

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT** **Initial Assessment** **Annual Surveillance Assessment** (Choose an item.) **Recertification Assessment** (Choose an item.) **Extension of Scope**

Client Company name (Parent Company): Koperasi Mulia Bakti
Client company Address: Jalan Penghubung Air Senda RT 1 RW 1 Desa Banjarsari Kecamatan Pulau Rimau, Kabupaten Banyuasin 30759, Provinsi Sumatera Selatan, Indonesia.
Certification Unit: KUD Mulia Bakti
Location of Certification Unit: Jalan Penghubung Air Senda RT 1 RW 1 Desa Banjarsari Kecamatan Pulau Rimau, Kabupaten Banyuasin 30759, Provinsi Sumatera Selatan, Indonesia.
Date of Final Report: 1/6/2021

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Section 1: Scope of the Certification Assessment

1. Company Details			
Parent Company	Koperasi Mulia Bakti		
RSPO Membership Number	1-0284-19-000-00	Membership Approval Date	18/10/2019
Address	Jalan Penghubung Air Senda RT 1 RW 1 Desa Banjarsari Kecamatan Pulau Rimau, Kabupaten Banyuasin 30759, Provinsi Sumatera Selatan, Indonesia.		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	KUD Mulia Bakti		
Location / Address	Jalan Penghubung Air Senda RT 1 RW 1 Desa Banjarsari Kecamatan Pulau Rimau, Kabupaten Banyuasin 30759, Provinsi Sumatera Selatan, Indonesia.		
Website	-		
Management Representative	Darmawan	E-mail	Koperasimuliabakti0026@gmail.com
Telephone	0812-7415-2004	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 735724	Date of First Certification	1/6/2021
		Certificate Start Date	1/6/2021
		Certificate Expiry Date	31/5/2026
Scope of Certification	Palm Oil Plantation Management System for Independent Smallholder		
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 checked="" type="checkbox"/> Initial Assessment <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Annual Surveillance Assessment (RA Choose an item. ; ASA 1) <input type="checkbox"/> Scope Extension		
Applicable Standards	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> (<i>Insert Country</i>) National Interpretation (<i>Insert year</i>) for RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Group Certification 2016 <input type="checkbox"/> RSPO Independent Smallholders Standard 2019 <input checked="" type="checkbox"/> RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018.		
Supply Chain Module	<input 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
Kelompok Tani Sumber Rezeki	Banjar Sari Village, Kab. Banyuasin	2° 42' 10.51" S	104° 21' 32.53" E
Kelompok Tani Mitra Tani	Banjar Sari Village, Kab. Banyuasin	2° 42' 10.17" S	104° 21' 46.97" E
Kelompok Tani Sido Dadi	Banjar Sari Village, Kab. Banyuasin	2° 42' 16.03" S	104° 21' 44.57" E
Kelompok Tani Sido Makmur	Banjar Sari Village, Kab. Banyuasin	2° 42' 31.73" S	104° 21' 53.31" E
Kelompok Tani Sido Urip	Banjar Sari Village, Kab. Banyuasin	2° 42' 34.25" S	104° 22' 13.97" E
Kelompok Tani Sido Rukun	Banjar Sari Village, Kab. Banyuasin	2° 42' 34.96" S	104° 22' 14.78" E
Kelompok Tani Mangun Karyo	Banjar Sari Village, Kab. Banyuasin	2° 42' 41.65" S	104° 22' 24.69" E
Kelompok Tani Sido Mulyo	Banjar Sari Village, Kab. Banyuasin	2° 42' 51.59" S	104° 22' 46.05" E
Kelompok Tani Karya Tani	Banjar Sari Village, Kab. Banyuasin	2° 42' 52.34" S	104° 22' 46.86" E
Kelompok Tani Tani Makmur	Banjar Sari Village, Kab. Banyuasin	2° 43' 09.47" S	104° 22' 54.36" E
Kelompok Tani Sido Maju	Banjar Sari Village, Kab. Banyuasin	2° 43' 23.44" S	104° 22' 54.36" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Kelompok Tani Sumber Rezeki	10.35	0	0	10.35	100
Kelompok Tani Mitra Tani	24.85	0	0	24.85	100
Kelompok Tani Sido Dadi	30.13	0	0	30.13	100
Kelompok Tani Sido Makmur	10.44	0	0	10.44	100
Kelompok Tani Sido Urip	6.10	0	0	6.10	100
Kelompok Tani Sido Rukun	32.23	0	0	32.23	100
Kelompok Tani Mangun Karyo	14.08	0	0	14.08	100
Kelompok Tani Sido Mulyo	26.55	0	0	26.55	100
Kelompok Tani Karya Tani	16.18	0	0	16.18	100

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Kelompok Tani Tani Makmur	14.47	0	0	14.47	100
Kelompok Tani Sido Maju	6.17	0	0	6.17	100
Total	191.55	0	0	191.55	100

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Kelompok Tani Sumber Rezeki	0	0	0	10.35	0	10.35	0
Kelompok Tani Mitra Tani	0	0	0	24.85	0	24.85	0
Kelompok Tani Sido Dadi	0	0	0	30.13	0	30.13	0
Kelompok Tani Sido Makmur	0	0	0	10.44	0	10.44	0
Kelompok Tani Sido Urip	0	0	0	6.10	0	6.10	0
Kelompok Tani Sido Rukun	0	0	0	32.23	0	32.23	0
Kelompok Tani Mangun Karyo	0	0	0	14.08	0	14.08	0
Kelompok Tani Sido Mulyo	0	0	0	26.55	0	26.55	0
Kelompok Tani Karya Tani	0	0	0	16.18	0	16.18	0
Kelompok Tani Tani Makmur	0	0	0	14.47	0	14.47	0
Kelompok Tani Sido Maju	0	0	0	6.17	0	6.17	0
Total (ha)	0	0	0	191.55	0	191.55	0

Note:
All planting area was mature plantation.

7. Certified Tonnage of FFB (Own Certified Scope)				
Estate	Tonnage / year			
	Estimated (N/A)	Actual (N/A)		Forecast (April 2021 – March 2022)
		<i>Previous license period (N/A)</i>	<i>Current license period (N/A)</i>	
Kelompok Tani Sumber Rezeki	N/A			288.29
Kelompok Tani Mitra Tani				676.97
Kelompok Tani Sido Dadi				783.47
Kelompok Tani Sido Makmur				264.87
Kelompok Tani Sido Urip				159.98

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Kelompok Tani Sido Rukun				864.06
Kelompok Tani Mangun Karyo				395.87
Kelompok Tani Sido Mulyo				706.12
Kelompok Tani Karya Tani				429.98
Kelompok Tani Tani Makmur				370.10
Kelompok Tani Sido Maju				160.54
Total	N/A	N/A	N/A	5,100.25

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

Estate	Tonnage / year			Forecast (April 2021 – March 2022)
	Estimated (N/A)	Actual (N/A)		
	N/A	Previous license period (N/A)	Current license period (Oct 2019 – Sept 2020)	N/A
Nil				

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

Independent FFB Supplier	Tonnage / year			Forecast (April 2021 – March 2022)
	Estimated (N/A)	Actual (N/A)		
		Previous license period (N/A)	Current license period (N/A)	
Nil	Nil	Nil	Nil	Nil

10. Certified Tonnage

Mill Capacity: XX MT/hr SCC Model: IP	Estimated (N/A)	Actual (N/A)		Forecast (April 2021 – March 2022)
	FFB	FFB		FFB
		Previous license period (N/A)	Current license period (Oct 2019 – Sept 2020)	
			N/A	5,100.25
	CPO (OER: 20%)	CPO (OER: 20 %)		CPO (OER: 20 %)
	N/A		N/A	1,020.05

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	PK (KER: 5%)	PK (KER: 5%)	PK (KER: 5%)	PK (KER: 5%)
	N/A		N/A	255.01
	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)	PKO (PKO-ER: 45% from PK)
	N/A		N/A	114.76
	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)	PKE (PKE-ER: 55% from PK)
	N/A		N/A	140.26

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

12. Actual Sold Volume (PK)					
Current License period (N/A)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
PK (MT)	Nil	Nil	Nil	Nil	Nil
Previous License period (N/A)					
PK (MT)	Nil	Nil	Nil	Nil	Nil

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

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.
 Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
 Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
 Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 84,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **29 September – 1 October 2020**. The audit programme is included as Section 2.3.

The approach to the audit was to treat the independent smallholders as an RSPO Certification Unit. Group manager was audited together with the sample smallholder. 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 and local communities engagement and workers welfare and safety.

The Major NC close out remotely on 8 February 2021. The audit programmes are included in Section 2.3. NCR Close out was conducted onsite. Evidence verification done by document verification, field visit and interview with related person 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. Stakeholder notification has been made minimum 30 days before assessment in the RSPO website. Stakeholder notification available in https://www.rspo.org/certification/public-announcement?keywords=koperasi+mulia+bakti&country=&assessment_type=

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.
Total		

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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	√	√	√	√	√
Kelompok Tani Sumber Rezeki		√		√	
Kelompok Tani Mitra Tani	√		√		√
Kelompok Tani Sido Dadi		√		√	
Kelompok Tani Sido Makmur		√		√	
Kelompok Tani Sido Urip	√		√		√
Kelompok Tani Sido Rukun	√		√		√
Kelompok Tani Mangun Karyo	√			√	
Kelompok Tani Sido Mulyo	√		√		
Kelompok Tani Karya Tani		√		√	
Kelompok Tani Tani Makmur		√			√
Kelompok Tani Sido Maju			√		√

Tentative Date of Next Visit: January 3, 2022 – January 6, 2022

Total No. of Mandays: 9 Mandays

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2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
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.
Nanang Muallib	Team Member	He graduated from Bogor Agriculture University on 1999, Forestry Faculty. He involved in RSPO certification since 2010 as a team member covering assessment against RSPO P&C in Indonesia. He completed the ISO 9001 Lead Auditor Course, Technical Training of HCV Assessment; ISPO Lead Auditor endorsed Course and Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO). During this assessment, he assessed on the aspects of social, stakeholder consultation and smallholders.
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 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.

Accompanying Persons:

Name	Role
Nil	

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2.3 Assessment Plan

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

Tanggal	Waktu	Kegiatan	MJ	NM	AP
Monday, 28/09/2020	09.45 – 10.50	Flight Jakarta – Palembang (GA-104, 08.55 – 10.30)	√	√	√
	11.00 – 15.00	Traveling from Palembang Airport – Audit location	√	√	√
	15.00 – 16.00	Opening Meeting: – Presentation by Tim Koperasi Mulia Bakti; – Presentasi by PT BSI (Detail Audit Plan)	√	√	√
Tuesday, 29/09/2020	08.00 – 12.00	Field Audit to Smallholder Plot: 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.	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Field Audit to Smallholder Plot: 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.	√	√	√
Wednesday, 30/09/2020	08.00 – 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.	√	√	√
		Stakeholder Consultation: Local community/Public figure, Village Head, Contractor, LSM/NGO and local government (Dinas perkebunan dan Dinas Lingkungan Hidup, Dinas Koperasi).		√	
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Audit continue for Document Review Koperasi Mulia Bakti	√	√	√

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Tanggal	Waktu	Kegiatan	MJ	NM	AP
Thursday, 01/10/2020	08.00 – 10.00	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.	√	√	√
	10.00 – 11.00	Report Preparation	√	√	√
	11.00 – 12.00	Closing Meeting	√	√	√
	12.00 – 15.00	Traveling to Palembang	√	√	√
Friday, 02/10/2020	11.15 – 12.35	Flight Palembang – Jakarta (GA-107, 09.30 – 10.40)	√	√	√

Assessment plan for NCR Major Close Out

Date	Time	Activity	MJ
Monday, 08/02/2020	08.00 – 17.00	<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 # 1965418-202009-M1, Clause E.3.2.1 (Major) 2. NCR # 1965418-202009-M2, Clause E.3.2.2 (Major) 3. NCR # 1965418-202009-M3, Clause 4.6.2 (Major) 4. NCR # 1965418-202009-M4, Clause 4.6.6 (Major) 5. NCR # 1965418-202009-M5, Clause 4.6.10 (Major) 6. NCR # 1965418-202009-M6, Clause 4.6.11 (Major) 7. NCR # 1965418-202009-M7, Clause 5.3.2 (Major) 8. NCR # 1965418-202009-M8, Clause 5.2.2 (Major) 9. NCR # 1965418-202009-M9, Clause 6.5.2 (Major) - Closing Meeting 	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Koperasi Mulia Bakti 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
- RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018.

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	Not Applicable	N/A

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System or Dispute Settlement Facility, in accordance 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 Initial Certification Assessment there were nine (9) Major & two (2) minor nonconformities raised. Koperasi Mulia Bakti 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.

Non-conformity			
NCR Ref #	1965418-202009-M1	Clause & Category (Major / Minor)	Clause E.3.2.1 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	Koperasi Mulia Bakti was unable to demonstrate the implementation of the system for tracking and tracing FFB produced by group members and sold to PKS (Palm Oil Mill) as certified FFB/not.		
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:	<p>During audit, Koperasi Mulia Bakti was unable to show detailed documents of FFB sent per shipment to PT Mitra Aneka Rezeki Palm Oil Mill. Sample verified weighbridge ticket:</p> <ul style="list-style-type: none"> • Weighbridge Ticket No. 68243 dated 11/06/19. Nett weight 9,190 kg, adjust weight (sortation) -330 kg, adjusted netto 8,860 kg; Vehicle no. BG4791AW; Driver: Agus. • Weighbridge Ticket No. 95618 dated 09/08/20. Nett weight 10,140 kg, adjust weight (sortation) -460 kg, adjusted netto 9,680 kg; Vehicle no. BG8874EC; Driver: Wahid. • Weighbridge Ticket No. 95621 dated 09/08/20. Nett weight 9,250 kg, adjust weight (sortation) -380 kg, adjusted netto 8,870 kg; Vehicle no. BG8139UG; Driver: YON. 		
Corrections:	<p>Make a form containing information related to the FFB origin sent in a truck transport including the FFB certified and non certified.</p> <p>Koperasi Mulia Bakti has prepared a form "Catatan Pengangkutan TBS" that has identified FFB produced from smallholder member participating in the RSPO and smallholders who are not RSPO members. The form contains information: Vehicle number, date of transportation, total tonnage, origin of FFB, name of smallholder member, tonnage of FFB of RSPO members and tonnage of non RSPO members. From this form, a clear traceability of the tonnage of FFB produced can be shown.</p> <p>Sample seen during audit:</p> <ul style="list-style-type: none"> - Catatan Pengangkutan TBS dated 06/10/2020, Vehicle Number: BG8948IQ, total tonnage 9.090 ton; FFB Origin: KT Sido Rukun (smallholder member RSPO: Suradi 2.020 ton, Zainal 1.414 ton, Gunadi 2.222 ton, Senen 1.646 ton; member non RSPO: Wawan S 1.788 ton). This notes include in Weighbridge ticket No. 100117, dated 06/10/2020, Nett weight 9,090 kg, Vehicle Number BG8948IQ, Driver: Agus. - Catatan Pengangkutan TBS dated 08/10/2020, Vehicle Number: BG1391UG, total tonnage 9.950 ton; FFB Origin: KT Sido Makmur (smallholder member RSPO: Wayan Gel 1.420 ton, Suparman 3.200 ton, Helmi K. 2.045 ton, Yudianto 3.285 ton; member non RSPO: 0). This notes include in Weighbridge 		

	<p>ticket No. 100288, dated 08/10/2020, Nett weight 9,950 kg, Vehicle Number BG1391UG, Driver: YON.</p> <p>Koperasi Mulia Bakti has prepared a flow chart of the mechanism for transporting FFB from the plantation of RSPO member and non-RSPO members as well as the sales flow to the FFB processing factory/Palm Oil Mill. Flow chart present in document "Alur Pencatatan, Pengangkutan dan Penjualan TBS" dated 10 November 2020. This flow chart was explain the detail of FFB sales and transporting since FFB collected from smallholder member, during transport and until unloading to Palm Oil Mill.</p> <p>Koperasi Mulia Bakti also has produced an RSPO stamp to show certified FFB and non-RSPO certified FFB. This stamp will be apply after Koperasi has been certified and if the FFB sold as certified volume.</p>
<p>Root Cause Analysis:</p>	<p>ICS (Internal Control System) Koperasi Mulia Bakti does not yet have a detailed form regarding the FFB data sent in a transport truck which includes data on the amount of FFB produced from farmer members who participate in the RSPO and who do not participate in the RSPO (non RSPO).</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - Completing the FFB sales recording form consistently. Koperasi Mulia Bakti has make a Form of "Catatan Pengangkutan TBS" that has identified FFB produced from smallholder member participating in the RSPO and smallholders who are not RSPO members. This form has been applied for each FFB transporting. Sample seen during audit as correction above. The form contains information: Vehicle number, date of transportation, total tonnage, origin of FFB, name of smallholder member, tonnage of FFB of RSPO members and tonnage of non RSPO members. From this form, a clear traceability of the tonnage of FFB produced can be shown. - Comply with the established FFB sales flow chart consistently. Koperasi Mulia Bakti has prepared a flow chart of the mechanism for transporting FFB from the plantation of RSPO member and non-RSPO members as well as the sales flow to the FFB processing factory/Palm Oil Mill as in document "Alur Pencatatan, Pengangkutan dan Penjualan TBS" dated 10 November 2020. During audit found that Koperasi Mulia Bakti has apply the mechanism of FFB transporting according to the flow chart. - Perform stamping on the form, so that it is known how much tonnage of certified and uncertified FFB. Stamping will be apply after Koperasi has been certified and if any FFB sold as RSPO certified.
<p>Assessment Conclusion:</p>	<p>Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi Mulia Bakti has prepared a form "Catatan Pengangkutan TBS". The form contain complete information related to FFB origin and destination; a clear traceability of the tonnage of FFB produced can be shown. Koperasi Mulia Bakti has prepared a flow chart of the mechanism for transporting FFB from the plantation of RSPO member and non-RSPO members as well as the sales flow to the FFB processing factory/Palm Oil Mill. This has well implemented by Koperasi.</p> <p>NC Major has been Closed on 08/02/2021.</p>

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Non-conformity			
NCR Ref #	1965418-202009-M2	Clause & Category (Major / Minor)	Clause E.3.2.2 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	Koperasi Mulia Bakti cannot be demonstrated the mass balance monitoring documents of FFB production from members who joined the RSPO certification and non-RSPO members.		
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:	<p>Koperasi Mulia Bakti implements a Mass Balance System based on "Decree Number: 01 / SK-ICS-KMB/III/2019 Regarding the RSPO Certification Supply Chain Model for Koperasi Mulia Bakti".</p> <ul style="list-style-type: none"> During audit, Koperasi Mulia Bakti only showed the FFB production data included in RSPO members (certified candidates), while FFB sales to Mill consisted of FFB members who participated in RSPO certification and non-RSPO members. 		
Corrections:	<p>Koperasi Mulia Bakti has made a form "Catatan Pengangkutan TBS" that has identified FFB produced from smallholder member participating in the RSPO and smallholders who are not RSPO members. The form contains information: Vehicle number, date of transportation, total tonnage, origin of FFB, name of smallholder member, tonnage of FFB of RSPO members and tonnage of non RSPO members. From this form, a clear traceability of the tonnage of FFB produced can be shown.</p> <p>The FFB sales record in the excel form and there is separated between FFB production from smallholder who is RSPO member and non RSPO member. The recapitulation of FFB production present in "FFB sales/production monitoring record". The record was monitored monthly by ICS. During audit can be demonstrated the volume of FFB sold from RSPO member and non RSPO member as below:</p> <p>FFB production sold period December 2020: (a) From RSPO member: 278,386 kg ((b) from non RSPO member: 260,118 kg.</p>		
Root Cause Analysis:	ICS Koperasi Mulia Bakti does not yet have a special form regarding the tonnage of Certified and non-certified FFB.		
Corrective Actions:	Monitor the FFB sales and production from RSPO member and non RSPO member each month. Koperasi Mulia Bakti has shown the document of Mass Balance report which contain information of FFB sales and production from each smallholder group who is RSPO member and FFB sales from non RSPO member each month. Total FFB sales in year 2020 was 6,851,471 kg consist of FFB from member who is RSPO 3,903,006 kg and FFB from on RSPO member 2,948,465 kg.		

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Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi Mulia Bakti can be demonstrated the mass balance monitoring documents of FFB production from members who joined the RSPO certification and non-RSPO members as per "Catatan Pengangkutan TBS". FFB sales and production from RSPO member and non RSPO member are well monitoring each month. NC Major has been Closed on 08/02/2021.
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Non-conformity			
NCR Ref #	1965418-202009-M3	Clause & Category (Major / Minor)	Clause 4.6.2 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	Records of smallholder member's pesticide use are not available and monitored.		
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. <ul style="list-style-type: none"> • Individual members keep records of pesticides use. Group Manager has oversight responsibility		
Objective Evidence:	<ul style="list-style-type: none"> • It was confirmed that most of the members carried out the application and management of pesticides independently, only 14 smallholder members are joined the TUS Team (Spraying team) which control by ICS Koperasi Mulia Bakti. • There are no records of pesticide use by smallholder members who do not participate in the TUS program. • Based on SOP for Weed Control No: 17 / SOP-ICS-KMB / III / 2019 dated March 4, 2020, it is stated that the use of herbicides must be recorded, the amount, date of application and the type of pesticide. • There is no evidence that the Group manager has supervised and monitored the use of pesticides / herbicides by members. 		
Corrections:	- Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. Stated in point 1 "All members are obliged to use the TUS team in controlling weeds". This policy has been communicated to all smallholder members by ICS. ICS has conducted socialization to all members regarding policies to participate in TUS on 2 October - 10 November 2020. Interview with smallholder members during audit confirmed that smallholder member are willing to join and use TUS team. Member interviewed: Lukmanul Hakim, Sido Rukun Farmers Group (Block 07), Mr. Nurhumodo, Mitra Tani Farmer Group (Block 03). Spraying		

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	<p>activity by TUS team covering circle 2 times a year (once every 6 months) and path once a year. Program from the TUS Team has been arranged by ICS Koperasi Mulia Bakti.</p> <ul style="list-style-type: none"> - All members whose carried out the application and management of pesticides independently and has not been join with TUS, currently has made the statement letter to join with TUS team in controlling weeds as per "Surat Pernyataan". Sample seen for Surat Pernyataan: <ul style="list-style-type: none"> ✓ Surat Pernyataan on behalf Syaibani ID No. KMB 03010, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Sholimin ID No. KMB 03.009, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Kiman ID No. KMB 03.004, Kelompok Tani Sido Dadi, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. <p>Surat Pernyataan on behalf Senen ID No. KMB 07.005, Kelompok Tani Sido Rukun, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS.</p>
<p>Root Cause Analysis:</p>	<p>Some of smallholder members have not used the Koperasi Mulia Bakti's ICS spray team (TUS), so that the records of members pesticide use are not available in addition cooperative does not facilitate the record form for farmers.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - Koperasi Mulia Bakti has Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. This policy has been communicated to all smallholder members by ICS. - Koperasi Mulia Bakti has develop the schedule and program of Weeds Control by TUS team. The program presence in "Program Kerja Tim Unit Semprot (TUS) Tahun 2020/2021". TUS program including: Training calibration for spraying equipment, identification the block apply for weeds control, Spraying activity by rotation system, medical examination for TUS team. Spraying activity program for each Smallholder Group (Kelompok Tani) has been arranged and scheduled from March – December 2021. Schedule for spraying activity 2021 are available. - Koperasi Mulia Bakti also has made the monitoring form of herbicide application by TUS team as per "Catatan Penyemprotan dan Penggunaan pestisida Tim Unit Semprot". The monitoring form contain information of: smallholder member name, Block number, size area, pesticide/herbicide name, volume application, dated of spraying activity. Based on recapitulation data since August 2020 – January 2021, TUS team has apply the spraying activity in 43 smallholder member block with pesticide Elang 490 SL (Glifosat) and total

	volume usage was 207 L. ICS are consistent to monitor the pesticide application by TUS team each month.
Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) has been provided by Koperasi Mulia Bakti. Koperasi has publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. All member currently has joined with TUS team to handle the chemical weeds activity. TUS team were well monitored by Koperasi Mulia Bakti. NC Major has been Closed on 08/02/2021.

Non-conformity			
NCR Ref #	1965418-202009-M4	Clause & Category (Major / Minor)	Clause 4.6.6 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	There is no evidence that members who manage pesticides independently have stored pesticides in accordance with cooperative procedures.		
Requirement Reference:	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. <ul style="list-style-type: none"> Individual members store pesticides consistent with Group SOPs. Group Manager has oversight responsibility		
Objective Evidence:	<ul style="list-style-type: none"> Group Manager has a pesticide storage procedure in "SOP for the Transportation, Compilation and Storage of Chemicals No: 55 / SOP-ICS-KMB / III / 2019 dated 4 March 2019". There is no evidence that members have stored pesticides according to the procedures established by Koperasi Mulia Bakti. There is no evidence that the Group manager / ICS has exercised control to ensure the storage of pesticides carried out by members in accordance with Koperasi Mulia Bakti procedures. 		
Corrections:	<ul style="list-style-type: none"> Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. Stated in point 1 "All members are obliged to use the TUS team in controlling weeds". This policy has been communicated to all smallholder members by ICS on 2 October - 10 November 2020. Interview with smallholder members during audit confirmed that smallholder member are willing to join and use TUS team. By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no pesticide/herbicide		

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	<p>storage needed. Weeds control are allowed if carried out manually/mechanically without chemical by smallholder members.</p> <ul style="list-style-type: none"> - All members whose carried out the application and management of pesticides independently and has not been join with TUS, currently has made the statement letter to join with TUS team in controlling weeds as per "Surat Pernyataan". Sample seen for Surat Pernyataan: <ul style="list-style-type: none"> ✓ Surat Pernyataan on behalf Syaibani ID No. KMB 03010, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Sholimin ID No. KMB 03.009, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Kiman ID No. KMB 03.004, Kelompok Tani Sido Dadi, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Senen ID No. KMB 07.005, Kelompok Tani Sido Rukun, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS.
<p>Root Cause Analysis:</p>	<p>Some of smallholder members have not used the Koperasi Mulia Bakti's ICS spray team (TUS), cooperative does not have a program to monitor the pesticide storage applied by smallholder member.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - Koperasi Mulia Bakti has Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. This policy has been communicated to all smallholder members by ICS. By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no pesticide/herbicide storage needed. Weeds control are allowed if carried out manually/mechanically without chemical by smallholder members. - Koperasi Mulia Bakti has develop the schedule and program of Weeds Control by TUS team. The program presen in "Program Kerja Tim Unit Semprot (TUS) Tahun 2020/2021". TUS program including: Training calibration for spraying equipment, identification the block apply for weeds control, Spraying activity by rotation system, medical examination for TUS team. Spraying activity program for each Smallholder Group (Kelompok Tani) has been arranged and scheduled from March – December 2021. Schedule for spraying activity 2021 are available. - Koperasi Mulia Bakti has build the standard Pesticide storage near to Office of Koperasi. The pesticide storage has follow the procedure of agrochemical storage as per "SOP Pengangkutan, Penyusunan dan Penyimpanan Bahan

	<p>Kimia No: 55/SOP-ICS-KMB/III/2019 dated 4 March 2019". It was explained that pesticide storage must be:</p> <ul style="list-style-type: none"> ✓ Material should be stored in a dry place, ✓ Pesticides must be stored in a closed, locked and fire resistant ✓ Must not store hazardous liquids on powders or pesticides <p>All criteria above has been fulfilled.</p>
Assessment Conclusion:	<p>Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi has publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. All member currently has joined with TUS team to handle the chemical weeds activity, so that all smallholder member no need to buy and store the pesticide by themselves. TUS team were well monitored by Koperasi Mulia Bakti. Koperasi Mulia Bakti has build the standard Pesticide storage near to Office of Koperasi.</p> <p>NC Major has been Closed on 08/02/2021.</p>

Non-conformity			
NCR Ref #	1965418-202009-M5	Clause & Category (Major / Minor)	Clause 4.6.10 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	There is no evidence that Individual members dispose of waste materials according to group SOPs.		
Requirement Reference:	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated.</p> <ul style="list-style-type: none"> • Individual members must dispose of waste materials according to group SOPs. <p>Group Manager has oversight responsibility</p>		
Objective Evidence:	<ul style="list-style-type: none"> • The Group Manager has established "SOP for the Management of Used Chemical Containers No: 19 / SOP / ICS-KMB / III / 2019" dated March 4, 2019, however there is no evidence that members who use pesticides have carried out waste management of used pesticide container according to Group procedures. • There is no evidence that Group manager has supervised the waste management carried out by group members. 		
Corrections:	<p>- Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. Stated in point 1 "All members are obliged to use the TUS team in controlling weeds". This policy has been communicated to all smallholder members by ICS on 2 October - 10 November 2020. Interview with smallholder</p>		

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	<p>members during audit confirmed that smallholder member are willing to join and use TUS team.</p> <p>By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no pesticide/herbicide waste management needed by smallholder member because zero waste. Weeds control are allowed if carried out manually/mechanically without chemical by smallholder members.</p> <ul style="list-style-type: none"> - All members whose carried out the application and management of pesticides independently and has not been join with TUS, currently has made the statement letter to join with TUS team in controlling weeds as per "Surat Pernyataan". Sample seen for Surat Pernyataan: <ul style="list-style-type: none"> ✓ Surat Pernyataan on behalf Syaibani ID No. KMB 03010, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letetr: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Sholimin ID No. KMB 03.009, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Kiman ID No. KMB 03.004, Kelompok Tani Sido Dadi, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Senen ID No. KMB 07.005, Kelompok Tani Sido Rukun, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS.
<p>Root Cause Analysis:</p>	<p>Some of smallholder members have not used the Koperasi Mulia Bakti's ICS spray team (TUS), cooperative does not have a program to monitor the pesticide waste disposal applied by smallholder member.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - Koperasi Mulia Bakti has Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. This policy has been communicated to all smallholder members by ICS. By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no pesticide/herbicide storage needed. Weeds control are allowed if carried out manually/mechanically without chemical by smallholder members. - Koperasi Mulia Bakti has develop the schedule and program of Weeds Control by TUS team. The program presen in "Program Kerja Tim Unit Semprot (TUS) Tahun 2020/2021". TUS program including: Training calibration for spraying equipment, identification the block apply for weeds control, Spraying activity by rotation system, medical examination for TUS team. Spraying activity program for each Smallholder Group (Kelompok Tani) has been arranged and

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	<p>scheduled from March – December 2021. Schedule for spraying activity 2021 are available.</p> <ul style="list-style-type: none"> - Koperasi Mulia Bakti has made an agreement of Agrochemical/hazardous waste handling with PT Mitra Aneka Rezeki as per “Perjanjian Antara PT Mitra Aneka Rezeki Dengan ICS Koperasi Mulia Bakti Desa Banjar Sari Tentang Tempat Penyimpanan Sementara Limbah B3 Nomor: 039/KOP-MB/BS/I/2020” dated 13 January 2020. PT Mitra Aneka Rezeki is a Palm Oil Company which has a licenced Hazardous waste storage. Koperasi Mulia Bakti was deliver the ex Agrochemical/pesticide container to PT Mitra Aneka Rezeki periodically after collecting the ex Agrochemical/pesticide container from TUS activity. Sample seen: “Berita Acara Serah Terima” dated 9 December 2020, delivered to PT Mitra Aneka Rezeki: ex chemical container 30 pcs and innerbag ex fertilizer 50 kg. - Koperasi Mulia Bakti also has a procedure to handling the ex pesticide container as per “SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP-ICS-KMB/III/2019 dated 4 March 2019”; stipulated ex chemical container must be collected and store in the temporary storage at Koperasi Mulia Bakti and deliver to company (PT Mitra Aneka Rezeky) for further handling according to regulation.
Assessment Conclusion:	<p>Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi has publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. All member currently has joined with TUS team to handle the chemical weeds activity, so that all smallholder was not store the pesticide by themselves and there is no chemical waste produce by smallholder member. Koperasi Mulia Bakti has a procedure to handling chemical waste and has an agreement in agrochemical and hazardous waste handling with company PT Mitra Aneka Rezeki. The chemical waste management has well implemented by Koperasi.</p> <p>NC Major has been Closed on 08/02/2021.</p>

Non-conformity			
NCR Ref #	1965418-202009-M6	Clause & Category (Major / Minor)	Clause 4.6.11 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	There is no evidence the Group Manager has carried out health monitoring for pesticide users which is carried out by members independently.		
Requirement Reference:	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. 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.		

