activity • Additional of new member • Road maintenance • HCV assessment for new member • Internal audit • Management review • Annual training (Good Agricultural Practice, pesticide handling, OHS implementation, hazardous waste management and zero burning). • Etc. <p>The group manager has set the list and contact details of group members and applicable methods of communication. Information regarding list of group members, land titles, location maps attached.</p> <p>Copy of signed declaration of the grower becoming a member of group including others information required was in place, and accessible. The unique number of group member also mentioned in the list of group member.</p> <p>Training records regarding fertilizing, harvesting and protected of wildlife also in place, and explained in each criterion above. During field visit also found some signboard of beneficial plant and best manuring practices. Sighted some signboard related to best management practices in the ground.</p> <p>The group manager has record of FFB production from all group member and FFB projection for the next year from all group member.</p>	
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E2.1.3	Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.	Certificate holder has established decree letter regarding retention time of documents (record keeping) with letter number 05/SK-Asosiasi-CHP/III/2018, issued on 6 Mar 2018, mentioned the retention time of documents related with RSPO certification should be keep within five (5) years.	Complied
E2.1.4	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.	The group manager has shown the SOP for the Registration and Member Services Unit regarding: RSPO Certification Member Registration No: 4 / SOP-UPPA / A-CPH / III / 2018 (last revised 26 September 2019). The document explains the procedure for registering new members, a statement of willingness to take part in certification and checking documents / fields. Based on the results of interviews with PCPH management, it was found that all new members (220 people) had met the new member registration requirements and had been approved by the group manager as new members.	Complied
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	The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records. As a minimum the following shall be included: <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 	Asosiation has had an SOP internal control system (ICS) document No.1/SOP-UPI/A-CPH/III/2018, issued on 4 Mar 2018, Rev 01. The ICS procedure explained regarding sampling based on risk identification, where risk identification of PCPH was "Medium". Internal audit program shloud be carry out annually and time schedule to followup the internal audit result. The procedure explains for audit criteria (standard to be use), audit program/frequency, parameter of auditee (smallholder member), internal audit execution (team selection, internal auditor competence requirement, internal auditor job description, checklist preparation, audit planning, internal audit exercise), audit reporting and follow up findings. The internal audit was performed on 10 - 13 October 2019 and on 1, 5 and 10 November 2019. Internal audit was conducted by 2 auditors.	Complied

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	<p>conformance with all the Group Certification requirements.</p> <ul style="list-style-type: none"> Maintenance of all internal audit records. 	<p>Training for internal control team: "Daftar Hadir Pelatihan ICS dan Audit Internal PCPH": Mr. Sriyono and Mr. Waskamdi dated 11 February 2020 by Portasbi.</p> <p>Internal audit assessments were conducted on 8 farmers out of 23 out of 186 farmers in PCPH. This audit sampling has considered the risk factor in accordance with the Internal Audit Unit procedure No. 1/SOP-UPI/A-CPH/III/2018 with a high level of recio, this is taking into account the diversity of planting years and members.</p> <p>Audit programme has been determined by ICS as per "Program Kerja Audit Internal Asosiasi Cahaya Putra Harapan" dan Rencana Penilaian Internal". Internal audit program determined on monthly basis, for 15 members in each month. The purpose is to complete coverage of 186 smallholder member by 12 month/annual period.</p> <p>Record of internal audit were evident in:</p> <ul style="list-style-type: none"> "Table Checklist Audit Internal Group Manager" dated 10 October 2019; "Laporan Temuan Audit dan Rencana Perbaikan" dated 10 November 2019. <p>According to lates internal audit report, audit has been performed to 23 member of PCPH. including Group Manager and ICS.</p> <p>Internal audit period October – November 2019 for 23 smallholder members.</p>	
<p>E3.1.2</p>	<p>The Group Manager shall carry out a risk assessment of Group members to identify an appropriate sampling intensity of Group members for the certification assessment.</p> <p>The risk assessment shall take into account:</p> <ul style="list-style-type: none"> the diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, etc.) 	<p>Group Manager has been carry out a risk assessment and based on the risk assessment level, PCPH set as High Risk. This was based on a heterogenous member, separated geographically, various size of plantation, various experience level among member, various of social economic condition.</p> <p>These was explain in "SOP Unit Pengeawas Internal No.1/SOP-UPI/A-CPH/III/2018". The procedure explains justification for determination of low, medium and high risk during internal audit. Based on the procedure, group manager has prepared the database for assessment to consider farm size; location of the farm; seedling material, planting year; history of land tenure/land use.</p>	<p>Complied</p>

	<ul style="list-style-type: none"> any perceived risk relating to the activities being undertaken (e.g. how much replanting or expansion is occurring, how many members are new and, for subsequent assessments, whether there is a history of non-conformities). 	Internal audit period of 2019 performed by using samples as much as 23 members taking into consideration at high risk that is a range of year farmers planting and audited land conditions.	
E3.1.3	The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.	Group manager has issued the regulation to prevent the conflict of interest for internal auditor team as per OP Unit Pengawas Internal No.1/SOP-UPI/A-CPH/III/2018 dated 27 September 2019. Explain the rules of internal auditor to prevent the conflict of interest: "auditor tidak boleh melakukan atau mengaudit bagian kelompok tani mereka sendiri".	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 (owning/managing the mill) holds the liability for compensation for any new plantings undertaken since November 2005 and before 14th of May 2014. Following compliance with the compensation procedure, scheme smallholders may join the group. no existing land conflict. land title or right to use the land can be demonstrated. 	<p>Organisation PCPH has prepared "SOP Penilaian Kesenjangan Awal Anggota No.2/SOP/UP/ICS-GKTBB/IX/2019" dated 12 September 2019. The SOP explains verification/analysis process/assessment prior to receiving/acceptance as group member.</p> <p>Initial gap audit assessed new member eligibility against the Group Management requirement have been carried out by the ICS team, assisted by SETARA. The gap audit also reviews the status of any land belong to smallholder member falls into "new planting after November 2005". The Gap Assessment exercise reported in "Gap Assessment Penilaian Kesenjangan Awal Anggota Asosiasi Cahaya Putra Harapan, Batanghari Regency, Provinsi Jambi oleh Pendamping SETARA since 2018.</p> <p>According As reported in the Disclosure Template provided by PCPH, the total number of individual smallholder's information are 613. The LUCA review has been done by RSPO on October 17, 2019. The LUCA findings are summarised below:</p> <ol style="list-style-type: none"> Total non-compliant land clearance: 4.34 Ha Total Final Conservation Liability: 0 Ha Total area requiring remediation: 0 Ha 	Complied

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		<p>No plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs). Based on overlay maped, all member plantation are in APL (other purpose area) and non forest area.</p> <p>From the gap assessment, each individual members were able to demonstrate their legal ownership of the land.</p> <p>From the gap assessment, there was no land conflict reported.</p> <p>PCPH have done an initial assessment gap audit on February 21, 2020 to all members of the association (old member as many 186 members and new member as many 220 members), based on report of Gap Assessment RSPO Certification, the assessment has not been following the pre-requisites according P&C RSPO, i.e:</p> <ul style="list-style-type: none"> • Holds the liability for compensation for any new plantings undertaken since November 2005 and before 14th of May 2014. • No existing land conflict. • Land title or right to use the land can be demonstrated. 	
<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>			
<p>E3.2.1</p>	<p>The Group Manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO-certified FFB.</p>	<p>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. 	<p>Complied</p>

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		<ul style="list-style-type: none"> Slip of FFB payment in accordance with FFB price <p>Based on DO (delivery order) documents as sampling dated on 10-09-2019 from Gapoktan Dua Putra, the DO document information was contain about:</p> <ol style="list-style-type: none"> DO number Date Unit transport number (plate) Amount of FFB Amount in kg (bruto) Amount in kg (tarra) Amount in kg (netto receive) Amount of grading Amount of netto FFB receive Year of planting Deliver Driver Receiving Group members/group identification number 	
<p>E3.2.2</p>	<p>There shall be a collective Group procedure for the sale of all certified FFB to ensure that non-certified FFB are not sold as RSPO certified FFB.</p> <p>If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.</p>	<p>There is no combination of RSPO certified FFB and non-certified FFB prior to sale. Up to this ASA 1, all FFB from group members are identied, 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>

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<p>E3.2.3</p>	<p>All sales of FFB originating from the plantations of Group members shall be documented and recorded. This shall include:</p> <ul style="list-style-type: none"> • Invoices and receipts (purchase and sale). • Information on transport (i.e. registration number/number plate). • The relevant group members' group identification number. • Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination. • Information of FFB price. 	<p>All 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>Complied</p>
<p>E3.2.4</p>	<p>The Group Manager shall maintain copies of all documentation and records mentioned in E3.2.3 related to Group FFB transactions for a period of a minimum of 5 years.</p>	<p>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.</p>	<p>Complied</p>
<p>E3.2.5</p>	<p>Traders of FFB shall be either part of the Group management system following this guidance or be RSPO Supply Chain certified in order to sell certified FFB. Traders of FFB are encouraged to be included within the Group certification control rather than obtain their own supply chain certification. The Group Manager will ensure that the trader has clear procedures to ensure that mass balance calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group members.</p>	<p>Perkumpulan Cahaya Putra Harapan does not uses trader for sales of certified FFB. Not applicable.</p>	<p>Complied</p>

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
<p>Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.</p>	<p>PCPH has SOP of Communication and Consultation No. 02/SOP-GM/A-CPH/III/2018 on March 4, 2018. All information request addressed to group manager. PCPH has recording of incoming letter from external, contain of in-formation from date received, receive from, date and letter number, subject, description and archive code. All information request was respond. Time needed to respond quickly in accordance with the necessity and at least 7 days after request of data and information is accepted. The Person in Charge to record all the information is Secretary of PCPH.</p> <p>Result of interview with committee of PCPH was known that communication from PCPH and stake-holder through letter, phone call and SMS. PCPH shows responses to re-quests for information. For example, on 1 July 2019 PCPH delivered letter No. 02 / ACHP / VII / 2019 to Asian Agri PT Inti Indosawit Subur Kebun Muara Bulian regarding temporary storage of B3 Waste. Asian Agri through letter No. 073 / ES-KMB / EXT / 07/2019 taggal July 8, 2019 agreed.</p> <p>The SOP of Communication and Consultation No. 02/SOP-GM/A-CPH/II I/2018 on March 4, 2018 has communicated and distributed to all levels of the workforce, operations and famers. Among others, March 1, 2018.</p> <p>Farmers understand that all information have to be shown to the Group Manager. PCPH always gives response to information request.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
<p>The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager.</p>	<p>PCPH has determined type of information accessible for public. The list was approved by Manager Operasional.</p> <p>ICS of PCPH has informed the procedure of Information request to all of member as evident in "Tanda Terima Berkas" August 2019. Sample seen: "Tanda Terima Berkas Kelompok Tani Garuda Perkasa" received by 6 member and "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" received by 4 member.</p> <p>Group manager has communicated all group member that all request for information are referred to Group Manager.</p>	
<p>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</p>	<p>PCPH has determined the list of publicly available document, dated 4 March 2018:</p> <ul style="list-style-type: none"> ▪ FFB production ▪ Usage of pesticide and fertilizer ▪ Member Legal Right ▪ Health and safety plan ▪ FFB Price Information. ▪ Assesment of environment and social impact (SEIA) ▪ Social contribution and mitigation program of social impact. ▪ Labour data ▪ Procedur and regulation of PCPH. ▪ Complain and Suggestion from member. ▪ Report of member yearly meeting ▪ HCV document ▪ Health Safety Policy ▪ Plan of pollution deducting and preventing 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> ▪ Report of certification assessment. ▪ Human Right Policy ▪ FFB production <p>Has been socialized to the members on March 1, 2018, and has been in-stalled on wall of PCPH, so it can be seen by farmer and public. Farmers understand that all information request that was available for public, addressed to Group Manager.</p>	
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Complied
<p>The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.</p>	<p>According to "PCPH has SOP of Communication and Consultation No. 02/SOP-GM/A-CPH/III/2018 on March 4, 2018, Secretary record the request for information in the logbook, cc to ICS and verify whether the information can be provide or not according to the list of public information.</p> <p>PCPH has appointed responsible associated with the process of communication documentation with other parties related to the Mr. Siswadi (Asosiation officer), based on the decree group manager PCPH No. 18/SK-association-CPH/a-CPH/VIII/2020 on August 12, 2020.</p> <ul style="list-style-type: none"> - "Buku Surat Masuk & Surat Keluar" incoming letter and outgoing letter – 2019-2020 recorded 3 incoming letter; 5 outgoing letter. Sample: "Surat PCPH No. 06/PCPH/VIII/2020 to Kapolsek Kecamatan Maro Sebo Ilir" dated 8 August 2020 related to RSPO Surveilance 1st Assessment. - "Buku Permintaan Data dan Informasi" information request and provision of information – 2020, there were 2 outgoing letters, sample: dated 22/7/2020 related to Handover stdb filing documents file as many as 245 pecil/plots to Dinas Perkebunan dan Peternakan Batanghari Regency. 	
Criterion 1.2:		

Criterion / Indicator	Assessment Findings	Compliance
<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). 		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.</p>	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has demonstrated an understanding that all visitors and all requests for information.</p> <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand the simple consultation and communication procedure: always refer to PCPH Asosiasi and/or to the “Manager Operasional”, however, the sampmed smallholder do understand to consult village head of Dusun or leader for local situation, including related to and the requests for information are referred to the Operational Manager as well.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall list the following documents as publically available and keep copies centrally:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 	<p>PCPH has SOP of Data and Information Request Number 04/SOP-GM/A-CPH/III/2018 on March 4, 2018. In SOP is explained that other party who ask for data and information can propose request to PCPH or may directly come to office of PCPH. Then committee will check from list, which data can be giv-en or not, and committee is allowed to reject or approved data request. For those who request data and information have to fill data and information re-quest book. Data and information which publicly available as below:</p> <ul style="list-style-type: none"> • FFB production • Usage of pesticide and fertilizer • Member Legal Right • Health and safety plan • FFB Price Information. • Assesment of environment and social impact (SEIA) • Social contribution and mitigation program of social impact. • Labour data • Procedur and regulation of PCPH. • Complain and Suggestion from member. • Report of member yearly meeting • HCV document • Health Safety Policy • Plan of pollution deducting and preventing • Report of certification assessment. • Human Right Policy • FFB production 	

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Criterion / Indicator	Assessment Findings	Compliance
	Has been socialized to the members on March 1, 2018, and has been in-installed on wall of PCPH, so it can be seen by farmer and public. Farmers understand that all information request that was available for public, addressed to Group Manager.	
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>PCPH has established Decree No. 15/SK.Asosiasi-CPH/III/2018 regarding ethical conduct and bans on corruption dated March 6, 2018.</p> <p>Group managers have conducted RSPO P & C socialization (including socialization of ethical conduct policy) on 21 March 2019 attended by members of the PCPH.</p> <p>Based on the results of the interview with members of the PCPH, it known that they understand the ethical conduct and bans on corruption from PCPH Man-agent. For example: should not corruption, should not manipulate the data, should not to drugs abuse, etc. The member received information regarding the code of ethics, by on 1 March 2018.</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). 	

Criterion / Indicator	Assessment Findings	Compliance
	Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they confirmed read, accepted and understand the policy. The smallholder member be able to explain type of code of conduct policy breach (cheating on weighing process, late payment to worker, stealing, etc.)	
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>PCPH has established Decree No. 15/SK.Asosiasi-CPH/III/2018 regarding ethical conduct and bans on corruption dated March 6, 2018.</p> <p>Group managers have conducted RSPO P & C socialization (including socialization of ethical conduct policy) on 21 March 2019 attended by members of the PCPH.</p> <p>Based on the results of the interview with members of the PCPH, it known that they understand the ethical conduct and bans on corruption from PCPH Man-agent. For example: should not corruption, should not manipulate the data, should not to drugs abuse, etc. The member received information regarding the code of ethics, by on 1 March 2018.</p> <p>"Dilarang melakukan tindakan korupsi, kolusi, dan nepotisme dalam bentuk apapun" - Prohibit corruption, collusion, nepotism in any form;</p> <ol style="list-style-type: none"> 1. "Dilarang melakukan manipulasi data" – Prohibit data manipulation; 2. "Dilarang melakukan penipuan dan penggelapan" – Prohibit fraud; 3. "Dilarang melakukan tindakan pencemaran nama baik" – Prohibit hoax; 	
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

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Criterion / Indicator	Assessment Findings	Compliance
<p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance.</p> <p>Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</p>	<p>The Group managers has evidenced the identifying of geographical covered in the RSPO scope audit. This data completes with information regarding name of group member, ID card number, unique number of group member, name of group farmer, total area (ha), amount of oil palm tree, year of planting, certificate of land ownership number.</p> <p>The group manager has identified the responsibilities of all individuals employed by the group manager as stated in the organizational structure. The job description clearly explained in the document of "<i>Tugas Pokok & Fungsi Group Manager dan Unit-unit</i>". Furthermore, the group manager has established the rules including the criteria for registration membership through the documents decree letter No.07/SK-Asosiasi-CPH/III/2018. The letter clearly mentioned about the requirements of new member including regarding commitment to comply against to RSPO group certification requirements.</p> <p>The group member has established the procedure for initial gap assessment or self-assessment for potential member who want to join with the PCPH document no: 5/SOP-GM/A-CPH/IX/2019, Rev01, issued on 26 Sep 2019. The procedure stated the responsible units to carry out the gap assessment was ICS Units, and the requirements for new members stated in the procedure.</p> <p>The organization has held annual meeting on 28 July 2020. During that meeting, group manager has approved annual management plan 2020 as follows:</p> <ul style="list-style-type: none"> • Recapitulation of operational activity • Additional of new member • Road maintenance • HCV assessment for new member • Internal audit • Management review • Annual training (Good Agricultural Practice, pesticide handling, OHS implementation, hazardous waste management and zero burning). 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Etc. <p>The group manager has set the list and contact details of group members and applicable methods of communication. Information regarding list of group members, land titles, location maps attached.</p> <p>Copy of signed declaration of the grower becoming a member of group including others information required was in place, and accessible. The unique number of group member also mentioned in the list of group member.</p> <p>Training records regarding fertilizing, harvesting and protected of wildlife also in place, and explained in each criterion above. During field visit also found some signboard of beneficial plant and best manuring practices.</p> <p>Training records regarding fertilizing, harvesting and protected of wildlife also in place, and explained in each criterion above. During field visit also found some signboard of beneficial plant and best manuring practices. Sighted some signboard related to best management practices in the ground.</p> <p>The group manager has record of FFB production from all group member and FFB projection for the next year from all group member.</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>Based on document verification, certificate holder has had comply with the regulation as follows:</p> <ol style="list-style-type: none"> 1. Association deeds (see indicator E1.1.1) 2. Private land ownership certificate. 3. Environmental permit. 4. Plantation permit. <p>Those documents have been randomly verified by the auditors. All documents are in place.</p>	
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p>		

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.	Certificate holder has conducted some relevant training as follows: <ul style="list-style-type: none"> • Zero burning and basic fire training on 18 July 2020 in meeting room Bukit Sari Village (SP3). Attended by 33 participants. • Harvesting and PPE usage on 19 July 2020 in meeting room Talang Aro Village. Attended by 21 participants. • Manuring and pest control training on 18 – 25 July 2020 in meeting room Bukit Sari Village (SP3). Attended by 21 participants. 	
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. 	Certificate holder has had procedure related to applicable laws and regulation in document <i>Standar Operasional Prosedur Sisten Dokumentasi, Identifikasi, Implementasi UU (signed by group manager on 4 March 2018)</i> . The document informed that Secretary shall analyze laws and regulations and make details of the implementation and fulfillment of the statutory list. The copy of current or new legal laws/regulation can be downloaded or requested form the third party. According the procedure above, all the documentation shall be reviewed and updated annually by the secretary. During the audit, auditor has randomly checking the list of applicable laws and regulation. Some fundamental regulation is in place. The group manager able to show the list/legal of all applicable laws and regulations through the document of “ <i>Daftar Referensi Peraturan</i> ”. Those documents covered regarding legal rights, legal requirements, best practice for oil palm plantation, environmental management, environmental protection, safety and health, and others.	
2.1.3 A mechanism for ensuring compliance shall be implemented.		
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		
Ensure group manager can demonstrate to a third party that the laws are understood and complied with by Group members	<p>Based on document verification, certificate holder has had comply with the regulation as follows:</p> <ol style="list-style-type: none"> 1. Association deeds (see indicator E1.1.1) 2. Private land ownership certificate. 3. Environmental permit. 4. Plantation permit. <p>Those documents have been randomly verified by the auditors. All documents are in place.</p>	
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	<p>Certificate holder has show internal audit checklist that used by internal control. The checklist separated into some section as follows:</p> <ul style="list-style-type: none"> • RSPO awareness • Capacity building related to smallholder organization. • HCV Awareness • Agro chemical and hazardous waste management • Social and worker welfare • Occupational Safety and Health • Good Agriculture Practices • Legal compliance • Internal rule. • Membership data 	
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