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Objective Evidence:	<ul style="list-style-type: none"> • There is no evidence that members who use pesticides independently have monitored their health condition. • Group Manager has formed a TUS team in accordance with the "Internal Control System Decree No: 18 / ICS.KMB / VIII / 2019 dated 24 August 2019". The TUS team consists of 8 personnel. The TUS team was formed to apply pesticides / herbicides in controlling weeds and plant pests / diseases. A health check was carried out for the TUS team on August 10, 2020 by the UPT Puskesmas Teluk Betung. Evidence of Medical Examination is available in the "Health Certificate".
Corrections:	<ul style="list-style-type: none"> - Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. Stated in point 1 "All members are obliged to use the TUS team in controlling weeds". This policy has been communicated to all smallholder members by ICS on 2 October - 10 November 2020. Interview with smallholder members during audit confirmed that smallholder member are willing to join and use TUS team. By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is medical surveillance needed by smallholder member because no chemical usage. Weeds control are allowed if caried out manually/mechanically without chemical by smallholder members. - All members whose carried out the application and management of pesticides independently and has not been join with TUS, currently has made the statement letter to join with TUS team in controlling weeds as per "Surat Pernyataan". Sample seen for Surat Pernyataan: <ul style="list-style-type: none"> ✓ Surat Pernyataan on behalf Syaibani ID No. KMB 03010, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letetr: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Sholimin ID No. KMB 03.009, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Kiman ID No. KMB 03.004, Kelompok Tani Sido Dadi, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Senen ID No. KMB 07.005, Kelompok Tani Sido Rukun, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS.
Root Cause Analysis:	<p>Some of smallholder members have not used the Koperasi Mulia Bakti's ICS spray team (TUS), cooperative does not have a program to monitor the medical surveillance for pesticide operators applied by smallholder member.</p>

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Corrective Actions:	<ul style="list-style-type: none"> - Koperasi Mulia Bakti has Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. This policy has been communicated to all smallholder members by ICS. By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no medical surveillance needed for smallholder member. Weeds control are allowed if caried out manually/mechanically without chemical by smallholder members. - Koperasi Mulia Bakti has develop the schedule and program of Weeds Control by TUS team. The program presen in "Program Kerja Tim Unit Semprot (TUS) Tahun 2020/2021". TUS program including: Training calibration for spraying equipment, identification the block apply for weeds control, Spraying activity by rotation system, medical examination for TUS team. Spraying activity program for each Smallholder Group (Kelompok Tani) has been arranged and scheduled from March – December 2021. Schedule for spraying activity 2021 are available. - Group Manager has formed TUS team according to "Surat Keputusan Internal Control System No: 18/ICS.KMB/VIII/2019 dated 24 August 2019". TUS team consist of 8 personil. TUS team was formed to apply pesticides/herbicides in controlling weeds and plant pests/disease. Medical check-up has been carried out for TUS team on 10 August 2020 by UPT Puskesmas Teluk Betung. Evidence of Medical Chek-up are available on "Surat Keterangan Sehat". Type of medical check-up for those applicator is Blood Pressure and Spirometric. Based on medical checkup indicated that all TUS team are in health condition.
Assessment Conclusion:	<p>Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi has publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. All member currently has joined with TUS team to handle the chemical weeds activity, so that all smallholder was not apply pesticide by themselves and there is no risk for the healthy of smallholder member from pesticide application. TUS team medical examination were programmed by Koperasi annually.</p> <p>NC Major has been Closed on 08/02/2021.</p>

Non-conformity			
NCR Ref #	1965418-202009-M7	Clause & Category (Major / Minor)	Clause 5.3.2 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	There is no evidence that smallholder members ensured that all chemical containers were handled and disposed of properly.		
Requirement Reference:	All chemicals and their containers shall be disposed of responsibly.		

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	<ul style="list-style-type: none"> • Members shall ensure that all chemical containers are properly handled and disposed. <p>The Group Manager shall ensure that all chemical containers are properly handled and disposed.</p>
Objective Evidence:	<ul style="list-style-type: none"> • There is no evidence that the cooperative members have ensured all used pesticide / herbicide packaging is managed properly and appropriately according to Group SOPs. • Based on information from the Group Manager, most of the members apply pesticides independently, but the Group Manager's control cannot be proven to ensure that used pesticide / herbicide packaging is managed in accordance with the Mulia Bakti Cooperative Procedure.
Corrections:	<ul style="list-style-type: none"> - Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. Stated in point 1 "All members are obliged to use the TUS team in controlling weeds". This policy has been communicated to all smallholder members by ICS on 2 October - 10 November 2020. Interview with smallholder members during audit confirmed that smallholder member are willing to join and use TUS team. <p>By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no pesticide/herbicide waste management needed by smallholder member because zero waste. Weeds control are allowed if caried out manually/mechanically without chemical by smallholder members.</p> <ul style="list-style-type: none"> - All members whose carried out the application and management of pesticides independently and has not been join with TUS, currently has made the statement letter to join with TUS team in controlling weeds as per "Surat Pernyataan". Sample seen for Surat Pernyataan: <ul style="list-style-type: none"> ✓ Surat Pernyataan on behalf Syaibani ID No. KMB 03010, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letetr: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Sholimin ID No. KMB 03.009, Kelompok Tani Mitra Tani, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Kiman ID No. KMB 03.004, Kelompok Tani Sido Dadi, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS. ✓ Surat Pernyataan on behalf Senen ID No. KMB 07.005, Kelompok Tani Sido Rukun, dated 16 October 2020. State in the letter: commit and willing to follow TUS team in controlling weeds and willing to comply all regulation of Koperasi and ICS.

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Root Cause Analysis:	Some of smallholder members have not used the Koperasi Mulia Bakti's ICS spray team (TUS), cooperative does not have a program to monitor the chemical containers disposal by smallholder member according to the procedure.
Corrective Actions:	<ul style="list-style-type: none"> - Koperasi Mulia Bakti has Publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. This policy is outlined in SOP No: 17/SOP-ICS-KMB/III/2019, rev.1 dated 11 November 2020. This policy has been communicated to all smallholder members by ICS. By using TUS team for weeds control, all smallholder member are prohibit to apply pesticide/herbicide by themselves. So that there is no pesticide/herbicide storage needed. Weeds control are allowed if caried out manually/mechanically without chemical by smallholder members. - Koperasi Mulia Bakti has develop the schedule and program of Weeds Control by TUS team. The program present in "Program Kerja Tim Unit Semprot (TUS) Tahun 2020/2021". TUS program including: Training calibration for spraying equipment, identification the block apply for weeds control, Spraying activity by rotation system, medical examination for TUS team. Spraying activity program for each Smallholder Group (Kelompok Tani) has been arranged and scheduled from March – December 2021. Schedule for spraying activity 2021 are available. - Koperasi Mulia Bakti has made an agreement of Agrochemical/hazardous waste handling with PT Mitra Aneka Rezeki as per "Perjanjian Antara PT Mitra Aneka Rezeki Dengan ICS Koperasi Mulia Bakti Desa Banjar Sari Tentang Tempat Penyimpanan Sementara Limbah B3 Nomor: 039/KOP-MB/BS/I/2020" dated 13 January 2020. PT Mitra Aneka Rezeki is a Palm Oil Company which has a licenced Hazardous waste storage. Koperasi Mulia Bakti was deliver the ex Agrochemical/pesticide container to PT Mitra Aneka Rezeki periodically after collecting the ex Agrochemical/pesticide container from TUS activity. Sample seen: "Berita Acara Serah Terima" dated 9 December 2020, delivered to PT Mitra Aneka Rezeki: ex chemical container 30 pcs and innerbag ex fertilizer 50 kg. - Koperasi Mulia Bakti also has a procedure to handling the ex pesticide container as per "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP-ICS-KMB/III/2019 dated 4 March 2019"; stipulated ex chemical container must be collected and store in the temporary storage at Koperasi Mulia Bakti and deliver to company (PT Mitra Aneka Rezeky) for further handling according to regulation.
Assessment Conclusion:	Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi has publish a policy regarding the obligations of all members of the RSPO Koperasi Mulia Bakti Certification in spray applications using the TUS TEAM. All member currently has joined with TUS team to handle the chemical weeds activity, so that all smallholder was not produce the agrochemical waste. All agrochemical application handled by TUS team which is managed by Koperasi. Koperasi Mulia Bakti has develop a procedure to handling chemical waste and build a facility to store the chemical waste and also has an agreement with PT Mitra Aneka Rezeki for further handling of chemical/hazardous

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	<p>waste. Chemical containers were handled and disposed properly by Koperasi Mulia Bakti.</p> <p>NC Major has been Closed on 08/02/2021.</p>
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Non-conformity			
NCR Ref #	1965418-202009-M8	Clause & Category (Major / Minor)	Clause 5.2.2 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	During audit ICS cannot be demonstrated the evidence that the conservation status of animal species was identified during the 2019 HCV Identification.		
Requirement Reference:	<p>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> <ul style="list-style-type: none"> Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report. <p>Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.</p>		
Objective Evidence:	<p>Based on document verification, it shows that Koperasi Mulia Bakti has conducted HCV assessment in collaboration with SNV in 2019, where the results of the identification are contained in the High Conservation Value Assessment Report of the Koperasi Mulia Bakti. HCV Identification is carried out on the land of each member using the Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services.</p> <p>There were Identified the presence of animal species in the plantation area such as Cobra Snakes, Ayam Hutan, Ular Sawah, Perkutut, etc.</p> <p>Based on the verification of High Conservation Value Assessment Report 2019 there is no statement regarding the presence or absence of High Conservation Value Areas in the plantation areas owned by smallholder member.</p>		
Corrections:	<p>Koperasi Mulia Bakti in cooperation with SNV conduct re review of HCV assessment report and amend the HCV assessment report accordingly. Koperasi Mulia Bakti has amend the HCV assessment report as per "Laporan Penilaian NKT di Areal Perkebunan Sawit Petani Koperasi Mulia Bakti". Based on HCV assessment report concluded that there is no HCV area identified, however there are some wild animal species found to be protected by Koperasi among others: Monyet (<i>Macaca fascicularis</i>), Biawak (<i>Varanus salvator</i>), Ular kobra (<i>Naja sumatrana</i>), Burung perkutut (<i>Geopelia striata</i>), Ayam hutan (<i>Gallus gallus</i>), Ular sawah (<i>Phyton reticulatus</i>), Elang (<i>Nizaetus bartelsi</i>).</p> <p>Koperasi Mulia Bakti has categorized the animal findings refer to IUCN Redlist and Indonesia regulation regarding Protected Species. Wildlife species identified categorized as Least of Concern (Lc) in IUCN Redlist and Appendix II CITES for</p>		

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	Biawak (<i>Varanus salvator</i>), Ular kobra (<i>Naja sumatrana</i>) and), Elang (<i>Nizaetus bartelsi</i>).
Root Cause Analysis:	There are some missing in the HCV assessment report to include the HCV findings and status in the area of plantation owned by smallholder members.
Corrective Actions:	<p>Koperasi Mulia Bakti has develop program to monitor the HCV including wildlife species presence in block plantation of smallholder member. Monitoring has been conducted by ICS in cooperation with smallholder member in each block. Wildlife species monitoring can be demonstrated and present in report of "Monitoring HCV dan HCS Koperasi Mulia Bakti".</p> <p>Presence of wildlife/animal in smallholder block plantation are available in the table of monitoring. Latest monitoring period conducted on October - December 2020. Generally there were the wild animal presence in smallholder block such as: Monyet (<i>Macaca fascicularis</i>), Biawak (<i>Varanus salvator</i>), Ular kobra (<i>Naja sumatrana</i>), Burung perkutut (<i>Geopelia striata</i>), Ayam hutan (<i>Gallus gallus</i>), Ular sawah (<i>Phyton reticulatus</i>), Elang (<i>Nizaetus bartelsi</i>).</p>
Assessment Conclusion:	<p>Audit team has verified the satisfactory implementation according to above correction and corrective action. ICS Koperasi Mulia Bakti has demonstrated the evidence that the conservation status of animal species was identified during the 2019 HCV Identification. Koperasi Mulia Bakti under supervised SNV has amend the HCV assessment report as per "Laporan Penilaian NKT di Areal Perkebunan Sawit Petani Koperasi Mulia Bakti". Koperasi also has develop program to monitor the HCV including wildlife species presence in block plantation of smallholder member and it was well implemented.</p> <p>NC Major has been Closed on 08/02/2021.</p>

Non-conformity			
NCR Ref #	1965418-202009-M9	Clause & Category (Major / Minor)	Clause 6.5.2 (Major)
Date Issued	01/10/2020	Due Date	30/09/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2021
Statement of Nonconformity:	Koperasi Mulia Bakti has not been able to show that TUS workers have had a work contract and have regulated their rights and obligations as workers such as working hours, deductions, overtime, sickness, vacation rights, maternity leave, reasons for dismissal, notification period.		
Requirement Reference:	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 - Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions		
Objective Evidence:	Based on document verification, it shows that TUS Workers are appointed based on Group Manager Decree No. 25 / ICS.KMB / VIII / 2019 dated 24 August 2019. In the Letter of Appointment it cannot be shown that it has regulated all rights and		

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	obligations as TUS workers, only stipulated regarding wages and wage payment periods.
Corrections:	<p>Make a contract for the Spray Unit Team with Koperasi Mulia Bakti.</p> <p>Both parties have made a working contract between Koperasi Mulia Bakti and with the TUS Team in the "Kontrak Kerja Tim TUS Koperasi Mulia Bakti" dated 24 August 2019.</p> <p>Agreement work contract signed by Head of TUS team Edi Suwarno and representing all member of TUS Team: Mustarom, Ratno, Susanto, M. Isnanto, Muhlisin, Jumli, Sigit Setiawan.</p> <p>Agreement work contract are covering term and condition of work/jobs; term of the contract 24 August 2019 – 31 December 2022; wages per day: IDR 130,000/workers; Payment made after work finish.</p> <p>TUS team was formed based on "Surat Keputusan Internal Control System No: 18/ICS.KMB/VIII/2019 Pembentukan dan Pengangkatan Petugas Tim Unit Semprot dan Sistem Pembayaran" dated 24 August 2019.</p>
Root Cause Analysis:	Koperasi Mulia Bakti has not issued a written work contract with the Spray Unit TEAM, even though verbally a work agreement has been made.
Corrective Actions:	<p>Koperasi Mulia Bakti has formed the TUS team based on "Surat Keputusan Internal Control System No: 18/ICS.KMB/VIII/2019 Pembentukan dan Pengangkatan Petugas Tim Unit Semprot dan Sistem Pembayaran" dated 24 August 2019.</p> <p>Work Contract Agreement also has been made as per "Kontrak Kerja Tim TUS Koperasi Mulia Bakti" dated 24 August 2019. Which covered term and condition of work/jobs; term of the contract 24 August 2019 – 31 December 2022; wages per day: IDR 130,000/workers; Payment made after work finish.</p> <p>Koperasi Mulia Bakti has follow and comply the Work contract agreement with TUS Team. Obligation for payment has been made accordingly. ICS Koperasi Mulia Bakti has monitor the compliance of contract workers and its implementation.</p>
Assessment Conclusion:	<p>Audit team has verified the satisfactory implementation according to above correction and corrective action. Koperasi has been able to show the contract with TUS workers. Contract has covered the rights and obligations of workers including working hours, deductions, overtime, sickness, vacation rights, maternity leave, reasons for dismissal, notification period. Koperasi Mulia Bakti has follow and comply the Work contract agreement with TUS Team.</p> <p>NC Major has been Closed on 08/02/2021.</p>

Non-conformity			
NCR Ref #	1965418-202009-N1	Clause & Category (Major / Minor)	Clause 5.2.4 (minor)
Date Issued	01/10/2020	Due Date	Next Assessment
Closed (Yes / No)	Yes	Date of nonconformity Closure	Open

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Statement of Nonconformity:	Koperasi Mulia Bakti cannot be demonstrated the implementation of protected wildlife monitoring activities as regulated in the HCV Monitoring Plan.
Requirement Reference:	Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs) Group Managers shall implement a mechanism for individual members to report on threats to HCVs
Objective Evidence:	Based on verification of the High Conservation Value Assessment Report document 2019, it was identified the presence of animal species in the Plantation area of member such as Cobra Snakes, Ayam Hutan, Ular Sawah, Perkutut, etc. <ul style="list-style-type: none"> This document has described the HCV management and monitoring plan. Based on interviews with HCV officers and sample members, it was shown that animal monitoring had never been carried out after HCV identification activities had been carried out.
Corrections:	Prepare the monitoring form for RTE species/wild animal and conducted the monitoring of Presence of RTE species/wild animal based on the results of the HCV assessment. Koperasi Mulia Bakti has prepare the monitoring form of RTE species/wild animal and conducted the monitoring in cooperation with smallholder member. Report of HCV and RTE species/wild animal monitoring present in ""Monitoring HCV dan HCS Koperasi Mulia Bakti". Presence of wildlife/animal in smallholder block plantation are available in the table of monitoring. Latest monitoring period conducted on October - December 2020. Generally there were the wild animal presence in smallholder block such as: Monyet (<i>Macaca fascicularis</i>), Biawak (<i>Varanus salvator</i>), Ular kobra (<i>Naja sumatrana</i>), Burung perkutut (<i>Geopelia striata</i>), Ayam hutan (<i>Gallus gallus</i>), Ular sawah (<i>Phyton reticulatus</i>), Elang (<i>Nizaetus bartelsi</i>).
Root Cause Analysis:	There has been no implementation of monitoring activities carried out related to HCV in the Koperasi Mulia Bakti's RSPO Certification Member Plantation.
Corrective Actions:	Koperasi Mulia Bakti has develop program to monitor the HCV including wildlife species presence in block plantation of smallholder member. Monitoring has been conducted by ICS in cooperation with smallholder member in each block. Wildlife species monitoring can be demonstrated and present in report of "Monitoring HCV dan HCS Koperasi Mulia Bakti". Presence of wildlife/animal in smallholder block plantation are available in the table of monitoring. Latest monitoring period conducted on October - December 2020. Generally there were the wild animal presence in smallholder block such as: Monyet (<i>Macaca fascicularis</i>), Biawak (<i>Varanus salvator</i>), Ular kobra (<i>Naja sumatrana</i>), Burung perkutut (<i>Geopelia striata</i>), Ayam hutan (<i>Gallus gallus</i>), Ular sawah (<i>Phyton reticulatus</i>), Elang (<i>Nizaetus bartelsi</i>).
Assessment Conclusion:	Audit team has verified the correction and corrective action plan. The CAP has been accepted by audit team and the effectiveness of implementation will be verify in the next surveillance assessment. NC status still OPEN.

Non-conformity			
NCR Ref #	1965418-202009-N2	Clause & Category	Clause 2.1.1 (minor)

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		(Major / Minor)	
Date Issued	01/10/2020	Due Date	Next Assessment
Closed (Yes / No)	Yes	Date of nonconformity Closure	Open
Statement of Nonconformity:	There is no evidence that the list of laws and regulations has been properly evaluated.		
Requirement Reference:	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.		
Objective Evidence:	<p>Based on document verification, it was noted that:</p> <ul style="list-style-type: none"> • Cooperatives have SOP for Documentation, Identification, Implementation of Law (No: 30 / SOP-ICS-KMB / III / 2019, dated March 4, 2019. In this procedure stated that the secretary is in charge of identifying and updating regulation once Every 3 years, the latest regulatory documents can be obtained from government agencies directly or downloaded from the official website. • Koperasi Mulia Bakti has the latest List of Regulations (2020). However, there is no evaluation whether these regulations have been implemented. • Based on the results of reviewing the list of laws and regulations and interviews with cooperative staff, there are several regulatory documents that cannot be explained their relevance to cooperative business and several regulations have not been updated. For example: <ol style="list-style-type: none"> a. UU no. 3 of 1992 concerning Social Security for Workers has not been updated to Law no. 24/2011 concerning Social Security Administering Bodies. b. UU no. 19 of 2003 concerning State Owned Enterprises. • Minister of Agriculture Regulation No. 47 of 2006 regarding General Guidelines for Agricultural Cultivation in Mountainous Land. 		
Corrections:	<p>Conduct a review of all laws and regulations that are owned and see their compatibility with Koperasi Mulia Bakti.</p> <p>Koperasi Mulia Bakti has review all relevant regulation and its implementation as per "Daftar Periksa Peraturan Perundangan". Review has been conducted on 10 November 2020. There are 6 category of regulation that relevant and fulfill by Koperasi Mulia Bakti, i.e:</p> <ul style="list-style-type: none"> - Minimum wages regulation: Perda Nomor 638/KPTS/DISNAKERTRANS/2018, UU No. 13 Tahun 2003 Pasal 77 – 85 - Plantation: UU No. 39 Tahun 2014, Permentan No. 21/Permentan/KB410/6/2017 Tahun 2017, UU No. 12 Tahun 1992, Permentan No. 5/KB.410/I/2018, SK Ditjenbun tentang Penanggulangan Hama Terpadu, Permenkeu Ri No. 84 Tahun 2017, Kepmentan No. 395 tahun 2005. - Grievance: Permen/ Kepala BPN No. 05 tahun 1999. 		

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	<ul style="list-style-type: none"> - Environmental: UU No. 32 tahun 2009, UU no. 23 Tahun 1997, UU No. 7 Tahun 2014, Permentan No. 24/Permentan/SR.140/4/2011, SK Mentan No. 517 tahun 2002, Permentan No. 05/KB.410/I/2018, PP No. 73 Tahun 2013, PermenLH No. 18 Tahun 2009, PP No. 101 tahun 2014, P.20/MenLHK/Setjen/KUM.1/6/2018. - Labor/Workers: YY No. 13 Tahun 2003, Permenakertrans No. 2 tahun 1980 - OHS: Permenakertrans No. 8 Tahun 2010, UU No. 13 Tahun 2003. <p>Based on review result, implementation of existing regulations has been fulfilled and comply.</p>
Root Cause Analysis:	ICS Koperasi Mulia Bakti already has a list of applicable laws and regulations, but it has not been implemented and evaluated properly.
Corrective Actions:	Regularly monitor the relevant regulation to Koperasi Mulia Bakti and update the regulation and its compliance review at least once a year. The next review will be conducted in the end of year 2021.
Assessment Conclusion:	Audit team has verified the correction and corrective action plan. The CAP has been accepted by audit team and the effectiveness of implementation will be verify in the next surveillance assessment. NC status still OPEN.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

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	Smallholder have minimized the use of agrochemicals for weed control.

3.4.1 Status of Nonconformities Previously Identified and Observations

This is the initial Certification assessment and there is no previous nonconformities.

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
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1965418-202009-M1	Major	Group Cert Checklist 2018, E.3.2.1	01/10/2020	Closed; 08/02/2021
1965418-202009-M2	Major	Group Cert Checklist 2018, E.3.2.2	01/10/2020	Closed; 08/02/2021
1965418-202009-M3	Major	Group Cert Checklist 2018, 4.6.2	01/10/2020	Closed; 08/02/2021
1965418-202009-M4	Major	Group Cert Checklist 2018, 4.6.6	01/10/2020	Closed; 08/02/2021
1965418-202009-M5	Major	Group Cert Checklist 2018, 4.6.10	01/10/2020	Closed; 08/02/2021
1965418-202009-M6	Major	Group Cert Checklist 2018, 4.6.11	01/10/2020	Closed; 08/02/2021
1965418-202009-M7	Major	Group Cert Checklist 2018, 5.3.2	01/10/2020	Closed; 08/02/2021
1965418-202009-M8	Major	Group Cert Checklist 2018, 5.2.2	01/10/2020	Closed; 08/02/2021
1965418-202009-M9	Major	Group Cert Checklist 2018, 6.5.2	01/10/2020	Closed; 08/02/2021
1965418-202009-N1	Minor	Group Cert Checklist 2018, 5.2.4	01/10/2020	OPEN
1965418-202009-N2	Minor	Group Cert Checklist 2018, 2.1.2	01/10/2020	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 KUD Mulia Bakti 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	
Internal Stakeholders Smallholders of Farmer Group	Union/Contractors - Cipto Sumanto - Ketua Lembaga Adat (chairman of the customary institution) - Ilyas Nurcholis – Kepala Desa Banjar Sari (Village head) - Juhardi – Tokoh Masyarakat (Public figure)
Government Departments - Alamsyah - Dinas Perkebunan Kabupaten Banyuwangi - Ahliyah – Dinas Koperasi, Industri dan Perdagangan	NGO SNV – Netherlands Development Organisation

Kabupaten Banyuasin	
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Stakeholders comment	
1	<p>Feedbacks: Cipto Sumanto - Ketua Lembaga Adat (chairman of the customary institution)</p> <ul style="list-style-type: none"> - Koperasi Mulia Bakti generally has a positive impact for the people of Banjarsari Village. - All land belonging to the members of the Mulia Bakti Cooperative is the former PIR - Trans Air Senda UPT IV Blok D land which was cleared in the 1994 - 1995 period. - There are no land conflicts between members or between members and other parties. - All land owned by members of the Koperasi Mulia Bakti is land given by the government through the PIR - Trans program, although some have handover through the buying and selling process. However for the 97 smallholder member whose join the RSPO certification was the origin of land owner. - There have never been any conflicts between cooperative members and local communities related to land disputes. <p>Management Responses:</p> <ul style="list-style-type: none"> - Positive comment from Ketua Lembaga Adat will be the input for Koperasi Mulia Bakti to be consistent and improve to be beneficial for surrounding community. <p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
2	<p>Feedbacks: Ilyas Nurcholis – Kepala Desa Banjar Sari (Village head)</p> <ul style="list-style-type: none"> - The relationship between Koperasi Mulia Bakti and Banjarsari Village government is generally going well. - Cooperative members have a very positive contribution to the development of Banjarsari Village by contribute setting aside Rp. 6,-/ Kg from the FFB production. - There are no issues regarding land disputes, each smallholder member has an official land title in the form of a Freehold Certificate (SHM) with clear boundaries in the field. - In general, the existing land consists of 2 zones, namely the land zone and the tidal zone (Dusun Tiga). - The replanting plan focuses on tidal land which is less productive by improving the system of better tillage techniques. - Communication between the village government and the management of Koperasi Mulia Bakti is going well. <p>Management Responses: Positive comment from Kepala Desa Banjar Sari will be the input for Koperasi Mulia Bakti to be consistent and improve to be beneficial for surrounding community.</p> <p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>

	<p>Audit team has been verified that Group manager has shown the document of implementation environmental commitment management. Evidence of implementation can be demonstrated during audit.</p>
<p>3</p>	<p>Feedbacks: Juhardi – Tokoh Masyarakat (Public figure)</p> <ul style="list-style-type: none"> - Koperasi Mulia Bakti generally has a positive impact on the people of Banjarsari Village. - All land belonging to the members of Koperasi Mulia Bakti is the former PIR - Trans Air Senda UPT IV Blok D land which was cleared in the 1994 - 1995 period. - There are no land conflicts between members or between members and other parties. - All land owned by members of Koperasi Mulia Bakti is land given by the government through the PIR - Trans program, although some have handover through the buying and selling process. - There have never been any conflicts between cooperative members and local communities related to land disputes. <p>Management Responses: Positive comment from Tokoh Masyarakat will be the input for Koperasi Mulia Bakti to be consistent and improve to be beneficial for surrounding community.</p> <p>Audit Team Findings: No response needed.</p>
<p>4</p>	<p>Feedbacks: NGO - LSM Alam Hijau Indonesia (AHI) Umi Syamsiatun</p> <ul style="list-style-type: none"> - NGO AHI assisted capacity building and training for Koperasi Mulia Bakti. - Social aspects: So far AHI has never received a report on land conflicts and/or the use of underage manpower and/or social conflicts that occurred in Koperasi Mulia Bakti. - In the environment aspect: so far AHI has never received a report of complaints related to environmental pollution that occurred and/or caused by smallholder members of Koperasi Mulia Bakti. - By legal aspect: so far AHI has never received a complaint report related to land conflict. Koperasi Mulia Bakti demonstrates the commitment to complete the legality requirements of SHM, STD-B, SPPL (Surat Pernyataan Pengelolaan Lingkungan), and mapping using GPS. Furthermore, in general, the smallholder members area of Koperasi Mulia Bakti does not overlap with forest area, does not overlap with protected area; - In this aspect of cultivation: AHI never received a report of complaints related to critical pests and diseases that attacked the area of smallhodler members of the Koperasi Mulia Bakti. - Management of integrity and avoiding conflicts of interest should always be controlled. <p>Management Responses:</p> <ul style="list-style-type: none"> - Initial Gap Audit assessed new member eligibility against the Group Management requirement have been carried out by the ICS team, assisted by SNV. - Koperasi Mulia Bakti still appreciates the RSPO certification for guidance and supervision from SNV. - Always establish communication with the social institution of society/NGO (Non Government Organization) both local and international.

	<p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
5	<p>Feedbacks: PT Mitra Aneka Rezeki (Palm Oil Mill) Bpk. Yohanes</p> <ul style="list-style-type: none"> - There is already an Agreement contract of FFB supply between Koperasi Mulia Bakti and PT Mitra Aneka Rezeki/PT MAR. - Another collaboration is in the form of providing input, fertilizer and providing training of best management practices to smallholder member of Koperasi Mulia Bakti. - Communication between Koperasi Mulia Bakti and PT Mitra Aneka Rezeki/PT MAR is going well. <p>Management Responses: Positive comment from PT Mitra Aneka Rezeki will be the input for Koperasi Mulia Bakti to be consistent and improve to be beneficial for surrounding community.</p> <p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
6	<p>Feedbacks: Dinas Koperasi, Industri dan Perdagangan Kabupaten Banyuasin Ibu Ahliyah</p> <ul style="list-style-type: none"> - Koperasi Mulia Bakti already has a Business Legal Entity and has carried out its obligations as a business legal entity. - Annual Member Meeting (RAT) is held on time and reported to Dinas Koperasi, Industri dan Perdagangan Kabupaten Banyuasin - Communication between Koperasi Mulia Bakti and Dinas Koperasi, Industri dan Perdagangan Kabupaten Banyuasin is going well. - There are no negative issues that received by Dinas Koperasi, Industri dan Perdagangan Kabupaten Banyuasin related to the operations of the Koperasi Mulia Bakti. <p>Management Responses: No response needed, since there is no issue to be follow up.</p> <p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
7	<p>Feedbacks: Dinas Perkebunan Kabupaten Banyuasin Bpk. Alamsyah</p> <ul style="list-style-type: none"> - There has been an STDB submission from Koperasi Mulia Bakti for all its members and it is currently still being processed at the Banyuasin Regency Plantation Office. Banyuasin Regency Plantation Office issues a "Certificate in Process" as a temporary replacement document until the STDB is issued (maximum 2 years). - There are no land dispute issues occurred at Koperasi Mulia Bakti.

	<ul style="list-style-type: none"> - All of the land cultivated by the members of Koperasi Mulia Bakti is a former PIR - Trans program where previously the core company was PT Sumber Harapan Sarana (Now it has been taken over by PT Mitra Aneka Rezeki / PT MAR). - There is already an agreement contract of FFB supply between Koperasi Mulia Bakti and PT Mitra Aneka Rezeki / PT MAR. - Communication between the Mulia Bakti Cooperative and the Banyuasin Regency Plantation Office is going well.
	<p>Management Responses: No response needed, since there is no issue to be follow up.</p>
	<p>Audit Team Findings: Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>

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
Nil					
<p>Note: Based on verification document and interview with ICS and smallholder member, confirmed that all 93 smallholder member are the origin/first of land owner and there is no handover from the previous land owner. The land obtained from government program of PIR – Trans.</p>					

Previous land owner / user comment	
	<p>Feedbacks: Nil</p>
	<p>Management Responses: Since all 93 smallholder member are the origin/first of land owner and there is no handover from the previous land owner. The land obtained from government program of PIR – Trans.</p>
	<p>Audit Team Findings: Audit team acknowledged that Koperasi Mulia Bakti and its all member are the origin/first of land owner and there is no handover from the previous land ownwer. The land obtained from government program of PIR – Trans.</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.

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Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Koperasi Mulia Bakti 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 that Koperasi Mulia Bakti is continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Mujinius Jalaraya	Name: Darmawan
Company Name: On behalf of BSI Malaysia Services Sdn Bhd	Company Name: Koperasi Mulia Bakti
Title: Lead Assessor	Title: Group Manager
Signature: 	Signature:  
Date: 08 April 2021	Date: 10 April 2021

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>Koperasi Mulia Bakti consist of 12 farmers group (Kelompok Tani) of farmers with 227 members (454 Ha). However, only 93 farmers (186 Ha) who joined this RSPO certification process.</p> <p>Farmers who have a common goal form a Farmer Group (Kelompok Tani/KT) which generally consists of 12 with 93 farmers. Koperasi Mulia Bakti was established by mutual agreement from 12 Kelompok Tani (ex-transmigration villages of Banjar Sari).</p> <p>Koperasi Mulia Bakti has had legal entity as follows:</p> <ol style="list-style-type: none"> 1. Establishment deed of Koperasi Mulia Bakti number. 0026/BH/KOPERINDAG/II/2005 issued by the State Minister for Cooperatives and UKM, ub. Head District of Banyuasin u.b Head Cooperatives Agency of Banyuasin District dated February 2, 2005 2. <i>Hinder Ordonantie</i> (Disturbance Permit) Number 503/733/SITU/BPT/2016 issued by the Head of the Integrated Licensing Agency of Banyuasin District dated 26 October 2016. 3. Koperasi Mulia Bakti has registered as RSPO Member since 18 October 2019. Membership information details: 	<p>Complied</p>

		<p>Membership category: ordinary Membership sector: Oil Palm Sector Membership number: 1-0284-18-000-00 Membership period: October 2019 – September 2021 Country: Indonesia</p> <p>4. According to the annual meeting of Koperasi Mulia Bakti on 18 April 2020, through the mutual agreement of all member, Group Manager has issued the Group Manager Decree number 17/SK-ICS-KMB/VII/2020 regarding to organizational structure of staff and board of ICS.</p> <p>Board of Organization Group manager (Darmawan) Agreement committee (Miftahul Huda and Budi Markun) Internal Inspector (Iswanto and Rasikun) Registration committee (Haeriyah and Nuryadin) Clerical (Febri Amirah)</p> <p>Unit/department</p> <ul style="list-style-type: none"> • Chemical Weeding Officer: Edi Suwarno • High Conservation Value Officer: Haeriyah, Budi Markun and Nuryadin • Fire Fighting Team: Rasikun, Darmawan, Miftahul Huda, Nano Purwanto, Nuryadin, Edi Suwarno, Sukirman, Slamet Setiadi and Kastoni. • Occupational Safety and Health Officer: Budi and Nuryadin • Pest and Disease Officer: Nuryadin and Darmawan <p>Farmers Group/ <i>Kelompok Tani</i></p> <p>1. KT Sumber Rezeki: Imam Basuki Total area: 10.35 Ha</p>	
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		<ol style="list-style-type: none"> 2. KT Mitra Tani: Slamet Andi Total area: 24.85 Ha 3. KT Sido Dadi: Mustarom Total area: 30.13 Ha 4. KT Sido Makmur: Wakhid Khoirul Umam Total area: 10.44 Ha 5. KT Sido Urip: Kodori Total area: 6.10 Ha 6. KT Sido Rukun: Giantoro Total area: 32.23 Ha 7. KT Mangun Karyo: Sudiran Total area: 14.08 Ha 8. KT Sido Mulya: Suhendar Total area: 26.55 Ha 9. KT Karya Tani: Parnianto Total area: 16.18 Ha 10. KT Tani Makmur: Rasikun Total area: 14.47 Ha 11. KT Sido Maju: Sukanto Total area: 6.17 Ha <p>Grand Total Area: 191.55 Ha</p>	
<p>E1.1.2</p>	<p>The Group Entity shall have documented membership requirements for the participation of individual members in the Group which will also cover new membership.</p> <ul style="list-style-type: none"> • There shall be documentary evidence that the Group members have formally joined the Group. 	<p>According to Standard Operational Procedure Criteria and Requirement of New Member (No: 01/SOP-ICS-KMB/III/2019), any new member shall fulfil the requirement as follows:</p> <ul style="list-style-type: none"> • New member criteria: 	<p>Complied</p>

	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> a. Having a palm oil plantation in Subdistrict of Pulau Rimau. b. Has had the private land right. c. The area not located in peat, forest or conflict. d. Conduct a best management practice. <ul style="list-style-type: none"> • Register to ICS Board of Koperasi Mulia Bakti • Fill the registration form • Completed the document such as: <ul style="list-style-type: none"> a. A copy of ID Card. b. A copy of private land right. c. Committed to implemented RSPO requirement on ISH. • ICS Board of Koperasi Mulia Bakti will verify the registration form, ground checking and conduct pre-assessment audit. • New member shall be a member if all the requirement fulfilled. <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 Sawitri, Senen, Lukmanul Karim and Sujarwo (dated 20 July 2019). All document is in place.</p> <p>According to field visit and interview with 12 smallholders from 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>The group manager has issued the group manager letter number: 05/SK-ICS-KMB/III/2019 dated 8 March 2019 regarding to retention time of the document. Mentioned the retention time of documents related with RSPO certification should be keep within five (5) years.</p>	
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<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>According to the annual meeting of Koperasi Mulia Bakti on 18 April 2020, through the mutual agreement of all member, Group Manager has issued the Group Manager Decree number 17/SK-ICS-KMB/VII/2020 regarding to organizational structure of staff and board of ICS.</p> <p>Board of Organization Group manager (Darmawan) Agreement committee (Miftahul Huda and Budi Markun) Internal Inspector (Iswanto and Rasikun) Registration committee (Haeriyah and Nuryadin) Clerical (Febri Amirah)</p> <p>Unit/department</p> <ul style="list-style-type: none"> • Chemical Weeding Officer: Edi Suwarno • High Conservation Value Officer: Haeriyah, Budi Markun and Nuryadin • Fire Fighting Team: Rasikun, Darmawan, Miftahul Huda, Nano Purwanto, Nuryadin, Edi Suwarno, Sukirman, Slamet Setiadi and Kastoni. • Occupational Safety and Health Officer: Budi and Nuryadin • Pest and Disease Officer: Nuryadin and Darmawan <p>Farmers Group/ <i>Kelompok Tani</i></p> <ol style="list-style-type: none"> 1. KT Sumber Rezeki: Imam Basuki Total area: 10.35 Ha 2. KT Mitra Tani: Slamet Andi Total area: 24.85 Ha 3. KT Sido Dadi: Mustarom Total area: 30.13 Ha 4. KT Sido Makmur: Wakhid Khoirul Umam Total area: 10.44 Ha 	<p>Complied</p>
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		<p>5. KT Sido Urip: Kodori Total area: 6.10 Ha</p> <p>6. KT Sido Rukun: Giantoro Total area: 32.23 Ha</p> <p>7. KT Mangun Karyo: Sudiran Total area: 14.08 Ha</p> <p>8. KT Sido Mulya: Suhendar Total area: 26.55 Ha</p> <p>9. KT Karya Tani: Parnianto Total area: 16.18 Ha</p> <p>10. KT Tani Makmur: Rasikun Total area: 14.47 Ha</p> <p>11. KT Sido Maju: Sukanto Total area: 6.17 Ha</p> <p>Grand Total Area: 191.55 Ha</p>	
E1.2 The Group shall be managed by a Group Manager			
E1.2.1	<p>The appointed Group Manager shall be either an identified legal entity or an individual acting on behalf of the legal entity, i.e. the Group Entity (E1.1.1).</p> <p>The Group Manager shall ensure the Group’s compliance with this standard and is responsible for the preparation and implementation of the Internal Control System (ICS).</p> <p>If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> then the entity shall appoint an individual as management representative 	<p>Group manager has shown the establishment deed of Koperasi Mulia Bakti number. 0026 / BH / KOPERINDAG / II / 2005 issued by the State Minister for Cooperatives and UKM, ub. Head District of Banyuasin u.b Head Cooperatives Agency of Banyuasin District dated February 2, 2005</p> <p>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 inspection officer) obtain information that they are understood of RSPO requirements and implementation especially on best management 	Complied

	<ul style="list-style-type: none"> and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved. 	<p>practices procedures (upkeep, harvesting, pest management etc), safety working, hazardous waste handling, internal audit procedures etc.</p>	
E1.2.2	<p>The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard.</p>	<p>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"> Training of Trainer best management practices for palm oil plantation in collaborate with Stichting Nederlandse Vrijwilligers (SNV) and Sinarmas Group on 26 February 2018. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. Capacity building training for group manager and board of Koperasi Mulia Bakti related to cooperative management and best management practices issued. The training session facilitate by Stichting Nederlandse Vrijwilligers (SNV) and plantation agency staff of Banyuasin District on 26 – 30 November 2018. Attended by 42 smallholder representatives. The training conducted in meeting room Koperasi Mulia Bakti. <p>During the audit, the auditor team received information that until now Koperasi Mulia Bakti is still receiving assistance from the SNV to optimize the implementation of RSPO in the field.</p> <p>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. All Koperasi Mulia Bakti 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 Internal Inspector Officers. Can be shown several documents audit checklist, audit</p>	<p>Complied</p>

		findings and audit conclusions. The last internal audit conducted on 22 November 2019 – 1 December 2019.	
<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"> Training of Trainer best management practices for palm oil plantation in collaborate with Stichting Nederlandse Vrijwilligers (SNV) and Sinarmas Group on 26 February 2018. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. Capacity building training for group manager and board of Koperasi Mulia Bakti related to cooperative management and best management practices issued. The training session facilitate by Stichting Nederlandse Vrijwilligers (SNV) and plantation agency staff of Banyuasin District on 26 – 30 November 2018. Attended by 42 smallholder representatives. The training conducted in meeting room Koperasi Mulia Bakti <p>During the audit, the auditor team received information that until now Koperasi Mulia Bakti is still receiving assistance from the Stichting Nederland Vrijwilligers (SNV) 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 Koperasi Mulia Bakti’s internal regulation and guidance’s and RSPO certification system also including the certification cost. If Koperasi’s get the RSPO certificate, 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 managers has evidenced the identifying of geographical covered in the RSPO scope audit. This data completes with information regarding name of group member, ID number, unique number of group member, name of group farmer, total area (ha), and number of private land rights certificate. The group manager has identified the responsibilities of all individuals</p>	<p>Complied</p>

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<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>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 Standard Operational Procedure Criteria and Requirement of New Member (No: 01/SOP-ICS-KMB/III/2019 dated 4 March 2019). The letter clearly mentioned about the requirements of new member including regarding commitment to comply against to RSPO group certification requirements.</p> <p>The organization has held annual meeting on 18 April 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 • Management and monitoring of HCV • Internal audit • Management review • Annual training (Good Agricultural Practice, pesticide handling, OHS implementation, hazardous waste management and zero burning). • Replacing the treasurer due to the former treasurer submit his resignation letter. • 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</p>	
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		FFB projection for the next year from all group member.	
<p>E2.1.2</p>	<p>The Group Internal Control System shall contain Procedures for maintaining records for all Group members.</p> <p>The Group Manager shall implement a system to maintain the following central records and reports:</p> <ul style="list-style-type: none"> • List of names and full contact details of group members and applicable method of communication. • Location maps. Area of oil palm in hectares. • Land titles/right of use of the land. • A copy of the signed declaration of the grower becoming a member of the group including the date. • Unique member registration numbers are assigned to individual members. • The date that the member signed the declaration of intent as stated in the Group Membership Requirements. • Date of leaving the Group if applicable and the reasons why. • 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 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 number, unique number of group member, name of group farmer, total area (ha), and number of private land rights certificate.</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 Standard Operational Procedure Criteria and Requirement of New Member (No: 01/SOP-ICS-KMB/III/2019 dated 4 March 2019). The letter clearly mentioned about the requirements of new member including regarding commitment to comply against to RSPO group certification requirements. Until this audit, there is no member leaving the Koperasi's.</p> <p>Based on document verification, group manager has shown the harvesting record of each member, per Farmer Group and Koperasi in a monthly or annual basis. For example:</p> <ul style="list-style-type: none"> • Personal record of harvesting (Document number: 1/Catatan-Panen/KMB/2020) on behalf of member with ID No. KMB.07.005, ID No. KMB.07.009, ID No. KMB.06.003 and ID No. KMB.07.003. All document is in place. Each member has responsibility to record his/her harvesting data. For example: member with ID No. KMB.07.05 has recorded the harvesting on August 2020 (round 1: 1,285 kg and round 2: 2,110 kg. total production on August 2020 3,395 kg). • Record of harvesting per farmer group "<i>Catatan Panen Kelompok</i>" in a monthly bases (each month has two harvesting round). For example, there is a record of Catatan Panen Kelompok Tani Sumber Rezeki on August 2020 (round 1: 9,640 kg and round 2: 9,594 kg. Total production is 19,234 kg). Each member has responsibility to record his/her harvesting data. 	<p>Complied</p>

		<p>The group manager also shown the long-term business plan of Koperasi Mulia Bakti (see detail in indicator 3.1.1).</p> <p>Group Managers and staff have received regular training related to understanding the RSPO. For example:</p> <ul style="list-style-type: none"> • Training of Trainer best management practices for palm oil plantation in collaborate with Stichting Nederlandse Vrijwilligers (SNV) and Sinarmas Group on 26 February 2018. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. • Capacity building training for group manager and board of Koperasi Mulia Bakti related to cooperative management and best management practices issued. The training session facilitate by Stichting Nederlandse Vrijwilligers (SNV) and plantation agency staff of Banyuasin District on 26 – 30 November 2018. Attended by 42 smallholder representatives. The training conducted in meeting room Koperasi Mulia Bakti <p>The organization has held annual meeting on 18 April 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 • Management and monitoring of HCV • Internal audit • Management review • Annual training (Good Agricultural Practice, pesticide handling, OHS implementation, hazardous waste management and zero burning). • Replacing the treasurer due to the former treasurer submit his resignation letter. • Etc. <p>The group manager has set the list and contact details of group members and applicable methods of communication. Information regarding list of</p>	
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		group members, land titles, location maps attached.	
E2.1.3	Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.	The group manager has issued the group manager letter number: 05/SK-ICS-KMB/III/2019 dated 8 March 2019 regarding to retention time of the document. 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 established Standard Operational Procedure Criteria and Requirement of New Member (No: 01/SOP-ICS-KMB/III/2019 dated 4 March 2019). The letter clearly mentioned about the requirements of new member including regarding commitment to comply against to RSPO group certification requirements. Based on the results of interviews with ACPH management, it was found that all new members (93 member) had met the new member registration requirements and had been approved by the group manager as new members. Until this audit, there is no new member applicants have submitted.	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. 	The implementation of the annual Internal Audit for Smallholder member is carried out based on the Standard Operating Procedure for Internal Audit Implementation (Document No. 06/SOP-ICS-KMB/III/2019, dated March 4, 2019) signed by the Group Manager and the Internal Supervisory Unit. The SOP outlines the following: <ul style="list-style-type: none"> Purpose of Internal Audit Implementation Scope of Internal Audit: preparation of an internal audit program, implementation and reporting. Within a period of 5 years, it is ensured that each member has conducted an internal audit at least once. 	Complied

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	<ul style="list-style-type: none"> • Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements. • Maintenance of all internal audit records. 	<ul style="list-style-type: none"> • Procedure Reference: RSPO Independent Smallholder Standard, March 2018 • Audit planning: <ul style="list-style-type: none"> a. Preparation of Audit Program: Group Manager Arranging an internal audit program every 6 months, if there are changes, it will be revised 1 month before the internal audit schedule. b. Establishment of an Internal Audit Team consisting of members of the Internal Audit who are representatives of appointed smallholder/farmer groups. c. Internal Auditor Job Description d. Preparation of the Checklist audit e. Preparation of an Audit Plan f. Audit Stages g. Writing and Reporting on Audit Results h. Follow-up on Audit Findings <p>The Internal Audit Training was held on 8 and 09 October 2019 which was attended by 8 participants consisting of Group Managers, Cooperative Managers and All ICS members. This training was conducted by the SNV Team.</p> <p>Koperasi Mulia Bakti has prepared an Internal Audit Work Plan for the period of 2020 which was signed by the Group Manager in January 2020. As of August 2020 Koperasi Mulia Bakti has completed internal audits of all member farmers who are included in the scope of RSPO certification (93 member farmers).</p> <p>The report on the implementation of Internal Audit is contained in the document "Internal Audit Implementation Report", for example a document dated July 30, 2020 which explains that all smallholder member (93 members) have completed internal audits from 10 - 20 July 2020 by the ICS Team, Analysis of internal audit results. conducted on 26 - 28 July 2020.</p>	
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		<p>Each finding in the Internal Audit is documented as per Internal Audit Question Form and if there are a discrepancies, it was analyzed in the Internal Audit Findings Follow-up document, for example:</p> <ul style="list-style-type: none"> • The findings of a member of Mr. ES, No Kapling 63, stated that the Member Farmer did not understand the protection of endangered species, the prohibition of spraying on the riverbank, did not have STDB (Durat Tanda Daftar Budidaya) and SPPL (Surat Pernyataan Pengelolaan Lingkungan). The root of the problem is that the person concerned has not followed the socialization of animal protection and the prohibition of spraying on the riverbank. The cooperative has followed up by installing an appeal board for animal protection and a protection prohibition board on the riverbank. The Mulia Bakti Cooperative has also submitted STDB and SPPL management to the relevant agencies. • The findings of a member of Mr. AGS, No Kapling 67, stated that the Member Farmer knows the membership number of the Farmers who are participating in the RSPO certification program, prohibition of spraying on riverbanks, do not have STDB and SPPL. The root of the problem is that the person concerned has not followed the socialization of the prohibition on spraying on the riverbank. The cooperative followed up by providing a member number for the RSPO certification, installing a prohibition-protection board on the riverbank. The Mulia Bakti Cooperative has also submitted STDB and SPPL management to the relevant agencies. <p>Record of internal audit were evident in:</p> <ul style="list-style-type: none"> - Koperasi Mulia Bakti's Internal Audit Work Plan for the period of 2020 which was signed by the Group manager in January 2020. - Internal Audit Implementation Report signed by the ICS Team on July 30, 2020. - Result of filling out the document "Internal Audit Question Form" for each smallholder member. 	
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		<ul style="list-style-type: none"> - Follow-up plans for findings of each smallholder member (93 Member Farmers). • Records of Internal Audit training to the ICS Team on October 9, 2019. 	
E3.1.2	<p>The Group Manager shall carry out a risk assessment of Group members to identify an appropriate sampling intensity of Group members for the certification assessment.</p> <p>The risk assessment shall take into account:</p> <ul style="list-style-type: none"> • the diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, etc.) • any perceived risk relating to the activities being undertaken (e.g. how much replanting or expansion is occurring, how many members are new and, for subsequent assessments, whether there is a history of non-conformities). 	<p>Group Manager has been carry out a risk assessment and based on the risk assessment level, Koperasi Mulia Bakti set as Medium Risk.</p> <p>This decision is based on the consideration that member farmers are generally homogeneous, who are transmigration communities, geographically they are also relatively homogeneous, which are mineral soils that have a flat topography, each land has certainty of land ownership. Socio-economically is also relatively homogeneous, has a group of farmers and has no record of non-compliance.</p> <p>These was explain in "SOP for Internal Audit Implementation, Document No. 06/SOP-ICS-KMB/III/2019". The procedure explains justification for determination of low, medium and high risk during internal audit. Based on the procedure, the group manager has prepared the database for assessment to consider farm size; location of the farm; seedling materials, planting year; history of land tenure/land use, land title.</p>	Complied
E3.1.3	<p>The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.</p>	<p>Group manager has issued the regulation to prevent the conflict of interest for the internal auditor team as per "Group Manager Regulation Reduces Conflict of Interest for the Internal Audit Team" dated March 14, 2019. Explain the rules of internal auditor to prevent the conflict of interest:</p> <ul style="list-style-type: none"> - Auditors may not conduct audits of members of farmer groups themselves. - Minimum 2 members of the Internal Auditor Team - The Internal Audit Team may not audit members who are family related - Internal control team responsible to the public interest; - Internal control team shall be objective in its duty; 	Complied

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		<ul style="list-style-type: none"> - Internal control team shall uphold prudent approach and professional in conducting internal control; - Internal control team shall refer to SOP and Internal control standard; 	
<p>E3.1.4</p>	<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>The Group Manager has issued Decree No: 07/SK-ICS-KMB/III/2019 which was ratified on March 4, 2019 concerning the Requirements for Prospective Members of the RSPO Koperasi Mulia Bakti Certification. The letter states the requirements to become a member, including:</p> <ol style="list-style-type: none"> 1. Have clear land legality, proven by a Land Ownership Certificate 2. The land must not be located in peat areas, forest areas or in conflict. <p>The Group Manager has issued Decree No: 13/SK-ICS-KMB/III/2019 which was passed on March 8, 2019 concerning the Prohibition of Burning Land, No Peat, No Forest, No Conflict. The decree contains restrictions on members, including:</p> <ol style="list-style-type: none"> 1. Prohibition of clearing peat and forest areas for plantations. 2. Prohibition of clearing land by means of burning, whether intentional or not. 3. The cleared area must be free from conflict or must not belong to certain community ownership rights. <p>The Group Manager has compiled the SOP for RSPO Certification Member Registration (Doc. No: 02/ICS-KMB/III/2019) which was passed on March 4, 2019. This procedure is used to verify prospective members (document verification and checking of oil palm plantations) before accepted as a member. Some of the requirements to become a member are as follows:</p> <ol style="list-style-type: none"> 1. Have land legality as evidenced by a land ownership certificate. 2. The land must not be located in peat areas, forest areas or land that is still in conflict status. <p>Koperasi Mulia Bakti has submitted disclosures for the history of land use change for independent smallholders (97 Smallholder Members) to the RSPO</p>	<p>Complied</p>

		<p>Secretariat and received a response on 26 August 2019 that "RSPO has reviewed the disclosure form. It seems that there is 97 smallholders free of liability (193 Ha) and 0 smallholders with liability. Thus, please feel free to proceed with their application".</p> <p>Based on document verification, field visits and public consultations with relevant agencies and local communities, it is shown that all land belonging to member farmers is the land of the former PIR - Trans Air Senda UPT IV Blok D Program which was opened from 1994-1995. In the context of developing oil palm plantations by PT Sumber Harapan Sarana (Now it has been taken over by PT Mitra Aneka Rezeki/PT MAR). In 1998, the Core Company (PT SHS) experienced a financial crisis so that the development of plasma plantations (PIR - Trans) which had all been planted became neglected, the management of neglected plasma plantations and their members were scattered so that the cooperation in developing oil palm plantations using the PIR - Trans pattern was also stopped. Since 2003, the Government as the owner of the PIR - Trans program has continued and revitalized the program with a government assistance scheme. At that time, changes in land ownership had occurred due to sale and purchase transactions between farmers or the land was simply abandoned by the PIR - Trans program participants. If categorized, the ownership of oil palm plantations that fall within the scope of this RSPO certification is as follows:</p> <ol style="list-style-type: none"> 1. Land that has been owned by member farmers from the beginning is known as "Trans Asli". 2. The land left by the first farmer and finally by the government is given to replacement farmers, commonly known as "Trans Replacement". 3. Land changed hands from the original owner to the farmers who are currently members of the Group. <p>Based on document verification, it shows that all member farmers (93 members) already have land ownership documents in the form of "Freehold Certificate/SHM" issued by the Banyuasin Regency Land Office, for example:</p>	
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		<ol style="list-style-type: none"> 1. Mr. ES (ID: KMB.09.001) who owns land in Block 09 with an area of 20,239 Ha, SHM Certificate issued by the Head of the Land Office of Banyuasin Regency No. 0146 dated 29 December 2011. 2. Mr. Shd, (ID: KMB.09.004) who owns land in Block 09 with an area of 20,504 Ha, SHM Certificate issued by the Head of the Land Office of Banyuasin Regency No. 0149 dated 29 December 2011. 3. Mr. Sudiyo, (ID: KMB.09.009) who owns land in Block 09 with an area of 20,472 Ha, SHM Certificate issued by the Head of the Land Office of Banyuasin Regency No. 0154 dated 29 December 2011. 4. Mr. WKU, (ID: KMB.09.010) which owns land in Block 09 with an area of 20,472 Ha, SHM Certificate issued by the Head of the Land Office of Banyuasin Regency No. 0156 dated 29 December 2011. <p>Copies of land ownership document for all member are available at the Koperasi Mulia Bakti office.</p> <p>Based on document verification and interviews with community leaders and related agencies, it was shown that there were no land ownership conflicts between member farmers and with other parties.</p>	
<p>E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the Group.</p>			
<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>Koperasi Mulia Bakti has defined the system for the tracking and tracing of FFB produced by the group members as defined in the "SOP Penjualan TBS No. 10/SOP-ICS-KMB/III/2019 Rev.0 dated 4 March 2019 and SOP Pencatatan TBS No. 11/SOP-ICS-KMB/III/2019 dated 4 March 2019.</p> <p>Supply Chain model implementing by Koperasi Mulia Bakti was Mass Balance. Palmtrace account No. ID RSPO_PO1000010623, RSPO Membership No. 1-0284-19-000-00.</p> <p>Each smallholder member record and kept the FFB harvest production each rotation and recap by ICS (Kerani). Group manager was responsible to record the FFB sales and segregate the certified and uncertified FFB.</p>	<p>NC #1965418-202009-M1 Closed on 8/02/2021</p>

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		<p>FFB sales record in Weighbridge Ticket issued by buyer (PT Mitra Aneka Rezeki). Sample seen:</p> <ul style="list-style-type: none"> - Weighbridge Ticket No. 68243 dated 11/06/19. Nett weight 9,190 kg, adjust weight (sortation) -330 kg, adjusted netto 8,860 kg; Vehicle no. BG4791AW; Driver: Agus. - Weighbridge Ticket No. 95618 dated 09/08/20. Nett weight 10,140 kg, adjust weight (sortation) -460 kg, adjusted netto 9,680 kg; Vehicle no. BG8874EC; Driver: Wahid. - Weighbridge Ticket No. 95621 dated 09/08/20. Nett weight 9,250 kg, adjust weight (sortation) -380 kg, adjusted netto 8,870 kg; Vehicle no. BG8139UG; Driver: YON. <p>Kerani (Nuryadin) as part of ICS Koperasi Mulia Bakti record the FFB harvest by smallholder member in "Catatan Panen kelompok". Record of FFB harvesting contain the information of hectare area of smallholder member, harvesting dated (Rotation 1 & 2) and FFB weight (kg). The FFB harvesting production from all member and Smallholder Group (Kelompok Tani) recap in "Catatan Panen Koperasi Mulia Bakti". Sample seen for FFB recapitulation 2019 and 2020 (ytd August) were available.</p> <p>Sample seen on FFB harvesting record period January - August 2020 Kelompok Tani Sumber Rezeki:</p> <ul style="list-style-type: none"> - No. 1 Yulia Kana, FFB total: 26,569 kg - No. 2 M. daud, FFB total: 27,077 kg - No. 3 Ponimin, FFB total 28,818 kg - No. 4 Jamilah Alwi, FFB total 26,099 kg - No. 5 Deki Fahreza, FFB total 27,811 kg <p>During audit found non conformity as below:</p>	
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		<p>During audit, Koperasi Mulia Bakti was unable to show detailed documents of FFB sent per shipment to PT Mitra Aneka Rezeki Palm Oil Mill. Sample verified weighbridge ticket:</p> <ul style="list-style-type: none"> • Weighbridge Ticket No. 68243 dated 11/06/19. Nett weight 9,190 kg, adjust weight (sortation) -330 kg, adjusted netto 8,860 kg; Vehicle no. BG4791AW; Driver: Agus. • Weighbridge Ticket No. 95618 dated 09/08/20. Nett weight 10,140 kg, adjust weight (sortation) -460 kg, adjusted netto 9,680 kg; Vehicle no. BG8874EC; Driver: Wahid. • Weighbridge Ticket No. 95621 dated 09/08/20. Nett weight 9,250 kg, adjust weight (sortation) -380 kg, adjusted netto 8,870 kg; Vehicle no. BG8139UG; Driver: YON. <p>According to above, Koperasi Mulia Bakti was unable to demonstrate the implementation of the system for tracking and tracing FFB produced by group members and sold to PKS (Palm oil Mill) as certified FFB/not.</p> <p>Koperasi Mulia Bakti has made correction and corrective action to address the issue. Auditor team has verify the implementation of correction and corrective action accordingly and the NC has been satisfactory closed on 8/02/2021. See the detail of nonconformities on section 3.4.</p>	
<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>The procedure lined out in "SOP Penjualan TBS No. 10/SOP-ICS-KMB/III/2019 Rev.0 dated 4 March 2019 and SOP Pencatatan TBS No. 11/SOP-ICS-KMB/III/2019 dated 4 March 2019".</p> <p>Based on procedure, all FFB sold by Koperasi Mulia Bakti information record : FFB tonnage, FFB origin/owner, FFB certified/non certified. Record of FFB delivery by truct kept by Kerani.</p> <p>Koperasi Mulia Bakti implemented Mass Balance System according to "SK Nomor: 01/SK-ICS-KMB/III/2019 Tentang Model Rantai Suplai Sertifikasi RSPO Koperasi Mulia Bakti".</p> <p>During audit found non conformity as below:</p>	<p style="text-align: center;">NC #1965418- 202009-M2 Closed on 8/02/2021</p>

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		<p>Koperasi Mulia Bakti implements a Mass Balance System based on "Decree Number: 01 / SK-ICS-KMB/III/2019 Regarding the RSPO Certification Supply Chain Model for Koperasi Mulia Bakti".</p> <p>During audit, Koperasi Mulia Bakti only showed the FFB production data included in RSPO members (certified candidates), while FFB sales to Mill consisted of FFB members who participated in RSPO certification and non-RSPO members.</p> <p>Koperasi Mulia Bakti has made correction and corrective action to address the issue. Auditor team has verify the implementation of correction and corrective action accordingly and the NC has been satisfactory closed on 8/02/2021. See the detail of nonconformities on section 3.4.</p>	
<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>Koperasi Mulia Bakti has kept the record of FFB sales in:</p> <ul style="list-style-type: none"> - Invoices and Receipt; contain information of FFB weight/amount, Delivery period, FFB price and total price, tax and nett payment. Sample seen: <ul style="list-style-type: none"> ✓ Invoice No. *** dated 31 August 2020, FFB Amount 338,030 kg, Price: IDR 1,680 (dated 16 – 22 August 2020), IDR 1,660 (dated 23 – 25 August 2020), IDR 1,630 (dated 26 – 31 August 2020); Tax (pph 0.5% and ppn 10%); Total Price IDR ***; Nett Price IDR ***. - Weighbridge Ticket contain information of supplier name, dated received, number of FFB, tonnage FFB (netto and sortation), buyer, vehicle number and driver. Sample seen: <ul style="list-style-type: none"> ✓ Weighbridge Ticket No. 68243 dated 11/06/19. Nett weight 9,190 kg, adjust weight (sortation) -330 kg, adjusted netto 8,860 kg; Vehicle no. BG4791AW; Driver: Agus. ✓ Weighbridge Ticket No. 95618 dated 09/08/20. Nett weight 10,140 kg, adjust weight (sortation) -460 kg, adjusted netto 9,680 kg; Vehicle no. BG8874EC; Driver: Wahid. 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Surat pengantar TBS contain information of supplier name, dated harvest, dated transport, number of FFB, tonnage FFB, vehicle number, driver. Sample seen: <ul style="list-style-type: none"> ✓ Surat Pengantar TBS No.***, dated harvest 09/08/2020, dated transport 09/08/2020, vehicle Number BG8874GC, Driver Wahid, FFB amount 400 bunch, FFB tonnage 10,140 kg (sortation 460 kg) Nett weight 9,6809 kg. <p>All FFB sold as non certified, Koperasi Mulia Bakti has not been certified yet and this was initial certification audit.</p>	
E3.2.4	The Group Manager shall maintain copies of all documentation and records mentioned in E3.2.3 related to Group FFB transactions for a period of a minimum of 5 years.	<p>According to "Surat keputusan Nomor: 05/SK-ICS-KMB/III/2019 Tentang masa Simpan Dokumen" stated that all document related to RSPO certification including membership document keep by Group Manager minimum 5 years.</p> <p>All sales document including Weighbridge ticket, DO/Surat Pengantar TBS and Invoices kept by ICS in office of Koperasi Mulia Bakti.</p>	Complied
E3.2.5	<p>Traders of FFB shall be either part of the Group management system following this guidance or be RSPO Supply Chain certified in order to sell certified FFB. Traders of FFB are encouraged to be included within the Group certification control rather than obtain their own supply chain certification.</p> <p>The Group Manager will ensure that the trader has clear procedures to ensure that mass balance calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group members.</p>	<p>Koperasi Mulia Bakti does not uses trader for sales of certified FFB. Not applicable.</p>	Not applicable

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

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	<p>Koperasi Mulia Bakti has a mechanism for Information and Data Request as per “SOP Permintaan Data dan Informasi No. 31/SOP-ICS-KMB/III/2019” dated 04 Marc 2019, whereas explains the flow process of information request from stakeholder including member of smallholder. Information request from stakeholder or member can be deliver to ICS Koperasi Mulia Bakti or secretariat. 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>Koperasi Mulia Bakti also defined the procedure of consultation and communication as defined in “SOP Komunikasi dan Konsultasi dengan Pihak Lain No. 28/SOP-ICS/KMB/III/2019” dated 04 March 2019.</p> <p>Based on interview with sampled smallholder, ES (KMB.09.001), SHD (KMB.09.004), SDY (KMB.09.009) – they understand all visitors and all requests for information are referred to the Group Manager.</p>	
Requirement for Group Manager		
The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager.	<p>Koperasi Mulia Bakti already has a list of documents that can be accessed publicly, signed by the Group Manager on 21 March 2020 consisting of 11 types of information such as:</p> <ul style="list-style-type: none"> • Copy of Land Ownership Rights Document • STDB documents 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Occupational Health and Safety Plans • Environmental and Social Impact Assessment Plan Documents • HCV documents • Pollution Prevention and Reduction Documents • Detailed information regarding member complaints • Negotiation procedures • Continuous Improvement Plan • Public summary of the certification document • Human rights policy. <p>If there is a request for information from another party it is documented in the Data Request Form. Based on document verification and interviews with the Group Manager, it shows that until September 2020 there has been no request for information from other parties to Koperasi Mulia Bakti.</p> <p>Based on document verification shows that;</p> <ul style="list-style-type: none"> • Every activity from outside parties in Koperasi Mulia Bakti is recorded in the Guest book, for example the activity of field observation on oil palm rejuvenation dated 1 September 2020 by the Plantation and Animal Husbandry Office of Banyuasin Regency. • Every letter that goes out or goes to Koperasi Mulia Bakti is recorded in the book of "Incoming and Outgoing Mail Agenda", for example; Letter sent by PT MAR on 12 May 2020 via letter No. 068/MAR-BA/V/2020 regarding the schedule for receiving FFB <p>The group manager has communicated all group members that all requests for information are referred to the Group Manager.</p>	
<p>The Group Manager shall provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO</p>	<p>Koperasi Mulia Bakti already has a list of documents that can be accessed publicly, signed by the Group Manager on 21 March 2020 consisting of 11 types of information such as:</p> <ul style="list-style-type: none"> • Copy of Land Ownership Rights Document 	