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Criterion / Indicator	Assessment Findings	Compliance
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.		
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	<p>Certificate holder has showed the private land titles for each ISH member. Until this audit, obtained information of the total member of Perkumpulan Cahaya Putra Harapan was 383 members. Divided into three KUD’s as follows:</p> <ul style="list-style-type: none"> • Gapoktan Dua Putra from Karya Mukti Village: 123 members • Gapoktan Cahaya Buana from Tidar Kuranji Village: 148 members. • Smallholder member from Bukit Sari Village: 112 members <p>All PCPH members has had private land owner certificate as registered in the PCPH database. Those documents contain data of each member such as name, number of plantation permit, membership ID, name of sub KUD’s, area, number of trees, planting year, planting material, land tittle and its number, coordinate etc. For example:</p> <ul style="list-style-type: none"> • Gapoktan Dua Putra: <ol style="list-style-type: none"> 1. Rahmat: membership ID No. 02 06 0259 A0361, total area 0.448 Ha, private land owner certificate No. 06.02.09.1.00053 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> 2. Saiun: membership ID No. 02 06 0259 A0362, total area 0.394 Ha, private land owner certificate No. 06.02.09.1.00202. • Gapoktan Cahaya Buana: <ul style="list-style-type: none"> 1. Fajar Tua Parlindungan: membership ID No. 01080123A0137, total area 0.51 Ha, private land owner certificate No. 06.02.09.1.00053 2. Jupendi: membership ID No. 01080123A0137, total area 1,473 Ha, private land owner certificate also. • Smallholder member from Bukit Sari Village: <ul style="list-style-type: none"> 1. Wainah: membership ID No. 03020347A050, total area 0.50 Ha, private land owner certificate No. 06.04.09.1.00024 2. Tursin: membership ID No. 0302344B0496, total area 0.49 Ha, private land owner certificate No. 06.02.09.1.000258 <p>All copy document is kept by Secretary.</p>	
Requirement for Group Manager		
<p>The Group Manager shall demonstrate documentary evidence of legal ownership or lease, history of land tenure and the actual legal use of the land according to local laws.</p>	<p>In 1991 - 1992, the Indonesian government implemented a transmigration program where the destination was Batanghari Regency. The program moved residents from Java Island (Yogyakarta, Jember, Pacitan, Pematang and Cianjur), Lampung and local areas from Batanghari district. All participants got private land owner certificate for plantation area (approximately 2 Ha or more) and housing area (0.5 Ha). Some of the land is still owned by the original owner (transmigration program participants), while others have been traded.</p> <p>At that time, according to the government program, the plantation areas owned by transmigration participants were developed into oil palm plantations in cooperation with plantation companies around the transmigration area. While the housing area (approximately 0.5 Ha) which is also planted with oil palm joins the Perkumpulan Cahaya Putra Harapan to join the RSPO membership and get RSPO certificate on 2019.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Furthermore, according to the PCPH Procedure No. 3/SOP-GM/A-CPH/III/2018 dated 4 March 2018 about Land Compensation Procedure stated:</p> <ul style="list-style-type: none"> • Land ownership status shall be clearly in form of private land owner certificate or another official status. • Transfer of legal or customary rights in the form of grants, inheritance, sale and purchase must be accompanied by evidence known by the village head and some witnesses. • The transfer process shall be informed to the group manager. <p>The Group Manager able to demonstrate documentary evidence of legal ownership or lease, history of land tenure. All document of membership area in place and kept by secretary (see explanation in previous indicators).</p>	
Maps showing the legal boundaries shall be kept.	Certificate holder has showed the land ownership map. Based on randomly field visit to the smallholder area obtained information that the coordinate captured during the field visit inline with the coordinate in those maps.	
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.	Group manager could show the map of boundary for all group members and farmers. The X and Y coordinate per farmers also was in place.	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
Check that boundaries are demarcated.	During field visit and interview with smallholder from farmer group Garuda Perkasa, Maju Bersama and Mandiri Sejahtera (under Gapoktan Dua Putra), farmer group Tunas Harapan, Suka Maju (under Gapoktan Cahaya Buana) and Gapoktan Harapan Kita and Talang Aro obtain information that all boundary land is demarcated. They installed cast pipes that were painted red as official boundary pole. Based on interview with smallholder member, there is no conflict regarding to boundaries.	
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.	Based on interview with board of PCPH and sample of smallholder obtain information that there is no conflict until this audit. PCPH members come from the same village so they have close family ties. During the audit, auditor also interviewed some village leader and elders obtain there is no issues regarding to land conflict. The boundary poles clearly demarcated, and each member always respect others ownership.	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
If there are conflicts: The Group Manager shall ensure that there is an ongoing process to resolve the conflict and ensure records of meetings are being kept by the group member.	Based on interview with board of PCPH and sample of smallholder obtain information that there is no conflict until this audit. PCPH members come from the same village so they have close family ties. During the audit, auditor also interviewed some village leader and elders obtain there is no issues regarding to land conflict. The boundary poles clearly demarcated, and each member always respect others ownership.	
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).		
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 board of PCPH and sample of smallholder obtain information that there is no conflict until this audit. PCPH members come from the same village so they have close family ties. During the audit, auditor also interviewed some village leader and elders obtain there is no issues regarding to land conflict. The boundary poles clearly demarcated, and each member always respect others ownership.	
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 / Indicator	Assessment Findings	Compliance
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
N/A	N/A	
Requirement for Group Manager		
Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).	Based on interview with board of PCPH and sample of smallholder obtain information that there is no conflict until this audit. PCPH members come from the same village so they have close family ties. During the audit, auditor also interviewed some village leader and elders obtain there is no issues regarding to land conflict. The boundary poles clearly demarcated, and each member always respect others ownership.	
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: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.		
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.	As explained in indicator 2.2.1, certificate holder has showed the private land titles for each ISH member. Until this audit, obtained information of the total member of Perkumpulan Cahaya Putra Harapan was 383 members. Divided into three KUD's as follows:	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager	<ul style="list-style-type: none"> • Gapoktan Dua Putra from Karya Mukti Village: 123 members • Gapoktan Cahaya Buana from Tidar Kuranji Village: 148 members. • Smallholder member from Bukit Sari Village: 112 members <p>All PCPH members has had private land owner certificate as registered in the PCPH database. Those documents contain data of each member such as name, number of plantation permit, membership ID, name of sub KUD's, area, number of trees, planting year, planting material, land tittle and its number, coordinate etc. For example:</p> <ul style="list-style-type: none"> • Gapoktan Dua Putra: <ol style="list-style-type: none"> 1. Rahmat: membership ID No. 02 06 0259 A0361, total area 0.448 Ha, private land owner certificate No. 06.02.09.1.00053 2. Saiun: membership ID No. 02 06 0259 A0362, total area 0.394 Ha, private land owner certificate No. 06.02.09.1.00202. • Gapoktan Cahaya Buana: <ol style="list-style-type: none"> 1. Fajar Tua Parlindungan: membership ID No. 01080123A0137, total area 0.51 Ha, private land owner certificate No. 06.02.09.1.00053 2. Jupendi: membership ID No. 01080123A0137, total area 1,473 Ha, private land owner certificate also. • Smallholder member from Bukit Sari Village: <ol style="list-style-type: none"> 1. Wainah: membership ID No. 03020347A050, total area 0.50 Ha, private land owner certificate No. 06.04.09.1.00024 2. Tursin: membership ID No. 0302344B0496, total area 0.49 Ha, private land owner certificate No. 06.02.09.1.000258 <p>All copy document is kept by Secretary.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.	All copy document of membership is kept by Secretary. All the document written in Bahasa.	
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.	PCPH using Bahasa in all formal communication process with internal or external parties. Including for all written documents.	
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.	PCPH using Bahasa in all formal communication process with internal or external parties. Including for all written documents.	
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.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	
Requirement for Group Manager		
<p>This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance.</p> <p>It is recommended for groups of smallholders to have a business plan for long-term economic viability of their operation, considering among others, cost of annual maintenance, replanting, potential expansion and long term sustainability of certification.</p>	<p>Certificate holder has shown long-term plan for period 2020 – 2023. That document covered the information such as number of members, total area, estimation of production, planting material, replanting plan and potential income. For 2020, PCPH estimated to produce around 8,084 MT.</p> <p>Based on interview with Group Manager, this long-term plan always evaluated annually during annual membership meeting.</p>	
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.		
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	
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

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Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Requirement for Group Manager		
<p>Group Manager develops appropriate SOPs for the group:</p> <ul style="list-style-type: none"> • Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant & consistent with the group SOPs • Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs. 	<p>Based on document verification, there is no change procedures since previous assessment. Perkumpulan Cahaya Putra Harapan has had SOP for oil palm cultivation start from land clearing, harvesting, environment, risk management and PPE, OHS, road maintenance etc. The list of procedure as follows:</p> <ul style="list-style-type: none"> • SOP for Land Clearing No. 5/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for Land Preparation and Replanting No. 4/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for Chemical Usage No. 2/SOP-UK&B3/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for Fertilizer No. 3/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for Harvesting No. 1/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for Pruning No. 2/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for OHS No. 3/SOP-UK3&B3/A-CPH/III/2018 Rev.0 dated on 4 March 2018. • SOP for Risk Management and PPE No. 4/SOP UK3&B3/A-CPH/III/2018 Rev.0 dated on 4 March 2018. • SOP for Hazardous Waste Management No. 1/SOP-UK3&B3/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. • SOP for Road Maintenance No. 6/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018. <p>Those procedure has been communicated to the respective members through the annual membership meeting, scheduled training or signboard installation. For example, PCPH has held annual meeting on 28 July 2020. During that meeting, group manager</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>has approved annual management plan 2020 as follows:</p> <ul style="list-style-type: none"> • Recapitulation of operational activity • Additional of new member • Road maintenance • HCV assessment for new member • Internal audit • Management review • Annual training (Good Agricultural Practice, pesticide handling, OHS implementation, hazardous waste management and zero burning). • Etc. <p>It also founded signboard related to Fertilizing procedure in the ground during field visit.</p>	
<p>4.1.2 A mechanism to check consistent implementation of procedures shall be in place.</p>		
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.	<p>Perkumpulan Cahaya Putra Harapan has had mechanism to check consistent implementation of procedures through internal audit once in a year. SOP for Internal Audit No. 1/SOP-UPI/A-CPH/III/2018 Rev. 0 dated on 4 March 2018 and SOP for Corrective Action from Internal Audit No. 2/SOP-UPI/A-CPH/III/2018 dated on 4 March 2018 are available in place.</p> <p>Auditors have verified some of the organization's management processes. for example, the implementation of internal audits conducted by the PCPH Internal Supervisory Agency. Can be shown several documents audit checklist, audit findings and audit conclusions. The last internal audit conducted on 10 November 2019.</p>	

Criterion / Indicator	Assessment Findings	Compliance
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.	PCPH’s members already have the Independent Smallholder Smart Book given to each member. Its book contains data sheets on production, FFB prices, fertilizer recommendations and applications, training and counseling that is followed. The book also aims to ensure that upkeep and harvesting programs are carried out in accordance with established procedures.	
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	PCPH’s members already have the Independent Smallholder Smart Book given to each member. Its book contains data sheets on production, FFB prices, fertilizer recommendations and applications, training and counseling that is followed. The book also aims to ensure that upkeep and harvesting programs are carried out in accordance with established procedures.	
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		Not Applicable
N/A	N/A	
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. The individual member and group manager does not have a mill and do not purchase any FFB from another source. All individual member’s farm location have been identified, sales forms and tracing system have been prepared by group manager.	
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield		

Criterion / Indicator	Assessment Findings	Compliance
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.	According to smallholder smart book, records of fertilizer has been written in those documents. Moreover, the records of fertilizer usage. For example, sighted fertilizer application of Gapoktan Cahaya Buana on 12 January 2020. Amount of fertilizer as follows: <ul style="list-style-type: none"> • ZA → 1,114 bags • Muriate of Phosphate → 1,111 bags • Rock Phosphate → 507 bags • Dolomite → 375 bags • Borate → 113 bags <i>Note: each bag contains 50 kg.</i> The records of this fertilizer application are refer to fertilizer recommendation from Asian Agri's Research and Development Department.	
4.2.2 Records of fertiliser inputs shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		NC #1946648-202008-N1
Responsibility of individual members to maintain fertilizer records.	There is no evidence that smallholder member maintains the fertilizer records. During audit, interview and field observation to sample of smallholder plot confirmed that they have apply the fertilizer application to their palm oil plantation such as: NPK, MOP, Borate, Kieserite and Dolomite. However, they don't keep and maintain the fertilizer application record as per requirement.	Minor nonconformance

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on that facts, this is raised as nonconformity.</p> <p>PCPH has made correction and corrective action plan to address the issue. The plan has been accepted by audit team and the implementation will be verified in the next surveillance assessment. Please see details of findings section 3.4.</p>	
Requirement for Group Manager		
Group Manager to provide template to record fertilizer usage and mill by-products usage.	As explained in previous indicator, the template of fertilizer records is available in Independent Smallholder Smart Book. Even though the template still not fill out by each member.	
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	NC #1946648-202008-M4
Requirement for Group Manager		
Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.	<p>According to previous minor non-conformity, the group manager could not show record if the soil and foliar sampling has carry out periodically; Until audit ASA 1 conducted there is no evidence of soil and foliar sampling analysis record.</p> <p>During audit ASA1 based on interview and document review, there is no evidence that soil analysis and foliar analysis has been conducted according to requirement.</p> <p>Based on that facts, this is raised as nonconformity.</p> <p>PCPH has made correction and corrective action plan to address the issue. The plan has been accepted by audit team and the implementation has been verified on 9 October 2020. The non conformity has been satisfactory closed, please see details of findings section 3.4.</p>	(Escalated to Major nonconformance)
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.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Group Manager oversees and ensures implementation of nutrient recycling for the group.	Group Manager has aware that several members have implemented nutrient recycling by EFB application. EFB application dosage implemented by members are 200 kg/palm. Some farmer members have applied empty fruit bunches on their land, but the Perkumpulan Cahaya Putra Harapan (PCPH) 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.	Perkumpulan Cahaya Putra Harapan has soil map with scale 1:30,000. Based on soil map showed that soil type is podzolik. No peat inside Perkumpulan Cahaya Putra Harapan area. Perkumpulan Cahaya Putra Harapan has contour map with scale 1:30,000 and HCV map with scale 1:47,779. Based on maps and site inspection showed that Perkumpulan Cahaya Putra Harapan area is undulating. Available SOP for land clearing No. 5/SOP-UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018 which explained plantings on slopes area with terrace. Perkumpulan Cahaya Putra Harapan has SOP for Road Maintenance No. 6/SOP- UPP/A-CPH/III/2018 Rev. 0 dated on 4 March 2018.	

Criterion / Indicator	Assessment Findings	Compliance
	Record of road maintenance with manual and mechanic program and realization in 2019 is available in place. Based on the record until August 2019 showed that realization is same with program.	
Requirement for Group Manager		
Group Manager shall compile and maintain an overall soil map for the group.	Perkumpulan Cahaya Putra Harapan has soil map with scale 1:30,000. Based on soil map showed that soil type is podzolik. No peat inside Perkumpulan Cahaya Putra Harapan area. Perkumpulan Cahaya Putra Harapan has contour map with scale 1:30,000 and HCV map with scale 1:47,779. Based on maps and site inspection showed that Perkumpulan Cahaya Putra Harapan area is undulating.	
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		
Group Manager develops a policy and procedure for planting on slopes.	Certificate holder has had SOP related to Land Clearing for Oil Palm (No: 5/SOP-UPP/A-CPH/III/2018). This procedure explained planting procedure on slopes area with terrace/individual terrace.	
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	Certificate holder has annual road maintenance procedure. Based on document verification and field visit to Gapoktan Swadaya Dua Putra, Gapoktan Swadaya Cahaya	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Buana, Koperasi Makmur Jaya, Kelompok Tani Harapan Kita and Kelompok Tani Talang Aro, sighted the evidence of maintenance road as follows:</p> <ul style="list-style-type: none"> • Hardening 20 km of main road in Gapoktan Dua Putra. • Hardening 25 km of main road in Gapoktan Cahaya Buana and one bridge. • Hardening 25 km of main road in farmer group Harapan Kita and 2 spots of broken roadside. <p>PCPH also had road maintenance program for 2020.</p>	
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	As explained in indicator 4.3.1, there is no soil type indicate as peat area in PCPH's area.	
Requirement for Group Manager		
Group manager to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant	As explained in indicator 4.3.1, there is no soil type indicate as peat area in PCPH's 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	As explained in indicator 4.3.1, there is no soil type indicate as peat area in PCPH's 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).		

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		
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.	As explained in indicator 4.3.1, there is no soil type indicate as peat area in PCPH's area.	
Criterion 4.4:		
Practices maintain the quality and availability of surface and ground water.		
4.4.1 An implemented water management plan shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager	<p>Documented Water management plan has been defined by Perkumpulan Cahaya Putra Harapan as per "SOP Pengelolaan Air dan Sumber Air No: 1/SOP-UL/A-CPH/III/2018 dated 4 Mart 2018". Water Management Plan has been implemented covering:</p> <ul style="list-style-type: none"> - Prohibition of chemical application including manuring near to waterways/riparian and swamp. This was evident during interview with smallholder and field visit to smallholder plot that there is no chemical application near to waterways. - Prohibition to dispose the rubbish in to the river. - Riparian enrichment to prevent soil erosion. <p>The SOP stated that water pollution source from oil palm avtivities are from domestic's waste, chemical and fertilizer usage and oil palm fronds.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	Note: Papan himbuan larangan semprot di dekat sumber air dan aliran air belum diterapkan sebagaimana disebutkan dalam prosedur point 7 "Memasang papan peringatan di pinggir sungai atau sumber-sumber air yang berada di dalam kebun anggota"	
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	Maps of water ways and water bodies has been made by Perkumpulan cahaya Putra Harapan cooperated with Setara Jambi. Maps available in "Peta Kebun Anggota Sertifikasi RSPO Overlay Sungai" with scale 1:130,000. Source of maps: Participatory mapping Julky 2017 – July 2020, Filed survey since February 2020, river maps 2011. - According to map with scale 1:130.000, it was found a river closed to oil palm plantation area of PCPH that is Danau Riak and Sengoan River at Desa Kar-ya Mukti.	
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.	During interview with smallholder member indicated that individual member are aware to conserve the water and understood to manage the water in and around of they plot by avoid the pesticide application at riparian area, conserve the vegetation in riparian area. During field visit to smallholder plantation observed that the waterways near to their plantation are well conserved.	
Requirement for Group Manager		
The responsibility of Group Manager	PCPH has established prosedure of Management of Water and spring (1/SOP-UL/A-CPH/III/2018) The SOP stated that water pollution source from oil palm avtivities are from domestic's waste, chemical and fertilizer usage and oil palm fronds. As well, It was explained prohibition of disposing domestic waste into the water bodies, keeping the distance while farmers carry out spraying activities close to ri-aprian, restore river function as providers and source of water by planting and enrichment to protect from erosion.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>PCPH has water management plan for 2020, to protect Singoan river and Setu Riparian at SP1 Karya Mukti Village by installation of signboard about prohibition to protect water from pollution and appealing to protect river from the impact of plantation and other domestic activities.</p> <p>During field verification at PCPH, there is evidence the installation of sign-board at Singoan River. Interviewed by member of farmers showed they un-derstand well how to protect water from their activities such as by maintaining minimum distance of 3 palm oil (20 meters) when doing chemical spraying and fertilizing activities.</p>	
<p>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).</p>		
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	
<p>4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p>		
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	
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>		
<p>4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored.</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		
The responsibility of Group Manager. Have a written procedure on IPM.	PCPH has established Integrated Pest Management Procedure No.2/SOP-UPHP/PCPH/III/2018 dated on 4 March 2018. It was explained about the identification and periodically monitoring of pest and reporting mechanism. As well PCPH has published manual book about Smart Book of Independent Smallholder Farmer (Buku Pintar Petani Swadaya explained type of pest and diseases, pest life cycle, threshold attack and appropriate action to be taken in controlling pest and disease. Organizational Structure of Group Manager demonstrated the presence Pest and Disease unit which is responsible in managing this issue. Base on Pest Detection Report year 2019 IPM Unit has conducted census by sampling at farmers field, it was shown on census result for period of September 2019 – July 2020, there was only rat attacks but still under economical threshold and it nothing other pest attacks such as caterpillar and orietces.	
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.	Certificate holder has conducted some relevant training related to IPM. For example: sighted a record of manuring and pest control training on 18 – 25 July 2020 in meeting room Bukit Sari Village (SP3). Attended by 21 participants.	
Requirement for Group Manager		
Group Manager to provide IPM training.	Certificate holder has conducted some relevant training related to IPM. For example: sighted a record of manuring and pest control training on 18 – 25 July 2020 in meeting room Bukit Sari Village (SP3). Attended by 21 participants.	
Criterion 4.6:		

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Criterion / Indicator	Assessment Findings	Compliance
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 interview with smallholder member and field visit, they were able to explain types of weeds and pests and types of pesticide used to control it. Based on members record from Buku Pintar Petani Swadaya it is reported amount of chemical used and frequency of spraying as well they has attended training organized by group manager.	
Requirement for Group Manager		
Group Manager to develop manual for pest & chemical use and relevant training.	<p>Manual for pest and chemical use has been develop in "SOP No.1/SOP-UPHP/PCPH/III/2018 dated on 4 March 2018".</p> <p>Based on list of pesticide, type of pesticide that was used by farmers were Gramoxone 276 SL, Round Up, Ridatop 288 SL, Kenlon 480 EC, Garlon 333/17 EW, Kresna UP, and Starlon 665 EC. List also described active ingre-dient, producer/formulator number and lisencc expiration date. Smart Book of Independent Smallholder Farmer (Buku Pintar Petani Swadaya) also de-scribed type of weed and pest, life cycle, threshold value and effort to control.</p> <p>PCPH has established SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 1 dated 4 maret 2018 regarding Chemical Usage. It was explained that if there are still pesticides that have not been applied on that day, members must provide storage outside the home, protected it from water, isolated from soil/ground and out of reach from children. Group Manager PCPH dated 25 September 2019 has published mechanism to member of farmers that discribe ex pesti-cide containers not to be used for other purposes.</p> <p>Based on interviews member of group, it was explained that fertilizer and pes-ticides were obtained from the company (PT Inti Indo Sawit) or KUD and immediately applied</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>to the field, and they can explain how to store pesticides according to the PCPH procedures.</p> <p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 18 July 2020 at Desa Bukit Sari with 23 participant; training on 19 July 2020 with 37 participant from smallholder member Talang Aro, Tunas Harapan and Sukamaju. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation. Group manager has made the training program as per "Program kerja Perkumpulan Cahaya Putra Harapan 2020 - 2021".</p> <p>Note: Not all new member has been trained due to covid-19 pandemic.</p>	
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Individual members keep records of pesticides use.</p>	<p>Individual member use the pesticide for their plantation upkeep (weeds control). Pesticide use by smallholder member consist of Gramoxone 276 SL, Round Up, Ridatop 288 SL, Kenlon 480 EC, Garlon 333/17 EW, Kresna UP, and Starlon 665 EC.</p> <p>Non conformity raised during audit:</p> <p>Not all smallholder member keep the records of pesticides use, it was confirmed during interview with smallholder member sampled (29 sample).</p> <p>Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 9 October 2020. The NC has been Closed satisfactory. Please see section 3.4 Details of Findings.</p>	<p>NC #1946648-202008-M1 Closed on 09/10/2020</p> <p>Major nonconformance</p>
<p>Requirement for Group Manager</p>		
<p>Group Manager has oversight responsibility</p>	<p>Group manager has provide Buku Pintar Petani Swadaya to record the use of pesticide by smallholder member.</p> <p>All pesticide and herbicide usage for each member collect and recap in "Catatan Pemakaian Pestisida Tahun 2020". Sample seen:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Catatan Pemakaian Pestisida KT Garuda Perkasa, since January – June 2020 pesticide usage: Roundup 32.5 L, Gramoxone 6.6 L, Ally 9 L, Garlon 14 L, Ridatop 12 L. - Catatan Pemakaian Pestisida KT Maju Bersama, since January – June 2020 pesticide usage: Roundup 16 L, Gramoxone 2 L, Garlon 17 L, Ridatop 14 L. - Catatan Pemakaian Pestisida KT Tunas Harapan, since January – June 2020 pesticide usage: Roundup 21 L, Gramoxone 3.5 L, Ally 0.5 L, Garlon 10.5 L, Ridatop 21 L, Kenlon 1 L, Starlon 2 L. - Catatan Pemakaian Pestisida KT Mandiri Sejahtera, since January – June 2020 pesticide usage: Roundup 30 L, Gramoxone 6.5 L, Ally 6 L, Garlon 14.5 L, Ridatop 8 L. <p>Non conformity raised during audit: Information of active ingredients used and their LD50, area treated, amount of active ingredients applied per ha were not available. Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 9 October 2020. The NC has been Closed satisfactory. Please see section 3.4 Details of Findings.</p>	
<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.	Based on record pesticide use Year 2018 it was found the usage of Gramoxone 276 SL and Ridatop 288 SL with active ingredient Paraquat, that is cate-gorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions. To prevent the paraquat usage by member of farmers, PCPH has established the Policy/statement to remove paraquat use to all farmers dated 25	