Criterion / Indicator	Assessment Findings	Compliance
Criteria to relevant stakeholders for effective participation in decision making	<ul style="list-style-type: none"> • STDB documents • Occupational Health and Safety Plans • Environmental and Social Impact Assessment Plan Documents • HCV documents • Pollution Prevention and Reduction Documents • Detailed information regarding member complaints • Negotiation procedures • Continuous Improvement Plan • Public summary of the certification document • Human rights policy. <p>If there is a request for information from another party it is documented in the Data Request Form. The group manager has communicated all group members that all requests for information are referred to the Group Manager.</p>	
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Complied
The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.	<p>According to "SOP Permintaan Data dan Informasi No. 31/SOP-ICS-KMB/III/2019" dated 04 Marc 2019, ICS record the request for information in the logbook, cc to ICS and verify wether the information can be provide or not according to the list of public information.</p> <p>Group Manager consistently record each information request in the document as below:</p> <ul style="list-style-type: none"> • "Buku Surat Masuk & Surat Keluar" incoming letter and outgoing letter - 2020 recorded 11 incoming letter, sampel "Letter sent by PT MAR on May 12, 2020 via letter No. 068 / MAR-BA / V / 2020 regarding the schedule for receiving FFB" ; 20 outgoing letter, Sampel Letter sent by Koperasi Mulia Bakti on September 25, 2020 to the Head of the Environment Agency of Banyuasin Regency regarding "Request for Issuance of SPPL Certificate". 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • “Buku Permintaan Data dan Informasi” information request and provision of information – 2020 is still empty; • “Buku Tamu” visitor logbook recorded 41 visitor in 2020. Sample: kegiatan tanggal 1 September 2020 dilakukan kegiatan peninjauan lapangan kegiatan peremajaan kelapa sawit oleh Dinas Perkebunan dan Peternakan Kabupaten Banyuasin. 	
<p>Criterion 1.2:</p>		
<p>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		
<p>1.2.1 (M) Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 		
<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>Koperasi Mulia Bakti has a mechanism for Information and Data Request as per “SOP Permintaan Data dan Informasi No. 31/SOP-ICS-KMB/III/2019” dated 04 Marc 2019, whereas explains the flow process of information request from stakeholder including member of smallholder. Information request from stakeholder or member can be deliver to ICS Koperasi Mulia Bakti or secretariat.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>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>Koperasi Mulia Bakti also defined the procedure of consultation and communication as defined in "SOP Komunikasi dan Konsultasi dengan Pihak Lain No. 28/SOP-ICS-KMB/III/2019" dated 04 March 2019.</p> <p>Based on interview with sampled smallholder, ES (KMB.09.001), SHD (KMB.09.004), SDY (KMB.09.009) – they understand all visitors and all requests for information are referred to the Group Manager.</p>	
Requirement for Group Manager		
<p>Group Managers shall list the following documents as publically available and keep copies centrally:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans 	<p>Koperasi Mulia Bakti already has a list of documents that can be accessed publicly, signed by the Group Manager on 21 March 2020 consisting of 11 types of information such as:</p> <ul style="list-style-type: none"> • Copy of Land Ownership Rights Document • STDB documents • Occupational Health and Safety Plans • Environmental and Social Impact Assessment Plan Documents • HCV documents • Pollution Prevention and Reduction Documents • Detailed information regarding member complaints • Negotiation procedures • Continuous Improvement Plan • Public summary of the certification document • Human rights policy. <p>All information kept centralized in Koperasi Mulia Bakti office.</p> <p>If there is a request for information from another party it is documented in the Data Request Form.</p>	

Criterion / Indicator	Assessment Findings	Compliance
(Criterion 8.1); <ul style="list-style-type: none"> Public summary of certification assessment report; Human Rights Policy (Criterion 6.13). 		
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	Koperasi Mulia Bakti has a policy on ethical conduct present in "Surat Keputusan Group Manager No. 15/SK-ICS-KMB/III/2019 Tentang Perilaku Etis dan Larangan KKN" dated 08 March 2019. Policy stated: <ol style="list-style-type: none"> "It is prohibited to acts of corruption, collusion and nepotism in any form" "Data manipulation is prohibited" "Fraud and embezzlement is prohibited" "It is prohibited to acts of defamation" The policy has been communicated to all member of Smallholder group (Kelompok Tani). In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation). Based on the results of interviews with smallholder member and FFB transporter, they stated that they had understood Policy No. 15/SK-ICS-KMB/III/2019 concerning Ethical Behavior and Prohibition of corruption, collusion and nepotism ". Smallholder member and FFB transport contractors have been able to explain. Smallholder members can explain the types of code of conduct policy violations (fraud in the weighing process, late payments to workers, theft, etc.)	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
<p>The Group Manager shall develop a written policy committing the Group to a code of ethical conduct and integrity in all operations and transactions.</p>	<p>Koperasi Mulia Bakti has a policy on ethical conduct present in "Surat Keputusan Group Manager No. 15/SK-ICS-KMB/III/2019 Tentang Perilaku Etis dan Larangan KKN" dated 08 March 2019. Policy stated:</p> <ol style="list-style-type: none"> 1. "It is prohibited to acts of corruption, collusion and nepotism in any form" 2. "Data manipulation is prohibited" 3. "Fraud and embezzlement is prohibited" 4. "It is prohibited to acts of defamation" <p>The policy has been communicated to all member of Smallholder group (Kelompok Tani). In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation).</p>	
<p>Criterion 2.1:</p>		
<p>There is compliance with all applicable local, national and ratified international laws and regulations.</p>		
<p>2.1.1 (M) Evidence of compliance with relevant legal requirements shall be available.</p>		
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>According to Standard Operational Procedure Criteria and Requirement of New Member (No: 01/SOP-ICS-KMB/III/2019), any new member shall fulfil the requirement as follows:</p> <ul style="list-style-type: none"> • New member criteria: <ol style="list-style-type: none"> a. Having a palm oil plantation in Subdistrict of Pulau Rimau. b. Has had the private land right. c. The area not located in peat, forest or conflict. d. Conduct a best management practice. • Register to ICS Board of Koperasi Mulia Bakti • Fill the registration form 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Completed the document such as: <ul style="list-style-type: none"> a. A copy of ID Card. b. A copy of private land right. c. Committed to implemented RSPO requirement on ISH. • ICS Board of Koperasi Mulia Bakti will verify the registration from, ground checking and conduct pre-assessment audit. • New member shall be a member if all the requirement fulfilled. <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 number, unique number of group member, name of group farmer, total area (ha), and number of private land rights certificate.</p> <p>Based on document verification and interview with Group Manager and his staff obtained information that there is no individual member with up to 50 Ha area.</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 (on process). Based on document verification, the environmental permit is now on process according to the statement letter of Head of Environment Agency, Banyuasin District on 25 September 2020. 4. Plantation permit. Based on document verification, the plantation permit is now on process according to the statement letter of Head of Plantation and Veterinary Agency, Banyuasin District on 28 September 2020. <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>		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		
<p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance.</p> <p>Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</p>	<p>Group Managers and staff have received regular training related to understanding the RSPO. For example:</p> <ul style="list-style-type: none"> • Training of Trainer best management practices for palm oil plantation in collaborate with Stichting Nederlandse Vrijwilligers (SNV) and Sinarmas Group on 26 February 2018. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. • Capacity building training for group manager and board of Koperasi Mulia Bakti related to cooperative management and best management practices issued. The training session facilitate by Stichting Nederlandse Vrijwilligers (SNV) and plantation agency staff of Banyuasin District on 26 – 30 November 2018. Attended by 42 smallholder representatives. The training conducted in meeting room Koperasi Mulia Bakti <p>Based on interview with board of Koperasi’s and some member in the ground, they can demonstrate harvesting and upkeep procedure. Some member has conducted the upkeep by conducted scheduled weeding, manuring, improve soil fertility by using empty fruit bunches from palm oil mill near the area.</p>	<p>NC #1965418-202009-N2 OPEN</p>
Requirement for Group Manager		
<p>Group Managers shall:</p> <p>Have a list/‘legal register’ of all applicable laws and regulations and state:</p> <ul style="list-style-type: none"> • Where the laws were obtained from. • How they are circulated and how often and record this communication. • Who and how ensures that the laws are being implemented. • Who monitors and updates the list and 	<p>Koperasi Mulia Bakti has had procedure related to applicable laws and regulation in document <i>Standar Operasional Prosedur Sistem Dokumentasi, Identifikasi, Implementasi UU (No: 30/SOP-ICS-KMB/III/2019 signed by group manager on 4 March 2018)</i>. The secretary has responsibility to identify and updated the applicable laws and regulation. Further, the secretary analyzes every applicable laws and regulation including set the detail of the implementation. Copy of laws and regulation can be requested to the respective government agencies or downloaded from the website. According the procedure above, all the documentation shall be reviewed and updated annually by the secretary.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>how often.</p> <ul style="list-style-type: none"> Who records when updates are communicated. 	<p>Group manager and his staff including secretary has socialized the newest laws and regulation to the member through the scheduled meeting. The last socialization conducted on 2 February 2020 in meeting room of Banjar Sari Village. Attended by 55 members.</p> <p>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 Peraturan Perundang</i>". Those documents covered regarding legal rights, legal requirements, best practice for oil palm plantation, environmental management, environmental protection, safety and health, and others. For example, sighted some relevant requirements as follows:</p> <ul style="list-style-type: none"> Agrarian Act, No. 5/1960 about land legality. Occupational Safety and Health Act, No. 1/1970. Cooperative Act, No. 17/2012. Human Right Act, No. 39/1999. Employment Act, No. 3/1992. <p>During audit found nonconformity as below:</p> <p>Koperasi Mulia Bakti has the latest List of Regulations (2020). However, it has not been proven that all these regulations have been implemented.</p> <p>Based on the results of reviewing the list of laws and regulations and interviews with cooperative staff, there are several regulatory documents that cannot be explained their relevance to cooperative business and several regulations have not been updated. For example,</p> <ol style="list-style-type: none"> Law No. 3/1992 about Social Security for Workers has been obsolete, replaced with to Law No. 24/2011 concerning Social Security Administering Bodies (Badan Penyelenggara Jaminan Sosial). Law No. 19/2003 about State-Owned Enterprises. Agricultural Minister Decree No. 47/2006 about Cultivation Guidance on mountainous land. <p>Koperasi Mulia Bakti has made correction and corrective action plan to address the issue. Since this is minor indicator, the effectiveness of implementation will be verify by audit team in the next assessment. The NC status remain OPEN.</p>	

Criterion / Indicator	Assessment Findings	Compliance																																																																													
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																																																																														
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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 according to audit sampling as follows:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Name</th> <th>ID</th> <th>Kav</th> <th>Private Land Right No.</th> <th>Area (Ha)</th> </tr> </thead> <tbody> <tr><td>1</td><td>M. Nurhamodo</td><td>KMB.03.001</td><td>T1A</td><td>04.14.04.39.1.00036</td><td>20.595</td></tr> <tr><td>2</td><td>Sholimin</td><td>KMB.03.002</td><td>T1B</td><td>04.14.04.39.1.00018</td><td>20.092</td></tr> <tr><td>3</td><td>Kimam</td><td>KMB03.004</td><td>T4B</td><td>04.14.04.39.1.00056</td><td>20.332</td></tr> <tr><td>4</td><td>Syaibani</td><td>KMB.06.010</td><td>T10B</td><td>04.14.04.39.1.00023</td><td>20.043</td></tr> <tr><td>5</td><td>Sawitri</td><td>KMB.06.003</td><td>T10B</td><td>04.14.04.39.1.00077</td><td>20.071</td></tr> <tr><td>6</td><td>Sujarwo</td><td>KMB.07.003</td><td>T3B</td><td>04.14.04.39.1.00139</td><td>20.012</td></tr> <tr><td>7</td><td>Senen</td><td>KMB.07.005</td><td>T5A</td><td>04.14.04.39.1.00105</td><td>20.116</td></tr> <tr><td>8</td><td>Lukman Nul Karim</td><td>KMB.07.009</td><td>T8B</td><td>04.14.04.39.1.00112</td><td>20.089</td></tr> <tr><td>9</td><td>Edi Setiawan</td><td>KMB.09.001</td><td>T1B</td><td>04.14.04.39.1.00113</td><td>20.116</td></tr> <tr><td>10</td><td>Suhendar</td><td>KMB.09.004</td><td>T3A</td><td>04.14.04.39.1.00149</td><td>20.504</td></tr> <tr><td>11</td><td>Sudiyo</td><td>KMB.09.221</td><td>T5B</td><td>04.14.04.39.1.00154</td><td>20.472</td></tr> <tr><td>12</td><td>Wakhid Khoirul Umam</td><td>KMB.09-110</td><td>T6B</td><td>04.14.04.39.1.00156</td><td>20.472</td></tr> </tbody> </table> <p>All documents are in place.</p>	No	Name	ID	Kav	Private Land Right No.	Area (Ha)	1	M. Nurhamodo	KMB.03.001	T1A	04.14.04.39.1.00036	20.595	2	Sholimin	KMB.03.002	T1B	04.14.04.39.1.00018	20.092	3	Kimam	KMB03.004	T4B	04.14.04.39.1.00056	20.332	4	Syaibani	KMB.06.010	T10B	04.14.04.39.1.00023	20.043	5	Sawitri	KMB.06.003	T10B	04.14.04.39.1.00077	20.071	6	Sujarwo	KMB.07.003	T3B	04.14.04.39.1.00139	20.012	7	Senen	KMB.07.005	T5A	04.14.04.39.1.00105	20.116	8	Lukman Nul Karim	KMB.07.009	T8B	04.14.04.39.1.00112	20.089	9	Edi Setiawan	KMB.09.001	T1B	04.14.04.39.1.00113	20.116	10	Suhendar	KMB.09.004	T3A	04.14.04.39.1.00149	20.504	11	Sudiyo	KMB.09.221	T5B	04.14.04.39.1.00154	20.472	12	Wakhid Khoirul Umam	KMB.09-110	T6B	04.14.04.39.1.00156	20.472
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Criterion / Indicator	Assessment Findings	Compliance
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	Certificate holder has show internal audit checklist that used by internal control. The checklist separated into some section as follows: <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		
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.	Complied
Criterion 2.2:		
The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 (M) Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Check that the titles or deeds allow the growing of oil palm where this is required by country legislation	<p>Koperasi Mulia Bakti consist of 12 farmers group (Kelompok Tani) of farmers with 227 members (454 Ha). However, only 93 farmers who joined this RSPO certification process.</p> <p>Farmers who have a common goal form a Farmer Group (Kelompok Tani/KT) which generally consists of 12 with 93 farmers. Koperasi Mulia Bakti was established by mutual agreement from 12 Kelompok Tani (ex-transmigration villages of Banjar Sari).</p> <p>Koperasi Mulia Bakti has had legal entity as follows:</p> <ol style="list-style-type: none"> 1. Establishment deed of Koperasi Mulia Bakti number. 0026 / BH / KOPERINDAG / II / 2005 issued by the State Minister for Cooperatives and UKM, ub. Head District of Banyuasin u.b Head Cooperatives Agency of Banyuasin District dated February 2, 2005 2. <i>Hinder Ordonantie</i> (Disturbance Permit) Number 503/733 / SITU / BPT / 2016 issued by the Head of the Integrated Licensing Agency of Banyuasin District dated 26 October 2016. 3. Environmental permit (on process). Based on document verification, the environmental permit is now on process according to the statement letter of Head of Environment Agency, Banyuasin District on 25 September 2020. 4. Plantation permit. Based on document verification, the plantation permit is now on process according to the statement letter of Head of Plantation and Veterinary Agency, Banyuasin District on 28 September 2020. <p>All documents are in place.</p>	
Requirement for Group Manager		
The Group Manager shall demonstrate documentary evidence of legal ownership or lease, history of land tenure and the actual legal use of the land according to local laws.	<p>In 1994 - 1995, the Indonesian government implemented a transmigration program where the destination was Musi Banyuasin District (former District before split into 2 District). The program moved residents from Java Island (Banyuwangi, Sragen, Tegal, Cirebon, Bandung, Madiun), Lampung, Bali and local areas from Musi Banyuasin 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</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>land is still owned by the original owner (transmigration program participants), while others have been traded.</p> <p>At that time, some farmers who have the awareness to manage palm oil sustainably are joining the RSPO certification process. According to Standard Operational Procedure Criteria and Requirement of New Member (No: 01/SOP-ICS-KMB/III/2019), any new member shall fulfil the requirement as follows:</p> <ul style="list-style-type: none"> • New member criteria: <ul style="list-style-type: none"> a. Having a palm oil plantation in Subdistrict of Pulau Rimau. b. Has had the private land right. c. The area not located in peat, forest or conflict. d. Conduct a best management practice. • Register to ICS Board of Koperasi Mulia Bakti • Fill the registration form • Completed the document such as: <ul style="list-style-type: none"> a. A copy of ID Card. b. A copy of private land right. c. Committed to implemented RSPO requirement on ISH. • ICS Board of Koperasi Mulia Bakti will verify the registration from, ground checking and conduct pre-assessment audit. • New member shall be a member if all the requirement fulfilled. <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>	
<p>Maps showing the legal boundaries shall be kept.</p>	<p>Koperasi Mulia Bakti 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.</p>	

Criterion / Indicator	Assessment Findings	Compliance
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. Based on filed visit, all member area has been demarcated with boundary poles (red paint stick) on all four polygon areas.	
Requirement for Group Manager		
Check that boundaries are demarcated.	During field visit and interview with smallholder from farmer group/Kelompok Tani Sido Urip, Sido Rukun, Mangun Karyo, Mitra Tani and Sido Mulyo obtain information that all boundary land is demarcated. They installed red paint stick 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		Complied
There are conflicts: Explain why and what is the current status. Update this status every quarter until finalised.	Based on interview with board of Koperasi Mulia Bakti and sample of smallholder obtain information that there is no conflict until this audit. All members have a good relationship since they are transferred to the current village as transmigrants.	

Criterion / Indicator	Assessment Findings	Compliance
Record all meetings and who attended.	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		
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 Koperasi Mulia Bakti and sample of smallholder obtain information that there is no conflict until this audit. All members have a good relationship since they are transferred to the current village as transmigrants. 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 Koperasi Mulia Bakti and sample of smallholder obtain information that there is no conflict until this audit. All members have a good relationship since they are transferred to the current village as transmigrants. 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

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
Criterion 2.3:		
Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1 (M) Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
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 Koperasi Mulia Bakti and sample of smallholder obtain information that there is no conflict until this audit. All members have a good relationship since they are transferred to the current village as transmigrants. 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

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Criterion / Indicator	Assessment Findings	Compliance
<p>Demonstrate that they have the right to use the land and or have customary rights over the land they farm.</p>	<p>Koperasi Mulia Bakti consist of 12 farmers group/<i>Kelompok Tani</i> with 227 members (454 Ha). However, only 93 farmers (186 Ha) or 11 farmers group/<i>Kelompok Tani</i> who joined this RSPO certification process. All members originated from same veillages village namely Banjar Sari.</p> <p>Koperasi Mulia Bakti has had legal entity as follows:</p> <ol style="list-style-type: none"> 1. Establishment deed of Koperasi Mulia Bakti number. 0026 / BH / KOPERINDAG / II / 2005 issued by the State Minister for Cooperatives and UKM, ub. Head District of Banyuasin u.b Head Cooperatives Agency of Banyuasin District dated February 2, 2005 2. <i>Hinder Ordonantie</i> (Disturbance Permit) Number 503/733 / SITU / BPT / 2016 issued by the Head of the Integrated Licensing Agency of Banyuasin District dated 26 October 2016. 3. Environmental permit (on process). Based on document verification, the environmental permit is now on process according to the statement letter of Head of Environment Agency, Banyuasin District on 25 September 2020. 4. Plantation permit. Based on document verification, the plantation permit is now on process according to the statement letter of Head of Plantation and Veterinary Agency, Banyuasin District on 28 September 2020. <p>All copy document is kept by Secretary.</p>	
<p>Requirement for Group Manager</p>		
<p>Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.</p>	<p>All copy document of membership is kept by Secretary. All the document written in Bahasa.</p>	
<p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	Koperasi Mulia Bakti 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.	Koperasi Mulia Bakti 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.		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	
Requirement for Group Manager		
This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance.	Certificate holder has shown long-term plan for period 2019 – 2022. That document covered the information such as name of <i>Kelompok Tani</i> , total area, estimation of production, planting material, replanting plan and potential income. For 2020, Koperasi Mulia Bakti estimated to produce around 4,017 MT.	

Criterion / Indicator	Assessment Findings						Compliance	
<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>	No	Farmer Group	Area (Ha)	Estimation (MT)				
				2019 (actual)	2020	2021	2022	
	1	Sumber Rezeki	10	216	214	225	236	
	2	Mitra Tani	24	445	525	552	578	
	3	Sido Dadi	28	612	643	675	707	
	4	Sido Makmur	10	177	243	256	268	
	5	Sido Urip	6	108	134	141	148	
	6	Sido Rukun	32	632	729	766	802	
	7	Mangun Karyo	14	278	307	323	338	
	8	Sido Mulya	26	538	542	569	596	
	9	Karya Tani	16	332	345	363	380	
	10	Tani Makmur	14	243	296	311	326	
11	Sido Maju	6	120	129	135	141		
	Total	186	3,706	4,017	4,316	4,520		
<p>3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p>	<p>Based on interview with Group Manager, all area using official planting material from registered seed breeder namely Marihat from Indonesia Oil Palm Research Institute (IOPRI).</p> <p>The area of Koperasi Mulia Bakti planted on 1994 – 1995 which means now is 25 – 26 old. However, based on the production trend 3 years is still 20 MT/Ha/Year. Therefore, all member is agreed to delay the replanting plan until the next three year ahead.</p> <p>Based on interview with Group Member and some smallholder representatives, this long-term plan always evaluated annually during annual membership meeting.</p>							
Requirement for Individual Member with up to 50ha of plantation size							Not Applicable	
N/A	N/A							
Requirement for Group Manager								

Criterion / Indicator	Assessment Findings	Compliance																																												
N/A	N/A																																													
Principle 4: Use of appropriate best practices by growers and millers																																														
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.																																														
4.1.1 (M) Standard Operating Procedures (SOPs) for estates and mills are documented																																														
Requirement for Individual Member with up to 50ha of plantation size		Complied																																												
N/A	N/A																																													
Requirement for Group Manager																																														
<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, Koperasi Mulia Bakti has had SOP for oil palm cultivation start from land clearing, harvesting, environment, risk management and PPE, OHS, road maintenance etc. All SOP's signed and issued by Group Manager on 4 March 2019. The list of procedure related to best management practices listed as follows:</p> <table border="1"> <thead> <tr> <th>No</th> <th>SOP</th> <th>Document Number</th> </tr> </thead> <tbody> <tr><td>1</td><td>SOP of FFB Sales</td><td>No: 10/SOP-ICS-KMB/III/2019</td></tr> <tr><td>2</td><td>SOP of FFB Production Recording</td><td>No: 11/SOP-ICS-KMB/III/2019</td></tr> <tr><td>3</td><td>SOP of FFB Grading</td><td>No: 12/SOP-ICS-KMB/III/2019</td></tr> <tr><td>4</td><td>SOP of FFB Pricing</td><td>No: 13/SOP-ICS-KMB/III/2019</td></tr> <tr><td>5</td><td>SOP of Harvesting</td><td>No: 14/SOP-ICS-KMB/III/2019</td></tr> <tr><td>6</td><td>SOP of Pruning</td><td>No: 15/SOP-ICS-KMB/III/2019</td></tr> <tr><td>7</td><td>SOP of Manuring</td><td>No: 16/SOP-ICS-KMB/III/2019</td></tr> <tr><td>8</td><td>SOP of Weeding</td><td>No: 17/SOP-ICS-KMB/III/2019</td></tr> <tr><td>9</td><td>SOP of Hazardous Waste Handling</td><td>No: 19/SOP-ICS-KMB/III/2019</td></tr> <tr><td>10</td><td>SOP of Land Clearing</td><td>No: 20/SOP-ICS-KMB/III/2019</td></tr> <tr><td>11</td><td>SOP of Nursery</td><td>No: 21/SOP-ICS-KMB/III/2019</td></tr> <tr><td>12</td><td>SOP of Pest and Disease Control</td><td>No: 22/SOP-ICS-KMB/III/2019</td></tr> <tr><td>13</td><td>SOP of Soil Sampling and Leaf Sampling Unit</td><td>No: 23/SOP-ICS-KMB/III/2019</td></tr> <tr><td>14</td><td>SOP of Erosion Control</td><td>No: 25/SOP-ICS-KMB/III/2019</td></tr> </tbody> </table>		No	SOP	Document Number	1	SOP of FFB Sales	No: 10/SOP-ICS-KMB/III/2019	2	SOP of FFB Production Recording	No: 11/SOP-ICS-KMB/III/2019	3	SOP of FFB Grading	No: 12/SOP-ICS-KMB/III/2019	4	SOP of FFB Pricing	No: 13/SOP-ICS-KMB/III/2019	5	SOP of Harvesting	No: 14/SOP-ICS-KMB/III/2019	6	SOP of Pruning	No: 15/SOP-ICS-KMB/III/2019	7	SOP of Manuring	No: 16/SOP-ICS-KMB/III/2019	8	SOP of Weeding	No: 17/SOP-ICS-KMB/III/2019	9	SOP of Hazardous Waste Handling	No: 19/SOP-ICS-KMB/III/2019	10	SOP of Land Clearing	No: 20/SOP-ICS-KMB/III/2019	11	SOP of Nursery	No: 21/SOP-ICS-KMB/III/2019	12	SOP of Pest and Disease Control	No: 22/SOP-ICS-KMB/III/2019	13	SOP of Soil Sampling and Leaf Sampling Unit	No: 23/SOP-ICS-KMB/III/2019	14	SOP of Erosion Control
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Criterion / Indicator	Assessment Findings		Compliance
	15	SOP of Risk Control and PPE Usage No: 32/SOP-ICS-KMB/III/2019	
	16	SOP of Land Preparation and Replanting No: 35/SOP-ICS-KMB/III/2019	
	17	SOP of Road Maintenance No: 39/SOP-ICS-KMB/III/2019	
	18	SOP of Weeding and Disease Control No: 56/SOP-ICS-KMB/III/2019	
	19	SOP of Occupational Safety and Health No: 57/SOP-ICS-KMB/III/2019	
	<p>Those procedure has been communicated to the respective members through the annual membership meeting, scheduled training or signboard installation. For example, Koperasi Mulia Bakti has held annual meeting on 18 April 2020. During that meeting, group manager has presented 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. 		
4.1.2 A mechanism to check consistent implementation of procedures shall be in place.			
Requirement for Individual Member with up to 50ha of plantation size			Complied
N/A	N/A		
Requirement for Group Manager			
The Group Manager has regular checks using procedures set at group level for SOP implementation.	Koperasi Mulia Bakti has had mechanism to check consistent implementation of procedures through internal audit once in a year. SOP for Internal Audit No: 06/SOP-ICS-KMB/III/2019 dated 4 March 2019 and SOP for Corrective Action from Internal Audit No. No: 07/SOP-ICS-KMB/III/2019 dated 4 March 2019 are available in place.		

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Criterion / Indicator	Assessment Findings	Compliance
	Auditors have verified some of the organization's management processes through the internal audit procedure. Sighted the report of internal audit report consist document of audit checklist, audit findings and audit conclusions. The last internal audit conducted on 22 November 2019 – 1 December 2019.	
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.	<p>Based on document verification, group manager has shown the harvesting record of each member, per Farmer Group and Koperasi in a monthly or annual basis. For example:</p> <ul style="list-style-type: none"> • Personal record of harvesting (Document number: 1/Catatan-Panen/KMB/2020) on behalf of member with ID No. KMB.07.005, ID No. KMB.07.009, ID No. KMB.06.003 and ID No. KMB.07.003. All document is in place. Each member has responsibility to record his/her harvesting data. For example: member with ID No. KMB.07.05 has recorded the harvesting on August 2020 (round 1: 1,285 kg and round 2: 2,110 kg. total production on August 2020 3,395 kg). • Record of harvesting per farmer group "<i>Catatan Panen Kelompok</i>" in a monthly bases (each month has two harvesting round). For example, there is a record of Catatan Panen Kelompok Tani Sumber Rezeki on August 2020 (round 1: 9,640 kg and round 2: 9,594 kg. Total production is 19,234 kg). Each member has responsibility to record his/her harvesting data. <p>Those records aim to ensure that upkeep and harvesting programs are carried out in accordance with established procedures.</p>	
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	According to interview with group manager obtained information that the record of harvesting and upkeep by each member also checked by clerk on a monthly basis. It compared and synchronize with Koperasi's data.	
4.1.4 (M) The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).		

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		
Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.	Not applicable. The individual member and group manager does not have a mill and do not purchase any FFB from another source. All individual member's farm location have been identified, sales forms and tracing system have been prepared by group manager. N/A	
Criterion 4.2:		
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield		
4.2.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Group Manager to maintain regular records of soil fertility practices by all members as per SOPs.	According to personal records of each member, fertilizer record has been in place. For example, sighted fertilizer application of member No. KMB.07.005, Kavling No.T5A. Amount of fertilizer as follows: <ul style="list-style-type: none"> Dolomite → 17 bag NPK Phonska → 20 bag <i>Note: each bag contains 50 kg.</i> Further, almost all member of Koperasi Mulia Bakti also enriching their soil fertility by using Empty Fruit Bunches (EFB). Amount of EFB applied still not standardized but limited to their financial to	

Criterion / Indicator	Assessment Findings	Compliance
	<p>pay the EFB transporter. Based on interview with the member, they usually paid IDR 50K per EFB truck.</p> <p>The records of this fertilizer application are referring to fertilizer recommendation from PT Nusa Kencana Analytical & QC Laboratory (Asian Agri Research and Development Centre). It based on the soil sampling and leaf sampling that has been taken on March 2018.</p>	
<p>4.2.2 Records of fertiliser inputs shall be maintained.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Responsibility of individual members to maintain fertilizer records.</p>	<p>According to personal records of each member, fertilizer record has been in place. For example, sighted fertilizer application of member No. KMB.07.005, Kavling No.T5A. Amount of fertilizer as follows:</p> <ul style="list-style-type: none"> • Dolomite → 17 bag • NPK Phonska → 20 bag <p><i>Note: each bag contains 50 kg.</i></p> <p>Further, almost all member of Koperasi Mulia Bakti also enriching their soil fertility by using Empty Fruit Bunches (EFB). Amount of EFB applied still not standardized but limited to their financial to pay the EFB transporter. Based on interview with the member, they usually paid IDR 50K per EFB truck.</p> <p>The records of this fertilizer application are referring to fertilizer recommendation from PT Nusa Kencana Analytical & QC Laboratory (Asian Agri Research and Development Centre). It based on the soil sampling and leaf sampling that has been taken on March 2018.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Manager to provide template to record fertilizer usage and mill by-products usage.</p>	<p>As explained in previous indicator, the template of fertilizer records is available in personal record of upkeep and manuring. Some checklist of upkeep that should by member is rainfall data, harvesting path and circle weeding program, circle manual, selective weeding and pruning. Checklist of manuring contain record of manuring per fertilizer type (date and dosage).</p>	

Criterion / Indicator	Assessment Findings	Compliance
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.	<p>Group manager has been shown the record of soil and leaf sampling record as follows:</p> <ol style="list-style-type: none"> 1. Sighted soil analysis report from ref no. 019/RD-EXT/S/MAR/18 date 07/03/18) PT Nusa Kencana Analytical & QC Laboratory (Asian Agri Research and Development Centre). Based on the report, parameter that analyse was particle size (Coarse sand, fine sand, silt and clay), exchangeable cation (CEC, Ca, Mg, K and Na) and pH (H₂O and KCl). → referenced order 072/GEN/SNV/201802 (09/02/18) sample taken from interrow depth 0 – 15 cm, interrow depth 15 – 45 cm, circle depth 0 – 15 cm dan circle depth 15 – 45 cm. 2. Sighted foliar analysis report from ref no. 048/RD/EXT/L/MAR/18 date 07/03/18) PT Nusa Kencana Analytical & QC Laboratory (Asian Agri Research and Development Centre). Based on the report, parameter that analyse was major element (Ash, N, P, K, Mg and Ca) and Minor Element (B). → referenced order 072/GEN/SNV/201802 (09/02/18) sample taken pinnae and rachis. <p>All document is in places.</p>	
4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager oversees and ensures implementation of nutrient recycling for the group.</p>	<p>According to personal records of each member, fertilizer record has been in place. For example, sighted fertilizer application of member No. KMB.07.005, Kavling No.T5A. Amount of fertilizer as follows:</p> <ul style="list-style-type: none"> • Dolomite → 17 bag • NPK Phonska → 20 bag <p><i>Note: each bag contains 50 kg.</i></p> <p>Further, almost all member of Koperasi Mulia Bakti also enriching their soil fertility by using Empty Fruit Bunches (EFB). Amount of EFB applied still not standardized but limited to their financial to pay the EFB transporter. Based on interview with the member, they usually paid IDR 50K per EFB truck.</p> <p>The records of this fertilizer application are referring to fertilizer recommendation from PT Nusa Kencana Analytical & QC Laboratory (Asian Agri Research and Development Centre). It based on the soil sampling and leaf sampling that has been taken on March 2018.</p>	
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		Complied
<p>Where available individual members shall provide soil maps of their own farm to the Group Manager.</p>	<p>Koperasi Mulia Bakti in collaboration with SNV has conducted participatory mapping on July 2019 to gathering information related to soil type. Based on soil type map of Koperasi Mulia Bakti (scale 1 : 50,000) obtained information of soil type as follows:</p> <ul style="list-style-type: none"> • Hapludox (50%), kandiuults (35%), dystropepts (15%) • Hapludults (45%), dystropepts (45%), tropaquepts (10%) • Sulfaquepts (50%), sulfaquents (50%) • Hapludox (50%), dystropepts (50%) 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>According to the soil survey report above, there is no soil that categorized as peat soil/area in Koperasi Mulia Bakti.</p> <p>Based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%).</p>	
Requirement for Group Manager		
<p>Group Manager shall compile and maintain an overall soil map for the group.</p>	<p>Koperasi Mulia Bakti in collaboration with SNV has conducted participatory mapping on July 2019 to gathering information related to soil type. Based on soil type map of Koperasi Mulia Bakti (scale 1 : 50,000) obtained information of soil type as follows:</p> <ul style="list-style-type: none"> • Hapludox (50%), kandiuults (35%), dystropepts (15%) • Hapludults (45%), dystropepts (45%), tropaquepts (10%) • Sulfaquepts (50%), sulfaquents (50%) • Hapludox (50%), dystropepts (50%) <p>Based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%).</p>	
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		
<p>Group Manager develops a policy and procedure for planting on slopes.</p>	<p>Certificate holder has had SOP related to Land Clearing or Land Preparation for Replanting. However, based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%) there is no record of planting on slopes.</p>	
4.3.3 A road maintenance programme shall be in place.		
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		
A road maintenance programme is maintained at Group level, this includes an approval process for any new roads being developed by individual members	<p>Certificate holder has annual road maintenance procedure. Based on document verification and field visit to <i>Kelompok Tani Sido Rukun</i> and <i>Kelompok Tani Sido Urip</i>, sighted the evidence of maintenance road as follows:</p> <ul style="list-style-type: none"> • Hardening approximately 2 km collection road in <i>Kelompok Tani Sido Rukun</i>. • Hardening approximately 1.5 km of main road in <i>Kelompok Tani Sido Urip</i>. <p>All the record of road maintenance can be found in the annual report of Koperasi Mulia Bakti that presented by Head of Koperasi Mulia Bakti on 18 April 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 Koperasi Mulia Bakti'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 Koperasi Mulia Bakti'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		

Criterion / Indicator	Assessment Findings	Compliance
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 Koperasi Mulia Bakti'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).		
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 Koperasi Mulia Bakti'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	Koperasi Mulia Bakti has prepared Standard Operating Procedure no. 24/SOP-ICS-KMB/III/2019 concerning "Water and Water Resources Management" which was signed by the Group Manager on March 4, 2019 where the procedure states that to maintain the condition of water and water sources it is necessary to: <ul style="list-style-type: none"> Prohibition of littering, especially in rivers, lakes or swamps around housing and plantation areas 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • It is prohibited to spray or use chemicals on the border of a river, lake or swamp of at least 3 main lines located on the riverbank • Enhance the riverbanks with forestry plants along river, lake or swamp borders to prevent erosion • Clean the river flow from rubbish or fronds. <p>Koperasi Mulia Bakti has also identified the main source of water pollution in the oil palm plantation area which was signed by the Group Manager on August 10, 2019 where the document is divided into 2 categories, namely:</p> <ol style="list-style-type: none"> a. Wastes that cause health problems: Infectious agents (living organisms or particles that cause infectious diseases), organic chemicals, inorganic pollutants. b. Wastes that cause ecosystem disturbances: Sediment (Material or fragments of rock, minerals and organic materials floating in water or buried in riverbeds), nutrients, oxygen-binding substances. <p>The Group Manager of the Koperasi Mulia Bakti has also issued a circular letter in the Framework of Protecting Water Sources (Document No. 05/Himbauan Menjaga Sumber Air/KMB/VIII/2019)</p> <ul style="list-style-type: none"> • Use water wisely, reduce water waste. • Reducing the use of detergents or selecting an environmentally friendly detergent. • Reducing the use of chemicals such as pesticides • Domestic waste management • Planting woody plant species on riverbanks • It is prohibited to spray chemicals in 3 rows of palm trees located on the riverbank. 	
<p>Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan</p>	<p>Most of the land own by smallholder members of Koperasi Mulia Bakti is lowland and affected by tides. Since the beginning, the area was set up for oil palm cultivation through the PIR TRANS program. For Water Management, a drainage has been develop in the form of:</p> <ol style="list-style-type: none"> 1. Navigation Channels that drain water from the trans land to the Great River Stream (Sungai Musi). 2. Primary Channels; drain water from the secondary channel to the navigation channel 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>3. Secondary Channels: Multiplies the water from each block to the Primary Channel.</p> <p>4. Tertiary Channels: made every 2 lots which function to drain water from each farmer's land to the secondary channel.</p> <p>Based on the results of field visits and document verification, it shows that there is no natural river network that flows on the land of the smallholder members of Koperasi Mulia Bakti, the entire water flow/ways is an artificial ditch that functions to control the water and prevent the flood.</p> <p>Maintenance of Navigation Channels, Primary and Secondary is carried out by the government, either from the central government or local governments according to their authority, while the Tertiary Channels are carried out by the Smallholder Group who own the land.</p> <p>Based on the field visit, it shows that all tertiary channels are still functioning properly and maintenance of the channels in the navigation channel and primary channel has been carried out by the district government, in this case the implementation by the Public Works Agency (PU) in collaboration with the village government.</p> <p>Koperasi Mulia Bakti has prepared Standard Operating Procedure no. 24/SOP-ICS-KMB/III/2019 concerning "Water and Water Resources Management" which was signed by the Group Manager on March 4, 2019 where the procedure states that to maintain the condition of water and water sources it is necessary to:</p> <ul style="list-style-type: none"> • Prohibition of littering, especially in rivers, lakes or swamps around housing and plantation areas • It is prohibited to spray or use chemicals on the border of a river, lake or swamp of at least 3 main lines located on the riverbank • Enhance the riverbanks with forestry plants along river, lake or swamp borders to prevent erosion • Clean the river flow from rubbish or fronds. 	
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Complied</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.</p>	<p>Koperasi Mulia Bakti Cooperative has conducted Best Management Practices (BMP) training which was conducted on November 16-18 2019 for all smallholder member including soil and water conservation efforts.</p> <p>In the training, it has been described about the management of riparian areas as regulated in SOP No. 24/SOP-ICS-KMB/III/2019 concerning "Water and Water Resources Management".</p> <p>Koperasi Mulia Bakti has prepared Standard Operating Procedure No. 24/SOP-ICS-KMB/III/2019 concerning "Water and Water Resources Management" which was signed by the Group Manager on March 4, 2019 where the procedure states that to maintain the condition of water and water sources it is necessary to:</p> <ul style="list-style-type: none"> • Prohibition of littering, especially in rivers, lakes or swamps around housing and plantation areas • It is prohibited to spray or use chemicals on the border of a river, lake or swamp of at least 3 main lines located on the riverbank • Enhance the riverbanks with forestry plants along river, lake or swamp borders to prevent erosion • Clean the river flow from rubbish or fronds. <p>Based on the field visit, there was no found land that had a steep or steep topography, the entire land was flat mineral soil and some of it was lowland. Water conservation efforts are more focused on controlling the use of pesticides and water management through the maintenance of water channels.</p>	
Requirement for Group Manager		
<p>The responsibility of Group Manager</p>	<p>In the training, it has been described about the management of riparian areas as regulated in SOP No. 24/SOP-ICS-KMB/III/2019 concerning "Water and Water Resources Management".</p> <p>Koperasi Mulia Bakti has prepared Standard Operating Procedure No. 24/SOP-ICS-KMB/III/2019 concerning "Water and Water Resources Management" which was signed by the Group Manager on March 4, 2019 where the procedure states that to maintain the condition of water and water sources it is necessary to:</p> <ul style="list-style-type: none"> • Prohibition of littering, especially in rivers, lakes or swamps around housing and plantation areas 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • It is prohibited to spray or use chemicals on the border of a river, lake or swamp of at least 3 main lines located on the riverbank • Enhance the riverbanks with forestry plants along river, lake or swamp borders to prevent erosion • Clean the river flow from rubbish or fronds. <p>Koperasi Mulia Bakti has also identified the main source of water pollution in the oil palm plantation area which was signed by the Group Manager on August 10, 2019 where the document is divided into 2 categories, namely:</p> <ol style="list-style-type: none"> a. Wastes that cause health problems: Infectious agents (living organisms or particles that cause infectious diseases), organic chemicals, inorganic pollutants. b. Wastes that cause ecosystem disturbances: Sediment (Material or fragments of rock, minerals and organic materials floating in water or buried in riverbeds), nutrients, oxygen-binding substances. <p>The Group Manager of the Koperasi Mulia Bakti has also issued a circular letter in the Framework of Protecting Water Sources (Document No. 05/Himbauan Menjaga Sumber Air/KMB/VIII/2019)</p> <ul style="list-style-type: none"> • Use water wisely, reduce water waste. • Reducing the use of detergents or selecting an environmentally friendly detergent. • Reducing the use of chemicals such as pesticides • Domestic waste management • Planting woody plant species on riverbanks • It is prohibited to spray chemicals in 3 rows of palm trees located on the riverbank. 	
<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		

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager. Have a written procedure on IPM.	Koperasi Mulia Bakti has established Integrated Pest Management Procedure No: 22/SOP-ICS–KMB/III/2019 dated on 4 March 2019. It was explained about the identification and periodically monitoring of pest and reporting mechanism. As well Koperasi’s has published manual book about record of upkeep and manuring that record of IPM monitoring. 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 a bagworm and rat infestation but still under the economical threshold.	
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:	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Best management practices training in collaborate with Stichting Nederlandse Vrijwilligers (SNV) dan Sinarmas Group on 30 October 2017. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. • Training of Trainer best management practices for palm oil plantation in collaborate with Stichting Nederlandse Vrijwilligers (SNV) and Sinarmas Group on 26 February 2018. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. • Capacity building training for group manager and board of Koperasi Mulia Bakti related to cooperative management and best management practices issued. The training session facilitate by Stichting Nederlandse Vrijwilligers (SNV) and plantation agency staff of Banyuasin District on 26 – 30 November 2018. Attended by 42 smallholder representatives. The training conducted in meeting room Koperasi Mulia Bakti. Main topic that train was: <ul style="list-style-type: none"> ➢ Module 1: sorting, harvesting and transporting. ➢ Module 2: up keeping. ➢ Module 3: plantation assessment. ➢ Module 4: manuring ➢ Module 5: pest and disease. <p>Through the training above, those attendants that originated from a farmer group/ <i>Kelompok Tani</i> delivering their knowledge to the respective member under their teams.</p>	
Requirement for Group Manager		
Group Manager to provide IPM training.	<p>Certificate holder has conducted some relevant training related to IPM. For example:</p> <ul style="list-style-type: none"> • Best management practices training in collaborate with Stichting Nederlandse Vrijwilligers (SNV) dan Sinarmas Group on 30 October 2017. Attended by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera. • Training of Trainer best management practices for palm oil plantation in collaborate with Stichting Nederlandse Vrijwilligers (SNV) and Sinarmas Group on 26 February 2018. Attended 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>by 9 smallholder representatives. The training conducted in meeting room and plantation area of PT Sawit Mas Sejahtera.</p> <ul style="list-style-type: none"> • Capacity building training for group manager and board of Koperasi Mulia Bakti related to cooperative management and best management practices issued. The training session facilitate by Stichting Nederlandse Vrijwilligers (SNV) and plantation agency staff of Banyuasin District on 26 – 30 November 2018. Attended by 42 smallholder representatives. The training conducted in meeting room Koperasi Mulia Bakti. Main topic that train was: <ul style="list-style-type: none"> ➢ Module 1: sorting, harvesting and transporting. ➢ Module 2: up keeping. ➢ Module 3: plantation assessment. ➢ Module 4: manuring ➢ Module 5: pest and disease. <p>Through the training above, those attendants that originated from a farmer group/ <i>Kelompok Tani</i> delivering their knowledge to the respective member under their teams.</p>	
<p>Criterion 4.6:</p>		
<p>Pesticides are used in ways that do not endanger health or the environment</p>		
<p>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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p> <p>Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.</p>	<p>Pesticide application is carried out by the spray unit team (Tim TUS) formed by Koperasi Mulia Bakti. TUS Team was formed according to "Surat Keputusan Internal Control System No. 002/ICS.KMB/VIII/2019 Pembentukan dan Pengangkatan Petugas Tim Unit Semprot (TUS) ICS (Internal Control System) Koperasi Mulia Bakti Desa Banjar Sari". TUS team consist of 8 personil.</p> <p>TUS team personil has been trained by competent trainer from PT Mitra Aneka Rezeky. Training of pesticide handling conducted on 19 September. Training evidence are available (attendance list, minutes of training, Photo documentation).</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Individual member also has follow the training deliver by SNV (Society Netherlands Vrijwilligers). Training is divided in to 6 batch on 16 November, 17 November, 18 November, 30 November, 1 December and 2 December 2019. Training follow by all member of Koperasi Mulia Bakti.</p> <p>Based on interview with smallholder member, they were able to explain types of weeds and pests and types of pesticide used to control it.</p> <p>Most of smallholder member are still apply pesticides themselves. Only 14 members are apply pesticide by TUS team.</p>	
Requirement for Group Manager		
<p>Group Manager to develop manual for pest & chemical use and relevant training.</p>	<p>Manual for pest and chemical use has been develop in:</p> <ul style="list-style-type: none"> - "SOP Pengendalian Gulma kelapa Sawit No.17/SOP-ICS-KMB/III/2019 dated 4 March 2019". - "SOP Pengendalian Gulma, Hama dan Penyakit Tanaman No: 56/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Surplus Bahan Kimia No: 53/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Inspeksi penyimpanan Bahan Kimia No: 54/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Pengangkutan, Penyusunan dan Penyimpanan Bahan Kimia No: 55/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Penggunaan Bahan Kimia No: 58/SOP-ICS/KMB/III/2019 dated 4 March 2019". <p>Group Manager has cooperate with SNV (Society Netherlands Vrijwilligers) to conducted the Training of Agrochemical handling including pesticide and herbicide application. Training is divided in to 6 batch on 16 November, 17 November, 18 November, 30 November, 1 December and 2 December 2019. Training follow by all member of Koperasi Mulia Bakti.</p> <p>TUS team personel as pesticide applicator has been trained by competent trainer from PT Mitra Aneka Rezeky. Training of pesticide handling conducted on 19 September. Training evidence are available (attendance list, minutes of training, Photo documentation).</p>	

Criterion / Indicator	Assessment Findings	Compliance
	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 Koperasi Mulia Bakti 2020".	
4.6.2 (M) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members keep records of pesticides use.	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. Non conformity raised during audit: <ul style="list-style-type: none"> • It was confirmed that most of the members carried out the application and management of pesticides independently, only 14 smallholder members are joined the TUS Team which control by ICS Koperasi Mulia Bakti. • There are no records of pesticide use by smallholder members who do not participate in the TUS program. • Based on SOP for Weed Control No: 17 / SOP-ICS-KMB / III / 2019 dated March 4, 2020, it is stated that the use of herbicides must be recorded, the amount, date of application and the type of pesticide. Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 8 February 2021. The NC has been Closed satisfactory. Please see section 3.4 Details of Non conformities.	NC #1965418-202009-M3 Closed on 08/02/2021
Requirement for Group Manager		
Group Manager has oversight responsibility	Group manager has formed TUS Team for pesticide application in smallholder member plot. Currently, only 14 members have joined the TUS team for pesticide application and weed control. All pesticide and herbicide use by smallholder member whose not joined TUS team were not recorded by Group Manager/ICS.	

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	<p>Non conformity found during audit: There is no evidence that the Group manager has supervised and monitored the use of pesticides / herbicides by members.</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.	<p>Based on record pesticide use Year 2019 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, Koperasi Mulia Bakti has established the Policy/statement "Surat Keputusan Nomor: 09/.SK-ICS-KMB/III/2019 Tentang Komitmen Perbaikan Terus Menerus" dated 8 March 2019. It was stated that Koperasi Mulia bakti and all member committed to reduce the paraquat usage to minimize environmental impact.</p> <p>The policy has been socialized to smallholder member on 2 February 2020.</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 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		

Criterion / Indicator	Assessment Findings	Compliance
Responsibility of the Group Manager.	<p>Koperasi Mulia Bakti has established the Policy/statement to reduce the paraquat usage to all smallholder member as per "Surat Keputusan Nomor: 09/.SK-ICS-KMB/III/2019 Tentang Komitmen Perbaikan Terus Menerus" dated 8 March 2019. It was stated that Koperasi Mulia bakti and all member committed to reduce the paraquat usage to minimize environmental impact.</p> <p>The policy has been socialized to smallholder member on 2 February 2020.</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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members ensure that anyone handling chemicals has attended relevant training.	<p>Group Manager has cooperate with SNV (Society Netherlands Vrijwilligers) to conducted the Training of Agrochemical handling including pesticide and herbicide application. Training is divided in to 6 batch on 16 November, 17 November, 18 November, 30 November, 1 December and 2 December 2019. Training follow by all member of Koperasi Mulia Bakti.</p> <p>TUS team personal as pesticide applicator has been trained by competent trainer from PT Mitra Aneka Rezeki. Training of pesticide handling conducted on 19 September. Training evidence are available (attendance list, minutes of training, Photo documentation).</p> <p>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 Koperasi Mulia Bakti 2020".</p> <p>During field visit and interview with smallholder member indicated that they have understanding on pesticide/herbicide application according to best management practices.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Group Manager has establish the procedure of agrochemical handling:</p> <ul style="list-style-type: none"> - "SOP Pengendalian Gulma kelapa Sawit No.17/SOP-ICS-KMB/III/2019 dated 4 March 2019". - "SOP Pengendalian Gulma, Hama dan Penyakit Tanaman No: 56/SOP-ICS-KMB/III/2019 dated 4 March 2019" 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - "SOP Surplus Bahan Kimia No: 53/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Inspeksi penyimpanan Bahan Kimia No: 54/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Pengangkutan, Penyusunan dan Penyimpanan Bahan Kimia No: 55/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Penggunaan Bahan Kimia No: 58/SOP-ICS/KMB/III/2019 dated 4 March 2019". <p>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>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).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Individual members store pesticides consistent with Group SOPs.</p>	<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. most of smallholder member conduct manual weeds control without agrochemical in their plantation. During field audit and interview with smallholder member confirmed that most of them conduct manual weeds control and some of them using agrochemical.</p> <p>However, during audit it was found non conformity as below:</p> <ul style="list-style-type: none"> • Group Manager has a pesticide storage procedure in "SOP for the Transportation, Compilation and Storage of Chemicals No: 55 / SOP-ICS-KMB / III / 2019 dated 4 March 2019". • There is no evidence that members have stored pesticides according to the procedures established by Koperasi Mulia Bakti. • There is no evidence that the Group manager / ICS has exercised control to ensure the storage of pesticides carried out by members in accordance with Koperasi Mulia Bakti procedures. <p>Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 8 February 2021. The NC has been Closed satisfactory. Please see section 3.4 Details of Non conformities.</p>	<p>NC #1965418-202009-M4 Closed on 087/02/2021</p>

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Group Manager has establish the procedure of agrochemical storage as per "SOP Pengangkutan, Penyusunan dan Penyimpanan Bahan Kimia No: 55/SOP-ICS-KMB/III/2019 dated 4 March 2019".</p> <p>It was explained that pesticide storage must be:</p> <ul style="list-style-type: none"> - Material should be stored in a dry place, - Pesticides must be stored in a closed, locked and fire resistant - Must not store hazardous liquids on powders or pesticides <p>Koperasi Mulia Bakti also has a procedure to handling the ex pesticide container as per "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP-ICS-KMB/III/2019 dated 4 March 2019"; stipulated ex chemical container must be collected and store in the temporary storage at Koperasi Mulia Bakti and deliver to company (PT Mitra Aneka Rezeky) 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		
N/A	N/A	Complied
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>Koperasi Mulia Bakti has determined and performing risk analysis for each type of work including pesticide/herbicide usage. The risk analysis presented in document "Identifikasi Bahaya dan Penilaian Resiko K3 dated 10 July 2019 and also determined in "SOP Pengendalian Resiko dan Penggunaan APD No: 32/SOP-ICS-KMB/III/2019".</p> <p>HIRADC and risk analysis and risk control procedure has been socialized to all member on 7 January 2020.</p> <p>Group Manager has establish the procedure of agrochemical handling:</p> <ul style="list-style-type: none"> - "SOP Pengendalian Gulma kelapa Sawit No.17/SOP-ICS-KMB/III/2019 dated 4 March 2019". 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - "SOP Pengendalian Gulma, Hama dan Penyakit Tanaman No: 56/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Surplus Bahan Kimia No: 53/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Inspeksi penyimpanan Bahan Kimia No: 54/SOP-ICS-KMB/III/2019 dated 4 March 2019" - "SOP Pengangkutan, Penyusunan dan Penyimpanan Bahan Kimia No: 55/SOP-ICS-KMB/III/2019 dated 4 March 2019" <p>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>Group Manager has cooperate with SNV (Society Netherlands Vrijwilligers) to conducted the Training of Agrochemical handling including pesticide and herbicide application. Training is divided in to 6 batch on 16 November, 17 November, 18 November, 30 November, 1 December and 2 December 2019. Training follow by all member of Koperasi Mulia Bakti.</p> <p>TUS team personal as pesticide applicator has been trained by competent trainer from PT Mitra Aneka Rezeky. Training of pesticide handling conducted on 19 September. Training evidence are available (attendance list, minutes of training, Photo documentation).</p> <p>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 Koperasi Mulia Bakti 2020".</p>	
<p>4.6.8 (M) Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Not applicable since no aerial spray was applied. N/A	

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Criterion / Indicator	Assessment Findings	Compliance
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.	<p>Group Manager has cooperate with SNV (Society Netherlands Vrijwilligers) to conducted the Training of Agrochemical handling including pesticide and herbicide application. Training is divided in to 6 batch on 16 November, 17 November, 18 November, 30 November, 1 December and 2 December 2019. Training follow by all member of Koperasi Mulia Bakti.</p> <p>TUS team personil as pesticide applicator has been trained by competent trainer from PT Mitra Aneka Rezeky. Training of pesticide handling conducted on 19 September. Training evidence are available (attendance list, minutes of training, Photo documentation).</p> <p>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 Koperasi Mulia Bakti 2020".</p> <p>Training program for Best management practice Agronomy has been develop by group manager as per training plan year 2019/2020.</p>	
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		NC #1965418-202009-M5
Individual members must dispose of waste materials according to group SOPs.	<p>Koperasi Mulia Bakti has been able to show mechanism to handling waste material from chemical material, that was published by Group Manager as per "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP/ICS-KMB/III/2019" dated 4 March 2019. This mechanism describe that waste material would be col-lected to the Head of Farmer Group (ketua Kelompok tani) and dilvered to the Koperasi Mulia Bakti unit OSH and Hazardous Material to be recapitulated and report to the manager.</p> <p>However, during audit it was found nonconformity as below:</p>	<p>Closed on 08/02/2021</p> <p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - There is no evidence that members who use pesticides have carried out waste management of used pesticide container according to Group procedures. - There is no evidence that Group manager has supervised the waste management carried out by group members. <p>Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 8 February 2021. The NC has been Closed satisfactory. Please see section 3.4 Details of Non conformities.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<p>Group manager has develop the procedure to dispose the chemical container (pesticide and herbicide) in the "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP/ICS-KMB/III/2019" dated 4 March 2019. All chemical cnpntainer must be collected and store in the hazardous waste storage ; ex chemical container must not used as another purposes; ex chemical container received by Koperasi are record by ICS (waste origin/smallholder name, dated, amount and necessary information. SOP has been communicated and socialize to all smallholder member on 24 February 2020.</p> <p>Koperasi Mulia Bakti has provide the temporary storage to store the ex chemical container (pesticide/herbicide). The incoming waste was record in "Pencatatan Limbah B3 (Bahan Berbahaya Beracun)". According to record of hazardous waste received by Koperasi Mulia Bakti, since June 2020 there are 3 pcs ex chemical container, 85 pcs of fertilizer innerbag.</p> <p>Koperasi Mulia Bakti has an agreement for hazardous waste handling with PT Mitra Aneka Rezeki as per "Perjanjian Antara PT Mitra Aneka Rezeki dengan ICS Koperasi Mulia Bakti Desa Banjar Sari Tentang Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (LB3) Nomor: 039/KOP-MB/BS/I/2020, dated 13 January 2020, valid until 13 January 2021. Hazardous waste generated by Koperasi Mulia Bakti are deliver to licenced Hazardous Waste of PT Mitra Aneka Rezeki.</p> <p>Permit of Hazardous Waste Storage PT Mitra Aneka Rezeki based on "Keputusan Bupati banyuasin Nomor: 154/KPTS/DLH/2018 dated 19 February 2018, valid until 3 years.</p>	
<p>4.6.11 (M) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		NC #1965418-202009-M6 Closed on 08/02/2021
N/A	N/A	
Requirement for Group Manager		
<p>Group Managers to monitor occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up.</p>	<p>Group Manager has formed TUS team according to "Surat Keputusan Internal Control System No: 18/ICS.KMB/VIII/2019 dated 24 August 2019". TUS team consist of 8 personil. TUS team was formed to apply pesticides/herbicides in controlling weeds and plant pests/disease.</p> <p>Medical check-up has been carried out for TUS team on 10 August 2020 by UPT Puskesmas Teluk Betung. Evidence of Medical Chek-up are available on "Surat Keterangan Sehat". Type of medical check-up for those applicator is Blood Pressure and Spirometric. Based on medical checkup indicated that all TUS team are in health condition.</p> <p>However during audit it was found nonconformity as below:</p> <ul style="list-style-type: none"> - There is no evidence that members who use pesticides independently have monitored their health condition. - Group Manager has formed a TUS team in accordance with the "Internal Control System Decree No: 18 / ICS.KMB / VIII / 2019 dated 24 August 2019". The TUS team consists of 8 personnel. The TUS team was formed to apply pesticides / herbicides in controlling weeds and plant pests / diseases. A health check was carried out for the TUS team on August 10, 2020 by the UPT Puskesmas Teluk Betung. Evidence of Medical Examination is available in the "Health Certificate". <p>Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 8 February 2021. The NC has been Closed satisfactory. Please see section 3.4 Details of Non conformities.</p>	
<p>4.6.12 (M) No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individual members ensure no pregnant or breastfeeding women are handling pesticides.	<p>Koperasi Mulia Bakti has established a policy related to the Prohibition of pregnant and / or breastfeeding women to perform work related to the chemicals activity as per "Surat Keputusan Nomor: 11/SK-ICS-KMB/III/2019 Tentang Larangan Mempekerjakan Ibu Hamil dan Menyusui Terkait Pekerjaan Pengelolaan Bahan Kimia" dated 8 March 2019.</p> <p>It also explained the one day off (leave) for women while they have menstruation, 2 months off breast feeding women. The policies concerning pregnant and breastfeeding women should not work with chemicals to members has been communicated to all member on socialization dated 24 February 2020. During interview with smallholder member they have aware and understood regarding the policy.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility.	<p>Koperasi Mulia Bakti has established a policy related to the Prohibition of pregnant and / or breastfeeding women to perform work related to the chemicals activity as per "Surat Keputusan Nomor: 11/SK-ICS-KMB/III/2019 Tentang Larangan Mempekerjakan Ibu Hamil dan Menyusui Terkait Pekerjaan Pengelolaan Bahan Kimia" dated 8 March 2019.</p> <p>Socialization of policy has been conducted on 2 Gfebruary 2020 to all smallholder member.</p>	
Criterion 4.7:		
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		
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	<p>Koperasi Mulia Bakti has develop the health and safety policy as per "Kebijakan Koperasi Mulia Bakti No: 01 Tahun 2019 Tentang Keselamatan dan Kesehatan Kerja dated 04 March 2018. The commitments of the policy are:</p> <p>a. Comply with laws and regulations as well as other requirements relating to OSH.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>b. 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.</p> <p>c. Encourage the improvement of awareness related to OSH.</p> <p>d. Monitoring activity of office and plantation</p> <p>e. First aid kit in Office and Plantation.</p> <p>OHS Policy has been socialized to all member on 24 February 2020. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member confirmed that they have aware and understand regarding OHS policy. OHS Policy develop by Koperasi Mulia Bakti are involving the smallholder member.</p>	
Requirement for Group Manager		
Group Manager shall conduct a risk assessment in collaboration with members.	<p>Koperasi Mulia Bakti has determined and performing risk analysis for each type of work including pesticide/herbicide usage. The risk analysis presented in document "Identifikasi Bahaya dan Penilaian Resiko K3 dated 10 July 2019 and also determined in "SOP Pengendalian Resiko dan Penggunaan APD No: 32/SOP-ICS-KMB/III/2019".</p> <p>Risk Analysis and 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 SOP, Policy and Decree letter on 24 February 2020. OHS Policy develop by Koperasi Mulia Bakti are involving the 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	

Criterion / Indicator	Assessment Findings	Compliance
<p>Member shall collaborate with Group Manager to ensure dangers on farm are identified.</p>	<p>Koperasi Mulia Bakti has established "Identifikasi Bahaya dan Penilaian Resiko K3 dated 10 July 2019 and also determined in "SOP Pengendalian Resiko dan Penggunaan APD No: 32/SOP-ICS-KMB/III/2019".</p> <p>Risk analysis and 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.</p>	
<p>Requirement for Group Manager</p>		
<p>Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for medical insurance for workers appropriate to scale.</p>	<p>Group manager has establish the procedure for risk assessment and its control as per SOP Pengendalian Resiko dan Penggunaan APD No: 32/SOP-ICS-KMB/III/2019".</p> <p>Koperasi Mulia Bakti has already established policy related to Occupational Safety and Health as per "Kebijakan Koperasi Mulia Bakti No: 01 Tahun 2019 Tentang Keselamatan dan Kesehatan Kerja dated 04 March 2018. The commitments of the policy are:</p> <ol style="list-style-type: none"> 1. Comply with laws and regulations as well as other requirements relating to OSH. 2. 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. 3. Encourage the improvement of awareness related to OSH. 4. Monitoring activity of office and plantation 5. First aid kit in Office and Plantation. <p>Group manager also has develop the OHS program and management plan as per "Rencana Kerja Kesehatan dan Keselamatan Kerja"</p> <p>OSH Program consist of:</p> <ul style="list-style-type: none"> - Review SOP and Policy related to OHS. - OHS training for ICS 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - OHS Policy for Smallholder member - Review OHS Risk Analysis - PPE provision - First aid kit provision - OHS monitoring (Accident monitoring). 	
<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.	<p>OHS training has been delivered by Koperasi Mulia Bakti cooperate with SNV to member of Smallholder Group. Training OHS has conducted on 7 January 2019 at KUD Mulia Bakti Office with participant 63 member.</p> <p>Based on interview with smallholder member during field observation confirmed that they have attend the training and aware with OHS policy, program and implementation.</p> <p>Koperasi Mulia Bakti has develop training program as per "Rencana Pelatihan Anggota dan Pengurus Koperasi Mulia Bakti Tahun 2020". Training for OHS planed on February 2020 and refresh each year.</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>Most of individual member manage the plantation activity by themselves such as: harvesting, weeds control (manual or chemist), pruning and manuring.</p> <p>Based on interview with smallholder member indicated that they have aware the potential of work risk that arise on their activities and they have provide the appropriate PPE for their workers (harvester).</p>	
Requirement for Group Manager		
N/A	N/A	

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Criterion / Indicator	Assessment Findings	Compliance
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, consider forming an Occupational Health Committee.	Unit of Certification has defined OSH Unit where Mr. Budi and Nuryadin as a PIC to manage and monitor OHS implementation. Koperasi Mulia Bakti has demonstrated a Unit OSH in the Group Manager organization structure and has conducted regular meeting. Koperasi Mulia Bakti has defined the Job Description for OHS unit as per "Surat Keputusan No: 21/ICS.KMB/VIII/2019 dated August 2019. Job description for OHS unit such as: OHS awareness to smallholder member, risk assessment, OHS programme aragement, SOP development related to OHS.	
Group Manager reviews the manual periodically.	Group manager has review the OHS manual/procedure and its implementation periodically with ICS. OHS procedure and its implementation develop by Koperasi Mulia Bakti by involving the smallholder member.	
4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall report accidents on the farm to the Group Manager.	Koperasi Mulia Bakti have procedure for handling Accident and emergency situation: <ul style="list-style-type: none"> - SOP Keselamatan dan Kesehatan Kerja (K3) No: 057/DOK/SOP/KMB/2019 dated July 2019. - SOP Penanganan Keadaan Darurat dan Bencana No: 27/SOP-ICS-KMB/III/2019 dated 4 March 2019. 	