Criterion / Indicator	Assessment Findings	Compliance
	<p>September 2019 signed by GM PCPH. It was stated that all the members of PCPH for spraying activity not to apply this type of pesticide and replace it with other active ingredient such as ammoni-um glufosinat.</p> <p>In addition, most of smallholder member conduct manual weeds control without agrochemical in their plantation. During field audit and interview with smallholder member at KT Garuda Perkasa, KT Maju Bersama, KT Mandiri Sejahtera, KT Sukamaju, KT Tunas Harapan, KT Bukit Sari and KT Talang Aro confirmed that most of them conduct manual weeds control and some of them using agrochemical.</p>	
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>PCPH has established the Policy/statement to remove paraquat use to all farmers dated 25 September 2019 signed by GM PCPH. It was stated that all the members of PCPH for spraying activity not to apply this type of pesticide and replace it with other active ingredienst such as ammoni-um glufosinat.</p> <p>The policy has been socialized to smallholder member together with pesticide handling training. Sample seen: training and socialization on 18 July 2020 at Desa Bukit Sari with 23 participant; training on 19 July 2020 with 37 participant from smallholder member Talang Aro, Tunas Harapan and Sukamaju. Evidence of training can be demonstrated such as minutes of training</p>	
<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>		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members ensure that anyone handling chemicals has attended relevant training.	<p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 18 July 2020 at Desa Bukit Sari with 23 participant; training on 19 July 2020 with 37 participant from smallholder member Talang Aro, Tunas Harapan and Sukamaju. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation. Group manager has made the training program as per "Program kerja Perkumpulan Cahaya Putra Harapan 2020 - 2021".</p> <p>During field visit and interview with smallholder member at KT Garuda Perkasa, KT Maju Bersama, KT Mandiri Sejahtera, KT Sukamaju, KT Tunas Harapan, KT Bukit Sari and KT Talang Aro revealed that they have understanding on pesticide/herbicide application according to best management practices.</p>	
Requirement for Group Manager		Complied
Group Manager has oversight responsibility	Group Manager has establish the procedure of agrochemical handling as per "SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 1 dated 4 maret 2018". The procedure stipulated the guideline for agrochemical handling including the PPE usage, agrochemical mixing handling, spraying method and the medical checkup for spraying workers.	
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>Most of smallholder member were not store the pesticide/herbicide at their housing. The pesticide use directly after bought from the pesticide/herbicide store near to the housing. According to interview and field visit to the smallholder member housing confirmed that they store the pesticide/herbicide in the separate place, locked, good ventilated and waterproof at their back house.</p>	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
Group Manager has oversight responsibility	<p>Group Manager has establish the procedure of agrochemical storage as per "SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 1 dated 4 maret 2018 regarding Chemical Usage. It was explained that if there are still pesticides that have not been applied on that day, members must provide storage outside the home, protected it from water, isolated from soil/ground and out of reach from children. Group Manager PCPH dated 25 September 2019 has published mechanism to member of farmers that discribe ex pesti-cide containers not to be used for other purposes.</p> <p>PCPH also has a procedure to handling the ex pesticide container as per "SOP No. 1/SOP-UK3&B3/A-CPH/III/2018 Rev 1 dated 4 maret 2018; stipulated ex chemicall container must be collected and store in the temporary storage at PCPH and deliver to company for further handling according to regulation.</p>	
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.		
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>Perkumpulan Cahaya Putra Harapan has determined and performing risk analysis for each type of work including pesticide/herbicide usage. The risk analysis presented in "SOP Pengendalian resiko dan Penggunaan APD No: 04/SOP-UK3-LB3-TD/A-CPH/III/2018".</p> <p>HIRADC has been socialized to all member together with OHS training on 24 and 25 July 2019.</p> <p>Group Manager has establish the procedure of agrochemical handling as per "SOP Penggunaan Bahan Kimia No: 8/SOP/UPL/ICS-GKTBB/IX/2019 dated 10 October 2019. The procedure stipulated the guideline for agrochemical handling including the PPE usage, agrochemical mixing handling, spraying method and the medical checkup for spraying workers.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	During interview with smallholder member and field visit, can be demonstrated that th smallholder member has understand on the risk of their activity in pesticide application and they understand how to mitigate the risk by using PPE properly and regular medical checkup and safe working practices.	
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.		
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.	Not applicable since no aerial spray was applied. N/A	
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).		
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.	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. Personal of The spraying team does understand that information on chemical available at the Material Safety Data Sheet (available in Bahasa Indonesia). Perkumpulan cahaya Putra harapan (PCPH) has been provided MSDS for all type of pesticide use.	
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).		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members must dispose of waste materials according to group SOPs.	<p>PCPH has been able to show mechanism to handling waste material from chemical material, that was published by Group Manager PCPH dated 25 September 2019. This mechanism describe that waste material would be col-lected to the Head of Farmer Group (ketua Kelompok tani) and dilvered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager. Interveiwed to member groups shower they can explain how to dis-pose container of chemicals in accordance with the procedureds that have been prepared by group manager.</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>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>PCPH has been able to show mechanism to handling waste material from chemical material, that was published by Group Manager PCPH dated 25 September 2019. This mechanism describe that waste material would be col-lected to the Head of Farmer Group (ketua Kelompok tani) and dilvered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager.</p> <p>PCPH has provide the temporary hazardous waste near to office. PCPH cooperate with PT Inti Indosawit Subur as a company which has a licence of hazardouis waste storage to collected the hazardous waste from PCPH and send to the licence transporter and hazardous waste management company. The hazardous waste collected form smallholder member deliver to PT Inti Indosawit Subur for further manage according to regulation. Hazardous waste delivery from Smallholder Group (Kelompok Tani) record as per "Berita Acara Penerimaan Limbah B3", sample seen:</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - "Berita Acara Penerimaan Limbah B3" dated 9 September 2019 from Group Smallholder KT Tunas Harapan, consist of: ex chemical container Round up 3 pcs, ex chemical container Gramoxone 1 pcs, ex container starlon 1 pcs, ex container Garlon 2 pcs. Received by Sriyono (Secretary PCPH). - "Berita Acara Penerimaan Limbah B3" dated 23 September 2019 from Group Smallholder KT Garuda Perkasa, consist of: ex chemical container Round up 16 pcs, ex chemical container Gramoxone 1 pcs, ex container starlon 2 pcs, ex container Garlon 7 pcs, ex container Kenlon 2 pcs. Received by Sriyono (Secretary PCPH). <p>Hazardous waste delivery from PCPH to PT Inti Indosawit Subur record in "Berita Acara Serah Terima Limbah B3". Sample seen:</p> <ul style="list-style-type: none"> - "Berita Acara Serah Terima Limbah B3" dated 8 November 2019, hazardous waste deliver from PCPH: ex chemical container Round up 21 pcs, ex chemical container Gramoxone 4 pcs, ex container starlon 5 pcs, ex container Garlon 10 pcs, ex container Kenlon 2 pcs. Deliver by Sriyono (Secretary PCPH) and received by Era Arafat (Asisstant PT Inti Indosawit Subur). 	
<p>4.6.11 (M) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p>		
Requirement for Individual Member with up to 50ha of plantation size		<p>NC #1946648-202008-M2 Closed on 09/10/2020</p> <p>Major nonconformance</p>
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 Cahaya Putra Harapan (PCPH) has monitored of illnesses and health conditions of members and their workers that are handling agrochemicals.</p> <p>Perkumpulan Cahaya Putra Harapan (PCPH) has provided medical check-up on annual basis. Perkumpulan Cahaya Putra Harapan (PCPH) has MoU with Pustu (government clinic) Taman Raja Village regarding medical check-up</p> <p>PCPH has published SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 01 dated 4 March 2018, point 11 explained that spraying operator should conduct medi-cal check up to</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>community health center (PUSKESMAS/PUSTU) periodically at least once a year to monitor their health conditions due to the spraying activities.</p> <p>During audit, ICS PCPH shown several MCU result of smallholder member and workers who performed spraying activities as per "Surat Keterangan Pemeriksaan Kesehatan" published by UPTD Puskesmas Tidar Kuranji Dinas Kesehatan Pemerintah Kabupaten Batanghari.</p> <p>Non conformity raised uring audit: During audit there is no evidence of monitoring from ICS/Group Manager to their smallholder member regarding the occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up.</p> <p>No evidence that all smallholder member who performed spraying activity has conducted the medical checkup for spraying activity as per procedure SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 01 dated 4 March 2018, point 11 explained that spraying operator should conduct medical check up to community health center (PUSKESMAS/PUSTU) periodically at least once a year to monitor their health conditions due to the spraying activities.</p> <p>Correction and corrective action has been taken by PCPH to address the issue. Audit team has verified on 9 October 2020 and the non conformity has been close satisfactory. Please see section 3.4 Detail of Findings.</p>	
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.	PCPH has established a policy related to the Prohibition of pregnant and / or breastfeeding women to perform work related to the chemicals activity (SK No/ 11/SK-Asosiasi-CPH/III/2018) about No work with pesticides shall be under-taken by pregnant or breast-feeding women. It also explained the one day off for women while they have monthly periode, 2 months off breast feeding women. The policies concerning pregnant and breastfeeding women should not work with chemicals to members has been	

Criterion / Indicator	Assessment Findings	Compliance
	understood by the members of association. Moreover, based on field observations, spraying activity has been applied by men.	
Requirement for Group Manager		
Group Manager has oversight responsibility.	PCPH has established a policy related to the Prohibition of pregnant and / or breastfeeding women to perform work related to the chemicals activity (SK No/ 11/SK-Asosiasi-CPH/III/2018) about No work with pesticides shall be under-taken by pregnant or breast-feeding women. It also explained the one day off for women while they have monthly periode, 2 months off breast feeding women.	
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall provide input to the development of the OHS policy and management plan	PCPH has already established policiy related to Occupational Safety and Health as per "Kebijakan Asosiasi Cahaya Putra Harapan Nomor: 02/Kebijakan-GM/A-CPH/III/2018 Tentang Keselamatan dan Kesehatan Kerja dated 07 March 2018. The commitments of the policy are: <ul style="list-style-type: none"> i. Comply with laws and regulations as well as other requirements relating to OSH. ii. Prevent the occurrence of occupational accidents and diseases by taking into account developments in technology, regulations and KUD needs so as to obtain optimal performance. iii. Encourage the improvement of awareness related to OSH. OHS Policy has been socialized to all member together with OHS training on 18 July 2020. Based on field observation at sample of individual smallholder at KT. Garuda Perkasa, KT Maju Bersama, KT Mandiri Sejahtera, KT Suka Maju and KT Tunas Harapan, individual	

Criterion / Indicator	Assessment Findings	Compliance
	members stated that they already attend during OSH training which conducted by Group Manager. They also give the input to the development of the OHS policy.	
Requirement for Group Manager		
Group Manager shall conduct a risk assessment in collaboration with members.	<p>Perkumpulan Cahaya Putra Harapan has determined and performing risk analysis for each type of work including pesticide/herbicide usage. The risk analysis presented in "SOP of OSH No. 3/SOP-UK3&B3/A-CPH/III/2018 dated 04 March 2018. The SOP describes the identify work risk in office and estate, socialization and information on potential occupational risks, providing work accident reports, demonstrating the use of PPE, providing PPE samples in the office, providing OSH guidance modules, carrying out first aid in work-place, and sending members of group who got accidents to the nearest health service centre. Information from members of group based on interviewed showed that they have known the potential of work risk that arise on their ac-tivities".</p> <p>HIRADC has been socialized to smallholder member together with OHS training on 18 July 2020.</p> <p>HIRADC has been conducted in participation with smallholder member.</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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Member shall collaborate with Group Manager to ensure dangers on farm are identified.	PCPH has established SOP of OSH No. 3/SOP-UK3&B3/A-CPH/III/2018 dated 04 March 2018. The SOP describes the identify work risk in office and plantation, socialization and information on potential occupational risks, providing work accident reports, demonstrating the use of PPE, providing PPE samples in the office, providing OSH guidance modules, carrying out first aid in work-place, and sending members of group who got accidents to the nearest health service centre. Information from members of group based on interviewed showed that they have known the potential of work risk that arise on their activities.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager	<p>Group manager has establish the procedure for risk assessment and its control as per "SOP of OSH No. 3/SOP-UK3&B3/A-CPH/III/2018 dated 04 March 2018".</p> <p>PCPH has already established policy related to Occupational Safety and Health as per "Kebijakan Asosiasi Cahaya Putra Harapan Nomor: 02/Kebijakan-GM/A-CPH/III/2018 Tentang Keselamatan dan Kesehatan Kerja dated 07 March 2018. The commitments of the policy are:</p> <ul style="list-style-type: none"> i. Comply with laws and regulations as well as other requirements relating to OSH. ii. Prevent the occurrence of occupational accidents and diseases by taking into account developments in technology, regulations and KUD needs so as to obtain optimal performance. iii. Encourage the improvement of awareness related to OSH This has been socialized to all member together with OHS training on 24 and 25 July 2019. <p>Group manager also has develop the OHS program and management plan as per "Program Unit K3 2019 - 2020"</p> <p>OSH Program consist of:</p> <ul style="list-style-type: none"> - Medical checkup for spraying workers. - Medical insurance socialization - OSH awareness and training 	
<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
Members shall attend trainings related to OHS.	Based on field observation and interview with sample of individual smallholder at Smallholder Group KT. Garuda Perkasa, KT. Maju Bersama, KT Mandiri Sejahtera, KT Suka Maju, KT Tunas Harapan, KT Harapan kita and KT Talang Aro, some of individual	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>members stated that they already attend during OSH training which conducted by Group Manager.</p> <p>OHS training has been delivered by PCPH to member of Smallholder Group. Training OHS has conducted on 18 July 2020 at Bukit Sari SP3 with participant 20 member.</p> <p>PCPH has develop training program as per "Jadwal Pelatihan Anggota Asosiasi Cahaya Putra Harapan Petani Desa Tidar Kuranji, Desa Karya Mukti, Desa Bukit Sari dan Desa Aro tahun 2020 – 2021. Training for OHS planed on January, September and March 2020/2021.</p>	
<p>Members shall implement the management plan and at least ensure the provision of PPE and medical check-ups for high risk workers. In the case of hazardous chemical use, a description of the relevant chemicals should be brought to the field.</p>	<p>Based on field observation and interview with sample of individual smallholder at Smallholder Group KT. Garuda Perkasa, KT. Maju Bersama, KT Mandiri Sejahtera, KT Suka Maju, KT Tunas Harapan, KT Harapan kita and KT Talang Aro, individual members already aware for provision of PPE for their workers.</p> <p>Most of individual member manage the plantation activity by themselves such as: harvesting, weeds control (manual or chemist), pruning and manuring.</p> <p>PCPH has published SOP No. 2/SOP-UK3&B3/A-CPH/III/2018 Rev 01 dated 4 March 2018, point 11 explained that spraying operator should conduct medi-cal check up to community health center (PUSKESMAS/PUSTU) periodically at least once a year to monitor their health conditions due to the spraying ac-tivities.</p> <p>Medical check-up for individual smallholders conducted at local public health (Puskesmas Bukit Sari and Pustu Bukit Sari). Sample seen:</p> <ul style="list-style-type: none"> - MCU on behalf Tursin (KT Harapan Kita) dated 20 March 2019 - MCU on behalf Poniman (KT Harapan Kita) dated 13 March 2019 - MCU on behalf Swahendri (KT Harapan Kita) dated 15 March 2019 - MCU on behalf Waskamdi (KT Harapan Kita) dated 10 March 2019 - MCU on behalf Deden Hidayat (KT Tunas Harapan) dated 13 August 2020 	
<p>Requirement for Group Manager</p>		

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Criterion / Indicator	Assessment Findings	Compliance
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		<p>NC#1946648-202008-M3 Closed on 09/10/2020</p> <p>Major nonconformance</p>
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, consider forming an Occupational Health Committee.	<p>Unit of Certification has defined OSH Unit where Mr. Samsudin and tasmir as a PIC to manage and monitor OHS implementation. PCPH has demonstrated a Unit OSH in the Group Manager organization structure and has conducted regular meeting. According to record of minutes meeting signed by Group Manager PCPH dated on 26 September, there is issue raises that must be followed up, such as awarenees of implementation of OSH in doing activities and in wearing PPE.</p> <p>PCPH has defined the Job Description for OHS unit as per "Surat Keputusan Nomor: 17/SK-Asosiasi-CPH/A-CPH/III/2018. Job description for OHS unit such as: OHS awareness to smallholder member, risk assessment, facilitate the smallholder member to medical checkup, demonstrating PPE usage for activities, provide first aid kit, hazardous waste identification and record.</p>	
Group Manager reviews the manual periodically.	<p>During audit, noted that there is no evidence that Group manager has review the OHS manual/procedure and its implementation periodically.</p> <p>Correction and corrective action has been taken by PCPH to address the issue. Audit team has verified on 9 October 2020 and the non conformity has been close satisfactory. Please see section 3.4 Detail of Findings.</p>	
<p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall report accidents on the farm to the Group Manager.	<p>Based on document 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. PCPH was assist and coach by Company PT Inti Indosawit Subur. PCPH was assist by Field Foreman who bring the first aid kit at the workplace during activities. During field visit to sample of KT Garuda perkasa, KT Maju Bersama, KT Mandiri Sejahtera, KT Sukamaju, KT Tunas Harapan , KT Bukit Sari and KT Talang Aro confirmed that field foreman brought the first aid kit.</p> <p>If accidents occurs on the farm/block they will call the Lead of Farmer Group who brought first aid kit and asking for help. If accidents cannot handle onsite, the Lead of Farmer Group will bring to the nearest public health and report to the Group Manager.</p>	
Each member ensures that there is a first aid kit available at the work site when there is operation going on in the field.	<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. Auditor has been verified that First Aid kit is available onsite and bring by the Field Foreman from PT Inti Indosawit Subur (CSV).</p> <p>PCPH also provide the first aid kit in each smallholder Group. Evidence of first aid kit provision can be demonstrated, i.e:</p> <ul style="list-style-type: none"> - Berita Acara Penyerahan P3K Gapoktan Swadaya Dua Putra Dari Asosiasi Cahaya Putra Harapan, dated 14 June 2018. First aid provision for Gapoktan Swadaya Harapan, receipt by Siswadi (secretary). - Berita Acara Penyerahan P3K Kelompok Tani Harapan Kita Dari Asosiasi Cahaya Putra Harapan, dated 14 June 2018. First aid provision for Gapoktan Swadaya Harapan, receipt by Jamil (Head of Smallholder Group). 	

Criterion / Indicator	Assessment Findings	Compliance
	Berita Acara Penyerahan P3K Gapoktan Swadaya Cahaya Buana Dari Perkumpulan Cahaya Putra Harapan, dated 14 June 2018. First aid provision for Gapoktan Swadaya Harapan, receipt by Supardik (Head of Smallholder Group).	
Requirement for Group Manager		
Group Managers shall develop OHS / First Aid manual and distribute to all individual members.	<p>PCPH have procedure for handling Accident and emergency that is SOP No.3/SOP-UK3&B3/A-CPH/III/2018 about OSH and SOP No.4/SOP-UK3&B3/A-CPH/III/2018 about Risk Control and Use of PPE. The procedure describes the activities in the field, potential hazards that occur as well as risk control used in by determination of PPE. In addition, workplace accidents that occur to be reported immediately to the management Group for first aid. Technical instructions for work accidents as annex on SOP No.3/SOP-UK3&B3/A-CPH/III/2018 about OSH describes the first aid when a work accident occurs.</p> <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 and at APMBL office.</p> <p>PCPH was assist and coach by Company PT Inti Indosawit Subur. PCPH was assist by Field Foreman who bring the first aid kit at the workplace during activities. During field visit to sample of KT Garuda perkasa, KT Maju Bersama, KT Mandiri Sejahtera, KT Sukamaju, KT Tunas Harapan , KT Bukit Sari and KT Talang Aro confirmed that field foreman brought the first aid kit.</p> <p>If accidents occurs on the farm/block they will call the Lead of Farmer Group who brought first aid kit and asking for help. If accidents cannot handle onsite, the Lead of Farmer Group will bring to the nearest public health and report to the Group Manager.</p> <p>Group manager PCPH also appointed the head of smallholder group as an PIC to monitor the first aid kit and work accident at the workplace as per "Surat keputusan Nomor: 19/SK-Perkumpulan-CPH/A-CPH/VIII/2020 Tentang Penunjukan Penanggungjawab Untuk Petugas Pertolongan Pertama Pada Kecelakaan.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.	Group Manager has involving individual members related to First Aid Training on 18 July 2020. Training located at Bukit Sari Village.	
Group Manager shall record members' accidents on the farm.	Perkumpulan cahaya Putra Harapan has provide the specific form to record the accident as per "Buku Rekaman Kejadian Kecelakaan Kerja". Based on record accident period 2018 – ytd 2020 there is no accident recorded or Zero accident.	
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
Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	<p>Based on interview with sample of smallholder member, they state no workers being employee permanently.</p> <p>The indicator is not applicable – however the smallholder member has registered by themselves to registered medical insurance. Most of activity for harvesting, manuring, pruning and spraying are conducted by smallholder member itself. Most of them has cover by medical insurance such as: BPJS Kesehatan and Kartu Indonesia Sehat. Sample seen:</p> <ul style="list-style-type: none"> - Kartu Indonesia Sehat on behalf Deden Hidayat (KT Tunas Harapan) Number 0001683072437, - Kartu Indonesia Sehat on behalf Yasin Mustofa (KT Harapan Kita) Number 0002278889717, - BPJS Kesehatan on behalf Fajar Tua Parindungan (KT Tunas Harapan) Number 0002087566176, - BPJS Kesehatan on behalf Oneh (KT Tunas Harapan) Number 0002061808119, 	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved.	<p>Perkumpulan cahaya Putra Harapan (PCPH) provides contribution for the medical care should any worker/member had an accident (if any).</p> <p>Based on interview with sample of smallholder member, they stated basically will responsible if any work related accident occurs in their oil palm plot.</p>	

Criterion / Indicator	Assessment Findings	Compliance
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.		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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.	Based on interview with Mr. Berlin and Santono, one of casual workers at Farmers Group Suka Maju and Harapan Kita, it is clearly confirmed they are attend the best practices training which held by Group Manager on 18 July 2020 and 24 July 2020. Record of training implementation for smallholder member are available at PCPH office.	
Requirement for Group Manager		
Group Manager shall ensure that all members are trained on the RSPO P&C and records of such training shall be kept	Group Manager is maintain training record for several aspect on the RSPO P&C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in	

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, Group Manager shall prepare a training plan.</p>	<p>PCPH. Members that participates are 33 individual members (18 July 2020) and 33 individual members (24 July 2020).</p> <p>Group Manager has had Working Program "Program Kerja Manager Operasional PCPH" period 2020. Its program consist of:</p> <ul style="list-style-type: none"> A. Organizational <ul style="list-style-type: none"> - Members Annual Meeting or "Rapat Anggota Tahunan" (March) - Internal Organization Meeting (January, April, July, October) B. Members <ul style="list-style-type: none"> - Recruitment New Members (January, February) - New Members Mapping (February, March) - Installation of Boundary Pegs (January, February) - Medical Check Up (May, November) C. Training for ICS <ul style="list-style-type: none"> - ICS training (December) - Audit to Internal Organization (March) D. Training and Refreshment <ul style="list-style-type: none"> - Best Management Practices Agronomy (February) - HCV (March) - Occupational Health and Safety (March) - Integrated Pest Management (March) - Plantation Officer Visit (January, April, July, October) - Awareness of Medical Insurance or "BPJS Kesehatan" (February, June) E. CSR Program of PCPH (June) F. Internal Audit 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Assessment of Internal Members Performance (Every Month) - Correction of Findings (Every Month) <p>G. External Audit</p> <ul style="list-style-type: none"> - Correction of Findings (January, December) - Surveillance-1 (October 2020) <p>Group Manager has made Training Matrix, Objective and ICS Program Period September 2019 – September 2020. The training matrix consist of Objective/Target, Activities, Achievement Indicator, Result, PIC, Timeline, Forecast Budget.</p> <p>PCPH has made a training schedule for the members of the Cahaya Putra Harapan Farmers association, Tidar Kuranji village, Karya Mukti Village, Bukit Sari Village and Aro Village for 2020-2021, for example:</p> <ol style="list-style-type: none"> 1. GAP, HPT training; schedule on September 2020, January 2021 and July 2021 2. Training in the use of chemical substances; schedule in October 2020, February 2021 and March 2021 3. OSH training; schedule for June 2021, November 2020 and August 2021 4. Environmental management, soil and water conservation training; schedules for January 2021, September 2021 and March 2021. 	
4.8.2 Records of training for each employee shall be maintained.		
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.	Group Manager is maintain training record for several aspect on the RSPO P&C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in PCPH organizations. Members that participates are 37 individual members (22 October 2019) and 42 individual members (24 October 2019).	