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	<p>The procedure describes the mechanism of accident handling at the workplace including office, plantation and during transportation; First aid must be carried out at the first time accident handling, if the accident cannot be handled by first aid then OHS Unit immediately take the victim to the nearest clinic or hospital for further treatment.</p> <p>Koperasi Mulia Bakti has provided the first aid kit in the office and plantation site (brought by PIC K3 during activity). If an accident occurs on the farm/block they will call and report the PIC K3 who brought the first aid kit and ask for help. If accidents cannot be handled onsite, the PIC K3 and Lead of Farmer Group will bring to the nearest public health and report to the Group Manager.</p> <p>Group manager Koperasi Mulia Bakti has appointed Nuryadin and Budi as a PIC to monitor the first aid kit and work accident at the workplace as per "Surat keputusan Nomor: 21/ICS.KMB/VIII/2019 – Pembentukan dan Pengangkatan Petugas K3 ICS Koperasi Mulia Bakti".</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>Auditor has been verified that First Aid kit is available at office and onsite. The first aid kit onsite brought by the PIC K3 (Nuryadin) from ICS.</p> <p>Koperasi Mulia Bakti also provides the first aid kit in each smallholder Group. Evidence of first aid kit provision can be demonstrated during audit.</p>	
Requirement for Group Manager		
Group Managers shall develop OHS / First Aid manual and distribute to all individual members.	<p>Group Manager has developed OHS/First aid manual and available at Koperasi Office.</p> <p>Training related to First aid manual has been delivered by Koperasi Mulia Bakti to all smallholder members on 7 January 2020. Evidence of training are available: training module, minutes of training, attendance list and photograph.</p>	
Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.	<p>Group Manager has involving individual members related to First Aid Training on 7 January 2020. Training located at KUD Mulia Bakti Office.</p>	
Group Manager shall record members' accidents on the farm.	<p>Koperasi Mulia Bakti has provided the specific form to record the accident as per "Rekaman – Monitoring dan Laporan Pelaksanaan K3". Based on record accident period 2020 (January – September) confirmed that there is no accident recorded or Zero accident.</p>	

Criterion / Indicator	Assessment Findings	Compliance
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>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 Edy Suwarno (TUS Team) Number 0000314642766, - Kartu BPJS Kesehatan on behalf Nuryadin (Kerani) Number 00001422756764, - Kartu Indonesia Sehat on behalf Muhamad Isnanto (TUS Team) Number 0002268772806, - Kartu Indonesia Sehat on behalf Sarno (Harvester) Number 0000314692582, - Kartu Indonesia Sehat on behalf Ratno (TUS Team) Number 0000314692582, 	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved.	<p>Based on interview with smallholder member, confirmed that if accident occurs during work at farm, then the land owner/smallholder is responsible to report to OHS Unit and Group Manager.</p> <p>As refer to OHS procedure which made by Group Manager within "Standar Operasional Keselamatan dan Kesehatan Kerja (K3)". It was clearly that Group Manager has fully responsible to provide medical care to all workers who working at individual members.</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>	
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		

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Criterion / Indicator	Assessment Findings	Compliance
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 the results of document verification and interviews with harvesting workers and FFB transport contractors, it shows that they have attended the Best Management Practices training on 16-18 November 2019 starting from training in land preparation-planting-plant care, Pest and Plant Disease Control, Occupational Safety and Health, Harvesting, transporting FFB etc.	
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	Koperasi Mulia Bakti has held the RSPO P&C training provided by SNV on January 5, 2019 and was attended by all RSPO Certification smallholder member. In addition, Best Management Practices training has also been carried out on November 16-18 2019 starting from training on land preparation-planting-plant care, Control of pests and plant diseases, Occupational Safety and Health, Harvesting, transporting FFB etc. All training records are properly documented in the "Dokumen Pelatihan Anggota".	
Appropriate to scale, Group Manager shall prepare a training plan.	The Group Manager has compiled a work program for the period 2019-2020 which was signed on January 2, 2019, including a training plan consisting of: <ul style="list-style-type: none"> 1. Socialization of RSPO Certification to all members. 2. Establishment of ICS and Work Units 	

Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> 3. Policy development 4. SOP development 5. SK development 6. Socialization of SOPs. Decree and Policy 7. Opening of registration to smallholders member who wants to join RSPO certification. 8. Land Mapping 9. Registration of Koperasi Mulia Bakti to become a member of the RSPO 10. Best Management Practices Training 11. RSPO P&C training 12. HCV training 13. Registration and creation of STDB (Surat Tanda Daftar Budidaya) 14. Registration and preparation of SPPL (Surat Pernyataan Pengelolaan Lingkungan) 15. OHS training 16. Census of Plant Pests and Diseases 17. Internal Audit 18. RAT (annual member meeting) 17 and 18 19. Improvements to internal audit findings 20. External Audit <p>Koperasi Mulia Bakti has prepared a Training Plan for members and administrators for the 2020 period consisting of:</p> <ul style="list-style-type: none"> ○ BMP Refreshment Training for 11 Smallhodler Group which will be held in November - December 2020. ○ RSPO P&C training (new RISS 2019) for smallholders to be conducted in December 2020. ○ HCV training which is planned to be conducted in February - March 2020. 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> ○ OHS training planned for March 2020 ○ Socialization of the Law dan regulation to be carried out in February - March 2020. ○ Socialization of SOPs, Decrees and Policies to be carried out in February - March 2020. 	
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.	<p>Koperasi Mulia Bakti has prepared a Training Plan for members and administrators for the 2020 period consisting of:</p> <ul style="list-style-type: none"> ○ BMP Refreshment Training for 11 Smallholder Group which will be held in November - December 2020. ○ RSPO P&C training (new RISS 2019) for smallholders to be conducted in December 2020. ○ HCV training which is planned to be conducted in February - March 2020. ○ OHS training planned for March 2020 ○ Socialization of the Law dan regulation to be carried out in February - March 2020. ○ Socialization of SOPs, Decrees and Policies to be carried out in February - March 2020. 	
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

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall demonstrate an understanding of the environmental risks of their operations</p>	<p>Based on field observation and interview with sample of individual smallholder at Koperasi Mulia Bakti (KT Sumber Rejeki, KT Sido Urip, KT Sido Rukun, KT Sido Mulyo) indicated that they already understood the environmental risks and impact of their operations, such as pesticides handling and chemical waste disposal.</p> <p>Koperasi Mulia Bakti is in the process of endorsing an SPPL (statement of environmental management capability by the Environmental Service Agency) for Smallholder member according to "Surat Keterangan Nomor: 660/DLH/1336/T/2020 dated 28 September 2020".</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall identify all activities that have an impact on the environment.</p>	<p>Koperasi Mulia Bakti has conduct Social and Environmental Impact Assessment (SEIA) on 28 January – 4 March 2020. Scope of SEI Assessment are:</p> <ul style="list-style-type: none"> • Area: ± 640 Ha • Location and surrounding boundaries of Koperasi Mulia Bakti, Village Banjar Sari • Employment • Independent smallholder and scheme smallholder development, • Social and economy aspect • Population monograph • Community livelihoods • Community health <p>Analysis of Social Impact Koperasi Mulia Bakti:</p> <p>Positive Impact:</p> <ul style="list-style-type: none"> - Economy: improving the community/farmer's economy; open employment opportunities for people in Banjar Sari Village; strengthen the institutional "Koperasi Mulia Bakti" in carrying out its functions. - Social: create a good cooperative relationship between farmers and farmer groups, partner companies and stakeholders 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Culture & Environment: enhance the knowledge on palm oil plantation, improve the quality of human resources for farmers through trainings Negative impact: <ul style="list-style-type: none"> - Economy & Social: the emergence of jealousy and social inequality - Environment: pesticide use impact to the riparian/river area, land fire, the emergence of a reduction in groundwater discharge 	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.	Based on field observation and interview with sample of individual smallholder at Koperasi Mulia Bakti (KT Sumber Rejeki, KT Sido Urip, KT Sido Rukun, KT Sido Mulyo) indicated that they already understood the environmental risks and impact of their operations, such as pesticides handling and chemical waste disposal.	
Individual members shall contribute to the reduction of environmental impacts	Based on field observation and interview with sample of individual smallholder at Koperasi Mulia Bakti (KT Sumber Rejeki, KT Sido Urip, KT Sido Rukun, KT Sido Mulyo), farmers already understood how to handling of fertilizer inner bag and agrochemical container (if they use).	
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.	Within SEIA document, there is Plan and Effort to Reduce Negative Impact and Increasing Positive Impacts. In example: Negative impact: <ul style="list-style-type: none"> - Encourage every activity with a mutual cooperation system - Increase social activities in the community and contribute to social development such as village donations, donations to places of worship and so on. 	

Criterion / Indicator	Assessment Findings	Compliance
	Planting trees around critical / critical areas, installing warning signs in riparian area, boundary marking of spraying activity around the riparian area, reducing pesticide use around rivers, fire land warning sign.	
<p>5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
Group Managers shall organise training for members on environmental risks and mitigation measures.	<p>Group Manager is maintain training record for several aspect on the RSPO P&C, such as: Training on Pesticides and Chemical Use, First Aid, HCV, Best management practices and Social and Environmental Impact. Training on environmental risk and mitigation has been delivered together with BMP training on 16, 17, 18 and 21, 22, 23 November 2019.</p> <p>Training Plan has been develop as per "Rencana Pelatihan Anggota dan Pengurus Koperasi Mulia Bakti 2020" In example:</p> <p>Training and Refreshment</p> <ul style="list-style-type: none"> - Best Management Practices (November & December), including environmental impact, waste management. - HCV (February & March), including prohibition for spraying surrounding the watercourse. - OHS Training (February) - RSPO P & C Standard training (December) - Regulation compliance training - SOP, Policy and Decree letter socialization 	
Group Managers shall monitor implementation	Group Manager has been monitor through regular internal audit once a year.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Sample documented seen: Audit Questionnaire or "Form Pertanyaan Audit Internal", dated 10 July – 20 July 2020 for 93 smallholder member of Koperasi Mulia Bakti.</p> <p>Internal audit was covering implementation of RSPO P & C, Institutional understanding, HCV management and monitoring, Agrochemical and waste handling, OHS, Best management Practices, Regulation compliance, data completeness of smallholder member.</p>	
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>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).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them</p>	<p>Koperasi Mulia Bakti has identified HCV in collaboration with SNV in 2019; the results of HCV identification present in document "Laporan Penilaian Nilai Konservasi Tinggi Koperasi Mulia Bakti" High Conservation Value Assessment Report of Koperasi Mulia Bakti. HCV Identification is carried out on the each of smallholder member plantation area using the Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services.</p> <p>Based on document verification and field visits, it was shown that HCV 1 species were identified in the form of protected species.</p>	
<p>Individual members shall participate in the HCV assessment.</p>	<p>Based on document verification, it shows that Koperasi Mulia Bakti has identified HCV in collaboration with SNV in 2019 where the results of HCV identification are contained in the document of Koperasi Mulia Bakti High Conservation Value Assessment Report. HCV Identification is carried out on the each of smallholder member plantation area. The involvement of farmers in the HCV identification process is proven by filling in the "Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services". The checklist contains detailed information on the condition of the plantation land owned by smallholder members, members and the environment, a summary of the results of HCV identification, a questionnaire about HCV assessments.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
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>Koperasi Mulia Bakti has identified HCV in collaboration with SNV in 2019 the results of HCV identification present in document "Laporan Penilaian Nilai Konservasi Tinggi Koperasi Mulia Bakti" High Conservation Value Assessment Report of Koperasi Mulia Bakti. HCV Identification is carried out on the each of smallholder member plantation area using the Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services.</p> <p>Based on document verification and field visits, it was shown that HCV 1 species were identified in the form of protected species. Animal species that are identified in the smallholder member plantation are adaptive species in oil palm plantations (for example: owls, cobra snakes, turtledoves, forest chickens (galus sp), phyton) or just fly by (eg, eagles).</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>		
Requirement for Individual Member with up to 50ha of plantation size		
<p>Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report</p>	<p>Koperasi Mulia Bakti has identified HCV in collaboration with SNV in 2019 the results of HCV identification present in document "Laporan Penilaian Nilai Konservasi Tinggi Koperasi Mulia Bakti" High Conservation Value Assessment Report of Koperasi Mulia Bakti. HCV Identification is carried out on the each of smallholder member plantation area using the Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services.</p> <p>Based on document verification and field visits, it was shown that HCV 1 species were identified in the form of protected species. Animal species that are identified in the smallholder member plantation are adaptive species in oil palm plantations (for example: owls, cobra snakes, turtledoves, forest chickens (galus sp), phyton) or just fly by (eg, eagles).</p> <p>Non conformity found during audit:</p> <p>Based on document verification, it shows that Koperasi Mulia Bakti has conducted HCV assessment in collaboration with SNV in 2019, where the results of the identification are contained in the High Conservation Value Assessment Report of the Koperasi Mulia Bakti. HCV Identification is carried out</p>	<p>NC #1965418-202009-M8 Closed on 08/02/2021</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>on the land of each member using the Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services.</p> <p>There were Identified the presence of animal species in the plantation area such as Cobra Snakes, Ayam Hutan, Ular Sawah, Perkutus, etc.</p> <p>Based on the verification of High Conservation Value Assessment Report 2019 there is no statement regarding the presence or absence of High Conservation Value Areas in the plantation areas owned by smallholder member.</p> <p>Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 8 February 2021. The NC has been Closed satisfactory. Please see section 3.4 Details of Non conformities.</p>	
Requirement for Group Manager		
<p>Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.</p>	<p>Based on the verification of the High Conservation Value Assessment Report document of Koperasi Mulia Bakti compiled in 2019, it shows that the document has described the HCV Management and Monitoring Plan.</p> <p>The Group Manager of Koperasi Mulia Bakti has also developed procedures related to HCV protection, consisting of:</p> <ol style="list-style-type: none"> 1. SOP for Handling Human and Wildlife Conflict (Doc. No.36/SOP-ICS-KMB/III/2019) signed on March 4, 2019. This procedure regulates the prohibition of capturing, trapping, killing wild or rare animals, It is prohibited to change or destroy animal trails, mark nests or places where protected animals live by posting information boards, conveying information/communication with relevant agencies (Village, District, Forestry Service or the nearest BKSDA). 2. SOP for Protection of Wild or Endangered Animals (Doc. No: SOP38/SOP-ICS-KMB/III/2019 which was signed on March 4, 2019. This procedure regulates the prohibition of capturing, ensnaring, killing wild or rare animals, prohibited changing or destroying animal trails, marking nests or places where protected animals live by posting information boards, reporting to relevant agencies (Village, District, Forestry Service or nearest BKSDA) if protected/ endangered species are found. 	

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Criterion / Indicator	Assessment Findings	Compliance
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 interviews with smallholder members, it shows that they have understood the RTE animal and plant protection policies and understand the consequences of violating these policies from membership in the Group Manager.	
Requirement for Group Manager		
Group Manager conducts training for their individual members and their workers about the status of HCV and RTE species and the applicable disciplinary measures	<p>Based on field visits, it shows that Koperasi Mulia Bakti has installed the posters of protected species in Indonesia which are placed in locations that are accessible to the public, such as on the road in front of the Cooperative Office, Simpang Blok 6 and Simpang Blok 4.</p> <p>Group Manager has compiled a work program for the period 2019-2020 which was signed on January 2, 2019, including the latest RSPO HCV Training and P&C Training plans (2019).</p> <p>Group Manager has conducted the HCV and RSPO P&C Training provided by SNV on 05 January 2019 and was attended by all RSPO Certification smallholder members.</p> <p>Group Manager has compiled Policies and SOPs related to RTE Plant Animal Protection, for example SOPs for Wildlife Protection (Document No: 38/ SOP-Koperasi Muia Bakti/III/2019, dated March 4, 2019) and SOPs for Handling Human and Wildlife Conflict (Document No: 36/SOP-Koperasi Muia Bakti/III/2019, dated 4 March 2019).</p> <p>Group Manager has conducted SOP and Policy Socialization on February 2, 2020 followed by 76 participants.</p>	
5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. 		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)	Based on interviews with smallholder members stated that they were involved in the preparation of the HCV Identification document, which includes the identification of plant species in their plantation area. Information from each members becomes a reference for identifying plant-animal species.	NC #1965418-202009-N1 OPEN
Requirement for Group Manager		
Group Managers shall implement a mechanism for individual members to report on threats to HCVs	<p>In the document of High Conservation Value Assessment Report Koperasi Mulia Bakti 2019, the HCV management and monitoring plan has been described, consisting of:</p> <p>a. Management :</p> <ul style="list-style-type: none"> - Protection of Areas with High Conservation Value, although the report does not clearly state the existence of the KBKT and its location. - Prohibition of hunting wildlife - Land Fire Prevention <p>b. Monitoring:</p> <ul style="list-style-type: none"> - Animal hunting activities - Distribution of protected species <p>Based on document verification and field visits, it was shown that HCV 1 species were identified in the form of protected species.</p> <p>Non conformity found during audit:</p> <p>Based on verification of the High Conservation Value Assessment Report document 2019, it was identified the presence of animal species in the Plantation area of member such as Cobra Snakes, Ayam Hutan, Ular Sawah, Perkutut, etc.</p> <p>This document has described the HCV management and monitoring plan.</p> <p>Based on interviews with HCV officers and sample members, it was shown that animal monitoring had never been carried out after HCV identification activities had been carried out.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Correction and corrective action plan has been made and accepted by audit team. Since this is minor NC, verification of the implementation will be carried out on next surveillance assessment. The NC remain OPEN. Please see section 3.4 Details of Non conformities.	
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 interviews with smallholder members, traditional leaders/community leaders and field visits, there were no findings on the types of local community rights in oil palm plantations. There are no land disputes between member farmers and any parties, including local communities.	
Requirement for Group Manager		
In cases where there is an overlap of local community rights and HCV areas, the Group Manager shall initiate the negotiation of an agreement that optimally safeguards both the HCVs and these rights	Based on field visits, document verification and public consultations, it was found that there were no types of local community rights found in the oil palm plantation areas belonging to the members of Koperasi Mulia Bakti. All land belonging to members is the land of the former Trans-PIR Air Senda UPT IV Blok D Program which has been cleared by the Government since 1994 - 1995.	
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	Group manager has develop the procedure to dispose the chemical container (pesticide and herbicide) in the "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP/ICS-KMB/III/2019" dated 4 March 2019. All chemical cnpntainer must be collected and store in the hazardous waste storage ; ex	

Criterion / Indicator	Assessment Findings	Compliance
waste management and disposal plan is in place.	<p>chemical container must not used as another purposes; ex chemical container received by Koperasi are record by ICS (waste origin/smallholder name, dated, amount and necessary information. SOP has been communicated and socialize to all smallholder member on 24 February 2020.</p> <p>Koperasi Mulia Bakti has provide the temporary storage to store the ex chemical container (pesticide/herbicide). The incoming waste was record in "Pencatatan Limbah B3 (Bahan Berbahaya Beracun)". According to record of hazardous waste received by Koperasi Mulia Bakti, since June 2020 there are 3 pcs ex chemical container, 85 pcs of fertilizer innerbag.</p> <p>Koperasi Mulia Bakti has an agreement for hazardous waste handling with PT Mitra Aneka Rezeki as per "Perjanjian Antara PT Mitra Aneka Rezeki dengan ICS Koperasi Mulia Bakti Desa Banjar Sari Tentang Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (LB3) Nomor: 039/KOP-MB/BS/I/2020, dated 13 January 2020, valid until 13 January 2021. Hazardous waste generated by Koperasi Mulia Bakti are deliver to licenced Hazardous Waste of PT Mitra Aneka Rezeki.</p> <p>Permit of Hazardous Waste Storage PT Mitra Aneka Rezeki based on "Keputusan Bupati banyuasin Nomor: 154/KPTS/DLH/2018 dated 19 February 2018, valid until 3 years.</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		
Members shall ensure that all chemical containers are properly handled and disposed.	<p>Koperasi Mulia Bakti has been able to show mechanism to handling waste material from chemical material, that was published by Group Manager "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP/ICS-KMB/III/2019" dated 4 March 2019. This mechanism describe that waste material would be col-lected to the Head of Farmer Group (ketua Kelompok tani) and delivered to the Koperasi Mulia Bakti to be recapitulated and report to the manager.</p> <p>Non conformity found during audit:</p> <ul style="list-style-type: none"> • There is no evidence that the cooperative members have ensured all used pesticide / herbicide packaging is managed properly and appropriately according to Group SOPs. • Based on information from the Group Manager, most of the members apply pesticides independently, but the Group Manager's control cannot be proven to ensure that used pesticide / herbicide packaging is managed in accordance with the Mulia Bakti Cooperative Procedure. 	<p>NC #1965418-202009-M7</p> <p>Closed on 08/02/2021</p>

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Criterion / Indicator	Assessment Findings	Compliance
	Correction and corrective action plan has been made and accepted by audit team. Verification of the implementation has been carried out on 8 February 2021. The NC has been Closed satisfactory. Please see section 3.4 Details of Non conformities.	
Requirement for Group Manager		
The Group Manager shall ensure that all chemical containers are properly handled and disposed	<p>Group manager has develop the procedure to dispose the chemical container (pesticide and herbicide) in the "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP/ICS-KMB/III/2019" dated 4 March 2019. All chemical cptainer must be collected and store in the hazardous waste storage ; ex chemical container must not used as another purposes; ex chemical container received by Koperasi are record by ICS (waste origin/smallholder name, dated, amount and necessary information. SOP has been communicated and socialize to all smallholder member on 24 February 2020.</p> <p>Koperasi Mulia Bakti has provide the temporary storage to store the ex chemical container (pesticide/herbicide). The incoming waste was record in "Pencatatan Limbah B3 (Bahan Berbahaya Beracun)". According to record of hazardous waste received by Koperasi Mulia Bakti, since June 2020 there are 3 pcs ex chemical container, 85 pcs of fertilizer innerbag.</p> <p>Koperasi Mulia Bakti has an agreement for hazardous waste handling with PT Mitra Aneka Rezeki as per "Perjanjian Antara PT Mitra Aneka Rezeki dengan ICS Koperasi Mulia Bakti Desa Banjar Sari Tentang Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (LB3) Nomor: 039/KOP-MB/BS/I/2020, dated 13 January 2020, valid until 13 January 2021. Hazardous waste generated by Koperasi Mulia Bakti are deliver to licenced Hazardous Waste of PT Mitra Aneka Rezeki.</p> <p>Permit of Hazardous Waste Storage PT Mitra Aneka Rezeki based on "Keputusan Bupati banyuasin Nomor: 154/KPTS/DLH/2018 dated 19 February 2018, valid until 3 years.</p>	
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Requirement for Individual Member with up to 50ha of plantation size		
Appropriate to scale, members shall have a documented waste management and disposal plan.	Koperasi Mulia Bakti has prepared program of waste management and disposal. The document consisting of source pollution, waste (agrochemical waste, fertilizing plastic bag and domestic.	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<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 Koperasi Mulia Bakti 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 chemical container.</p>	
<p>Members shall communicate to all workers the waste management and disposal plan.</p>	<p>Most of smallholder member are working themselves and no workers are hired by smallholder member.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal and chemical container.</p>	
<p>Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.</p>	<p>Most of smallholder member are working themselves and no workers are hired by smallholder member.</p> <p>Based on interview with individual member, they have demonstrated on understanding of mechanism related to management of agrochemicals disposal and chemical container.</p>	
<p>Requirement for Group Manager</p>		
<p>Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.</p>	<p>Group manager has develop the procedure to dispose the chemical container (pesticide and herbicide) in the "SOP Pengelolaan Wadah Bekas Kimia No: 19/SOP/ICS-KMB/III/2019" dated 4 March 2019. All chemical container must be collected and store in the hazardous waste storage ; ex chemical container must not used as another purposes; ex chemical container received by Koperasi are record by ICS (waste origin/smallholder name, dated, amount and necessary information).</p> <p>Koperasi Mulia Bakti has provide the temporary storage to store the ex chemical container (pesticide/herbicide). The incoming waste was record in "Pencatatan Limbah B3 (Bahan Berbahaya Beracun)". According to record of hazardous waste received by Koperasi Mulia Bakti, since June 2020 there are 3 pcs ex chemical container, 85 pcs of fertilizer innerbag.</p> <p>Koperasi Mulia Bakti has an agreement for hazardous waste handling with PT Mitra Aneka Rezeki as per "Perjanjian Antara PT Mitra Aneka Rezeki dengan ICS Koperasi Mulia Bakti Desa Banjar Sari Tentang Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (LB3) Nomor: 039/KOP-</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	MB/BS/I/2020, dated 13 January 2020, valid until 13 January 2021. Hazardous waste generated by Koperasi Mulia Bakti are deliver to licenced Hazardous Waste of PT Mitra Aneka Rezeki. Permit of Hazardous Waste Storage PT Mitra Aneka Rezeki based on "Keputusan Bupati banyuasin Nomor: 154/KPTS/DLH/2018 dated 19 February 2018, valid until 3 years.	
Group Manager shall communicate to all members on the waste management and disposal plan.	Group Manager already conducting training to all members regarding waste management together with BMP training on 16, 17, 18 and 21, 22, 23 November 2019. .	
The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.	Based on field observation and interview with sample of individual smallholder at Koperasi Mulia Bakti (KT Sumber Rejeki, KT Sido Urip, KT Sido Rukun, KT Sido Mulyo) a, individual members stated that they already understood related waste management and disposal.	
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.	ICS Koperasi Mulia Bakti identify the volume of fossil fuel usage by smallholder member for FFB transportation and made the program to improving the fossil fuel efficiency. Fossil fuel monitoring available in Logbook, sample seen: <ul style="list-style-type: none"> - Trcuk No. BG9825JA, Driver Rizal, Diesel fuel usage since 8 - 25/09/2020 as much as 30 L (average 5L per trip). - Trcuk No. BG8841MI, Driver Zakir Manza, Diesel fuel usage since 7 - 25/09/2020 as much as 40 L (average 5L per trip). - Trcuk No. BG8624JB, Driver I Komang Ardika, Diesel fuel usage since 8 - 24/09/2020 as much as 30 L (average 5L per trip). 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Group Manager Koperasi Mulia Bakti has issued the policy "Rencana Peningkatan dan Pemantauan Efisiensi Penggunaan Bahan bakar Fossil No: 03/Rencana Peningkatan dan Pemantauan Efisiensi Bahan Bakar Fossil/KMB/VIII/2019 Koperasi Mulia Bakti".</p> <p>Group Manager has a plan for improving fuel efficiency, such as:</p> <ul style="list-style-type: none"> - Reduce electricity usage for office administration activities, - Fuel efficiency for motorcycle usage. - Reduce the fossil fuel usage for FFB transportation. 	
Requirement for Group Manager		
<p>Appropriate to scale, Group Manager shall have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p>	<p>ICS Koperasi Mulia Bakti identify the volume of fossil fuel usage by smallholder member for FFB transportation and made the program to improving the fossil fuel efficiency. Fossil fuel monitoring available in Logbook, sample seen:</p> <ul style="list-style-type: none"> - Trcuk No. BG9825JA, Driver Rizal, Diesel fuel usage since 8 - 25/09/2020 as much as 30 L (average 5L per trip). - Trcuk No. BG8841MI, Driver Zakir Manza, Diesel fuel usage since 7 - 25/09/2020 as much as 40 L (average 5L per trip). - Trcuk No. BG8624JB, Driver I Komang Ardika, Diesel fuel usage since 8 - 24/09/2020 as much as 30 L (average 5L per trip). <p>Group Manager Koperasi Mulia Bakti has issued the policy "Rencana Peningkatan dan Pemantauan Efisiensi Penggunaan Bahan bakar Fossil No: 03/Rencana Peningkatan dan Pemantauan Efisiensi Bahan Bakar Fossil/KMB/VIII/2019 Koperasi Mulia Bakti".</p> <p>Group Manager has a plan for improving fuel efficiency, such as:</p> <ul style="list-style-type: none"> - Reduce electricity usage for office administration activities, - Fuel efficiency for motorcycle usage. - Reduce the fossil fuel usage for FFB transportation. 	
Criterion 5.5:		

Criterion / Indicator	Assessment Findings	Compliance
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.		
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.		
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.	Based on field observation and interview with sample of individual smallholder at Koperasi Mulia Bakti (KT Sumber Rejeki, KT Sido Urip, KT Sido Rukun, KT Sido Mulyo), individual smallholder already understand that fire use and burning at farm is prohibited.	
Requirement for Group Manager		
The Group Manager shall: <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to individual members of the Group 	Group Manager has develop the policy concerning no fire use within "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest, No Conflict" dated 8 March 2019. Policy stated that prohibited to land clearing by burning it deliberately or not. Policy has been communicated to all smallholder member on 2 February 2020.	
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.	Year of Planting of individual members is between 1994– 1995, there is not proved that land clearing is using fire. Whereby, Replanting activities using <i>under replanting system</i> .	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> • Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning' 2003. • Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	<p>Group Manager has develop the policy concerning no fire use within "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest, No Conflict" dated 8 March 2019.</p> <p>Policy stated that prohibited to land clearing by burning it deliberately or not.</p> <p>Policy has been communicated to all smallholder member on 2 February 2020.</p> <p>Hectare statement documents shown all of oil palm areas covered on Koperasi Mulia Bakti units are planted on year 1994-1995.</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>Criterion 5.6:</p>		
<p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p>5.6.1 (M) An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>List significant pollutants and identify sources of emissions.</p>	<p>Group Manager already have list of significant pollutants and identify sources of emissions were available in "Identifikasi Sumber Emisi Gas Rumah Kaca di Wilayah perkebunan Kelapa Sawit Koperasi Mulia Bakti" as per "Rencana Peningkatan dan Pemantauan Efisiensi Penggunaan Bahan bakar Fossil No: 03/Rencana Peningkatan dan Pemantauan Efisiensi Bahan Bakar Fossil/KMB/VIII/2019 Koperasi Mulia Bakti" dated 10 August 2019.</p> <p>Source emission are: Farm (Pesticide and Fertilizer application); FFB Transportation (Fossil Fuel); Office (Computer use and Lamp).</p>	
<p>5.6.2 (M) Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</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		
Identify options to reduce pollutants and emissions and consider whether the group can implement any of these.	Group Manager already have list of significant pollutants and identify sources of emissions were available in "Identifikasi Sumber Emisi Gas Rumah Kaca di Wilayah perkebunan Kelapa Sawit Koperasi Mulia Bakti" as per "Rencana Peningkatan dan Pemantauan Efisiensi Penggunaan Bahan bakar Fossil No: 03/Rencana Peningkatan dan Pemantauan Efisiensi Bahan Bakar Fossil/KMB/VIII/2019 Koperasi Mulia Bakti" dated 10 August 2019. Source emission are: Farm (Pesticide and Fertilizer application); FFB Transportation (Fossil Fuel); Office (Computer use and Lamp).	
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.		

Criterion / Indicator	Assessment Findings	Compliance
6.1.1 (M) A social impact assessment (SIA) including records of meetings shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the social risks of their operations.	Based on interviews with smallholder members, it shows that they understand the social impacts that may occur due to the oil palm plantation development activities they do, especially jealousy and social disparities in the community where oil palm farmers who are members get facilities from Group Managers such as trainings from Koperasi and the government, for example, through the Replanting assistance program by the Oil Palm Plantation Fund Management Agency (BPDPKS). Member farmers have received socialization related to Environmental and Social Impact Identification from the Group Manager on February 2, 2020, which was attended by 76 participants.	
Requirement for Group Manager		
Group Managers shall identify all activities that have social impacts with the participation of affected parties.	The Group Manager has identified social impacts in 2019 in collaboration with SNV, the results of social impact assessment present in the document "Penilaian Dampak Sosial dan Lingkungan (Social Environment Impact Assessment) for Smallholder Palm Oil Plantation Businesses at Koperasi Mulia Bakti". The document has described the positive and negative impacts on the surrounding community, among others: a. Positive impact ; <ul style="list-style-type: none"> - Community income increasing - Opening employment opportunities for the community in Banjar Sari Village - Strengthening the Koperasi Mulia Bakti institution in carrying out its function in serving the needs of its members particularly and the surrounding community generally. - Good cooperative relationships between farmers and farmer groups, farmer groups and cooperatives and also between cooperatives and partner companies or other stakeholders. - Increase knowledge about good oil palm cultivation and increase the professionalism of the human resources of farmers through the training conducted. b. Negative impact:	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - The possibility of jealousy and social inequality. - Impact of reducing groundwater discharge - Impact of pesticide use - Potential land fires 	
<p>6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties.</p>		
Requirement for Individual Member with up to 50ha of plantation size		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>The Group Manager has identified social impacts in 2019 in collaboration with SNV, the results of social impact assessment present in the document "Penilaian Dampak Sosial dan Lingkungan (Social Environment Impact Assessment) for Smallholder Palm Oil Plantation Businesses at Koperasi Mulia Bakti". The document has described the positive and negative impacts on the surrounding community, among others:</p> <p>a. Positive impact ;</p> <ul style="list-style-type: none"> - Community income increasing - Opening employment opportunities for the community in Banjar Sari Village - Strengthening the Koperasi Mulia Bakti institution in carrying out its function in serving the needs of its members particularly and the surrounding community generally. - Good cooperative relationships between farmers and farmer groups, farmer groups and cooperatives and also between cooperatives and partner companies or other stakeholders. - Increase knowledge about good oil palm cultivation and increase the professionalism of the human resources of farmers through the training conducted. <p>b. Negative impact:</p> <ul style="list-style-type: none"> - The possibility of jealousy and social inequality. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Impact of reducing groundwater discharge - Impact of pesticide use Potential land fires	
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	Based on interviews with member farmers, it shows that they understand the social impacts that may occur due to the oil palm plantation development activities they do, especially jealousy and social disparities in the community where oil palm farmers who are members get facilities from Group Managers such as trainings from Koperasi and the government, for example, through the Replanting assistance program by the Oil Palm Plantation Fund Management Agency (BPDPKS). Member farmers have received socialization related to Environmental and Social Impact Identification from the Group Manager on February 2, 2020, which was attended by 76 participants.	
Requirement for Group Manager		
Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.	The Group Manager has identified negative impacts and includes efforts to minimize these negative impacts, for example: <ol style="list-style-type: none"> 1. Jealousy and social disparities, reduce negative impacts by encouraging every activity and activity with mutual cooperation and increasing social activities in the community and contributing to social development (such as village donations, donations for places of worship, etc.). 2. The impact on reducing groundwater discharge, reduce negative impacts by planting forestry plants around critical/vulnerable areas. 3. The impact of using pesticides reduce negative impacts by manually controlling weeds on the edge of the trench, installing spraying prohibition boards on the edge of the trench, using the right type of pesticide, on target, on time and on the right dose. 	

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Criterion / Indicator	Assessment Findings	Compliance
	4. Impact of land fires, efforts are made to reduce negative impacts by installing warning boards about the dangers of fire to the environment and increasing the skills of member farmers through training on land fire hazard control.	
Group Managers shall organise training for members on social risks and mitigation measures	Group Manager has conducted socialization related to policies, SOPs, Best Management Practices (BMP) and P&C of the RSPO including Environmental and Social Impact Analysis and efforts to minimize negative impacts, for example; <ol style="list-style-type: none"> 1. RSPO P&C training provided by SNV on 05 January 2019 and attended by all RSPO Certification member farmers. 2. Best Management Practices training on 16-18 November 2019 starting from land preparation-planting-plant care, Pest and plant disease control, occupational safety and health, harvesting, transporting FFB etc. 3. Socialization of SOPs, Decrees and Policies on February 2, 2020, attended by 76 participants. 4. Spray Unit Team (TUS) training which was conducted on September 19, 2019 in collaboration with PT Mitra Aneka Rezeki which was attended by 8 TUS Team personnel. 5. Basic Fire training which was held on January 8, 2019 in collaboration with PT Mitra Aneka Rezeki which was attended by 97 participants 	
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable, individual members shall help to address negative social impacts in a consultative manner.	Based on interviews with sample smallholder members such as ES (KMB.09.001), SHD (KMB.09.004), SDY (KMB.09.009), it shows that they have understood the types of negative social impacts of oil palm plantation operations, such as: jealousy and social inequality.	
Requirement for Group Manager		
Group Managers shall monitor implementation of mitigation plan.	Based on the verification of the Social Management and Monitoring Plan document, it shows that the impact monitoring activities are carried out every 1 year. The Group Manager has consistently documented the records of the submission of village fund assistance in the amount of IDR 6,-/ Kg	

Criterion / Indicator	Assessment Findings	Compliance
	<p>FFB, for example the handover of village funds for the FFB production period in March 2020 which was submitted on 11 April 2020 and the FFB production period in May 2020 which was submitted on 31 May 2020.</p> <p>Based on interviews with community leaders, the Head of Banjar Sari Village and the member farmers indicated that until the time of the audit, there was no indication of jealousy/social inequality towards Koperasi Mulia Bakti.</p>	
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
6.2.1 Consultation and communication procedures shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
The individual member shall demonstrate understanding of the group's consultation and communication procedures	Koperasi Mulia Bakti has established Standard Operating Procedure No. 28/SOP-ICS-KMB/III/2019 concerning Communication & Consultation with Other Parties which was endorsed by the Group Manager on March 4, 2019. The Communication & Consultation SOP was socialized to all member farmers on February 2, 2020, attended by 76 participants. Based on interviews with member farmers, as well as other stakeholders, it was stated that the process of communication and consultation with the management of the Koperasi Mulia Bakti was going well, every request for information was always well responded to by the cooperative management/Group Manager.	
Requirement for Group Manager		

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Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall develop a documented procedure for consultation and communication with local communities and other affected or interested parties.	Koperasi Mulia Bakti has a Standard Operating Procedure No. 28/SOP-ICS-KMB/III/2019 concerning Communication & Consultation with Other Parties which was endorsed by the Group Manager on March 4, 2019.	
The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.	<p>Koperasi Mulia Bakti has Compiled Standard Operating Procedure No. 28/SOP-ICS-KMB/III/2019 concerning Communication & Consultation with Other Parties which was approved by the Group Manager on March 4, 2019. Based on the SOP, Group Manager is a person who communicates with other parties.</p> <p>For internal communication, Koperasi Mulia Bakti has compiled SOP No. 046/SOP-ICS-KMB/III/2019 concerning Internal Group Communication Certification signed by 04 March 2019. Based on this SOP, the officer appointed by the Group Manager to communicate with members is the Extension Officer.</p> <p>The two SOPs have been socialized to all member farmers on February 2, 2020, attended by 76 participants.</p> <p>Based on interviews with member farmers and other stakeholders, it was stated that the process of communication and consultation with the management of the Mulia Bakti Cooperative was going well, every request for information was always well responded to by the cooperative management / Group Manager.</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	Koperasi Mulia Bakti has Compiled Standard Operating Procedure No. 28/SOP-ICS-KMB/III/2019 concerning Communication & Consultation with Other Parties which was approved by the Group Manager on March 4, 2019. Based on the SOP, Group Manager is a person who communicates with other parties.	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>For internal communication, Koperasi Mulia Bakti has compiled SOP No. 046/SOP-ICS-KMB/III/2019 concerning Internal Group Communication Certification signed by 04 March 2019. Based on this SOP, the officer appointed by the Group Manager to communicate with members is the Extension Officer.</p> <p>The two SOPs have been socialized to all member farmers on February 2, 2020, attended by 76 participants.</p> <p>Based on interviews with member farmers and other stakeholders, it was stated that the process of communication and consultation with the management of the Mulia Bakti Cooperative was going well, every request for information was always well responded to by the cooperative management / Group Manager.</p>	
<p>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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall make a list of stakeholders or construct a "stakeholder register" and keep records of all communication and actions taken.	In the Group Manager Decree No. 17/SK-ICS-KMB/VII/2020 dated July 1, 2020, stated that the stakeholders associated with Koperasi Mulia Bakti consisted of 19 parties such as the Banyuasin Regency Plantation Office, the Head of the Rimau Island Sub-District, Community Figures, PT Mitra Aneka Rezeki, SNV, Perkumpulan Alam Green. The list has included addresses and contact numbers that can be contacted.	
<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

Criterion / Indicator	Assessment Findings	Compliance
Appropriate to scale, the member shall have a documented grievance mechanism in place	<p>Internal complaints are regulated in SOP No. 09/SOP-KMB-ICS/III/2019 which was endorsed by the Group Manager on March 4, 2019.</p> <p>Records of member complaints are recorded in the "Pengaduan Anggota" file.</p> <p>Complaints from other parties are recorded in the Community Complaint Form where during the period 2019 - 2020 there were no complaints submitted to the Koperasi Mulia Bakti.</p>	
The workers shall understand the process.	Based on interviews with TUS workers and office workers, it shows that they understand the complaint mechanism as stipulated in SOP No. 09/SOP-KMB-ICS/III/2019 which was endorsed by the Group Manager on March 4, 2019.	
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	<p>The Group Manager has developed a complaint mechanism, where complaints can be submitted via:</p> <ul style="list-style-type: none"> a. Internal complaints are regulated in SOP No. 09/SOP-KMB-ICS/III/019 which was endorsed by the Group Manager on March 4, 2019 regarding "Pengaduan Anggota". The SOP explains that members' complaints can be submitted through the group leader which is then forwarded to the ICS management and recorded in the "Buku Saran Anggota". b. External complaints are regulated in SOP No. 44/SOP-KMB-ICS/III/2019 which was endorsed by the Group Manager on March 4, 2019 concerning "Handling of Disputes and Complaints for External Parties". The SOP explains that complaints from externals are carried out through mediation by involving community leaders and customary institutions, but if an agreement cannot be reached then it will proceed to legal channels as the last step in obtaining dispute resolution. Complaints from other parties are recorded in the Community Complaint Form where during the period 2019 - 2020 there were no complaints submitted to Koperasi Mulia Bakti. 	
The Group Manager shall ensure members are familiar with the grievance procedure.	Group Manager has conducted SOP and Policy Socialization on February 2, 2020, attended by 76 participants. Based on interviews with member farmers and community leaders and customary institutions, it shows that they have understood the mechanism for submitting complaints to the Group Manager.	

Criterion / Indicator	Assessment Findings	Compliance
Where necessary, the Group Manager shall support members to put in place documented grievance mechanism	<p>Complaints from other parties are recorded in the Community Complaint Form where during the period 2019 - 2020 there were no complaints submitted to the Koperasi Mulia Bakti.</p> <p>Based on the verification of the "Member Suggestion Book" document, it shows that during the period 2019 - 2020 there were no complaints submitted to Koperasi Mulia Bakti. Issues that exist at the member farmer level are usually also discussed in the Annual Member Meeting, minutes of the meeting are recorded in the Minutes of the Annual Member Meeting.</p>	
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	<p>Based on interviews with member farmers, community leaders and customary institutions, there have never been any conflicts between member farmers or between member farmers and other parties related to the oil palm plantation business they manage.</p> <p>Socialization of SOPs and Policies has been carried out on February 2, 2020, attended by 76 participants consisting of member farmers. Based on interviews with member farmers and community leaders as well as customary institutions, it shows that they understand the mechanism for submitting complaints to the Group Manager.</p>	
Requirement for Group Manager		
The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.	<p>The Group Manager has developed a complaint mechanism, where complaints can be submitted via:</p> <p>c. Internal complaints are regulated in SOP No. 09/SOP-KMB-ICS/III/019 which was endorsed by the Group Manager on March 4, 2019 regarding "Pengaduan Anggota". The SOP explains that members' complaints can be submitted through the group leader which is then forwarded to the ICS management and recorded in the "Buku Saran Anggota".</p> <p>External complaints are regulated in SOP No. 44/SOP-KMB-ICS/III/2019 which was endorsed by the Group Manager on March 4, 2019 concerning "Handling of Disputes and Complaints for External Parties". The SOP explains that complaints from externals are carried out through mediation by involving community leaders and customary institutions, but if an agreement cannot be reached then it will proceed to legal channels as the last step in obtaining dispute resolution. Complaints</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	from other parties are recorded in the Community Complaint Form where during the period 2019 - 2020 there were no complaints submitted to Koperasi Mulia Bakti.	
Criterion 6.4:		
Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
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.	The Group Manager has prepared a Compensation SOP for the Transfer of Legal Rights (FPIC) Document No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019, where this SOP regulates member farmers when developing new plantations. The SOP describes the stages of land acquisition starting from the identification of land status, legal proof of land ownership, the process of transferring land ownership rights, implementation of compensation for transfer of ownership without coercion.	
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	The Group Manager has prepared a Compensation SOP for the Transfer of Legal Rights (FPIC) Document No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019, where this SOP regulates	

Criterion / Indicator	Assessment Findings	Compliance
rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation.	member farmers when developing new plantations. The SOP describes the stages of land acquisition starting from the identification of land status, legal proof of land ownership, the process of transferring land ownership rights, implementation of compensation for transfer of ownership without coercion.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures	As stipulated in the Compensation SOP for the Transfer of Legal Rights (FPIC) Document No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated March 4, 2019, SOP regulates smallholder member when developing new plantations. The SOP describes the stages of land acquisition starting from the identification of land status, legal proof of land ownership, the process of transferring land ownership rights, implementation of compensation for transfer of ownership without coercion. Farmer groups must report to the Group Manager if there is a transfer of land tenure rights.	
Requirement for Group Manager		
The Group Manager documents the process and outcome of any negotiated agreements and compensation claims with evidence of the participation of affected parties, and makes this publicly available.	Based on document verification and interviews with the Goup Manager, it shows that all of the member smallholders' lands registered to participate in the RSPO scheme certification have been verified by ICS including land acquisition documents whether it is land obtained from government grants through the PIR - Transprogram or has passed through the transfer of ownership through the process. sale and purchase or replacement trance (See E 3.1.4). There is no process of acquiring land originating from land belonging to local/traditional communities, all land managed by member farmers for oil palm plantations is the land of the former PIR - Trans Air Senda UPT IV Blok D Program which has been opened from 1994 - 1995.	
The Group Manager assists individual group members in these situations upon request by the member.	As stipulated in the Compensation SOP for the Transfer of Legal Rights (FPIC) Document No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated March 4, 2019, where this SOP regulates member farmers when developing new plantations. The SOP describes the stages of land acquisition starting from the identification of land status, legal proof of land ownership, the process of transferring land	

Criterion / Indicator	Assessment Findings	Compliance
	<p>ownership rights, implementation of compensation for transfer of ownership without coercion. Farmer groups must report to the Group Manager if there is a transfer of land tenure rights.</p> <p>There is no process of acquiring land originating from land belonging to local/traditional communities, all land managed by member farmers for oil palm plantations is the land of the former PIR - Trans Air Senda UPT IV Blok D Program which has been opened from 1994 - 1995.</p>	
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>6.5.1 Documentation of pay and conditions shall be available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Appropriate to scale, the members shall keep documentation of pay and conditions.</p>	<p>Based on interviews with member farmers, it shows that they can explain the labor wages they use for oil palm plantation management activities, for example, Harvesting Wages of Rp. 120 - 150, - / Kg, Prunning's wage is Rp. 1,500,000, - / lot (2Ha). Based on the Harvest Note document, harvesters get wages from member farmers according to the tonnage obtained.</p>	
<p>The pay shall meet at least the legal or industry standards minimum wage.</p>	<p>Each Member Farmer has received a Group Manager policy socialization including the Wage payment Policy (Document No. 12/SK-ICS-KMB/III/2019 which states that:</p> <ul style="list-style-type: none"> a. Koperasi Mulia Bakti pays wages to workers according to the district minimum wage standards that have been set. b. If the Wage is lower than the stipulation, it must be explained by the conversion system of working hours or a special situation. <p>The socialization was held on February 2, 2020, attended by 76 participants consisting of member farmers.</p> <p>Based on interviews with member farmers, it shows that they provide labor wages that they use for oil palm plantation management activities using work performance standards, for example, Harvest Wages of Rp. 120 - 150, - / Kg, Prunning's wage is Rp. 1,500,000, - / lot (2Ha). If converted into the Daily Minimum Wage, the calculation is as follows:</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Harvester's Wage = Harvest's Wage / Kg x Average achievement in 1 working day. = Rp. 120, - / Kg x 1,500 Kg / HK = Rp. 180,000, - / HK <p>The daily wage based on the UMR of Banyuasin Regency in 2020 is:</p> <ul style="list-style-type: none"> • Pruning Wages = Pruning Wages / Ha X Average achievement in 1 working day = Rp. 1,500,000 / 2Ha X 0.25 Ha / HK = IDR 187,000 / HK <p>The minimum wage per HK based on the UMR calculation for Banyuasin Regency is as follows: Wage / HK = UMR / month: 25 HK (for 6 working days in a week or 7 hours of work in one day) = Rp. 3,091,934, - / month: 25 HK = Rp. 123.577, - / HK</p> <p>Based on the above calculations, the wages received by Harvesters and Pruning Artists are above the Minimum Wage set by the government.</p>	
Requirement for Group Manager		
<p>The Group Manager shall be aware of the legal or industry standards minimum wage.</p>	<p>The Group Manager has documented the Banyuasin Regency Wage Regulation in 2020 which was established through the Decree of the Governor of South Sumatra No. 691/Kpts/Disnakertrans/2019 dated 29 November 2019 concerning the 2020 Banyuasin Regency Minimum Wage. The Governor's Decree states that the 2020 Banyuasin Regency Minimum Wage is Rp. 3,091,934, - / month with a standard 7 hours of work a day or 40 hours of work a week.</p> <p>The Group Manager has issued a Wage Payment Policy (Document No. 12/SK-ICS-KMB/III/2019 which states that:</p> <ol style="list-style-type: none"> a. Koperasi Mulia Bakti pays wages to workers according to the district minimum wage standards that have been set. b. If the Wage is lower than the stipulation, it must be explained by the conversion system of working hours or a special situation. 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>The Group Manager has disseminated the policy on February 2, 2020, attended by 76 participants consisting of member farmers.</p> <p>Based on document verification and interviews with spray workers / TUS (Mr Mtrm) on 3 and 4 June 2020, he will get a wage of Rp. 130,000, - / HK. This has met the Daily Minimum Wage as determined by the government through the Decree of the Governor of South Sumatra No. 691/Kpts/Disnakertrans/2019.</p>	
<p>6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p>		
Requirement for Individual Member with up to 50ha of plantation size		NC #1965418-202009-M9
<p>If individual members employ workers or sub-contractors:</p> <ul style="list-style-type: none"> • employment contracts and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be explained in the language they understand 	<p>The workers used by member farmers are casual workers and do not work every day in the same block and come from local residents.</p> <p>Based on interviews with spray workers (TUS), they stated that they already had a work agreement with Koperasi Mulia Bakti and had understood well their rights and obligations as workers. All workers come from members of the village community and there are no indications of restrictions on freedom of movement, there are no restrictions on choosing a job and the identity of the worker is carried by each worker. There are no migrant workers.</p> <p>Based on the results of interviews with TUS workers, it was stated that Koperasi Mulia Bakti provides several things related to Personal Protective Equipment, Health Checks for TUS workers, Work Equipment and Work Accident Benefits.</p> <p>Based on the verification of the TUS labor agreement document, it shows that Koperasi Mulia Bakti provides PPE, Medical Check-Up, BPJS-Health and BPJS-Ketenagakerjaan, breaks and holidays, Extra Fooding Milk (TUS), includes TUS workers in training on the use of chemicals , PPE use training and OHS training.</p>	Closed on 08/02/2021
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)</p>	<p>The workers used by member farmers are casual workers and do not work every day in the same block and come from local residents.</p> <p>Based on interviews with spray workers (TUS), they stated that they already had a work agreement with Koperasi Mulia Bakti and had understood well their rights and obligations as workers. All workers come from members of the village community and there are no indications of restrictions on freedom of movement, there are no restrictions on choosing a job and the identity of the worker is carried by each worker. There are no migrant workers.</p> <p>Based on the results of interviews with TUS workers, it was stated that Koperasi Mulia Bakti provides several things related to Personal Protective Equipment, Health Checks for TUS workers, Work Equipment and Work Accident Benefits.</p> <p>Based on the verification of the TUS labor agreement document, it shows that Koperasi Mulia Bakti provides PPE, Medical Check-Up, BPJS-Health and BPJS-Ketenagakerjaan, Provides transportation facilities for workers to land (TUS), breaks and holidays, Extra Fooding Milk (TUS) , involving TUS workers in training on the use of chemicals, training on the use of PPE and OHS training.</p> <p><u>Non conformity found during audit:</u></p> <p>Based on document verification, it shows that TUS Workers are appointed based on Group Manager Decree No. 25 / ICS.KMB / VIII / 2019 dated 24 August 2019. In the Letter of Appointment it cannot be shown that it has regulated all rights and obligations as TUS workers, only stipulated regarding wages and wage payment periods.</p> <p>Koperasi Mulia Bakti has made correction and corrective action and accepted by audit team. Effectiveness of implementation has been verify by auditor and the NC has been Closed on 08/02/2021. Please see section 3.4 Details of Nonconformities.</p>	
<p>6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>appropriate to scale, members shall provide adequate housing, water supplies,</p>	<p>The workers who work at the Mulia Bakti Cooperative or who are employed by Member Farmers are local residents and live not far from the location of the plantation, they each have their own house.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible</p>	<p>The field visits show that the first aid kit is always available in the field when they work. In Banjar Sari Village, there is a Health facility (Puskesmas Pembantu) which functions as a Health Facility designated by BPJS-Kesehatan.</p> <p>Based on field visits and interviews with Harvesters and TUS workers, it shows that the Mulia Bakti Cooperative has provided PPE according to the needs of each type of work as regulated in the SOP.</p> <p>Based on field visits to farmers member' houses, it shows that there are no constraints on the need for clean water, each house has a source of clean water, both in the form of drilled wells and clean water provision which is managed collectively by the community.</p> <p>Based on field visits to farmers' houses, it shows that their housing conditions are adequate, in the form of permanent housing made of wood or walls. There is lighting available from PLN, sanitation is quite good.</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>The workers who work at Koperasi Mulia Bakti or who are employed by Member Farmers are local residents and live not far from the location of the plantation, they each have their own house.</p> <p>DUring field visits show that the first aid kit is always available in the field when they work. In Banjar Sari Village, there is a Health facility (Puskesmas Pembantu) which functions as a Health Facility designated by BPJS-Kesehatan.</p> <p>Based on field visits and interviews with Harvesters and TUS workers, it shows that the Mulia Bakti Cooperative has provided PPE according to the needs of each type of work as regulated in the SOP.</p> <p>Based on field visits to farmers' houses, it shows that there are no constraints on the need for clean water, each house has a source of clean water, both in the form of drilled wells and clean water provision which is managed collectively by the community.</p> <p>Based on field visits to farmers' houses, it shows that their housing conditions are adequate, in the form of permanent housing made of wood or walls. There is lighting available from PLN, sanitation is quite good.</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>		

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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food	Member farmers are residents of Banjar Sari Village who are residents of the Transmigration Village, therefore each member farmer has their own house, well water supplies, medical treatment, education is available around their village. To fulfill basic needs, there are shops in the village and a market which is not far from Banjar Sari.	
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)	Based on document verification and interviews with workers and farmer members, it shows that: <ul style="list-style-type: none"> a. Koperasi Mulia Bakti has a commitment to provide wages as regulated by statutory regulations (UMR). b. During field visits show that the first aid kit is always available in the field when they work. In Banjar Sari Village, there is a Health facility (Puskesmas Pembantu) which functions as a Health Facility designated by BPJS-Kesehatan. c. Based on field visits and interviews with Harvesters and TUS workers, it shows that the Mulia Bakti Cooperative has provided PPE according to the needs of each type of work as regulated in the SOP. d. Based on interviews with spray workers (TUS), they stated that they already had a work agreement with Koperasi Mulia Bakti and had understood well their rights and obligations as workers. All workers come from members of the surrounding village community and the identity of the worker is carried by each worker. There are no migrant workers. e. There is no indication of the practice of forced labor or the use of underage labor. 	
Criterion 6.6:		
The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 A published statement in local languages recognising freedom of association shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
If individual members employ workers: • A published statement shall be available in local languages recognising freedom of association (to form and join trade unions)	The document of Group Manager Decree No. 10/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning Freedom of Opinion and Association. Based on interviews with member farmers, it shows that they have understood the union policy as published by the Group Manager. They had received the policy socialization on February 2, 2020, attended by 76 participants consisting of member farmers.	
Requirement for Group Manager		
The Group Manager shall be aware of the statement, if applicable	Group Manager has published Policy No. 10/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning Freedom of Opinion and Association. The policy was socialized to member farmers on February 2, 2020, attended by 76 participants.	
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 has not been a labor union yet in Koperasi Mulia Bakti. Most of the harvesters, pruning and fertilizer workers are informal workers who are recruited by member farmers, however these workers are registered with the Kelompok Tani. Usually, the labor used by member farmers is people who have been trusted and as long as there is work, they always use the same labor. Harvest labor is also used for pruning.	
Requirement for Group Manager		
N/A	N/A	
Criterion 6.7:		
Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Member shall be aware of the child labour policy and implement it.	<p>Group Manager Policy No. 02/SK-ICS-KMB/III/2019 concerning the Prohibition of Using Child Labor which states that:</p> <ul style="list-style-type: none"> a. Mulia Bakti Cooperative members do not employ children under 18 years of age. b. If there are children aged 14-17 years who work with the aim of helping their parents, they must be under the supervision of the parents and not do risky work. <p>All member farmers have received socialization from the Group Manager on February 2, 2020.</p>	
Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport	<p>Based on interviews with farmer members, they stated that the labor they used was also Banjar Sari villagers, so they knew exactly the age of each worker and did not need to keep a copy of their KTP (Kartu Tanda Penduduk) or Identity Card document.</p>	
Requirement for Group Manager		
Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour	<p>Group Manager Policy No. 02/SK-ICS-KMB/III/2019 concerning the Prohibition of Using Child Labor which states that:</p> <ul style="list-style-type: none"> a. Mulia Bakti Cooperative members do not employ children under 18 years of age. b. If there are children aged 14-17 years who work with the aim of helping their parents, they must be under the supervision of the parents and not do risky work. <p>All member farmers have received socialization from the Group Manager on February 2, 2020.</p>	
The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work	<p>Group Manager Policy No. 02/SK-ICS-KMB/III/2019 concerning the Prohibition of Using Child Labor which states that:</p> <ul style="list-style-type: none"> a. Mulia Bakti Cooperative members do not employ children under 18 years of age. b. If there are children aged 14-17 years who work with the aim of helping their parents, they must be under the supervision of the parents and not do risky work. <p>All member farmers have received socialization from the Group Manager on February 2, 2020.</p>	
Criterion 6.8:		

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Criterion / Indicator	Assessment Findings	Compliance
Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	<p>Group Manager has establish a Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking / labor in any form. <p>All member farmers have received socialization from the Group Manager on February 2, 2020.</p>	
Requirement for Group Manager		
Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it	<p>Group Manager has establish a Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking / labor in any form. <p>All member farmers have received socialization from the Group Manager on February 2, 2020.</p>	
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	<p>Group Manager Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking / labor in any form. <p>All member farmers have received socialization from the Group Manager on February 2, 2020. Based on interviews with member farmers, it shows that they have understood the "Prohibition of Discrimination, Forced Labor and Human Trafficking" policies.</p>	
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	<p>Based on interviews with farmer members, they stated that the labor they used was also Banjar Sari villagers, so that they had understood the skills, quality and health conditions of each workforce used.</p> <p>For TUS workers employed by Koperasi Mulia Bakti, they have received training before being ordered to do spray work. The training was held on September 19, 2019 in collaboration with PT Mitra Aneka Rezeki and was attended by 8 TUS Team personnel.</p>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
N/A	N/A	
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall develop the policy/policies and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights	Group Manager has published Policy No. 11/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Employing Pregnant or Breastfeeding Women in connection with Chemical Management Work which states that: <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from employing pregnant and lactating women related to chemical management work, whether spraying, mixing chemicals or maintaining chemical waste storage areas because they have a negative impact on the growth of the fetus in the womb. b. Female workers who are still menstruating get permission to leave for 1 day. c. Female workers who give birth are given the right to leave for 2 months in accordance with applicable regulations. Group Manager has published Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that; <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of slavery and harassment b. Mulia Bakti Cooperative respects the reproductive rights of women. The Group Manager has conducted socialization to all member farmers on February 2, 2020.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager shall develop the Policy/Polices and procedure to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights</p>	<p>Group Manager has published Policy No. 11/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Employing Pregnant or Breastfeeding Women in connection with Chemical Management Work which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from employing pregnant and lactating women related to chemical management work, whether spraying, mixing chemicals or maintaining chemical waste storage areas because they have a negative impact on the growth of the fetus in the womb. b. Female workers who are still menstruating get permission to leave for 1 day. c. Female workers who give birth are given the right to leave for 2 months in accordance with applicable regulations. <p>Group Manager has published Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of slavery and harassment b. Mulia Bakti Cooperative respects the reproductive rights of women. <p>The Group Manager has conducted socialization to all member farmers on February 2, 2020.</p>	
<p>6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<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>Group Manager has published Policy No. 11/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Employing Pregnant or Breastfeeding Women in connection with Chemical Management Work which states that:</p> <ul style="list-style-type: none"> d. Members of the Mulia Bakti Cooperative are prohibited from employing pregnant and lactating women related to chemical management work, whether spraying, mixing chemicals or maintaining chemical waste storage areas because they have a negative impact on the growth of the fetus in the womb. e. Female workers who are still menstruating get permission to leave for 1 day. 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>f. Female workers who give birth are given the right to leave for 2 months in accordance with applicable regulations.</p> <p>Group Manager has published Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <p>c. Members of the Mulia Bakti Cooperative are prohibited from committing acts of slavery and harassment</p> <p>d. Mulia Bakti Cooperative respects the reproductive rights of women.</p> <p>The Group Manager has conducted socialization to all member farmers on February 2, 2020.</p>	
Requirement for Group Manager		
<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>Group Manager has published Policy No. 11/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Employing Pregnant or Breastfeeding Women in connection with Chemical Management Work which states that:</p> <p>g. Members of the Mulia Bakti Cooperative are prohibited from employing pregnant and lactating women related to chemical management work, whether spraying, mixing chemicals or maintaining chemical waste storage areas because they have a negative impact on the growth of the fetus in the womb.</p> <p>h. Female workers who are still menstruating get permission to leave for 1 day.</p> <p>i. Female workers who give birth are given the right to leave for 2 months in accordance with applicable regulations.</p> <p>Group Manager has published Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <p>e. Members of the Mulia Bakti Cooperative are prohibited from committing acts of slavery and harassment</p> <p>f. Mulia Bakti Cooperative respects the reproductive rights of women.</p> <p>The Group Manager has conducted socialization to all member farmers on February 2, 2020.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<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>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>Group Manager Policy No. 11/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Employing Pregnant or Breastfeeding Women in connection with Chemical Management Work which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from employing pregnant and lactating women related to chemical management work, whether spraying, mixing chemicals or maintaining chemical waste storage areas because they have a negative impact on the growth of the fetus in the womb. b. Female workers who are still menstruating get permission to leave for 1 day. c. Female workers who give birth are given the right to leave for 2 months in accordance with applicable regulations. <p>Group Manager Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of slavery and harassment b. Mulia Bakti Cooperative respects the reproductive rights of women. <p>All member farmers have received socialization from the Group Manager on February 2, 2020. Based on interviews with member farmers, it shows that they understand the policies "No Employment of Pregnant or Breastfeeding Women in relation to Chemical Management Work" and "Human Rights" policies.</p> <p>All Koperasi Mulia Bakti policies are available in Indonesian which is understood by all member farmers.</p>	<p>Complied</p>
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<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>Group Manager has published Policy No. 11/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Employing Pregnant or Breastfeeding Women in connection with Chemical Management Work which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from employing pregnant and lactating women related to chemical management work, whether spraying, mixing chemicals or maintaining chemical waste storage areas because they have a negative impact on the growth of the fetus in the womb. b. Female workers who are still menstruating get permission to leave for 1 day. c. Female workers who give birth are given the right to leave for 2 months in accordance with applicable regulations. <p>Group Manager has published Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <ul style="list-style-type: none"> a. Members of Koperasi Mulia Bakti are prohibited from committing acts of slavery and harassment b. Mulia Bakti Cooperative respects the reproductive rights of women. <p>The Group Manager has conducted outreach to all member farmers on February 2, 2020.</p>	
<p>Criterion 6.10:</p>		
<p>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>		
<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>Where Group Managers sell the FFB on behalf of the group members, the Group</p>	<p>FFB pricing was determined by buyer (PT Mitra Aneka Rezeki) based on market price at palm oil Mill. The FFB price was informed to the smallholder member by Koperasi Mulia Bakti through SMS/Whatsapp and by phone regularly.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Manager shall inform group members of the price of FFB obtained.	The FFB price are agreed by two parties both smallholder member through Koperasi Mulia Bakti and buyer. Sample seen: Information of FFB pricing update on 1 October 2020 was IDR 1,700 (same with price on period 26 September 2020).	
6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
The individual member understands the pricing mechanism of the purchaser	Group manager monitor the FFB price by kept the record of "Informasi Harga TBS". Sample seen, record of FFB pricing on September 2020: dated 25 September – 1 October FFB price IDR 1,700; dated 12 - 16 September 2020 FFB price IDR 1,680; dated 16 – 22 September 2020 FFB price IDR 1,710; dated 22 – 23 September 2020 FFB price IDR 1,750; dated 24 – 25 September 2020 FFB price IDR 1,720. The pricing mechanism and determination by Palm Oil Mill was monitor by Group Manager.	
Requirement for Group Manager		
The Group Manager shall record the general pricing mechanisms used by the purchaser/s of the FFB. The Group Manager shall record the corresponding information provided to the group members	Group manager monitor the FFB price by kept the record of "Informasi Harga TBS". 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. The pricing mechanism and determination by Palm Oil Mill was monitor by Group Manager.	
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Where Group Managers have the mandate to enter into contractual agreements on behalf of the group, the Group Manager shall inform group members about their content and make them available.</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>Koperasi Mulia Bakti has an agreement on behalf the group with PT Mitra Aneka Rezeki in term of FFB sales. Agreement contract available in "Perjanjian Kerjasama Kemitraan antara PT Mitra Aneka Rezeki dengan Koperasi Mulia Bakti" dated 2 May 2019, valid until Replanting (approximately 8 years). Agreement contract was signed by both parties and witnesses by Bupati Banyuasin, Camat Pulau Rimau, Kepala Dinas Perkebunan dan Peternakan Kab. Banyuasin, Kepala Dinas Perdagangan dan Koperasi Kab. Banyuasin, Kepala Desa Banjar Sari.</p> <p>Group Manager has inform group members about contract agreement content and make them available at office.</p> <p>These contracts was fair, legal and transparent between both parties and witnesses by government.</p>	
<p>6.10.4 Agreed payments shall be made in a timely manner.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Agreed payments to local businesses shall be made in a timely manner</p>	<p>FFB payment was made twice a month (dated 20 – 28 and dated 10 – 12 each month). Payment directly pay cash by Buyer to Koperasi Mulia Bakti based on the agreement. Once payment has been made by Buyer, Koperasi Mulia Bakti immediately made the payment to smallholder member. There is no enforcement of pricing determination from each parties.</p>	
<p>Requirement for Group Manager</p>		
<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</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>	