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	Based on field observation and interview with sample of individual smallholder at KT. Sukamaju, KT Tunas Harapan, KT Garuda Perkasa, KT Maju Bersama and KT Mandiri Sejahtera, members already understood the environmental risks and impact of their operations, such as pesticides handling and chemical waste disposal. Perkumpulan cahaya Putra Harapan (PCPH) has establish an environmental impact assessment and those document represent on "Surat Pernyataan Kesanggupan Pengelolaan Lingkungan (SPPL)". These SPPL document consist of 406 smallholder members and covered 431.804 ha plantation areas. Sample seen: <ul style="list-style-type: none"> - Surat Pernyataan Pengelolaan Lingkungan (SPPL) on behalf Ponimin (KT Garuda Perkasa) area plantation 0.949 ha. - Surat Pernyataan Pengelolaan Lingkungan (SPPL) on behalf Rubikin (KT Suka Maju) area plantation 0.49 ha. - Surat Pernyataan Pengelolaan Lingkungan (SPPL) on behalf Deden Hidayat (KT Tunas Harapan) area plantation 0.506 ha. Environmental risk of the smallholder operation has been identified as below; <ul style="list-style-type: none"> - Contamination of water sources, - Soil erosion on sloping areas, 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Piles of garbage from plantation activities. 	
Requirement for Group Manager		
<p>Group Managers shall identify all activities that have an impact on the environment.</p>	<p>Perkumpulan cahaya Putra Harapan (PCPH) has establish an environmental impact assessment and those document represent on "Surat Pernyataan Kesanggupan Pengelolaan Lingkungan (SPPL)". These SPPL document consist of 406 smallholder members and covered 431.804 ha plantation areas.</p> <p>Sample seen:</p> <ul style="list-style-type: none"> - Surat Pernyataan Pengelolaan Lingkungan (SPPL) on behalf Ponimin (KT Garuda Perkasa) area plantation 0.949 ha. - Surat Pernyataan Pengelolaan Lingkungan (SPPL) on behalf Rubikin (KT Suka Maju) area plantation 0.49 ha. - Surat Pernyataan Pengelolaan Lingkungan (SPPL) on behalf Deden Hidayat (KT Tunas Harapan) area plantation 0.506 ha. <p>Environmental risk of the smallholder operation has been identified as below;</p> <ul style="list-style-type: none"> - Contamination of water sources, - Soil erosion on sloping areas, - Piles of garbage from plantation activities. 	
<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
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.</p>	<p>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</p>	

Criterion / Indicator	Assessment Findings	Compliance
	activities, minimise pesticides usage, do not apply the herbicide near to water source/riparian, made individual terracing at the sloping area, control chemical containers disposed 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, minimise pesticides usage, do not apply the herbicide near to water source/riparian, made individual terracing at the sloping area, control chemical containers disposed and safety risk.	
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>Perkumpulan Cahaya Putra Harapan (PCPH) 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>		

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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		
Group Managers shall organise training for members on environmental risks and mitigation measures.	Perkumpulan Cahaya Putra Harapan (PCPH) 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 5 October 2019 attended by 20 participants.	
Group Managers shall monitor implementation	Perkumpulan Cahaya Putra Harapan (PCPH) 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.	Group manager has carry out the HCV assessment, where the assessment carried out by "Yayasan Setara" as an PCPH consultant. The assessment done on Nov 2018. Total area assessed was 453 ha.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on HCV assessment, the HCV type present in the PCPH was:</p> <ol style="list-style-type: none"> 1. HCV 3; Sialang tree for honeybee. 2. HCV 4.1; i.e.: Riak lake, Desa lake, water spring well, and Sengoan river. <p>Based on HCV assessment there is no RTE species present in the farmers member. This is also supported by farmers identification form. This form fill it by farmers to check the farmer’s knowledge and understanding regarding the type of wildlife present in the farmers land.</p> <p>Based on interview with all farmers sampling, all the farmers able to ex-plained what is the protect species, why they should protect the river, and the able to mentioned kind of species present in the famers land.</p>	
Requirement for Group Manager		
<p>HCV assessments shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available; see guidance).</p>	<p>Group manager has carry out the HCV assessment, where the assessment carried out by “Yayasan Setara” as an PCPH consultant. The assessment done on November 2018. Total area assessed was 453 ha.</p> <p>Based on HCV assessment, the HCV type present in the PCPH was:</p> <ol style="list-style-type: none"> 1. HCV 3; Sialang tree for honeybee. 2. HCV 4.1; i.e.: Riak lake, Desa lake, water spring well, and Sengoan river. <p>Map of HCV area also was in place.</p> <p>Based on interviewee with group manager, he able to explain regarding HCV area, and protection of riparian buffer zone and wildlife protection.</p> <p>Based on HCV assessment there is no RTE species present in the farmers member. This is also supported by farmers identification form. This form fill it by farmers to check the farmer’s knowledge and understanding regarding the type of wildlife present in the farmers land.</p>	
<p>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.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
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. The HCV socialization to all group members conducted on 31 August 2018 attendant by 70 farmers. Record of socialization evidenced was attendant list, HCV documents and checklist of HCV identification form fulfilled by farmers.	
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 Cahaya Putra Harapan area. Perkumpulan Cahaya Putra Harapan (PCPH) 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		
Group Manager conducts training for their individual members and their workers about the status of HCV and RTE species and the applicable disciplinary measures	Training related to HCV has been programme by Perkumpulan Cahaya Putra Harapan as per "Program Kerja Manager Operasional ICS PCPH 2020" Latest training record on 5 July 2020. Record of training and attendance list are available.	
5.2.4 Where a management plan has been created there shall be ongoing monitoring:		

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; Outcomes of monitoring shall be fed back into the management plan. 		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)	<p>Based on interview, smallholder member sampled able to explains HCV in their area in simple manner. It was confirmed during interview with sample smallholder member. They were aware to protect the RTE species such as: elang, cekakak belukar, macan akar, trenggiling. They prohibit illegal hunting in the smallholder area and surrounding plantation.</p> <p>All sampled smallholder interviewed are able to demonstrate understanding that such wildlife shall be protected. Based on field verification to smallholder plantation, no sign of animal trap. Based on field visit to smallholder member’s house – no RTE species kept as pet.</p> <p>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 has made the Management and Monitoring plan of HCV area and RTE sepcies as present in “Laporan Penilaian NKT di Areal Perkebunan Sawit petani PCPH” 2020. The monitoring and management plan was plane each semester (6 month).	
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		

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Criterion / Indicator	Assessment Findings	Compliance
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.	
Criterion 5.3:		
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
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 Cahaya Putra Harapan has SOP for Waste Management No. 1/SOP-UK3&B3/A-CPH/III/2018 Rev. 0 dated on 4 March 2018 and source of pollutant such as used chemical container and used fertilizer bag.</p> <p>Perkumpulan Cahaya Putra Harapan (PCPH) 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.	PCPH has been able to show mechanism to handling waste material from chemical material, that was published by Group Manager PCPH dated 25 September 2019. This mechanism describe that waste material would be collected to the Head of Farmer	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Group (ketua Kelompok tani) and delivered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal and all chemical containers disposal.</p>	
Requirement for Group Manager		
<p>The Group Manager shall ensure that all chemical containers are properly handled and disposed</p>	<p>PCPH has provide the temporary hazardous waste near to office. PCPH cooperate with PT Inti Indosawit Subur as a company which has a licence of hazardous waste storage to collected the hazardous waste from PCPH and send to the licence transporter and hazardous waste management company. The hazardous waste collected form smallholder member deliver to PT Inti Indosawit Subur for further manage according to regulation.</p> <p>PCPH has an agreement with PT Inti Indosawit Subur for hazardous waste handling as per Agreement Letter No. 075/ES-KMB/EXT/10/2019 dated 12 October 2019.</p> <p>Hazardous waste delivery from Smallholder Group (Kelompok Tani) record as per "Berita Acara Penerimaan Limbah B3", sample seen:</p> <ul style="list-style-type: none"> - "Berita Acara Penerimaan Limbah B3" dated 9 September 2019 from Group Smallholder KT Tunas Harapan, consist of: ex chemical container Round up 3 pcs, ex chemical container Gramoxone 1 pcs, ex container starlon 1 pcs, ex container Garlon 2 pcs. Received by Sriyono (Secretary PCPH). - "Berita Acara Penerimaan Limbah B3" dated 23 September 2019 from Group Smallholder KT Garuda Perkasa, consist of: ex chemical container Round up 16 pcs, ex chemical container Gramoxone 1 pcs, ex container starlon 2 pcs, ex container Garlon 7 pcs, ex container Kenlon 2 pcs. Received by Sriyono (Secretary PCPH). <p>Hazardous waste delivery from PCPH to PT Inti Indosawit Subur record in "Berita Acara Serah Terima Limbah B3". Sample seen:</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	"Berita Acara Serah Terima Limbah B3" dated 8 November 2019, hazardous waste deliver from PCPH: ex chemical container Round up 21 pcs, ex chemical container Gramoxone 4 pcs, ex container starlon 5 pcs, ex container Garlon 10 pcs, ex container Kenlon 2 pcs. Deliver by Sriyono (Secretary PCPH) and received by Era Arafat (Asisstant PT Inti Indosawit Subur).	
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.	Perkumpulan cahaya Putra Harapan (PCPH) has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic. Waste management and disposal plan has been communicated to farmer member. record of socialization on dispose of waste materials (including hazardous waste). Waste material would be col-lected to the Head of Farmer Group (ketua Kelompok tani) and dilivered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager. Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal and chemical container.	
Members shall communicate to all workers the waste management and disposal plan.	Most of smallholder member are working themselves and no workers are hired by smallholder member. Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal and chemical container.	
Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.	Most of smallholder member are working themselves and no workers are hired by smallholder member. Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal and chemical container.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.</p>	<p>Perkumpulan cahaya Putra Harapan (PCPH) 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). Waste material would be collected to the Head of Farmer Group (ketua Kelompok tani) and delivered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager.</p> <p>PCPH has provide the temporary hazardous waste near to office. PCPH cooperate with PT Inti Indosawit Subur as a company which has a licence of hazardous waste storage to collected the hazardous waste from PCPH and send to the licence transporter and hazardous waste management company. The hazardous waste collected form smallholder member deliver to PT Inti Indosawit Subur for further manage according to regulation.</p> <p>PCPH has an agreement with PT Inti Indosawit Subur for hazardous waste handling as per Agreement Letter No. 075/ES-KMB/EXT/10/2019 dated 12 October 2019.</p> <p>Hazardous waste delivery from Smallholder Group (Kelompok Tani) record as per "Berita Acara Penerimaan Limbah B3", sample seen:</p> <ul style="list-style-type: none"> - "Berita Acara Penerimaan Limbah B3" dated 9 September 2019 from Group Smallholder KT Tunas Harapan, consist of: ex chemical container Round up 3 pcs, ex chemical container Gramoxone 1 pcs, ex container starlon 1 pcs, ex container Garlon 2 pcs. Received by Sriyono (Secretary PCPH). - "Berita Acara Penerimaan Limbah B3" dated 23 September 2019 from Group Smallholder KT Garuda Perkasa, consist of: ex chemical container Round up 16 pcs, ex chemical container Gramoxone 1 pcs, ex container starlon 2 pcs, ex container Garlon 7 pcs, ex container Kenlon 2 pcs. Received by Sriyono (Secretary PCPH). <p>Hazardous waste delivery from PCPH to PT Inti Indosawit Subur record in "Berita Acara Serah Terima Limbah B3". Sample seen:</p>	

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Group Manager shall communicate to all members on the waste management and disposal plan.	Waste management and disposal plan has been communicated to farmer member. record of socialization 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 and chemical container. Waste material would be col-lected to the Head of Farmer Group (ketua Kelompok tani) and dilvered to the PCPH unit OSH and Hazardous Material to be recapitulated and report to the manager.	
The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.	Group Manager/ Perkumpulan Cahaya Putra Harapan has conducted waste management training on 24 April 2018 by Iwan Putra and Era Arafat and attended by 80 participants located at Tida Kuranji Village Office. The training also deliver by Yayasan SETARA on 5 July 2020.	
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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.	PCPH has established a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy. According to SOP No. 4/SOP-UL/PCPH/IX/2019 about identification of green house gas, PCPH has an efficiency plan specially in using electricity in the office, there is appeal sign not to use electricity for lighting during the day. Interviewed with farmers they have enough understanding in the effort of improving efficiency fossil fuels usage from field activities.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager	<p>Perkumpulan Cahaya Putra Harapan (PCPH) have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy. 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>Perkumpulan Cahaya Putra Harapan (PCPH) 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>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	<p>Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts. Based on site visit at Suka Maju, Tunas Harapan, Garuda Perkasa, and Mandiri Sejahtera Farmer Group, there are no land burning within the area.</p>	Complied
Individual members shall provide evidence that they understand the No Burning Policy of the group.		
Requirement for Group Manager		
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> Provide evidence of a no use of fire policy in group 	<p>PCPH has established policy regarding of zero burning activities listed on policy SK No. 13/SK-Perkumpulan-CPH/III/2018 dated 06 Maret 2018 about Policy of Prohibition land</p>	

Criterion / Indicator	Assessment Findings	Compliance
SOPs. <ul style="list-style-type: none"> • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to individual members of the Group 	burning during land clearing, and No Peat, No Forest and No Conflict, Hectare statement documents shown all of oil palm areas covered on PCPH units are planted on year 1995-1997; 2000. Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts.	
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		
The Group Manager shall: <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. 	There are no use of fire during land clearing or cultivation of oil palm.	
Criterion 5.6:		
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
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).		

Criterion / Indicator	Assessment Findings	Compliance																										
Requirement for Individual Member with up to 50ha of plantation size		Complied																										
N/A	N/A																											
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List significant pollutants and identify sources of emissions.	<p>PCPH has identified all pollution and emissions source listed on SOP No. 4/SOP-UL/A-CPH/IX/2019 regarding identification of green house gas, these are:</p> <table border="1" data-bbox="846 639 1827 1129"> <thead> <tr> <th>No</th> <th>Activities</th> <th>Source and Type Emission</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Land clearing</td> <td>Potential for fire/emission CO2</td> </tr> <tr> <td>2</td> <td>Fertilizer transportation</td> <td>Diesel fuel consumption/CO2 emission</td> </tr> <tr> <td>3</td> <td>FFB transportation</td> <td>Diesel fuel consumption/CO2 emission</td> </tr> <tr> <td>4</td> <td>Fertilizer use</td> <td>Urea, ZA, KCl, NPK/Nitrogen oksida (N2O)</td> </tr> <tr> <td>5</td> <td>Heavy equipment utilization</td> <td>Diesel fuel consumption/CO2 emission</td> </tr> <tr> <td>6</td> <td>Pesticide use</td> <td>Active ingredients/CO2 emission</td> </tr> <tr> <td>7</td> <td>Electricity consumption</td> <td>kWH/CO2 emission</td> </tr> <tr> <td>8</td> <td>Management of HCV areal</td> <td>Potential lost carbon stock</td> </tr> </tbody> </table>	No	Activities	Source and Type Emission	1	Land clearing	Potential for fire/emission CO2	2	Fertilizer transportation	Diesel fuel consumption/CO2 emission	3	FFB transportation	Diesel fuel consumption/CO2 emission	4	Fertilizer use	Urea, ZA, KCl, NPK/Nitrogen oksida (N2O)	5	Heavy equipment utilization	Diesel fuel consumption/CO2 emission	6	Pesticide use	Active ingredients/CO2 emission	7	Electricity consumption	kWH/CO2 emission	8	Management of HCV areal	Potential lost carbon stock
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5.6.2 (M) Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.																												
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N/A	N/A																											
Requirement for Group Manager																												

<p>Identify options to reduce pollutants and emissions and consider whether the group can implement any of these.</p>	<p>PCPH has identified options to reduce pollutants and emissions and consider whether the group can implement any of these, these are:</p> <table border="1" data-bbox="846 443 1874 1155"> <thead> <tr> <th>No</th> <th>Activities</th> <th>Source and Type Emission</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Land clearing</td> <td>Potential for fire/emission CO2</td> <td>Mechanical LC (zero burning)</td> </tr> <tr> <td>2</td> <td>Fertilizer transportation</td> <td>Diesel fuel consumption/CO2 emission</td> <td>Adjust the amount of fertilizer and the type of transportation used</td> </tr> <tr> <td>3</td> <td>FFB transportation</td> <td>Diesel fuel consumption/CO2 emission</td> <td>Optimizing the capacity of truck during transport FFB</td> </tr> <tr> <td>4</td> <td>Fertilizer use</td> <td>Urea, ZA, KCl, NPK/Nitrogen oksida (N2O)</td> <td>Appropriate and timely application of fertilizer; apply EFB to reduce the chemical fertilizer</td> </tr> <tr> <td>5</td> <td>Heavy equipment utilization</td> <td>Diesel fuel consumption/CO2 emission</td> <td>Fuel efficiency</td> </tr> <tr> <td>6</td> <td>Pesticide use</td> <td>Active ingredients/CO2 emission</td> <td>Selective target for weeds and pest, weeding manually along the river banks, planting the beneficial plant, early warning system dan integrated pest management.</td> </tr> <tr> <td>7</td> <td>Ekectricity consuption</td> <td>kWH/CO2 emission</td> <td>Electricity efficiency</td> </tr> <tr> <td>8</td> <td>Management of HCV areal</td> <td>Potential lost carbon stock</td> <td>Planting legume in replanting areas, enrichment the riparian area.</td> </tr> </tbody> </table> <p>The RSPO Emissions Reduction Working Group (ERWG) and the RSPO SHWG agree that there should be a simplified mechanism for smallholders for compliance on the GHG matters and that smallholders should not be overbur-dened due to their limited capacity. Further details will be developed by RSPO.</p>	No	Activities	Source and Type Emission	Mitigation	1	Land clearing	Potential for fire/emission CO2	Mechanical LC (zero burning)	2	Fertilizer transportation	Diesel fuel consumption/CO2 emission	Adjust the amount of fertilizer and the type of transportation used	3	FFB transportation	Diesel fuel consumption/CO2 emission	Optimizing the capacity of truck during transport FFB	4	Fertilizer use	Urea, ZA, KCl, NPK/Nitrogen oksida (N2O)	Appropriate and timely application of fertilizer; apply EFB to reduce the chemical fertilizer	5	Heavy equipment utilization	Diesel fuel consumption/CO2 emission	Fuel efficiency	6	Pesticide use	Active ingredients/CO2 emission	Selective target for weeds and pest, weeding manually along the river banks, planting the beneficial plant, early warning system dan integrated pest management.	7	Ekectricity consuption	kWH/CO2 emission	Electricity efficiency	8	Management of HCV areal	Potential lost carbon stock	Planting legume in replanting areas, enrichment the riparian area.	
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Criterion / Indicator	Assessment Findings	Compliance
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		
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; Integrated pest management by planting beneficial plants, early warning system for pest and disease, maual weeding to reduce the herbicide usage.	
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.	The Social Impact (based on SEIA – Usaha Perkebunan Sawit A-CPH document) and social management plan has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover: - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245).	