Criterion / Indicator	Assessment Findings	Compliance
the individual group members in a timely manner.		
Criterion 6.11:		
Growers and millers contribute to local sustainable development where appropriate.		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
The responsibility for meeting this requirement lies with the Group Manager	Based on interviews with member farmers and the village head of Banjar Sari, it was stated that each oil palm farmer has a contribution to village development through a village fee that is paid IDR 6,-/Kg TBS. The contribution value is determined at the Annual Member Meeting (RAT) which is an agreement of all member farmers. Based on document verification, it shows that in April 2020, they submitted a contribution to Banjar Sari Village in the amount of IDR. 2,388,000, - while in May 2020, a village fee of IDR. 2,897,000.	
Requirement for Group Manager		Complied
Evidence of consultation with local communities and stakeholders. Where contributions have been identified as necessary based on the consultation carried out, the Group Manager shall ensure that these are implemented	Based on interviews with member farmers and the village head of Banjar Sari, it was stated that each oil palm farmer has a contribution to village development through a village fee that is paid IDR 6, - / Kg TBS. The contribution value is determined at the Annual Member Meeting (RAT) which is an agreement of all member farmers. Based on document verification, it shows that in April 2020, they submitted a contribution to Banjar Sari Village in the amount of Rp. 2,388,000, - while in May 2020, a village fee of Rp. 2,897,000.	
6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.		
Requirement for Individual Member with up to 50ha of plantation size		Not Applicable
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
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	Group Manager Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that: <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking/ labor in any form. All member farmers have received socialization from the Group Manager on February 2, 2020. Based on interviews with member farmers, it shows that they have understood the "Prohibition of Discrimination, Forced Labor and Human Trafficking" policies.	
Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used	Group Manager Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that: <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human / labor trafficking in any form. All member farmers have received socialization from the Group Manager on February 2, 2020.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on interviews with member farmers, it shows that they have understood the "Prohibition of Discrimination, Forced Labor and Human Trafficking" policies.</p> <p>Based on field visits, it shows that there are no migrant workers found at Koperasi Mulia Bakti. All of the workers they use are Banjar Sari villagers.</p>	
Requirement for Group Manager		
<p>The Group Manager shall write a policy on no forms of forced or trafficked labour</p>	<p>Group Manager has published Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking / labor in any form. <p>The Group Manager has conducted outreach to all member farmers on February 2, 2020.</p> <p>Based on interviews with member farmers, it shows that they have understood the "Prohibition of Discrimination, Forced Labor and Human Trafficking" policies.</p> <p>Based on field visits, it shows that there are no migrant workers found at Koperasi Mulia Bakti. All of the workers they use are Banjar Sari villagers.</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>Group Manager has published Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking /labor in any form. 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>The Group Manager has conducted outreach to all member farmers on February 2, 2020.</p> <p>Based on interviews with member farmers, it shows that they have understood the “Prohibition of Discrimination, Forced Labor and Human Trafficking” policies.</p> <p>Based on field visits, it shows that there are no migrant workers found at Koperasi Mulia Bakti. All of the workers they use are Banjar Sari villagers.</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>Group Manager has published Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking /labor in any form. <p>The Group Manager has conducted outreach to all member farmers on February 2, 2020.</p> <p>Based on interviews with member farmers, it shows that they have understood the “Prohibition of Discrimination, Forced Labor and Human Trafficking” policies.</p> <p>Based on field visits, it shows that there are no migrant workers found at Koperasi Mulia Bakti. All of the workers they use are Banjar Sari villagers.</p>	
<p>Requirement for Group Manager</p>		
<p>N/A</p>	<p>N/A</p>	
<p>6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	<p>Group Manager has published Policy No. 14/SK-ICS-KMB/III/2019 dated 4 March 2019 concerning the Prohibition of Discrimination, Forced Labor and Human Trafficking which states that:</p> <ul style="list-style-type: none"> a. Members of the Mulia Bakti Cooperative are prohibited from committing acts of discrimination (skin color, ethnicity, gender, political affiliation, etc.) on any basis. b. Members of the Mulia Bakti Cooperative are prohibited from carrying out forced labor acts against workers or other people under any circumstances. c. Members of the Mulia Bakti Cooperative are prohibited from engaging in human trafficking /labor in any form. <p>The Group Manager has conducted outreach to all member farmers on February 2, 2020. Based on interviews with member farmers, it shows that they have understood the "Prohibition of Discrimination, Forced Labor and Human Trafficking" policies. Based on field visits, it shows that there are no migrant workers found at Koperasi Mulia Bakti. All of the workers they use are Banjar Sari villagers.</p>	
Requirement for Group Manager		
N/A	N/A	
<p>Criterion 6.13: Growers and millers respect human rights.</p>		
<p>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).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members to show evidence that they understand the policy	<p>Group Manager Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <ul style="list-style-type: none"> a. Koperasi Mulia Bakti respects the right to live, maintains life and improves living standards. b. Members of the Mulia Bakti Cooperative are prohibited from committing acts of torture, enslavement and harassment. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> c. Koperasi Mulia Bakti provides decent wages. d. Koperasi Mulia Bakti respects the right to convert to religion and worship according to their beliefs. e. Koperasi Mulia Bakti provides freedom of expression, association and respect for political rights. f. Koperasi Mulia Bakti respects the right to self-development and to receive education. g. Koperasi Mulia Bakti respects the reproductive rights of women. <p>All member farmers have received socialization from the Group Manager on February 2, 2020. Based on interviews with farmer members, it shows that they have understood the "Azazi Rights" policy.</p>	
Requirement for Group Manager		
<p>Group Manager to develop policy to respect human rights i.e. that workers are treated with respect and dignity, and ensure that this is communicated through group members</p>	<p>Group Manager Policy No. 06/SK-ICS-KMB/III/2019 dated March 4, 2019 concerning Human Rights which states that;</p> <ul style="list-style-type: none"> a. Koperasi Mulia Bakti respects the right to live, maintains life and improves living standards. b. Members of the Mulia Bakti Cooperative are prohibited from committing acts of torture, enslavement and harassment. c. Koperasi Mulia Bakti provides decent wages. d. Koperasi Mulia Bakti respects the right to convert to religion and worship according to their beliefs. e. Koperasi Mulia Bakti provides freedom of expression, association and respect for political rights. f. Koperasi Mulia Bakti respects the right to self-development and to receive education. g. Koperasi Mulia Bakti respects the reproductive rights of women. <p>All member farmers have received socialization from the Group Manager on February 2, 2020. Based on interviews with farmer members, it shows that they have understood the "Azazi Rights" policy.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
Principle 7: Responsible development of new plantings		
Criterion 7.1:		
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the environmental and social risks of their operations.	<p>Based on document verification, field visits and interviews with community leaders, Banjar Sari Village officials and related agencies (Plantation Service and Pelalawan Regency Cooperative Office), it is shown that the entire area of oil palm plantations owned by farmers who are members of the Koperasi Mulia Bakti in Banjar Sari Village is the former PIR - Trans Air Senda UPT IV Blok D which was opened since 1994 - 1995. There were no new plantings after 2005.</p> <p>This was also strengthened by the results of submitting disclosures for the history of land use change for independent smallholders (97 Farmer Members) to the RSPO Secretariat and has received a response on 26 August 2019 that "<i>RSPO have reviewed the disclosure form. It seems that there is 97 smallholders free of liability (193 Ha) and 0 smallholders with liability. Thus, please feel free to proceed with their application</i>".</p> <p>However, the Group Manager has identified social environmental impacts assessment in 2019 in collaboration with SNV, the results of which are contained in the document "Social and Environmental Impact Assessment (Social Environment Impact Assessment) for Smallholder Palm Oil Plantation Businesses at Koperasi Mulia Bakti". See Indicator 6.1.1.</p>	
Requirement for Group Manager		
A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal assessment can be	Based on document verification, field visits and interviews with community leaders, Banjar Sari Village officials and related agencies (Plantation Service and Pelalawan Regency Cooperative Office), it is shown that the entire area of oil palm plantations owned by farmers who are members of the	

Criterion / Indicator	Assessment Findings	Compliance
<p>facilitated by the Group Manager (refer to generic P&Cs or NIs where available).</p>	<p>Koperasi Mulia Bakti in Banjar Sari Village is the former PIR - Trans Air Senda UPT IV Blok D which was opened since 1994 - 1995. There were no new plantings after 2005.</p>	
<p>Group Managers shall confirm land ownership and user rights within the new planting area.</p>	<p>This was also strengthened by the results of submitting disclosures for the history of land use change for independent smallholders (97 Farmer Members) to the RSPO Secretariat and has received a response on 26 August 2019 that <i>"RSPO have reviewed the disclosure form. It seems that there is 97 smallholders free of liability (193 Ha) and 0 smallholders with liability. Thus, please feel free to proceed with their application"</i>.</p>	
<p>Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.</p>	<p>However, the Group Manager has identified social environmental impacts assessment in 2019 in collaboration with SNV, the results of which are contained in the document "Social and Environmental Impact Assessment (Social Environment Impact Assessment) for Smallholder Palm Oil Plantation Businesses at Koperasi Mulia Bakti". See Indicator 6.1.1.</p> <p>The Group Manager has identified social impacts in 2019 in collaboration with SNV, the results of social impact assessment present in the document "Penilaian Dampak Sosial dan Lingkungan (Social Environment Impact Assessment) for Smallholder Palm Oil Plantation Businesses at Koperasi Mulia Bakti". The document has described the positive and negative impacts on the surrounding community, among others:</p> <p>a. Positive impact ;</p> <ul style="list-style-type: none"> - Community income increasing - Opening employment opportunities for the community in Banjar Sari Village - Strengthening the Koperasi Mulia Bakti institution in carrying out its function in serving the needs of its members particularly and the surrounding community generally. - Good cooperative relationships between farmers and farmer groups, farmer groups and cooperatives and also between cooperatives and partner companies or other stakeholders. - Increase knowledge about good oil palm cultivation and increase the professionalism of the human resources of farmers through the training conducted. <p>b. Negative impact:</p> <ul style="list-style-type: none"> - The possibility of jealousy and social inequality. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Impact of reducing groundwater discharge - Impact of pesticide use - Potential land fires 	
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.	<p>Based on document verification, field visits and interviews with community leaders, Banjar Sari Village officials and related agencies (Plantation Service and Pelalawan Regency Cooperative Office), it is shown that the entire area of oil palm plantations owned by farmers who are members of the Koperasi Mulia Bakti in Banjar Sari Village is the former PIR - Trans Air Senda UPT IV Blok D which was opened since 1994 - 1995. There were no new plantings after 2005.</p> <p>Based on interview with sample of individual member, they has demonstrated an understanding of the management plan to avoid or mitigate the social and environmental impacts.</p>	
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>The Group Manager has identified negative impacts and includes efforts to minimize these negative impacts, for example:</p> <ol style="list-style-type: none"> 1. Jealousy and social disparities, reduce negative impacts by encouraging every activity and activity with mutual cooperation and increasing social activities in the community and contributing to social development (such as village donations, donations for places of worship, etc.). 2. The impact on reducing groundwater discharge, reduce negative impacts by planting forestry plants around critical/vulnerable areas. 3. The impact of using pesticides reduce negative impacts by manually controlling weeds on the edge of the trench, installing spraying prohibition boards on the edge of the trench, using the right type of pesticide, on target, on time and on the right dose. 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>4. Impact of land fires, efforts are made to reduce negative impacts by installing warning boards about the dangers of fire to the environment and increasing the skills of member farmers through training on land fire hazard control.</p>	
<p>Group Managers shall organise training for members on environmental and social risks and mitigation measures.</p>	<p>Group Manager is maintain training record for several aspect on the RSPO P&C, such as: RSPO P&C training provided by SNV on January 5, 2019 and was attended by all RSPO Certification smallholder member.</p> <p>In addition, Best Management Practices including environmental and social training has also been carried out on November 16-18 2019 starting from training on land preparation-planting-plant care, Control of pests and plant diseases, Occupational Safety and Health, Harvesting, transporting FFB etc. All training records are properly documented in the "Dokumen Pelatihan Anggota".</p>	
<p>7.1.3 Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members should discuss amongst themselves about shared responsibilities at the landscape level and how to manage issues (e.g. water, waste management etc.) and who are responsible for implementation.</p>	<p>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</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall monitor implementation of SEIA management plan.</p>	<p>Koperasi Mulia Bakti has monitored implementation of SEIA management plan.</p>	
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>7.2.1 Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individuals' members can show appropriate understanding of soil type and suitability</p>	<p>Individual member can show simple understanding regarding soil type, e.g. black soil, yellow soil and sandy soil. Individual members understood how it effect the grow of oil palms.</p> <p>Koperasi Mulia Bakti in collaboration with SNV has conducted participatory mapping on July 2019 to gathering information related to soil type. Based on soil type map of Koperasi Mulia Bakti (scale 1 : 50,000) obtained information of soil type as follows:</p> <ul style="list-style-type: none"> • Hapludox (50%), kandiudults (35%), dystropepts (15%) • Hapludults (45%), dystropepts (45%), tropaquepts (10%) • Sulfaquepts (50%), sulfaquents (50%) • Hapludox (50%), dystropepts (50%) <p>Based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%).</p>	
<p>Requirement for Group Manager</p>		
<p>Group Manager shall:</p> <ul style="list-style-type: none"> • Compile and maintain an overall soil map for the group 	<p>Koperasi Mulia Bakti in collaboration with SNV has conducted participatory mapping on July 2019 to gathering information related to soil type. Based on soil type map of Koperasi Mulia Bakti (scale 1 : 50,000) obtained information of soil type as follows:</p> <ul style="list-style-type: none"> • Hapludox (50%), kandiudults (35%), dystropepts (15%) • Hapludults (45%), dystropepts (45%), tropaquepts (10%) • Sulfaquepts (50%), sulfaquents (50%) • Hapludox (50%), dystropepts (50%) <p>Based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%).</p>	

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> Provide required information and or training for individual members 	Training related Good Agriculture Practice including soil type and fertility has been done to farmer members on November 16-18 year 2019 starting from training on land preparation-planting-plant care, Control of pests and plant diseases, Occupational Safety and Health, Harvesting, transporting FFB etc. All training records are properly documented in the "Dokumen Pelatihan Anggota".	
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. Based on interview with sampled member obtained information that all member has good knowledge related to their area since they attend best management practices that conducted by Koperasi Mulia Bakti in collaborate with SNV teams. For example, the tried to increase soil fertility by using EFB (never done before), applied fertilizer refer to fertilizer recommendation, applied fertilizer in the right time and right place etc.	
Requirement for Group Manager		
Overall soil map to include topographic information.	Koperasi Mulia Bakti in collaboration with SNV has conducted participatory mapping on July 2019 to gathering information related to soil type. Based on soil type map of Koperasi Mulia Bakti (scale 1 : 50,000) obtained information of soil type as follows: <ul style="list-style-type: none"> Hapludox (50%), kandiudults (35%), dystropepts (15%) Hapludults (45%), dystropepts (45%), tropaquepts (10%) Sulfaquepts (50%), sulfaquents (50%) Hapludox (50%), dystropepts (50%) Based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%).	
Criterion 7.3:		

Criterion / Indicator	Assessment Findings	Compliance
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 SNV 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		

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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>Koperasi Mulia Bakti has identified HCV in collaboration with SNV in 2019 the results of HCV identification present in document "Laporan Penilaian Nilai Konservasi Tinggi Koperasi Mulia Bakti" High Conservation Value Assessment Report of Koperasi Mulia Bakti. HCV Identification is carried out on the each of smallholder member plantation area using the Preliminary Identification List of the Existence of Natural Ecosystem Sources and Services.</p> <p>Based on document verification and field visits, it was shown that HCV 1 species were identified in the form of protected species. Animal species that are identified in the smallholder member plantation are adaptive species in oil palm plantations (for example: owls, cobra snakes, turtledoves, forest chickens (galus sp), phyton) or just fly by (eg, eagles).</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 (Doc. No: 02/ICS-KMB/III/2019 dated 04 March 2019).</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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
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" Document No: SOP 38/SOP-ICS-KMB/III/2019 dated 04 March 2019.	
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.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
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. 	As explained in indicator 4.3.1, there is no soil type indicate as peat area in Koperasi Mulia Bakti's area. Based on interview with sampled member obtained information that all member has good knowledge related to their area since they attend best management practices that conducted by Koperasi Mulia Bakti in collaborate with SNV teams. For example, the tried to increase soil fertility by using EFB (never done before), applied fertilizer refer to fertilizer recommendation, applied fertilizer in the right time and right place etc.	
<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>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall develop a documented system detailing how FPIC is implemented and shall ensure that new group members are included in this.	Koperasi Mulia Bakti has had SOP Kompensasi Pengalihan Hak Legal (FPIC) Dokumen No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019 (FPIC). All land transaction must acknowledge by Cooperative. 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.	
The Group Manager shall retain documentary evidence of participation by affected local peoples and their understanding of the right to say 'no'.	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>Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p>7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p>		

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 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 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	Koperasi Mulia Bakti has had SOP Kompensasi Pengalihan Hak Legal (FPIC) Dokumen No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019 (FPIC). All land transaction must acknowledge by Cooperative. 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.	
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		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall: Establish a procedure for calculating and distributing fair compensation. (7.6.3)</p>	<p>Koperasi Mulia Bakti has had SOP Kompensasi Pengalihan Hak Legal (FPIC) Dokumen No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019 (FPIC). This procedure stipulates:</p> <ul style="list-style-type: none"> - "The status of land ownership must be clear (have legality) in the form of SHM, SKT, or proof of sale or purchase or proof of land tenure" - the status of legal ownership of the land shall be clear (legal) in form of certificate SHM), land registration (Certificate of Land / SKT, transaction minutes, transfer of ownership; - "Transfer of legal rights or customary rights in the form of grants, inheritance, sale and purchase must be accompanied by evidence known to the Village Head/Penghulu and has witnesses" - Transfer of ownership, legal and / or customary; in form of grant, inheritance, transfer to next of kin, purchase shall be completed with evidence of acknowledgment from village authority and witnessed; - "Transfer of legal rights or customary rights also includes transfer of rights and obligations of previous owners" - Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner; - "The group leader or member concerned must report to the Operational Manager of Gapoktan Boluk Bersatu regarding the transfer of rights" - The smallholder group or respective member shall report to "Operational Manager" should transfer of ownership occurred; - "Transfer of legal rights or existing rights is carried out without coercion by any party" - Transfer of ownership, legal and / or customary; shall be free from any form of coercion; - "If there is a transfer of legal rights in the form of sale and purchase, the compensation amount for the transfer of legal rights or customary rights is determined by an agreement between the two parties by considering the principles of FPIC" - if the transfer of ownership, legal and / or customary; in form of buying-selling transaction the compensation will be determined from both parties agreement - taking into consideration FPIC principles. <p>No new planting occurs for the current members.</p>	
<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.</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	
7.6.5 The process and outcome of any compensation claims shall be documented and made publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims. (7.6.5)	Based on interview with sample of independent smallholders, there is no land compensation occurs. The entire plots of smallholders is owned by individual smallholder from legacy or bought from others villager. If there is any changes of land ownership, there was responsibilities of both parties (seller and buyer), including requirements of legal compensation. Village government shall acknowledge the process of hand-over the land ownership. All the copies of documentary evidence of the process and outcome is retained by both parties (seller and buyer) and informed to the local government.	
Requirement for Group Manager		
The Group Manager shall: Document the process and outcome of any compensation claims and make publicly available (7.6.5)	Koperasi Mulia Bakti has had SOP Kompensasi Pengalihan Hak Legal (FPIC) Dokumen No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019 (FPIC). All land transaction must acknowledge by Cooperative. 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.	
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		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall: Have documentary evidence that the affected communities and right holders have been informed that they have the right to access information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. (7.6.6)</p>	<p>Koperasi Mulia Bakti has had SOP Kompensasi Pengalihan Hak Legal (FPIC) Dokumen No: 29/SOP-Koperasi Mulia Bakti/III/2019 dated 4 March 2019 (FPIC). All land transaction must acknowledge by Cooperative. The transaction must in voluntarily manner and without any intimidation, the value considered as agreement by both parties.</p> <p>No new planting occurs for the current members.</p>	
<p>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.</p>		
<p>7.7.1 There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall provide evidence that they understand the No Burning Policy of the group</p>	<p>Koperasi Mulia Bakti has established policy regarding of zero burning activities listed on policy "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest, No Conflict" dated 8 March 2019. Policy stated that prohibited to land clearing by burning it deliberately or not. Policy has been communicated to all smallholder member on 2 February 2020. 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>Based on site visit at block of sample individual member there was no land burning within the area.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> Provide evidence of a no use of fire policy in group SOPs. 	<p>Koperasi Mulia Bakti has established policy regarding of zero burning activities listed on policy "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest,</p>	

Criterion / Indicator	Assessment Findings	Compliance
	No Conflict" dated 8 March 2019. Policy stated that prohibited to land clearing by burning it deliberately or not. Policy has been communicated to all smallholder member on 2 February 2020.	
<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. Policy has been communicated to all smallholder member on 2 February 2020. 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.	Koperasi Mulia Bakti has established policy regarding of zero burning activities listed on policy "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest, No Conflict" dated 8 March 2019. Policy stated that prohibited to land clearing by burning it deliberately or not. Policy has been communicated to all smallholder member on 2 February 2020. 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.	
Requirement for Group Manager		
The Group Manager shall:	Koperasi Mulia Bakti has established policy regarding of zero burning activities listed on policy "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest,	

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<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>No Conflict" dated 8 March 2019. Policy stated that prohibited to land clearing by burning it deliberately or not. Policy has been communicated to all smallholder member on 2 February 2020.</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>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>Koperasi Mulia Bakti has established policy regarding of zero burning activities listed on policy "Surat keputusan Nomor: 13/SK-ICS-KMB/III/2019 Tentang Larangan Bakar Lahan dan No Peat, No Forest, No Conflict" dated 8 March 2019. Policy stated that prohibited to land clearing by burning it deliberately or not. Policy has been communicated to all smallholder member on 2 February 2020.</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>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>		
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.	<p>Not applicable. No new planting carry out by Koperasi Mulia Bakti.</p> <p>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.</p>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Maps: The use of maps shall be expected which highlight the avoidance of peat areas and primary forests and where possible mineral soils have been selected for planting.	<p>As explained in indicator 4.3.1, there is no soil type indicate as peat area in Koperasi Mulia Bakti's area.</p> <p>Koperasi Mulia Bakti in collaboration with SNV has conducted participatory mapping on July 2019 to gathering information related to soil type. Based on soil type map of Koperasi Mulia Bakti (scale 1 : 50,000) obtained information of soil type as follows:</p> <ul style="list-style-type: none"> • Hapludox (50%), kandiuults (35%), dystropepts (15%) • Hapludults (45%), dystropepts (45%), tropaquepts (10%) • Sulfaquepts (50%), sulfaquents (50%) • Hapludox (50%), dystropepts (50%) <p>Based on maps and site inspection showed that the topography Koperasi Mulia Bakti area is flat (0 – 5%).</p>	
7.8.2 There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.		
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.	<p>Koperasi Mulia Bakti 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>Koperasi Mulia Bakti have implemented some actions plan i.e.fossil fuel monitoring</p>	
Groups will need to report confidentially to the RSPO on actions taken to mitigate GHG emissions. After 31. December 2016 these documents will need to be publically available and linked to 1.2	<p>Koperasi Mulia Bakti 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>	

Criterion / Indicator	Assessment Findings	Compliance
	Document of mitigation the pollutants and emissions, consist of: fossil fuel usage as per needs or necessity, performed efficiency of fossil fuel by control the fossil fuel usage for FFB transportation and conducting regular maintenance for truck machine;	
Training: The Group Manager shall provide training in relation to this indicator and its relevance for individual members (e.g. peat, high carbon stocks) and record this training.	<p>Koperasi Mulia Bakti 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>Koperasi Mulia Bakti 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 SNV.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Principle 8: Commitment to continual improvement in key areas of activity		
Criterion 8.1:		
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.		
As a minimum, these shall include, but are not necessarily be limited to:		
<ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. 		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.	All members of Koperasi Mulia Bakti has meet the RSPO P&C requirements, group manager rules and cooperative during ICS visit to their farm. Each member sampled during this Assessment Visit were able to demonstrate maintenance and update on physical document to show fulfil the requirements, as in "Buku Pintar Petani Swadaya".	
Members shall provide inputs to the Group Action Plan for continual improvement.	Member of Koperasi Mulia Bakti and group manager carried out annual member meeting under "Rapat Anggota Tahunan – Laporan Pertanggungjawaban Pengurus Tahun Buku 2019". In this event, individual members provide inputs to the Group Manager.	

Criterion / Indicator	Assessment Findings	Compliance
	Individual members provides input such the development of the OHS policy and management plan.	
Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager	Each member sampled during this initial certification assessment was able to demonstrate individual records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Buku Pintar Petani Swadaya".	
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>Koperasi Mulia Bakti has action plan for continuous im-provement e.g.:</p> <ul style="list-style-type: none"> • Koperasi Mulia Bakti has conducted internal audit recently on 10 - 20 July 2020 and 26 – 28 July 2020. All farmer Groups have been audited by Internal Audit Team. • Koperasi Mulia Bakti has HCV assessment report, 2019 in cooperation with SNV. • Work program 2020 which covered socialization, training, RAT etc. • Internal audit plan 2020. <p>Group Manager and ICS of Koperasi Mulia Bakti regularly conducted coordination meeting, one of discussion topic is continual improvement plan. Koperasi Mulia Bakti 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. 	

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Criterion / Indicator	Assessment Findings	Compliance
	3. Each member will be given a "Buku Pintar Petani" as a guide in oil palm plantation management and can also be used as data records when surveillance audit is carried out. 4. The internal audit team has conducted an internal audit of all members who have been determined. 5. An ID is made for each Farmer Group member.	
Group Managers shall periodically (e.g. quarterly) collate the records of individual members.	Group Manager Koperasi Mulia Bakti collecting data from each individual member records of plantation identity, pesticide use, fertiliser application, FFB production, etc. as in "Buku Pintar Petani Swadaya". This is updated on monthly basis.	
Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.	Koperasi Mulia Bakti 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 Koperasi Mulia Bakti is responsible for the continuous improvement in key operations. Continuous monitoring through regular internal audits conducted.	

Appendix B: Approved Time Bound Plan

Koperasi Mulia Bakti is a single member. Not Applicable

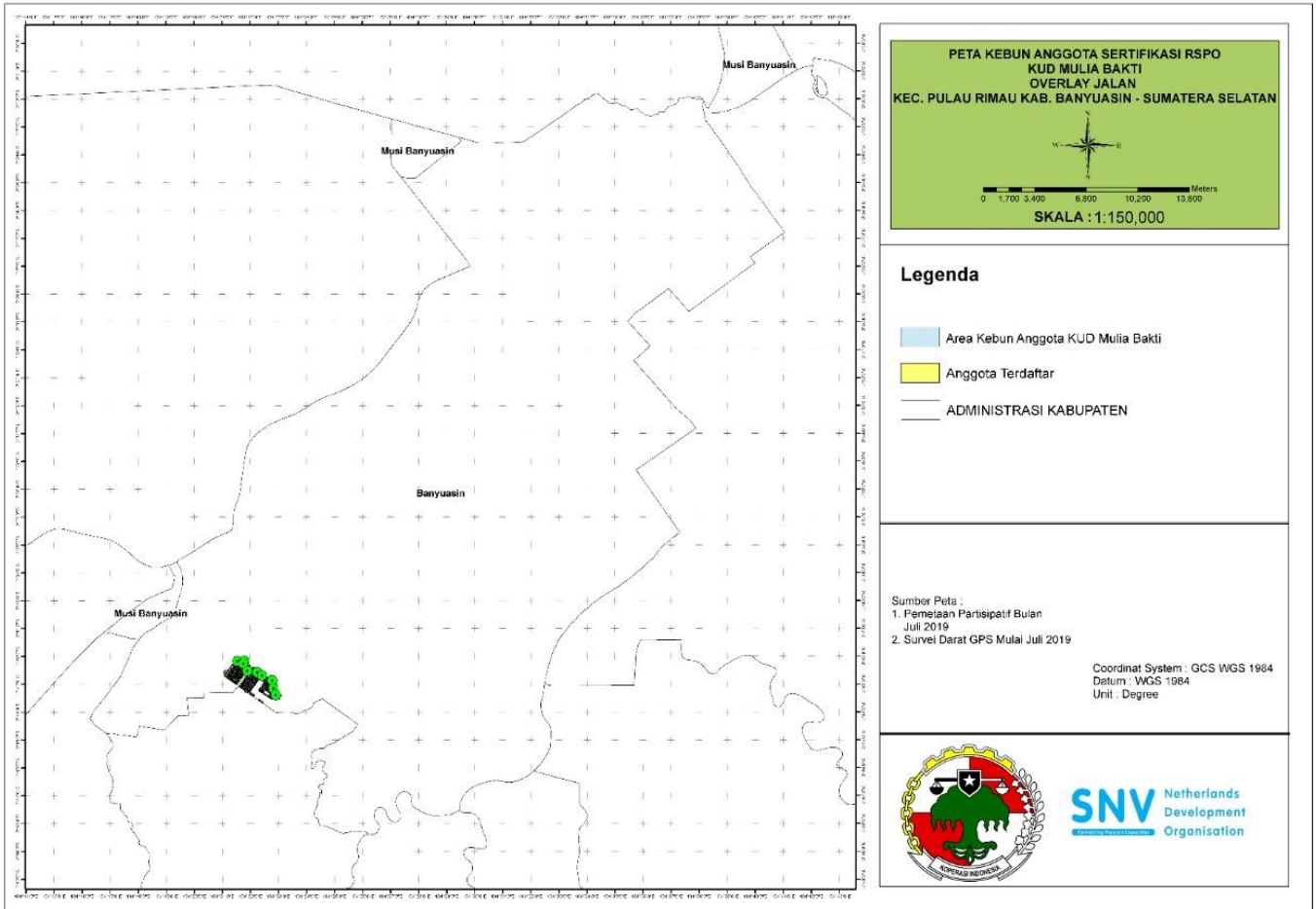
Appendix C: GHG Reporting Executive Summary

Not applicable

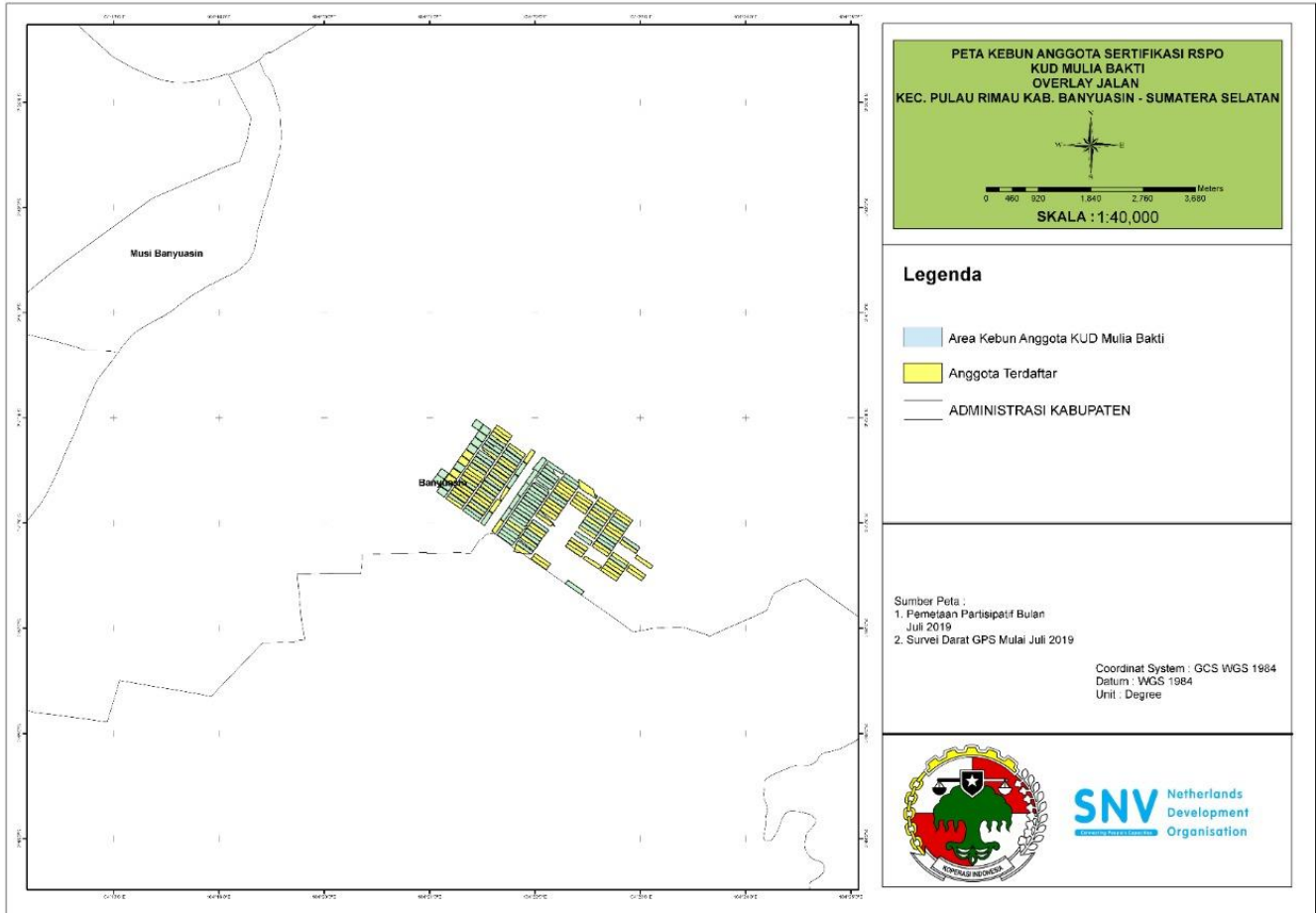
Appendix D: Supply Chain Declaration

Not applicable