Criterion / Indicator	Assessment Findings	Compliance																
	<p>- "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382).</p> <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand the type of social risk of oil palm plantation operation such as land conflict, social jealousy, FFB stealing (when FFB price increased).</p>																	
Requirement for Group Manager																		
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties.</p>	<p>SEIA has been conducted by Setara cooperated with Perkumpulan Cahaya Putra Harapan on 28 July 2019 until 4 August 2019. The assessment of social impact was conducted to effected parties (as many 200 partisipants) by interview and group discussion that involves the communities in village of Karya Mukti, Tidar Kuranji and Bukit Sari. Report of SEIA were available.</p> <table border="1" data-bbox="846 922 1624 1398"> <thead> <tr> <th colspan="2" data-bbox="846 922 1624 957">Aspect: Economy</th> </tr> <tr> <th data-bbox="846 957 1236 986">Positive Impact</th> <th data-bbox="1236 957 1624 986">Mitigation Plan</th> </tr> </thead> <tbody> <tr> <td data-bbox="846 986 1236 1043">Smallholder member improved economy</td> <td data-bbox="1236 986 1624 1043">Maintain</td> </tr> <tr> <td data-bbox="846 1043 1236 1101">Better education for smallholder's children</td> <td data-bbox="1236 1043 1624 1101">Maintain</td> </tr> <tr> <td data-bbox="846 1101 1236 1158">Smallholder has better supply for basic necessities.</td> <td data-bbox="1236 1101 1624 1158">Maintain</td> </tr> <tr> <td data-bbox="846 1158 1236 1216">New business opportunity for surrounding communities</td> <td data-bbox="1236 1158 1624 1216">Maintain</td> </tr> <tr> <th data-bbox="846 1216 1236 1244">Negative impact</th> <th data-bbox="1236 1216 1624 1244">Mitigation Plan</th> </tr> <tr> <td data-bbox="846 1244 1236 1398">Gap in income/ community's economy</td> <td data-bbox="1236 1244 1624 1398">Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place</td> </tr> </tbody> </table>	Aspect: Economy		Positive Impact	Mitigation Plan	Smallholder member improved economy	Maintain	Better education for smallholder's children	Maintain	Smallholder has better supply for basic necessities.	Maintain	New business opportunity for surrounding communities	Maintain	Negative impact	Mitigation Plan	Gap in income/ community's economy	Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place	
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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	<p>SEIA has been conducted by Setara cooperated with Perkumpulan Cahaya Putra Harapan on 28 July 2019 until 4 August 2019. The assessment of social impact was conducted to effected parties (as many 200 partisipants) by interview and group discussion that involves the communities in village of Karya Mukti, Tidar Kuranji and Bukit Sari. Report of SEIA were available.</p> <table border="1"> <thead> <tr> <th data-bbox="842 1337 1626 1369">Aspect: Economy</th> </tr> </thead> <tbody> <tr> <td data-bbox="842 1369 1626 1369"></td> </tr> </tbody> </table>		Aspect: Economy																								
Aspect: Economy																											

Criterion / Indicator	Assessment Findings		Compliance
	Positive Impact		
	Smallholder member improved economy	Maintain	
	Better education for smallholder's children	Maintain	
	Smallholder has better supply for basic necessities.	Maintain	
	New business opportunity for surrounding communities	Maintain	
	Negative impact		
	Gap in income/ community's economy	Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place	
	Aspect: Social		
	Positive Impact		
	Social relation between local and migrant is good	Maintain	
	More community and cultural assimilation	Maintain	
	Negative impact		
	Individualistic because feeling rich	Create more social activities to bring in togetherness	
	Aspect: Cultural		
	Positive Impact		
	Local and incoming entrant's culture will flourish because of diversity	Maintain	
	Negative impact		
	History of working together may decrease	Encourage more social activity and carried out together.	
Togetherness may decrease			

Criterion / Indicator	Assessment Findings	Compliance								
	1.									
6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.										
Requirement for Individual Member with up to 50ha of plantation size		Complied								
Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts	<p>The Social Impact (based on SEIA document) and social management plan has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand mitigation plan as lined out by Group Manager: do more social activity, contribution to village development, maintain source of livelihood to the surrounding community (river, water source).</p>									
Requirement for Group Manager										
Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.	<p>Mitigation plan to reduce social risk has been developed as per SEIA report as Social Environmental Impact Assessment – Usaha Perkebunan Sawit A-CPH by coloboration with NGO Yayasan SETARA on 28 July until 4 August 2019.</p> <table border="1" data-bbox="846 1283 1877 1340"> <thead> <tr> <th colspan="3" data-bbox="846 1283 1877 1315">Aspect: Economy</th> </tr> <tr> <th data-bbox="846 1315 1196 1340">Positive Impact</th> <th data-bbox="1196 1315 1630 1340">Mitigation Plan</th> <th data-bbox="1630 1315 1877 1340">Timetable</th> </tr> </thead> <tbody> <tr> <td data-bbox="846 1340 1196 1340"></td> <td data-bbox="1196 1340 1630 1340"></td> <td data-bbox="1630 1340 1877 1340"></td> </tr> </tbody> </table>	Aspect: Economy			Positive Impact	Mitigation Plan	Timetable			
Aspect: Economy										
Positive Impact	Mitigation Plan	Timetable								

Criterion / Indicator	Assessment Findings			Compliance
	Smallholder member improved economy	Maintain	Continual	
	Better education for smallholder's children	Maintain	Continual	
	Increase knowledge on Palm Oil cultivation	Maintain	Continual	
	New business opportunity for surrounding communities	Maintain	Continual	
	Negative impact	Mitigation Plan		
	Gap in income/ community's economy	Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place	Continual, once a year minimum	
	Aspect: Social			
	Positive Impact	Mitigation Plan		
	Social relation between local and migrant is good	Maintain	Continual	
	More community and cultural assimilation	Maintain	Continual	
	Negative impact	Mitigation Plan		
	Individualistic because feeling rich	Create more social activities to bring in togetherness	Monthly	
	Aspect: Cultural			
	Positive Impact	Mitigation Plan		
	Local and incoming entrant's culture will flourish because of diversity	Maintain	Continual	
	Negative impact	Mitigation Plan		
	History of working together may decrease	Encourage more social activity and carried out together.	Continual, once a year minimum	
	Togetherness may decrease			

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Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall organise training for members on social risks and mitigation measures	<p>Training on social risks and mitigation has been organized by Group Manager collaborate with Yayasan Setara on 28 Juli 2019 until 4 August 2019, SETARA provides social impact (positive and negative impact) based on SEIA document to all smallholder member.</p> <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand the type of social risk of oil palm plantation operation such as land conflict, social jealousy, FFB stealing (when FFB price increased) including the mitigation plan.</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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable, individual members shall help to address negative social impacts in a consultative manner.	<p>Farmer understand negative impacts of palm oil plantation are social jealousy, social inequality. Its positives impacts are generating community' income, job vacancy, strengthened PCPH Institutionally and increase farmer's knowledge about palm oil cultivation.</p> <p>The members already address this issue to the Group Manager through consultative manner.</p>	
Requirement for Group Manager		
Group Managers shall monitor implementation of mitigation plan.	Mitigation implementation to decrease a risk and negative impact was con-ducted in every six months and the unit in charge is The RSPO documenta-tion unit. For example 2020, PCPH has a CSR program. Monitoring of implementation are performed on six monthly basis.	
<p>6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable

Criterion / Indicator	Assessment Findings	Compliance
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.	PCPH has a Procedure No: 02/SOP.GM/A-CPH/III/2018 regarding Communication and Consultation with External Stakeholder. The procedure has communicated to all PCPH's Stakeholders. There are steps describes on the procedure: <ol style="list-style-type: none"> 1. External parties who need to conduct consultation and/or communication with PCPH could directly come to PCPH Office and/or send a letter to Head of PCPH. 2. External parties' who come to PCPH office required to fill Guest Book. 3. Every meeting with stakeholders must be recorded and the documented into: a) Minute meeting; b) attendant list and photos. 4. When PCPH need to make a consultation with external stakeholders, PCPH must send a letter to related stakeholder and or directly visit to re-lated stakeholder. 5. PCPH must documented all stakeholder visit and/or meeting. 	

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.	<p>The SOP for consultation and communication has been disseminated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand the simple consultation and communication procedure: always refer to PCPH Asosiation and/or to the "Manager Operasional", however, the samped smallholder do understand to consult village head or hamlet leader for local situation.</p>	
6.2.2 A management official responsible for these issues shall be nominated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall nominate an official responsible for these issues	Group Manager of PCPH has appointing responsible person for Communication. The officer responsible are Secretary of ICS as the main function is to communicate to stakeholder.	
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

Criterion / Indicator	Assessment Findings	Compliance
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>PCPH has a list of stakeholder last updated was at January 2020. The list mentioning stakeholders consist of name, contact number and address. The stakeholders on the list are: a) District office of Batanghari (Cooperative, plantation and forestry, environmental); b) Muspika (head of formal institution at sb district level); c) business organization (Asian Agri, Banks); d) local traditional Community head; e) head of formal institution at village level.</p> <p>Communication process recorded by PCPH in a logbook of incoming and out-coming letter. There are letters recorded at the book since 2018, mostly from Asian Agri, head of village and local social institution. For example, on 1 July 2019 PCPH delivered letter No. 02 / ACHP / VII / 2019 to Asian Agri PT Inti Indosawit Subur Kebun Muara Bulian regarding temporary storage of B3 Waste. Asian Agri through letter No. 073 / ES-KMB / EXT / 07/2019 taggal Ju-ly 8, 2019 agreed.</p>	
<p>Criterion 6.3:</p>		
<p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
<p>Appropriate to scale, the member shall have a documented grievance mechanism in place</p>	<p>Based on interview with smallholders sample, grievance mechanism that developed by Group Manager already understood by the member. The SOP by PCPH management has been distributed and socialized on March 2019 to the certification member farmers in Kelompok Tani. PCPH has provided this procedure to all Farmer Group Head as socialization</p>	
<p>The workers shall understand the process.</p>	<p>Most of the smallholders sample that interviewed, there is no workers used in their plots.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	<p>PCPH has a Member Complaint SOP No: 02/SOP-UPPA/A-CPH/III/2018 issued on March 7, 2018. In the complaints process of APCH members, there are several stages that must be carried out for the members:</p> <ol style="list-style-type: none"> 1. Members may submit suggestions or complaints that may be published to the group leader or directly to PCPH complaint unit, in the form of oral, written, telephone or electronic messages such as SMS, email and so on. 2. If the complaint is through the group leader then the group leader shall submit to the independent farmer unit, then the officer appointed by the PCPH management will record the complaint in the member's recommendation book. 3. If complaints are important and need to be kept confidential, reports or complaints from such members shall be recorded in an unpublished member's unresolved grievance book, where the essential matters include: a) matters containing elements of SARA; b) things that can trigger conflict; c) domestic violence; d) sexual harassment; e) violations of human rights; f) criminal matters; g) and other important matters not mentioned in this procedure which are considered important by the PCPH. 4. The identity of the complainant of important complaints will be kept confidential and kept confidential, the PCPH management and the PCPH complaint unit are prohibited from notifying the identity of the complainant to the public or other parties, except to the authorities or the police. 5. Complaints from members will be discussed in the independent farmer unit meeting and will be responded to at least within 1 weeks. 6. For complaints which are suggestive, the complaint will be processed by the independent farmer unit and the reporting party will be informed of the result of the decision. This explanation can be done orally or in writing. 7. If there are things that are considered unsatisfactory then will be re-consultation. 	

Criterion / Indicator	Assessment Findings	Compliance
	8. The important complaint mentioned in point 3 will be the process of identification and investigation by the complaints unit and the PCPH board. If the matter can be resolved in a familial and deliberative man-ner, then the board and the complaint unit will hold a meeting by inviting the reported party. And if the problem is still unfinished, then the PCPH board and the complaint unit will submit the matter to the authorities to be acted upon.	
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.	
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 PCPH 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 Member Complaint SOP No: 02/SOP-UPPA/A-CPH/III/2018 is-sued on March 7, 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:		

Criterion / Indicator	Assessment Findings	Compliance
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	
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.	PCPH has SOP of Legal Right Transfer No. 3/SOP.GM/A-CPH/III/2018. In a procedure is explained that land ownership status has to be clear legally, and no conflict, transfer of legal or customary right along with evidence, known by head of group, head of village, and witnesses, those who has land next to the land concerned, amount of compensation for transferring legal or customary right are determined by those two parties. In the SOP of Legal Right Transferred it's explained that legal right transfer was conducted without coercion from any party. This statement means to consider the influence of difference in gender and difference between trans-migrants and existing community.	
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	PCPH has SOP of Legal Right Transfer No. 3/SOP.GM/A-CPH/III/2018. In a procedure is explained that land ownership status has to be clear legally, and no conflict, transfer of legal or customary right along with evidence, known by head of group, head of village,	

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Criterion / Indicator	Assessment Findings	Compliance
<p>procedure for calculating and distributing fair compensation.</p>	<p>and witnesses, those who has land next to the land concerned, amount of compensation for transferring legal or customary right are determined by those two parties.</p> <p>In the SOP of Legal Right Transferred it's explained that legal right transfer was conducted without coercion from any party. This statement means to consider the influence of difference in gender and difference between trans-migrants and existing community.</p>	
<p>6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures</p>	<p>Based on interview with 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. Smallholder member are understand the process for negotiating agreement and compensation.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager documents the process and outcome of any negotiated agreements and compensation claims with evidence of the participation of affected parties, and makes this publicly available.</p>	<p>PCPH has SOP of Legal Right Transfer No. 3/SOP.GM/A-CPH/III/2018. In a procedure is explained that land ownership status has to be clear legally, and no conflict, transfer of legal or customary right along with evidence, known by head of group, head of village, and witnesses, those who has land next to the land concerned, amount of compensation for transferring legal or customary right are determined by those two parties.</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>	
<p>The Group Manager assists individual group members in these situations upon request by the member.</p>	<p>Flow chart of negotiated agreement process are described within this procedure.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	During the assessment, there is no land compensation occurs by the members.	
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1 Documentation of pay and conditions shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, the members shall keep documentation of pay and conditions.	Base on SOP Ketenagakerjaan No. 6/SOP-GM/A-CPH/IX/2019 dated 7 October 2019 related to Ketenagakerjaan – Employment: Agreement in the form of: 1. Regarding the payment of wages paid by work units Kg/DayHa/" <i>Borongar</i> " and will be paid the price agreed by both parties per work unit. 2. Time of doing of work 3. Provision of work tools and personal protective equipment On this audit taken samples: Simply payslip from individual member to the harvester is documented. Such as: <u>Farmer: Bp. Rubikin</u> Group members: Sukamaju Harvester: Santro Date: 15 July 2020 FFB Nett Weight: 435 kg Payment: IDR. 175 per Kg Salary: IDR. 76,125 <u>Farmer: Bp. Sunaryo</u> Group members: Garuda Perkasa	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Harvester: Nanang Ikwan Date: 4 August 2020 FFB Nett Weight: 434 kg Payment: IDR. 180 per Kg Salary: IDR. 78,180</p> <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382), that the harvesters work in one day for an average of 5 hours.</p>	
<p>The pay shall meet at least the legal or industry standards minimum wage.</p>	<p>Workers for smallholders are casual workers and not working daily at the blocks. Salary for harvester is IDR. 150/kg – 180/Kg, Pruning IDR. 2,000 – 4,000/palm; Spraying: IDR. 7,000/kap. The payment already met with applicable regulations. Based on the payment receipt above, PCPH has implemented wages in accordance with government regulations, Decree of Gubernur Jambi Nomor 1220/Kep.Gub/Disnakertrans-3.3/2019 related to determinations of wages - Upah Minimum Provinsi Jambi Tahun 2020, amounting to IDR 2,630,162.13, per month.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall be aware of the legal or industry standards minimum wage.</p>	<p>Group Manager already made decree related Payment which refer to "SOP No. 6/SOP-GM/A-CPH/IX/2019 dated 7 October 2019 related to Ketenagakerjaan. Reference to determine the decree is Employment Law and Applicable Minimum Wage: UU No. 13/2003; PP No. 8/1981; The determination of the minimum wage - UMK in Batanghari follows the determination of the UMP Jambi in 2020, Decree of Gubernur Jambi Nomor 1220/Kep.Gub/Disnakertrans-3.3/2019 related to determinations of wages - Upah Minimum Provinsi Jambi Tahun 2020, amounting to IDR 2,630,162.13, per month. For 7 hours a day and 40 hours a week,.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Calculation Wage per Day Wage/Month: IDR 2,630,162.13. Wage/Day: IDR 105,206.5. Wage/Hour: IDR 15,029,5.	
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.		
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. Sample of employment contracts as follow: <ul style="list-style-type: none"> - Group Members: KT-Farmers Group Mandiri Sejahtera Working Agreement, dated 12 Juli 2020 Farmer/Land Owner: Mr. Mustangin. Harvester: Mr. Suryo No. Medical Insurance (Kartu Indonesia Sehat): 0000241866527. - Group Members: KT. Harapan Jaya Working Agreement, dated 24 September 2019 Farmer/Land Owner: Mr. Ngadiok. Harvester: Mr. Sukir No. Medical Insurance (Kartu Indonesia Sehat): 0000241628141. - Group Members: KT. Tempel Jaya Lestari Working Agreement, dated 11 September 2019 Farmer/Land Owner: Mrs. Trinani. Harvester: Mr. Samiun 	

Criterion / Indicator	Assessment Findings	Compliance
	No. Medical Insurance: -.	
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>Group Manager already made decree related Payment which refer to "SOP No. 6/SOP-GM/A-CPH/IX/2019 dated 7 October 2019 related to Ketenagakerjaan.</p> <p>Reference to determine the decree is Employment Law and Applicable Minimum Wage: UU No. 13/2003; PP No. 8/1981; The determination of the minimum wage - UMK in Batanghari follows the determination of the UMP Jambi in 2020, Decree of Gubernur Jambi Nomor 1220/Kep.Gub/Disnakertrans-3.3/2019 related to determinations of wages - Upah Minimum Provinsi Jambi Tahun 2020, amounting to IDR 2,630,162.13, per month. For 7 hours a day and 40 hours a week,.</p> <p>Calculation Wage per Day Wage/Month: IDR 2,630,162.13. Wage/Day: IDR 105,206.5. Wage/Hour: IDR 15,029,5.</p>	
6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.		
Requirement for Individual Member with up to 50ha of plantation size		
appropriate to scale, members shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible	<p>All members are resident or villagers.</p> <p>Not applicable as all the workers are considered as casual workers. They were staying at their own houses in the village.</p> <p>Individual member is resident in Karya Mukti Village, Bukit Sari Village and Tidar Kuranji Village, therefore all individual members already had own house, well water supplies, medical, educational is available surrounding their villag e.g. Karya Mukti village is near with the town</p>	Complied
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)</p>	<p>Group Manager already made decree related Payment which refer to "SOP No. 6/SOP-GM/A-CPH/IX/2019 dated 7 October 2019 related to Ketenagakerjaan.</p> <p>Reference to determine the decree is Employment Law and Applicable Minimum Wage: UU No. 13/2003; PP No. 8/1981; The determination of the minimum wage - UMK in Batanghari follows the determination of the UMP Jambi in 2020, Decree of Gubernur Jambi Nomor 1220/Kep.Gub/Disnakertrans-3.3/2019 related to determinations of wages - Upah Minimum Provinsi Jambi Tahun 2020, amounting to IDR 2,630,162.13, per month. For 7 hours a day and 40 hours a week.</p> <p>Calculation Wage per Day Wage/Month: IDR 2,630,162.13. Wage/Day: IDR 105,206.5. Wage/Hour: IDR 15,029,5.</p>	
<p>6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food</p>	<p>Individual member is resident in Karya Mukti Village, Bukit Sari Village and Tidar Kuranji Village, therefore all individual members already had own house, well water supplies, medical, educational is available surrounding their village e.g. Karya Mukti village is near with the town.</p>	
<p>Requirement for Group Manager</p>		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)</p>	<p>Group Manager already made decree related Payment which refer to "SOP No. 6/SOP-GM/A-CPH/IX/2019 dated 7 October 2019 related to Ketenagakerjaan.</p> <p>Reference to determine the decree is Employment Law and Applicable Minimum Wage: UU No. 13/2003; PP No. 8/1981; The determination of the minimum wage - UMK in Batanghari follows the determination of the UMP Jambi in 2020, Decree of Gubernur Jambi Nomor 1220/Kep.Gub/Disnakertrans-3.3/2019 related to determinations of wages</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>- Upah Minimum Provinsi Jambi Tahun 2020, amounting to IDR 2,630,162.13, per month. For 7 hours a day and 40 hours a week.</p> <p>Calculation Wage per Day Wage/Month: IDR 2,630,162.13. Wage/Day: IDR 105,206.5. Wage/Hour: IDR 15,029,5.</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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<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>Published statement recognizing the freedom of association were available in "Surat keputusan No.10/SK-Perkumpulan-CPH/III/2018 tentang Kebebasan Berpendapat dan Berserikat" dated 6 March 2018.</p> <p>This policy consists of:</p> <ol style="list-style-type: none"> 1) PCPH respecting worker to right to speks as long as it's complies with national regulation. 2) PCPH respecting worker rights to join association and/or organization; 3) PCPH respecting workers right in expressing their political view. This policy has communicated to all members and workers at March 22th 2019. <p>No worker union in PCPH organization. There are also no national worker un-ion organizations that operate in Karya Mukti Village. Workers and/or mem-bers aspirations would be represent by head of farmer group and (if it very ur-gent and/or important) it will become PCPH Special Meeting, and as the top end of dicision would be the agenda of Annual Member Meeting (RAT) of PCPH.</p>	

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	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand the policy related to the freedom of association.</p>	
Requirement for Group Manager		
The Group Manager shall be aware of the statement, if applicable	Published statement recognizing the freedom of association were available in "Surat Keputusan No.10/SK-Perkumpulan-CPH/III/2018 tentang Kebebasan Berpendapat dan Berserikat" dated 6 March 2018. "Manager Operasional" aware of the decree letter and the meaning.	
6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept	There is no labor union was formed because there is no permanent and/or temporary worker. Informal worker. However, PCPH listed worker in its smallholder member's premise.	
Requirement for Group Manager		
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 6.7: Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met.		
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>Policy of Children Worker Prohibition documented as PCPH Decree No 02/SK-Perkumpulan-CPH/III/2018 regarding Prohibition of the uses of Children Worker and age limitation, published at March 6th 2018. This policy consist clauses such as: a) All PCPH member prohibited to employee worker under 13 years old; b) If there is a Child at 13-16 years old working at members' ar-ea in order to support their parents, the working activities must under parental surveillance, and the parent would not order them at dangerous areas and/or activities. This policy complies with national regulation regarding workforce.</p> <p>During audit APCH has showed list of worker that employed by their members (September 2019). This list consist information such as name, age, gender and religious view. There is no worker under 18 years old found on the list. Field visit has been conducted during audit process at Mandiri Sejahtera, Harapan Kita, Cempaka, palm oil areas. There is no worker neither child (un-der 18 years old) found at field.</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). 	

Criterion / Indicator	Assessment Findings	Compliance
	Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand policy to prohibit the use of worker under 18 years old. The smallholder reveal their children goes for school.	
Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport	Record of employee including age and birth certificate are available in "Daftar pekerja Perkumpulan Cahaya Putra Harapan - PCPH" period 2020. Based on verification upon all registered worker in PCPH, there is no worker under 18 years old, taken sample: <ul style="list-style-type: none"> - Group Members: KT-Farmers Group Mandiri Sejahtera Working Agreement, dated 12 Juli 2020 Farmer/Land Owner: Mr. Mustangin. Harvester: Mr. Suryo, age: 35 years old - Group Members: KT. Harapan Jaya Working Agreement, dated 24 September 2019 Farmer/Land Owner: Mr. Ngadiok. Harvester: Mr. Sukir, age: 29 years old - Group Members: KT. Tempel Jaya Lestari Working Agreement, dated 11 September 2019 Farmer/Land Owner: Mrs. Trinani. Harvester: Mr. Samiun, age: 33 years old. 	
Requirement for Group Manager		
Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour	Group manager of PCPH has establish the policy to prohibit the child labour as per "Surat Keputusan No.02/SK-Perkumpulan-CPH/III/2018 Tentang Larangan Menggunakan Tenaga Kerja Anak Di Bawah Umur" dated 6 March 2018.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>The decree stipulates: "Anggota Perkumpulan Cahaya Putra Harapan untuk tidak mempekerjakan anak dibawah umur 18 tahun" – Smallholder member of Perkumpulan Cahaya Putra Harapan will not employ worker under 18 years old;</p> <p>"bagi anak-anak umur 13-17 tahun, jika bekerja di kebun dengan tujuan membantu orangtua, maka haruslah dalam pengawasan orang tua dan tidak melakukan pekerjaan-pekerjaan beresiko tinggi" – for children age 13-17 years old, if working in plantation, shall be under parent supervision and not conducting high-risk activity;</p> <p>The policy has been communicated to all member of Kelompok Tani on March 2019 and also to new member has communicated on July 2020 i.e Group farmer Talang Aro (15 member of farmers) .</p>	
<p>The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work</p>	<p>Group manager of PCPH has establish the policy to prohibit the child labour as per "Surat Keputusan No.02/SK-Perkumpulan-CPH/III/2018 Tentang Larangan Menggunakan Tenaga Kerja Anak Di Bawah Umur" dated 6 March 2018.</p> <p>The decree stipulates:</p> <p>"bagi anak-anak umur 13-17 tahun, jika bekerja di kebun dengan tujuan membantu orangtua, maka haruslah dalam pengawasan orang tua dan tidak melakukan pekerjaan-pekerjaan beresiko tinggi" – for children age 13-17 years old, if working in plantation, shall be under parent supervision and not conducting high-risk activity;</p>	
<p>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.</p>		
<p>6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Members shall be aware of the equal opportunities policies and implement it</p>	<p>Based on interview with sample of independent smallholders that having knowledge of the equal opportunities policy.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Result of interview with committee of PCPH and chief of Cempaka Group, it was known that every one get the same job opportunity.</p> <p>Farmers understand that they may not do discrimination to workers. Their understanding was obtained from socialization that was conducted by PCPH on March 6, 2018 and they are also able to know through announcement board that was installed in the house of each group leader.</p>	
Requirement for Group Manager		
<p>Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it</p>	<p>PCPH has decree letter Number 14/SK.Perkumpulan-CPH/III/2018 related to prohibition to do discrimination (skin color, race, gender, political affiliation, etc), forced labor and labor trafficking. It's prohibited to do overworked to labor or other people, in any situation. It's prohibited to do labor trafficking in any form.</p> <p>The decree stipulates:</p> <ul style="list-style-type: none"> - "Setiap orang memiliki kesempatan dan hak yang sama terkait hak azasi manusia" – All men are equal in right and obligation related to human rights; - "Anggota Perkumpulan Cahaya Putra Harapan dilarang melakukan tindakan diskriminasi (warna kulit, suku, jenis kelamin, afiliasi politik, dan lain-lain) atas dasar apapun" – smallholder member Perkumpulan Cahaya Putra Harapan prohibited from discriminative action (skin color, tribe, sex, political affiliation) based on any reason; - "Dilarang melakukan tindakan kerja paksa terhadap tenaga kerja ataupun orang lain dalam situasi apapun" – Prohibit forced labor for worker or other person in any condition; - "Dilarang melakukan tindakan perdagangan orang/tenaga kerja dalam bentuk apapun" - Prohibit to conduct human/worker trafficking in any form; <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). 	

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Criterion / Indicator	Assessment Findings	Compliance
	- "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382).	
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		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.	
Requirement for Group Manager		
N/A	N/A	
6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		
Requirement for Individual Member with up to 50ha of plantation size		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.	
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	PCPH has a Member Complaint SOP No: 02/SOP.UPPA/A-CPH III/2018, in order to avoid sexual harassment and domestic violence and not to employ pregnant women at work	

Criterion / Indicator	Assessment Findings	Compliance
forms of harassment, violence and protection of reproductive rights	<p>at risk of pregnancy. The SOP by PCPH management has been distributed and socialized on March 21, 2019 to the certification member farmers.</p> <p>PCPH has also published a Decree Number: 11/SK-Perkumpulan-CPH/III/2018 concerning the prohibition of employing pregnant and breastfeeding women related to chemicals management work established on March 6, 2018, decides:</p> <ul style="list-style-type: none"> • For members of PCPH not to hire pregnant and breastfeeding women related to the work of chemical processing either spraying, mixing chemicals, to warehouse storage because it will adversely affect the growth of babies in the womb. • And for mothers who are getting menstruation given the leave permit for 2 days. • And for mother give birth to leave for 3 months. <p>This decree (hard copy) has been distributed and socialized on March 21, 2019, to the certification member farmers.</p>	
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	<p>PCPH has a Member Complaint SOP No: 02/SOP.UPPA/PCPH III/2018, in order to avoid sexual harassment and domestic violence and not to employ pregnant women at work at risk of pregnancy. The SOP by PCPH management has been distributed and socialized on March 21, 2019 to the certification member farmers.</p> <p>The decree stipulates:</p> <ul style="list-style-type: none"> - "Tidak melakukan pelecehan seksual dan melakukan tindak kekerasan dalam rumah tangga" – Prohibit any kind sexual harassment and domestic violence; - "Tidak mempekerjakan wanita hamil pada pada pekerjaan yang beresiko terhadap kehamilannya" – Not employ pregnant women for activity with risk to pregnancy. 	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>Members shall make sure that all staff/workers are aware of the policies and procedures to prevent sexual, and all other forms of harassment and violence as well as of the policy of the protection of reproductive rights</p>	<p>Based on interview with sample of independent smallholders, they were understand on this concern.</p> <p>Not all of members of PCPH employ worker in order to maintain and harvesting the palm oil plantation. Most of smallholders cultivate and maintain their plots is by themselves.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall make sure that all members are aware of the policies and procedures to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights</p>	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). <p>The SOP by PCPH manage-ment has been distributed and socialized on March 21, 2019 to the certifica-tion member farmers.</p>	
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>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</p>	<p>Based on interview with sample of independent smallholders, they were understand on this concern.</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>- "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245).</p> <p>"Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382).</p>	
Requirement for Group Manager		
<p>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</p>	<p>The policy, decree and other communication means available in Bahasa Indonesia. The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <p>- "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245).</p> <p>- "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382).</p>	
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</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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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.	<p>FFB pricing was determined by buyer (Muara Bulian palm Oil Mill – PT Inti Indosawit Subur) based on market price at palm oil Mill. The FFB price was informed to the smallholder member by Perkumpulan Cahaya Putra Harapan through SMS/Whatsapp and by phone regularly.</p> <p>The FFB price are agreed by two parties both smallholder member through Perkumpulan Cahaya Puta Harapan and buyer. Sample seen: Information of FFB pricing update on 7 August 2020 was IDR 1,770.</p>	
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	<p>FFB pricing was determined by buyer (Muara Bulian palm Oil Mill – PT Inti Indosawit Subur) based on market price at palm oil Mill. The FFB price was informed to the smallholder member by Perkumpulan Cahaya Putra Harapan through SMS/Whatsapp and by phone regularly.</p> <p>The FFB price are well informed to smallholder member through Perkumpulan Cahaya Puta Harapan. Individual member are understand regarding the pricing mechanism of the buyer. FFB pricing was influenced by CPO market price and oil extraction rate.</p>	
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	<p>Group manager monitor the FFB price by kept the record of “Informasi Harga TBS”.</p> <p>Sample seen, record of FFB pricing on August 2020: dated 25 July – 3 August FFB price IDR 1,690; dated 4 August 2020 FFB price IDR 1,720; dated 5 August 2020 FFB price IDR 1,740.</p> <p>The pricing mechanism and determination by Palm Oil Mill was monitor by Group Manager.</p>	
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.		

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Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
<p>Where Group Managers have the mandate to enter into contractual agreements on behalf of the group, the Group Manager shall inform group members about their content and make them available.</p> <p>These contracts shall also be fair, legal and transparent for the contractors.</p> <p>Where no such mandate exists, the Group Manager has to seek agreement from group members prior to entering contractual agreements with third parties. These contracts shall also be fair, legal and transparent for the contractors</p>	<p>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 Inti Indosawit Subur (Palm Oil Mill Company) FFB regarding FFB Supplies:</p> <ul style="list-style-type: none"> - FFB sale purchase agreement No. 002/CSV/KEMB/IV/2015 No. 001.KtHK/A/04/2015, dated 15 April 2015 between PT Inti Indosawit Subur (PT IIS) and Kelompok Tani Swadaya Harapan Kita. - FFB sale purchase agreement No. 05/CSV/KEMB/III/2017, dated 17 March 2017 between PT Inti Indosawit Subur (PT IIS) and Kelompok Tani Swadaya Dua Putra. <p>The agreement consists clauses as follow: a) The use of FFB Transporter Vehicle; b) The price; c) payment term after shortage done by POM.</p> <p>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.</p>	
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		

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Criterion / Indicator	Assessment Findings	Compliance
<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 from buyer POM of FFB to collector is conducted once in a week af-ter billing document is accepted completely. Based on interview result with farmer, it's known that FFB payment from collector after FFB was weighed and directly paid to the farmer.</p> <p>Result of interview with Farmers was known that FFB payment from collectors to farmers is always punctual and never been late. Farmers understand that FFB price was determined by POM as buyer. Infor-mation of FFB price was obtained from committee of PCPH.</p>	
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
<p>6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>The responsibility for meeting this requirement lies with the Group Manager</p>	<p>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.</p> <p>Besides, independent smallholders as a member of PCPH receives affordable staple food every year from the Group Manager as per result of RSPO credits sales.</p>	
<p>Requirement for Group Manager</p>		
<p>Evidence of consultation with local communities and stakeholders.</p> <p>Where contributions have been identified as necessary based on the consultation carried out, the Group Manager shall ensure that these are implemented</p>	<p>Based on interview with stakeholders during this assessment, the main contribution to local communities is training of Best Agronomy Practices by the Association (PCPH). Because during the time, the smallholders cultivate their oil palms with less knowledge on how to maintain their farm in agronomical manner.</p>	
<p>6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Not Applicable</p>

Criterion / Indicator	Assessment Findings	Compliance
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.		
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	PCPH has Decree Letter No.14/SK-Perkumpulan-CPH/III/2018 related to prohibition in discrimination, overworked and human trafficking, in any form, published on March 6, 2018. The decree stipulates: <ul style="list-style-type: none"> - "Setiap orang memiliki kesempatan dan hak yang sama terkait hak azasi manusia" – All men are equal in right and obligation related to human rights; - "Anggota Perkumpulan Cahaya Putra Harapan dilarang melakukan tindakan diskriminasi (warna kulit, suku, jenis kelamin, afiliasi politik, dan lain-lain) atas dasar apapun" – smallholder 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>member Perkumpulan Cahaya Putra Harapan prohibited from discriminative action (skin color, tribe, sex, political affiliation) based on any reason;</p> <ul style="list-style-type: none"> - "Dilarang melakukan tindakan kerja paksa terhadap tenaga kerja ataupun orang lain dalam situasi apapun" – Prohibit forced labor for worker or other person in any condition; - "Dilarang melakukan tindakan perdagangan orang/tenaga kerja dalam bentuk apapun" - Prohibit to conduct human/worker traficcking in any form; <p>Workers for smallholders are casual workers, local resident and some of them is family members. No trafficked labour is presence. Casual workers was not working daily at the same blocks.</p> <p>Result of interview with ICS manager and chief farmers group of Karya Mandiri and makmur Abadi , it was known that no trafficking workers and no foreign works emplou in estate and independent farmer.</p> <p>Farmers understand that it's not allowed to employ illegal trafficking workers or forced workers. Estate workers are local people and family of farmers the land owner</p>	
<p>The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used</p>	<p>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.</p> <p>Based on field observation and interview with sample of individual smallholder at Kelompok Tani (KT) – farmers group of Harapan Kita, Karya Mandiri, Tunas Harapan, Makmur Abadi and farmers group of Talang Aro, individual members stated that they already aware regarding policy on no forms of forced or trafficked labour.</p>	
<p>6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Members shall keep relevant records of employment contracts.</p>	<p>Workers for smallholders are casual workers and not working daily at the same blocks.</p> <p>Sample of employment contracts as follow:</p> <ul style="list-style-type: none"> - Group Members: KT-Farmers Group Mandiri Sejahtera Working Agreement, dated 12 Juli 2020 Farmer/Land Owner: Mr. Mustangin. 	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Harvester: Mr. Suryo No. Medical Insurance (Kartu Indonesia Sehat): 0000241866527.</p> <p>- Group Members: KT. Harapan Jaya Working Agreement, dated 24 September 2019 Farmer/Land Owner: Mr. Ngadiok. Harvester: Mr. Sukir No. Medical Insurance (Kartu Indonesia Sehat): 0000241628141.</p> <p>- Group Members: KT. Tempel Jaya Lestari Working Agreement, dated 11 September 2019 Farmer/Land Owner: Mrs. Trinani. Harvester: Mr. Samiun No. Medical Insurance: -</p> <p>Member has kept the record of employment contract as per "Surat perjanjian Kerja" between member and employee.</p>	
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.	<p>Based on interview with sample of independent smallholders, they were understood on this concern.</p> <p>Not all of members of Perkumpulan Cahaya Putra Harapan (PCPH) 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 for this condition.</p>	

Criterion / Indicator	Assessment Findings	Compliance
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.	
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	<p>PCPH has decree letter Number: 06/SK-Perkumpulan-CPH/III/2018 related to human right, published on March 6, 2018, decided: every member of PCPH is prohibited to conduct an action against Human Right. Some of which include Rights Human.</p> <p>Policy related to Human Right has been socialized to farmers on March 22, 2019 and always be socialized to all groups. The decision letter by PCPH management board has been distributed. Farmers understand that in operational, it's prohibited to do violation of human rights. The prohibition of human rights violations and child labor is placed in banners in the farmers' estate. In-interview result with head of farmer groups and public consultation found that there is no Human Rights Violation reported that refer to PCPH operations. The policy stipulates prohibition to violates human rights:</p> <ol style="list-style-type: none"> 1. "Hak untuk hidup, mempertahankan hidup dan meningkatkan taraf kehidupan" – right to live, preserve life and improve livelihood; 	

Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> 2. "Hak untuk tidak disiksa, diperbudak dan dilecehkan" – right to be unharmed, free from slavery, free from harassment; 3. "Hak untuk bekerja dan mendapatkan upah yang layak" – right for work and to get decent wage; 4. "Hak untuk beragama dan beribadat sesuai ketentuan undang-undang" – right to have religion and pray, as guided in the regulation; 5. "Hak untuk menyatakan pendapat, berserikat dan hak berpolitik" – right for freedom of speech, freedom of organizing and freedom to politic; 6. "Hak untuk mengembangkan diri dan memperoleh pendidikan" – right for self improvement and access to education; 7. "Hak reproduksi wanita" – female reproductive right; 8. "Hak lain yang diatur dalam undang-undang HAM" – other rights that is not included in human right regulation in Indonesia; <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> - "Tanda Terima Berkas Kelompok Tani Garuda Perkasa, for 6 smallholder member dated 1 August 2019; sample: Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245). - "Tanda Terima Berkas Kelompok Tani Mandiri Sejahtera" for 4 smallholder members dated 3 August 2019; sample: Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382). <p>Based on interview with sampled smallholder, Abdul Haris (ID Membership 02 03 0183 A0224), Subardi (ID Membership 02 03 0183 A0245), Paidi (ID Membership 02 06 0260 A0362), Darim (ID Membership 02 03 0271 A0382) – they understand the human right policy.</p>	
<p>Principle 7: Responsible development of new plantings</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>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.</p>		
<p>7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</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 environmental and social risks of their operations.</p>	<p>Majority the oil palm planting year below November 2005, but some area planted above November 2005, i.e.:</p> <ol style="list-style-type: none"> 1. Planting year 2006-2009 about 30.64 ha 2. Planting year 2010-2015 about 4.93 ha <p>SEIA has been conducted by Setara cooperated with Perkumpulan Cahaya Putra Harapan on 28 July 2019 until 4 August 2019. The assessment of social impact was conducted to effected parties (as many 200 partisipants) by interview and group discussion that involves the communities in village of Karya Mukti, Tidar Kuranji and Bukit Sari.</p> <p>SEIA Methodology</p> <ol style="list-style-type: none"> 1. Assessors Setara Jambi: a) Adhe Ferdiansyah, Sahadi, Adriana Febriani, Rusdarmi, M. Tohirin 2. Scope: Areas surrounding PCPH Members Oil Palm Plantation Field covering village of Karya Mukti, Tidar Kuranji and Bukit Sari (Maro Sebo Ilir SubDistrict, Batanghari Regency, Jambi Province). 3. Methods: a) Field Observation; b) Public Discussion; c) Survey (Interview); d) Secondary Data Analyses. <p>The result of the survey than discussed with members (mostly head of smallholder Group and Board of Perkumpulan cahaya Putra Harapan (PCPH)). Evidences showed was Stakeholder Consultation Note regarding Social Impact Assessment. The social impacts assessed detail a follow:</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	1. Economy: a. Positive Impacts: Economic and Basic Need Fulfillment; c) Education improvement for children; b. Negative Impacts: economic inequality in society; 2. Social: a. Positive Impacts: a) Social relations work well between local residents and migrants; b) Increased civil / tribal assimilation b. Negative Impacts: a) The emergence of individual nature because they feel capable; b) Degradation of local values (Indigenous); c) Criminality (Stealing FFB) 3. Culture: a. Positive Impacts: improvement on cultural diversity b. 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 assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).	Majority the oil palm planting year below November 2005, but some area planted above November 2005, i.e.: 1. Planting year 2006-2009 about 30.64 ha 2. Planting year 2010-2015 about 4.93 ha SEIA has been conducted by Setara cooperated with Perkumpulan Cahaya Putra Harapan on 28 July 2019 until 4 August 2019. The assessment of social impact was conducted to effected parties (as many 200 partisipants) by interview and group discussion that involves the communities in village of Karya Mukti, Tidar Kuranji and Bukit Sari. SEIA Methodology 4. Assessors Setara Jambi: a) Adhe Ferdiansyah, Sahadi, Adriana Febriani, Rusdarmi, M. Tohirin	

Criterion / Indicator	Assessment Findings	Compliance
	<p>5. Scope: Areas surrounding PCPH Members Oil Palm Plantation Field covering village of Karya Mukti, Tidar Kuranji and Bukit Sari (Maro Sebo Ilir SubDistrict, Batanghari Regency, Jambi Province).</p> <p>6. 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 cahaya Putra Harapan (PCPH)). Evidences showed was Stakeholder Consultation Note regarding Social Impact Assessment. The social impacts assessed detail a follow:</p> <p>4. Economy:</p> <ul style="list-style-type: none"> c. Positive Impacts: Economic and Basic Need Fulfillment; c) Education improvement for children; d. Negative Impacts: economic inequality in society; <p>5. Social:</p> <ul style="list-style-type: none"> c. Positive Impacts: a) Social relations work well between local residents and migrants; b) Increased civil / tribal assimilation d. Negative Impacts: a) The emergence of individual nature because they feel capable; b) Degradation of local values (Indigenous); c) Criminality (Stealing FFB) <p>6. Culture:</p> <ul style="list-style-type: none"> a. Positive Impacts: improvement on cultural diversity b. Negative Impacts: degradation of local culture (gotong royong and kebersamaan) 	
<p>Group Managers shall confirm land ownership and user rights within the new planting area.</p>	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has demonstrated the confirm land ownership and user rights within the new planting area.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has developed social impact management plan in order to improve positive impacts and reduce negative impacts. The Social Impact Management Plan was issued at November 2018, titled as Social Impact Management Plan of PCPH the management plan consists actions plan as follow:</p> <ol style="list-style-type: none"> 1. Increase social activities in the community and contribute to social development (for example: donations from villages, donations for places of worship, etc.) 2. Increase the sense of togetherness in every social activity (Kebersamaan dan gotong royong). 3. Encourage every activity and activity with a mutual cooperation system 4. Maintain and preserve areas that have high natural resource value and have alternative economic potential for the community. 5. Develop a mutual cooperation program in each farmer group in an effort to improve road access. 	
7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the management plan to avoid or mitigate the social and environmental impacts.	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.	
Requirement for Group Manager		
Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties.	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has developed social impact management plan in order to improve positive impacts and reduce negative impacts. The Social Impact Management Plan was issued at November 2018, titled as Social Impact Management Plan of PCPH the management plan consists actions plan as follow:</p> <ol style="list-style-type: none"> 1. Increase social activities in the community and contribute to social development (for example: donations from villages, donations for places of worship, etc.) 	

Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> 2. Increase the sense of togetherness in every social activity (Kebersamaan dan gotong royong). 3. Encourage every activity and activity with a mutual cooperation system 4. Maintain and preserve areas that have high natural resource value and have alternative economic potential for the community. 5. Develop a mutual cooperation program in each farmer group in an effort to improve road access. 	
Group Managers shall organise training for members on environmental and social risks and mitigation measures.	Group Manager is maintain training record for several aspect on the RSPO P&C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in PCPH organizations. Members that participates are 37 individual members (22 October 2019) and 42 individual members (24 October 2019).	
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 Cahaya Putra Harapan (PCPH) 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.		

Criterion / Indicator	Assessment Findings	Compliance
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. Refer to the HCV assessment documents conducted by "Yayasan Setara" and map of tophography the area of PCPH was flat until undulating area with soil categorized was Ultisol and Oxisol. Map of soil type, and slope map was in place with scale 1:30,000.	
Requirement for Group Manager		
Group Manager shall:	Refer to the HCV assessment documents conducted by "Yayasan Setara" and map of tophography the area of PCPH was flat until undulating area with soil categorized was Ultisol and Oxisol. Map of soil type, and slope map was in place with scale 1:30,000.	
<ul style="list-style-type: none"> • Compile and maintain an overall soil map for the group • 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 22 October and 24 October 2019. 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.	Refer to the HCV assessment documents conducted by "Yayasan Setara" and map of tophography the area of PCPH was flat until undulating area with soil categorized was Ultisol and Oxisol. Map of soil type, and slope map was in place with scale 1:30,000.	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 7.3:		
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).		
Requirement for Individual Member with up to 50ha of plantation size		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.	
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.		
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.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Prior to new plantings, a comprehensive HCV assessment shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).</p>	<p>Group manager has carry out the HCV assessment, where the assessment carried out by “Yayasan Setara” as an PCPH consultant. The assessment done on Nov 2018. Total area assessed was 453 ha.</p> <p>Based on HCV assessment, the HCV type present in the PCPH was:</p> <ol style="list-style-type: none"> 1. HCV 3; Sialang tree for honeybee. 2. HCV 4.1; i.e.: Riak lake, Desa lake, water spring well, and Sengoan river. <p>Based on HCV assessment there is no RTE species present in the farmers member. This is also supported by farmers identification form. This form fill it by farmers to check the farmer’s knowledge and understanding regarding the type of wildlife present in the farmers land.</p> <p>Based on interview with all farmers sampling, all the farmers able to ex-plained what is the protect species, why they should protect the river, and the able to mentioned kind of species present in the famers land.</p>	
<p>7.3.3 Dates of land preparation and commencement shall be recorded.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall record dates of land preparation and commencement of their own farm.</p>	<p>Individual members have recorded dates of land preparation and commencement of their own farm. The Group Manager have recapitulated in land use change analysis.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members.</p>	<p>The Group Manager has developed SOP for recording land preparation in “SOP Pendaftaran Anggota Sertifikasi RSPO” – RSPO certification member registration (4/SOP-UPPA/A-CPH/III/2018).</p>	
<p>The Group Manager shall collate dates of land preparation and commencement of individual farms.</p>	<p>The Group Manager have recapitulated data of land preparation and commencement in land use change analysis.</p>	
<p>7.3.4 An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures (see Criterion 5.2).</p>		

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, particularly monitoring of wildlife species. The monitoring result record as per "Hasil Observasi Dari Kehadiran Spesies-spesies yang Dilindungi". Based on monitoring result, since last year there is no presence of RTE species in around smallholder plantation area.	
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" 02/SOP-UL/A-CPH/III/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 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.		

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		
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. 	In accordance with HCV assessment documents that conducted by "Yayasan Setara" and map of topography the area of PCPH was flat until undulating area with soil categorized was Ultisol and Oxisol. Map ofmatio that, there is no peat in those area. However, if any slope area it shall be built contour terrace to reduce erosion.	
<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.		
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 / Indicator	Assessment Findings	Compliance
<p>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.</p>		
<p>7.5.1 Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall develop a documented system detailing how FPIC is implemented and shall ensure that new group members are included in this.</p>	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has had SOP No. 3/SOP.GM/A-CPH/III/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 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. 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>		

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Criterion / Indicator	Assessment Findings	Compliance
7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall: Document identification and assessment of demonstrable legal, customary and user rights (7.6.1).	All 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 Cahaya Putra Harapan (PCPH) has had SOP No. 3/SOP.GM/A-CPH/III/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		
The Group Manager shall: Establish a procedure for calculating and distributing fair compensation. (7.6.3)	Perkumpulan Cahaya Putra Harapan (PCPH) has had SOP No. 3/SOP.GM/A-CPH/III/2018, regarding Legal Right Compensation (FPIC). All land transaction must	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>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 and no land compensation occur for the current members.</p>	
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)	<p>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.</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. 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.</p>	
Requirement for Group Manager		
The Group Manager shall: Document the process and outcome of any compensation claims and make publicly available (7.6.5)	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has had SOP No. 3/SOP.GM/A-CPH/III/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 and no land compensation occur for the current members.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
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 Cahaya Putra Harapan (PCPH) has had SOP No. 3/SOP.GM/A-CPH/III/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.		
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall provide evidence that they understand the No Burning Policy of the group	PCPH has established policy regarding of zero burning activities listed on policy SK No. 13/SK-Perkumpulan-CPH/III/2018 dated 06 Maret 2018 about Policy of Prohibition land burning during land clearing, and No Peat, No Forest and No Conflict. Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts. Based on site visit at block of sample individual member there was no land burning within the area.	

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Criterion / Indicator	Assessment Findings	Compliance
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. 	PCPH has established policy regarding of zero burning activities listed on policy SK No. 13/SK-Perkumpulan-CPH/III/2018 dated 06 Maret 2018 about Policy of Prohibition land burning during land clearing, and No Peat, No Forest and No Conflict.	
<ul style="list-style-type: none"> • Demonstrate that individual farms have been visited for this requirement. 	Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts. Based on site visit at block of sample individual member there was no land burning within the area.	
<ul style="list-style-type: none"> • Explain how all the above is socialised to individual members of the Group. 	Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts. Socialization of policy has been conducted by Group Manager on July 2018. 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.	PCPH has established policy regarding of zero burning activities listed on policy SK No. 13/SK-Perkumpulan-CPH/III/2018 dated 06 Maret 2018 about Policy of Prohibition land burning during land clearing, and No Peat, No Forest and No Conflict. Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts. Socialization of policy has been conducted by Group Manager on July 2018.	

Criterion / Indicator	Assessment Findings	Compliance
	Based on site visit at block of sample individual member there was no land burning within the area.	
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>PCPH has established policy regarding of zero burning activities listed on policy SK No. 13/SK-Perkumpulan-CPH/III/2018 dated 06 Maret 2018 about Policy of Prohibition land burning during land clearing, and No Peat, No Forest and No Conflict.</p> <p>Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts.</p> <p>Socialization of policy has been conducted by Group Manager on July 2018.</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"> Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	<p>PCPH has established policy regarding of zero burning activities listed on policy SK No. 13/SK-Perkumpulan-CPH/III/2018 dated 06 Maret 2018 about Policy of Prohibition land burning during land clearing, and No Peat, No Forest and No Conflict.</p> <p>Interview with members of group showed that they understood about zero burning policies and the activities that have potential as a source of land fire such as is no totally spraying on the field, no throw away cigarettes butts.</p> <p>Socialization of policy has been conducted by Group Manager on July 2018.</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>		

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Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be able to explain how you know where not to plant.	Not applicable. No new planting carry out by Perkumpulan Cahaya Putra Harapan. Refer to the HCV assessment documents conducted by "Yayasan Setara" and map of topography the area of PCPH was flat until undulating area with soil categorized was Ultisol and Oxisol. Map of soil type, and slope map was in place with scale 1:30,000. There was no peat areas and primary forests.	
Requirement for Group Manager		
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.	Refer to the HCV assessment documents conducted by "Yayasan Setara" and map of topography the area of PCPH was flat until undulating area with soil categorized was Ultisol and Oxisol. Map of soil type, and slope map was in place with scale 1:30,000. There was no peat areas and primary forests.	
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 Cahaya Putra Harapan (PCPH) 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 Cahaya Putra Harapan (PCPH) 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.	Perkumpulan Cahaya Putra Harapan (PCPH) have identified all pollution and emissions source (from plantation activities and office activities) listed on emissions source	

Criterion / Indicator	Assessment Findings	Compliance
December 2016 these documents will need to be publically available and linked to 1.2	<p>identifications document 2020 such as spraying activity, manuring, FFB transport and office activity.</p> <p>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;</p>	
<p>Training: The Group Manager shall provide training in relation to this indicator and its relevance for individual members (e.g. peat, high carbon stocks) and record this training.</p>	<p>Perkumpulan Cahaya Putra Harapan (PCPH) 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.</p> <p>Perkumpulan Cahaya Putra Harapan (PCPH) 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 22 October & 24 October 2019.</p>	

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. 		
Requirement for Individual Member with up to 50ha of plantation size		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>All members of Perkumpulan Cahaya Putra Harapan (PCPH) has meet the RSPO P&C requirements, group manager rules and cooperative during ICS visit to their farm.</p> <p>Each member sampled during this Assessment Visit were able to demonstrate maintenance and update on physical document to show fulfil the requirements, as in "Buku Pintar Petani Swadaya Perkumpulan Cahaya Putra Harapan".</p>	
<p>Members shall provide inputs to the Group Action Plan for continual improvement.</p>	<p>Member of Perkumpulan Cahaya Putra Harapan (PCPH) 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.</p> <p>Individual members provides input such the development of the OHS policy and management plan.</p>	
<p>Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager</p>	<p>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 "Buku Pintar Petani Swadaya Perkumpulan Cahaya Putra Harapan".</p>	

Criterion / Indicator	Assessment Findings	Compliance
Discuss with the Group Manager the timing of the replanting programme.	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.	
Requirement for Group Manager		
Group Managers shall record information on environmental impacts, waste reduction, pollution & GHG and social impacts.	<p>Perkumpulan Cahaya Putra Harapan (PCPH) has action plan for continuous improvement e.g.:</p> <ul style="list-style-type: none"> • Perkumpulan Cahaya Putra Harapan (PCPH) has conducted internal audit recently on 10 - 13 October 2019 and on 1, 5 and 10 November 2019. All farmer Groups have been audited by Internal Audit Team. • Perkumpulan Cahaya Putra Harapan (PCPH) has HCV assessment report, Nov 2018. • Work program 2020 which covered socialization, training, RAT etc. • Internal audit plan 2020. <p>Group Manager and ICS of PCPH regularly conducted coordination meeting, one of discussion topic is continual improvement plan. PCPH has action plan for continual improvement, e.g.:</p> <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. 	

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall periodically (e.g. quarterly) collate the records of individual members.	5. An ID is made for each Farmer Group member. Group Manager Perkumpulan Cahaya Putra Harapan (PCPH) collecting data from each individual member records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Buku Pintar Petani Swadaya PCPH". This is updated on monthly basis.	
Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.	Perkumpulan Cahaya Putra Harapan (PCPH) and Group Manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2019", dated March 2020.	
Group Managers shall be responsible for the continuous improvement in key operations.	Group Managers Perkumpulan Cahaya Putra Harapan (PCPH) is responsible for the continuous improvement in key operations. Continuous monitoring through regular internal audits conducted.	

Appendix B: Approved Time Bound Plan

Perkumpulan Cahaya Putra Harapan 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)

KT Al Karomah

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 01 0149 A0167	NOVHIS SUBHI	0.51
2	02 01 0150 A0168	SUBHAN KHOLID	0.45
	02 01 0150 B0169		0.51
3	02 01 0151 A0170	RAHMAT	0.48
	02 01 0151 B0171		0.48
4	02 01 0152 A0172	MAS'UDIN	0.51
5	02 01 0153 A0173	NURMAN SUSILO	0.44
	02 01 0153 B0174		0.51
6	02 01 0154 A0175	AGUS SUYONO	0.53
	02 01 0154 B0176		0.53
7	02 01 0155 A0177	Sulastri	0.46
8	02 01 0156 A0178	Puji Lestari	0.49
9	02 01 0157 A0179	Novita Sari	0.30
Sub Total			6.20

KT Bina Usaha

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 02 0158 A0180	RUSDIANTO	0.49
2	02 02 0159 A0181	HASANUDIN	0.52
3	02 02 0160 A0182	PURWANTO	0.52
4	02 02 0161 A0183	M. ZAINUDIN	0.61
5	02 02 0162 A0184	HERU HARIYADI	0.52
6	02 02 0163 A0185	KARSIDI	0.51
7	02 02 0164 A0186	SALUKHI	0.50
	02 02 0164 B0187		0.50
8	02 02 0165 A0188	NURDIZAL	0.41
	02 02 0165 B0189		0.44
9	02 02 0165 C0190	RUSDIANTO	0.46
Sub Total			5.49

KT Garuda Perkasa

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 03 0166 A0191	Abdullah SHE	0.49
	02 03 0166 B0192		0.55
2	02 03 0167 A0193	Ahmad Sodikin	0.43
3	02 03 0168 A0194	Ali Sadikin Sitorus	0.52
4	02 03 0169 A0195	Ambari	0.49

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No.	Smallholder ID	Name	Certified Area (Ha)
5	02 03 0170 A0196	Atwoko	0.47
6	02 03 0171 A0197	Doto	0.50
7	02 03 0172 A0198	Dwi Setiono (Sabli)	0.52
	02 03 0172 B0199		0.49
	02 03 0172 C0200		0.46
8	02 03 0173 A0201	Gunawan	0.42
9	02 03 0174 A0202	Hasan Basri	0.44
	02 03 0174 B0203		0.27
	02 03 0174 C0204		0.28
	02 03 0174 D0205		0.26
	02 03 0174 E0206		0.49
	02 03 0174 F0207		0.49
10	02 03 0175 A0208	Hasan Fauzi	0.49
	02 03 0175 B0209		0.44
11	02 03 0176 A0210	Iswoyo	0.52
	02 03 0176 B0211		0.52
12	02 03 0177 A0212	Khoirul Amin	0.49
13	02 03 0178 A0213	M. Ali Mustofa	0.46
	02 03 0178 B0214		0.54
	02 03 0178 C0215		0.42
14	02 03 0179 A0216	M. Guruh Wicaksono	0.58
15	02 03 0180 A0217	Masirun	0.52
16	02 03 0181 A0218	Mujianto	0.49
	02 03 0181 B0219		0.39
	02 03 0181 C0220		0.49
17	02 03 0182 A0221	Mustakim	0.52
	02 03 0182 B0222		0.49
	02 03 0182 C0223		0.49
18	02 03 0183 A0224	Nelly Hartati	0.48
19	02 03 0184 A0225	Nurdiansyah Gunawan	0.59
20	02 03 0185 A0226	Ponimin	0.46
	02 03 0185 B0227		0.49
21	02 03 0186 A0228	Saring	1.99
	02 03 0186 B0229		0.54
22	02 03 0187 A0230	Satuwan Budiyo	0.56
	02 03 0187 B0231		0.56
	02 03 0187 C0232		0.50
	02 03 0187 D0233		0.53
	02 03 0187 E0234		0.54
	02 03 0187 F0235		0.59
	02 03 0187 G0236		0.54
	02 03 0187 H0237		0.39
	02 03 0187 I0238		0.54
	02 03 0187 J0239		0.49

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No.	Smallholder ID	Name	Certified Area (Ha)
	02 03 0187 K0240		0.54
	02 03 0187 L0241		0.56
	02 03 0187 M0242		0.54
	02 03 0187 N0243		0.41
	02 03 0187 O0244		0.38
23	02 03 0188 A0245	Subardi	0.49
24	02 03 0189 A0246	Sudarmanto (Wagiman)	0.50
	02 03 0189 B0247		0.45
25	02 03 0190 A0248	Sudarto	0.51
	02 03 0190 B0249		0.58
26	02 03 0191 A0250	Sudi	0.52
27	02 03 0192 A0251	Sugianto	0.49
	02 03 0192 B0252		0.52
	02 03 0192 C0253		0.49
	02 03 0192 D0254		0.52
	02 03 0192 E0255		0.49
	02 03 0192 F0256		0.65
	02 03 0192 G0257		0.52
	02 03 0192 H0258		0.52
28	02 03 0193 A0259	Sunaryo	0.57
29	02 03 0194 A0260	Supomo	0.49
30	02 03 0195 A0261	Supriono	0.49
	02 03 0195 B0262		0.48
31	02 03 0196 A0263	Supriyati (Sukasno)	0.44
32	02 03 0197 A0264	Susi Susanti	0.65
33	02 03 0198 A0265	Wijianto (Siti Aminah)	0.50
	02 03 0198 B0266		0.46
	02 03 0198 C0267		0.50
34	02 03 0199 A0268	Yusuf Anwar	0.49
35	02 03 0200 A0269	Anang Ikhwan	1.14
36	02 03 0201 A0270	Pujo Hartono	0.92
37	02 03 0202 A0271	Teguh Wiyono	1.46
38	02 03 0203 A0272	Susanto	0.83
39	02 03 0204 A0273	Kusmianto	1.85
40	02 03 0205 A0274	Ngatiran	1.83
41	02 03 0206 A0275	Supriono	1.05
42	02 03 0207 A0276	Rudi Tri Harianto	1.73
43	02 03 0208 A0277	Turmi	0.39
	02 03 0208 B0278		1.79
44	02 03 0209 A0279	M. Ali Mustofa	1.01
45	02 03 0210 A0280	Abdi Mansyah	2.00
46	02 03 0211 A0281	Tetti Sukmawati	0.99
47	02 03 0212 A0282	Apdi Wijaya	0.62
48	02 03 0213 A0283	Abdul Kadir	0.49

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No.	Smallholder ID	Name	Certified Area (Ha)
49	02 03 0214 A0284	Rosidah	0.46
50	02 03 0215 A0285	Jumiem	0.52
51	02 03 0216 A0286	Anto	0.49
52	02 03 0217 A0287	Masri	0.39
53	02 03 0218 A0288	M. Nasir	0.58
54	02 03 0219 A0289	Hasan Fauzi	0.51
55	02 03 0220 A0290	Wakhid Yunarto	0.39
56	02 03 0221 A0291	Qusay Sihab Faffdan	0.49
Sub Total			61.79

KT Maju Bersama

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 04 0222 A0292	Sani	1.10
2	02 04 0223 A0293	Arjoni	1.80
3	02 04 0224 A0294	Linda Sari	1.00
4	02 04 0225 A0295	Ratna Sari	0.50
5	02 04 0226 A0296	Marsiah	1.50
6	02 04 0227 A0297	Fia Istifah	0.70
7	02 04 0228 A0298	Yuflindawati	1.20
8	02 04 0229 A0299	Heru Hariyadi	1.00
	02 04 0229 B0300		3.20
9	02 04 0230 A0301	Karmini	3.30
10	02 04 0231 A0302	Robiani	3.60
11	02 04 0232 A0303	Muhammad Aripin	0.70
12	02 04 0233 A0304	Anika	1.10
13	02 04 0234 A0305	Mashuri	1.00
14	02 04 0235 A0306	Nurhayati	2.20
15	02 04 0236 A0307	Puseng Tampubolon	1.00
16	02 04 0237 A0308	Suwito	1.00
17	02 04 0238 A0309	Wilhem Piskal	1.20
Sub Total			27.10

KT Mandiri Jaya

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 05 0239 A0310	Nanang Hermawan	0.49
2	02 05 0240 A0311	Subardi	0.26
3	02 05 0240 B0312		0.25
4	02 05 0241 A0313	Miswan	0.55
5	02 05 0241 B0314		0.58
6	02 05 0242 A0315	Zamri	0.49

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No.	Smallholder ID	Name	Certified Area (Ha)
7	02 05 0243 A0316	Rodiyati	0.51
8	02 05 0243 B0317	Nanang Hermawan	0.59
Sub Total			3.75

KT Mandiri Sejahtera

No.	Smallholder ID	Name	Certified Area (Ha)
1	02 06 0244 A0318	A. Muji	0.51
	02 06 0244 B0319		0.51
2	02 06 0245 A0320	Akhmad Mukhotib	0.49
3	02 06 0246 A0321	Anton	0.50
	02 06 0246 B0322		0.49
4	02 06 0247 A0323	Ayun Sulaiman	0.49
5	02 06 0248 B0324	H Durjan	0.49
	02 06 0248 C0325		2.00
6	02 06 0249 A0326	H. Rusdi	0.49
	02 06 0249 B0327		0.50
	02 06 0249 C0328		0.50
	02 06 0249 D0329		0.50
	02 06 0249 E0330		0.50
	02 06 0249 F0331		0.50
	02 06 0249 G0332		0.50
	02 06 0249 H0333		0.50
	02 06 0249 I0334		0.50
	7		02 06 0250 A0335
02 06 0250 B0336		0.49	
02 06 0250 C0337		0.48	
8	02 06 0251 A0338	Hasan Fadloli	0.45
	02 06 0251 B0339		0.48
	02 06 0251 C0340		0.49
	02 06 0251 D0341		0.49
9	02 06 0252 A0342	Hotlan Efendi Siringo-ringo	0.49
10	02 06 0253 A0343	Iman	0.49
	02 06 0253 B0344		0.39
11	02 06 0254 A0345	Juwin	0.50
	02 06 0254 B0346		0.50
	02 06 0254 C0347		0.50
	02 06 0254 D0348		0.50
12	02 06 0255 A0349	M. Kasroh	0.47
	02 06 0255 B0350		0.43
	02 06 0255 C0351		0.54
	02 06 0255 D0352		0.49
	02 06 0255 E0353		0.55

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No.	Smallholder ID	Name	Certified Area (Ha)
	02 06 0255 F0354		0.52
	02 06 0255 G0355		0.50
13	02 06 0256 A0356	Marsi	0.39
	02 06 0256 B0357		0.45
14	02 06 0257 A0358	Moh Dawam	0.48
	02 06 0257 B0359		0.45
15	02 06 0258 A0360	Mohd Amir Amrullah, SP	0.51
15	02 06 0259 A0361	Rahmat	0.49
17	02 06 0260 A0362	Saiun	0.39
18	02 06 0261 A0363	Sanusi	0.67
19	02 06 0261 B0364	Sanusi	0.55
20	02 06 0262 A0365	Siswadi Muarifin	0.51
21	02 06 0263 A0366	Suryo Nowo Setiyo	0.39
22	02 06 0264 A0367	Subhan Khold	0.48
	02 06 0264 B0368		0.35
	02 06 0264 C0369		0.50
23	02 06 0265 A0370	Slamet Riyadi	0.49
	02 06 0265 B0371		0.51
	02 06 0265 C0372		0.49
24	02 06 0266 A0373	Subadianto	0.52
	02 06 0266 B0374		0.50
	02 06 0266 C0375		0.51
	02 06 0266 D0376		0.43
25	02 06 0267 A0377	Supriyadi	0.52
26	02 06 0268 A0378	Sukarman	0.54
27	02 06 0269 A0379	Tarutung Sinaga	0.52
	02 06 0269 B0380		0.52
28	02 06 0270 A0381	Anton	0.35
29	02 06 0271 A0382	Selamat	0.37
	02 06 0271 B0383		0.60
	02 06 0271 C0384		0.51
30	02 06 0272 A0385	Rusdi	0.51
31	02 06 0273 A0386	Eben Ezer Sitorus	0.49
32	02 06 0274 A0387	Narip	0.51
33	02 06 0275 A0388	Annisa Fatonah	0.49
34	02 06 0276 A0389	Poniran	0.45
	02 06 0276 B0390		0.52
	02 06 0276 C0391		0.52
35	02 06 0277 A0392	M. Jhoni	0.46
36	02 06 0278 A0393	Imam Purwono	0.52
37	02 06 0279 A0394	Mutia Eka Ridayanti	0.51
38	02 06 0280 A0395	Ariska Astiani	0.45
39	02 06 0281 A0396	Siti Maimunah	0.53
40	02 06 0282 A0397	Agus Setiyo Syamsuri	0.43

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No.	Smallholder ID	Name	Certified Area (Ha)
	02 06 0282 B0398		0.35
41	02 06 0283 A0399	Wiwit Susanti	0.49
42	02 06 0284 A0400	Saber Sembiring	0.47
43	02 06 0285 A0401	Intan Gurusinga	0.48
44	02 06 0286 A0402	Yanti Br Tarigan	0.51
45	02 06 0287 A0403	Lunas Sembiring	0.51
46	02 06 0288 A0404	M. Mansur	0.49
47	02 06 0289 A0405	Khofifah	0.42
48	02 06 0290 A0406	Nurhaidi	0.54
49	02 06 0291 A0407	Slamet (kadus 2)	0.54
50	02 06 0292 A0408	Siti Prihatin	0.50
51	02 06 0293 A0409	Mustangin	0.51
52	02 06 0294 A0410	Suratmi (Istri Nurman Susilo)	0.51
Sub Total			46.89

KT Berkah

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 01 0001 A0001	Dwi Susilo	0.50
2	01 01 0002 A0002	Jumidi	0.51
	01 01 0002 B0003		0.38
3	01 01 0003 A0004	Mara Undang Rambe	0.50
4	01 01 0004 A0005	Rumnasih Aci	0.41
5	01 01 0005 A0006	Slamet Riyadi	0.50
6	01 01 0006 A0007	Supardik	0.48
	01 01 0006 B0008		0.49
7	01 01 0007 A0009	Sutarjo	0.49
	01 01 0007 B0010		0.51
	01 01 0007 C0011		0.47
8	01 01 0008 A0012	Sutini	0.48
9	01 01 0009 A0013	Tukimin	2.00
10	01 01 0010 A0014	Tukini	0.52
11	01 01 0011 A0015	Sukiyat	1.45
12	01 01 0012 A0016	Sulistio	1.45
13	01 01 0013 A0017	Suparmin	1.45
14	01 01 0014 A0018	Sutiyah	1.45
Sub Total			14.04

KT Karya Mandiri

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 02 0015 A0019	Heri Setiawan	0.50
2	01 02 0016 A0020	Lina Fatmawati	0.50
3	01 02 0017 A0021	Rumnasih Aci	0.50
4	01 02 0018 A0022	Sutarjo	0.49
	01 02 0018 A0023		0.45
	01 02 0018 A0024		0.48
5	01 02 0019 A0025	Teguh Suyadi	0.43
6	01 02 0020 A0026	Rinten	0.43
7	01 02 0021 A0027	Riswanto	0.50
8	01 02 0022 A0028	Sriyono	0.51
9	01 02 0023 A0029	Elvy Anna Saputri	0.51
10	01 02 0024 A0030	Tugiman	0.48
11	01 02 0025 A0031	Lena hartati	0.50
12	01 02 0026 A0032	Defrianto	4.95
13	01 02 0027 A0033	Deka Ermalini	4.97
14	01 02 0028 A0034	Monika Haryanti	5.00
Sub Total			21.20

KT Makmur Abadi

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 03 0029 A0035	Herawati	2.99
2	01 03 0030 A0036	Elpis	2.99
3	01 03 0031 A0037	Upik Asanah	2.37
4	01 03 0032 A0038	Wiwik Supratiwi	0.45
5	01 03 0033 A0039	M.Aminullah	2.38
6	01 03 0034 A0040	Tri Ayunda Sari	0.48
7	01 03 0035 A0041	Janto Siburian	2.61
8	01 03 0036 A0042	Erniatik BR. Sinaga	2.62
9	01 03 0037 A0043	Reno Barus	2.28
10	01 03 0038 A0044	Mustakim	2.52
11	01 03 0039 A0045	Suranta Barus	3.07
12	01 03 0040 A0046	Ramli	1.41
13	01 03 0041 A0047	Yan Muhajar	1.84
14	01 03 0042 A0048	Tri Rustiawan	2.48
15	01 03 0043 A0049	Ebta Diana BR Guru Singa	1.66
16	01 03 0044 A0050	Esra Ginting	1.87
17	01 03 0045 A0051	Ertina Br Guru Singa	2.00
18	01 03 0046 A0052	Siti Zubaidah Rangkuti	2.80
19	01 03 0047 A0053	Minto Haryono	3.01
	01 03 0047 B0054		2.22
20	01 03 0048 A0055	Farida Darmawati	0.48

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No.	Smallholder ID	Name	Certified Area (Ha)
Sub Total			44.52

KT Mukti Sari

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 04 0049 A0056	M.Rahmat	0.41
	01 04 0049 B0057		0.55
2	01 04 0050 A0058	Nasrul	0.52
3	01 04 0051 A0059	Paijan	0.52
4	01 04 0052 A0060	Sobirun	0.59
5	01 04 0053 A0061	Supriyadi	0.50
6	01 04 0054 A0062	Suwandi	0.57
Sub Total			3.66

KT Suka Maju

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 05 0055 A0063	Faisal	0.56
2	01 05 0056 A0064	Kiswaji	0.49
3	01 05 0057 A0065	Azwir	0.46
4	01 05 0058 A0066	Parmono	0.49
5	01 05 0059 A0067	Rubikin	0.49
	01 05 0059 B0068		0.45
6	01 05 0060 A0069	Satirah	0.49
	01 05 0060 B0070		0.50
7	01 05 0061 A0071	Sri Hantini	1.45
8	01 05 0062 A0072	Suhami	0.59
9	01 05 0063 A0073	Sunarno	0.49
10	01 05 0064 A0074	Suslinda	0.49
11	01 05 0065 A0075	Wagiran	0.52
12	01 05 0066 A0076	Relian Fernando	0.55
13	01 05 0067 A0077	Hadi Mulyana	0.46
14	01 05 0068 A0078	Sugiarto	0.49
15	01 05 0069 A0079	Sri Mulyani	0.49
16	01 05 0070 A0080	Suyati	0.41
17	01 05 0071 A0081	Mathar	0.48
18	01 05 0072 A0082	Jasuli	0.50
19	01 05 0073 A0083	Samingan	0.55
20	01 05 0074 A0084	Sarekan	0.51
21	01 05 0075 A0085	Sukadi	0.49
Sub Total			12.44

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KT Sumber Rezeki

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 06 0076 A0086	Afrizal	0.49
2	01 06 0077 A0087	Jumani	0.51
3	01 06 0078 A0088	Lasiman	0.48
4	01 06 0079 A0089	Mulyadi	0.47
	01 06 0079 B0090		0.49
	01 06 0079 C0091		0.49
5	01 06 0080 A0092	Suparman	3.00
6	01 06 0081 A0093	Sutarjo	0.50
	01 06 0081 B0094		0.68
7	01 06 0082 A0095	Andi Dwijayanto	2.54
8	01 06 0083 A0096	Jessieka Candrawati	2.53
9	01 06 0084 A0097	Sarwedi	0.49
10	01 06 0085 A0098	Supiah	0.51
11	01 06 0086 A0099	Sukimin	0.47
12	01 06 0087 A0100	Agus Susianto	0.56
13	01 06 0088 A0101	Satirin	0.54
14	01 06 0089 A0102	Suwarno	0.60
15	01 06 0090 A0103	Erik Prasetyo Utomo	0.54
	01 06 0090 B0104		0.54
16	01 06 0091 A0105	Dwi Harjito	0.49
17	01 06 0092 A0106	Nyoto	0.53
18	01 06 0093 A0107	Parinem	0.46
Sub Total			17.93

KT Tunas Baru

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 07 0094 A0108	Ahmad Zen	0.32
2	01 07 0095 A0109	Darmanto	0.36
3	01 07 0096 A0110	Hartini	0.50
4	01 07 0097 A0111	Juwariyah	0.52
5	01 07 0098 A0112	Karsum	0.57
6	01 07 0099 A0113	Kateni	0.48
7	01 07 0100 A0114	Rustam Efendi	0.49
8	01 07 0101 A0115	Siman Kusmanto	0.46
9	01 07 0102 A0116	Sutarno	0.50
10	01 07 0103 A0117	Suryamtini	0.49
11	01 07 0104 A0118	Kateni	0.48
12	01 07 0105 A0119	Istikomah	0.51
13	01 07 0106 A0120	Tugiman (k1)	0.36
14	01 07 0107 A0121	Sigit Sudrajat	0.48
15	01 07 0108 A0122	RM Amin	0.51

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No.	Smallholder ID	Name	Certified Area (Ha)
16	01 07 0109 A0123	Faris Haitam	0.50
17	01 07 0110 A0124	Iim Kartini	0.49
18	01 07 0111 A0125	Ikin	0.46
	01 07 0112 A0126	Muhyidin	0.49
Sub Total			8.97

KT Tunas Harapan

No.	Smallholder ID	Name	Certified Area (Ha)
1	01 08 0113 A0127	Deden Hidayat	0.51
2	01 08 0114 A0128	Harjani	0.54
3	01 08 0115 A0129	Joko Suyono	0.52
4	01 08 0116 A0130	Oneh	0.51
5	01 08 0117 A0131	Paiman	0.50
6	01 08 0118 A0132	Solihin	0.49
7	01 08 0119 A0133	Supriono	0.46
8	01 08 0120 A0134	Suwarti	0.59
9	01 08 0121 A0135	Wana	0.48
10	01 08 0122 A0136	Warya	0.50
11	01 08 0123 A0137	Fajar Tua Parlindungan	0.51
	01 08 0123 B0138		0.44
	01 08 0123 C0139		0.43
12	01 08 0124 A0140	Deni Oksianova	0.54
	01 08 0124 B0141		0.49
13	01 08 0125 A0142	Jupendi	1.30
14	01 08 0126 A0143	Acep Ahmad Syamsuddin	0.48
15	01 08 0127 A0144	Nindy Alfironisa	0.51
16	01 08 0128 A0145	Juanda RM	0.47
	01 08 0128 B0146		1.71
17	01 08 0129 A0147	Maryani Nurhayati	0.48
18	01 08 0130 A0148	Purdi Yanto	0.54
19	01 08 0131 A0149	Fitriani	0.46
20	01 08 0132 A0150	Wawan Dakaryawan	0.49
21	01 08 0133 A0151	Casminah	0.52
22	01 08 0134 A0152	Sudarsono	0.49
23	01 08 0135 A0153	Sunarto	0.48
24	01 08 0136 A0154	Supriatin	0.55
25	01 08 0137 A0155	Wahyuni	0.48
26	01 08 0138 A0156	Jumadi	1.50
27	01 08 0139 A0157	Agus Hariadi	1.50
28	01 08 0140 A0158	Suparman	1.80
19	01 08 0141 A0159	Suparni	1.80
30	01 08 0142 A0160	Supriono	2.00

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No.	Smallholder ID	Name	Certified Area (Ha)
31	01 08 0143 A0161	Sukino	2.00
32	01 08 0144 A0162	Sulastri Rt 01	2.00
33	01 08 0145 A0163	Sajimin	2.00
34	01 08 0146 A0164	Sulastri Rt 15	1.50
35	01 08 0147 A0165	Undang Ikdul Pardani	0.49
36	01 08 0148 A0166	Ermanto	0.52
Sub Total			33.58

KT Cempaka

No.	Smallholder ID	Name	Certified Area (Ha)
1	03 01 0295 A0411	Sartono	0.49
	03 01 0295 B0412		0.45
	03 01 0295 C0413		0.49
	03 01 0295 D0414		0.50
	03 01 0295 E0415		0.50
2	03 01 0296 A0416	Bambang Ismayah	0.50
	03 01 0296 B0417		0.49
	03 01 0296 C0418		0.51
	03 01 0296 D0419		0.49
3	03 01 0297 A0420	Sugito	0.50
4	03 01 0298 A0421	Suwardi	0.75
5	03 01 0299 A0422	Pulisman	0.51
	03 01 0299 B0423		0.51
6	03 01 0300 A0424	Tasminto	0.49
7	03 01 0301 A0425	Santun Sihotang	0.50
8	03 01 0302 A0426	Satino	0.49
9	03 01 0303 A0427	Misdi	0.50
10	03 01 0304 A0428	Bonijan	0.48
	03 01 0304 B0429		0.50
	03 01 0304 C0430		0.50
11	03 01 0305 A0431	Misgi	0.50
	03 01 0305 B0432		0.50
Sub Total			11.15

KT Harapan kita

No.	Smallholder ID	Name	Certified Area (Ha)
1	03 02 0306 A0433	Abdullah Sargawi	0.50
2	03 02 0307 B0434	Agus Tianto	0.50
3	03 02 0308 A0435	Apheni	3.91
	03 02 0308 B0436		0.50

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No.	Smallholder ID	Name	Certified Area (Ha)
4	03 02 0309 A0437	Bagiyo	0.51
	03 02 0309 B0438		0.51
	03 02 0309 C0439		0.50
5	03 02 0310 A0440	Basis Haryanto	0.51
	03 02 0310 B0441		0.51
6	03 02 0311 A0442	Dedi Erwanto	0.41
7	03 02 0312 A0443	Dendi Ruyatman	0.49
8	03 02 0313 A0444	H. Suwardi	0.50
9	03 02 0314 A0445	Iskandar	0.50
10	03 02 0315 A0446	Isrofi	0.49
	03 02 0315 B0447		0.50
11	03 02 0316 A0448	Joko Supriyadi	0.51
12	03 02 0317 A0449	Jumino	0.49
13	03 02 0318 A0450	Kalinem	0.51
14	03 02 0319 A0451	Katwanto	0.53
	03 02 0319 B0452		0.49
	03 02 0319 C0453		0.51
15	03 02 0320 A0454	Mondalis	0.49
16	03 02 0321 A0455	Muhamad Solihun	0.51
	03 02 0322 B0456		0.99
17	03 02 0323 A0457	Ngadimin	0.50
	03 02 0324 B0458		0.51
	03 02 0325 C0459		0.49
18	03 02 0326 A0460	Ngadino	0.49
19	03 02 0327 A0461	Ngatijan	0.45
20	03 02 0327 B0462	Pajar	0.55
21	03 02 0328 A0463	Parisno	0.51
22	03 02 0329 A0464	Poniman	0.50
23	03 02 0330 A0465	Ramidi	0.51
	03 02 0330 B0466		0.49
24	03 02 0331 A0467	Rita Dwiyanti	0.49
	03 02 0331 B0468		0.49
25	03 02 0332 A0469	Riyati	0.50
26	03 02 0333 A0470	Riyo Sumayo	0.32
	03 02 0333 B0471		0.49
27	03 02 0334 A0472	Romi Haryanto	0.51
28	03 02 0335 A0473	Ruslan	0.49
29	03 02 0336 A0474	Sahid	0.50
	03 02 0336 B0475		0.50
	03 02 0336 C0476		0.57
	03 02 0336 D0477		0.29
	03 02 0336 E0478		0.55
30	03 02 0336 F0479		0.50
	03 02 0337 A0480	Sofiatun	0.52

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No.	Smallholder ID	Name	Certified Area (Ha)
31	03 02 0337 B0481	Sugito	0.50
	03 02 0337 C0482		3.45
32	03 02 0338 A0483	Suhadi	0.51
33	03 02 0338 B0484	Sukardi	0.50
	03 02 0338 C0485		0.53
34	03 02 0339 A0486	Sumaridi	0.50
35	03 02 0340 A0487	Sunarto	0.51
	03 02 0340 B0488		0.50
	03 02 0340 C0489		0.58
36	03 02 0341 A0490	Surat	0.50
	03 02 0341 B0491		1.85
	03 02 0341 C0492		0.49
37	03 02 0342 A0493	Suriyati	0.50
38	03 02 0343 A0494	Swahendri	0.49
39	03 02 0344 A0495	Tazmir. DPT	0.49
40	03 02 0344 B0496	Tursin	0.49
41	03 02 0345 A0497	Wahyono	0.49
42	03 02 0346 A0498	Wahyu Ramdan	0.50
	03 02 0346 B0499		0.51
43	03 02 0347 A0500	Wainah	0.50
44	03 02 0348 A0501	Waskamdi	0.49
45	03 02 0349 A0502	Wendrizal	0.50
46	03 02 0350 A0503	Yanto	0.49
47	03 02 0351 A0504	Yasin Mustofa	0.49
	03 02 0351 B0505		0.50
	03 02 0351 C0506		0.50
	03 02 0351 D0507		0.48
	03 02 0351 E0508		0.50
	03 02 0351 F0509		0.49
	03 02 0351 G0510		0.50
	03 02 0351 H0511		0.50
03 02 0351 J0512	0.49		
48	03 02 0352 A0513	Sukur Riyadi	0.49
49	03 02 0353 A0514	Yusuf Supriyanto	0.28
50	03 02 0354 A0515	Suratman	0.49
51	03 02 0355 A0516	Suparno	0.50
52	03 02 0356 A0517	Sumiseh	0.49
53	03 02 0357 A0518	Sudiyono Yasmin	0.49
54	03 02 0358 A0519	Tri Ahmad Arifin	0.50
55	03 02 0359 A0520	Nining Sulastri	0.51
	03 02 0359 B0521		0.49
56	03 02 0360 A0522	Istiqomah	0.49
57	03 02 0361 A0523	Sanifah	0.59
58	03 02 0362 A0524	Bejo	0.49

No.	Smallholder ID	Name	Certified Area (Ha)
59	03 02 0363 A0525	Nurdiyanto	0.50
60	03 02 0364 A0526	Sailendra	0.50
	03 02 0364 B0527		0.48
61	03 02 0365 A0528	Priyanti	0.49
62	03 02 0366 A0529	Arpandi	0.48
63	03 02 0367 A0530	Totoh	0.50
64	03 02 0368 A0531	Sukandi	0.42
	03 02 0368 B0532		0.50
65	03 02 0369 A0533	Suprianti	0.50
66	03 02 0370 A0534	Pujiati	0.50
67	03 02 0371 A0535	Apriani Eka Pratiwi	0.51
68	03 02 0372 A0536	Yuli Impun Iswiyati	0.50
69	03 02 0373 A0537	Nurhaidi	0.48
70	03 02 0374 A0538	Sarmada	0.49
71	03 02 0375 A0539	Sutiyo	0.49
72	03 02 0376 A0540	Eka Susanti	0.59
73	03 02 0377 A0541	M. Muslimin	0.50
74	03 02 0378 A0542	Panijan	0.49
75	03 02 0379 A0543	Didel Karyadi	0.49
76	03 02 0380 A0544	Endra Yudhana	0.49
77	03 02 0381 A0545	M. Ridwan	0.51
78	03 02 0382 A0546	Roslini	0.49
79	03 02 0383 A0547	Sunardi	0.52
80	03 02 0384 A0548	Suryani	0.48
81	03 02 0385 A0549	Toni Prasetyo	0.51
82	03 02 0386 A0550	Edi Yulrianto	0.50
83	03 02 0387 A0551	Nur Padilah	0.49
84	03 02 0388 A0552	Carni	0.47
85	03 02 0389 A0553	Samsuri	0.50
Sub Total			67.72

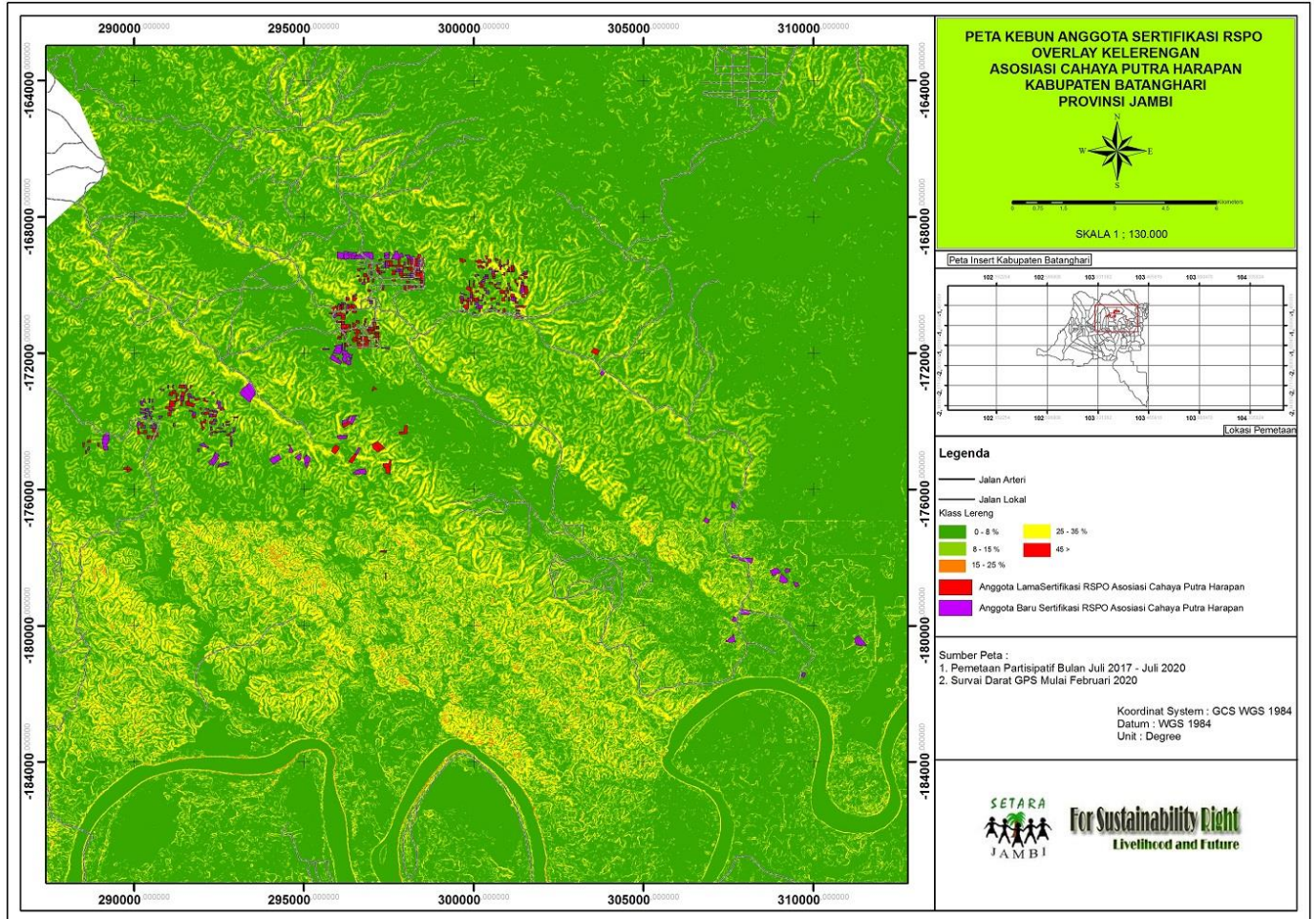
KT Talang Aro

No.	Smallholder ID	Name	Certified Area (Ha)
1	03 03 0390 A0554	Miftahul Rozikin	1.98
2	03 03 0391 A0555	Supina	3.46
3	03 03 0392 A0556	Tukiman	1.91
4	03 03 0393 A0557	Mazwin	1.58
5	03 03 0394 A0558	Lailatul Qoriah	1.97
6	03 03 0395 A0559	Sapari	2.61
7	03 03 0396 A0560	Saani	1.56
8	03 03 0397 A0561	Ruliyah	1.96
	03 03 0397 B0562		3.09

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No.	Smallholder ID	Name	Certified Area (Ha)
9	03 03 0398 A0563	M. Busro	0.99
10	03 03 0399 A0564	Muslim	0.46
	03 03 0400 B0565		1.03
11	03 03 0401 A0566	Agus Chaidar	1.75
	03 03 0401 B0567		1.09
12	03 03 0402 A0568	Ahmad Robiin	0.36
13	03 03 0403 A0569	Hidayah	2.54
14	03 03 0404 A0570	Supriyanto	3.26
15	03 03 0405 A0571	Sumardi	4.30
16	03 03 0406 A0572	Sutiyo	9.33
Sub Total			45.21

Appendix E: Location Map of Certification Unit and Supply bases



Appendix F: List of Smallholder Sampled

No.	Farmer Group Name	Smallholder Block ID	Individual Member Name
1.	KT Sukamaju	01 05 0059 A0067	Rubikin
2.	KT Sukamaju	01 05 0061 A0071	Sri Hantini
3.	KT Sukamaju	01 05 0061 A0071	Suhami
4.	KT Tunas Harapan	01 08 0113 A0127	Deden Hidayat
5.	KT Tunas Harapan	01 08 0114 A0128	Harjani
6.	KT Tunas Harapan	01 08 0116 A0130	Oneh
7.	KT Tunas Harapan	01 08 0123 A0137	Fajar Tua Parlindungan
8.	KT Tunas Harapan	01 08 0125 A0142	Jupendi
9.	KT Garuda Perkasa	02 03 0183 A0224	Nelly Hartati
10.	KT Garuda Perkasa	02 03 0188 A0245	Subardi
11.	KT Garuda Perkasa	02 03 0190 A0248	Sudarto
12.	KT Garuda Perkasa	02 03 0200 A0269	Anang Ikhwan
13.	KT Garuda Perkasa	02 03 0208 A0277	Turmi
14.	KT Garuda Perkasa	02 03 0217 A0287	Masri
15.	KT Maju Bersama	02 04 0232 A0292	Sani
16.	KT Maju Bersama	02 04 0232 A0303	Muhamad Arifin
17.	KT Mandiri Sejahtera	02 06 0259 A0361	Rahmat
18.	KT Mandiri Sejahtera	02 06 0260 A0362	Saiun
19.	KT Mandiri Sejahtera	02 06 0270 A0381	Anton
20.	KT Mandiri Sejahtera	02 06 0271 A0382	Selamat

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
KT	Kumpulan Tani
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
PCPH	Perkumpulan Cahaya Putra Harapan
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure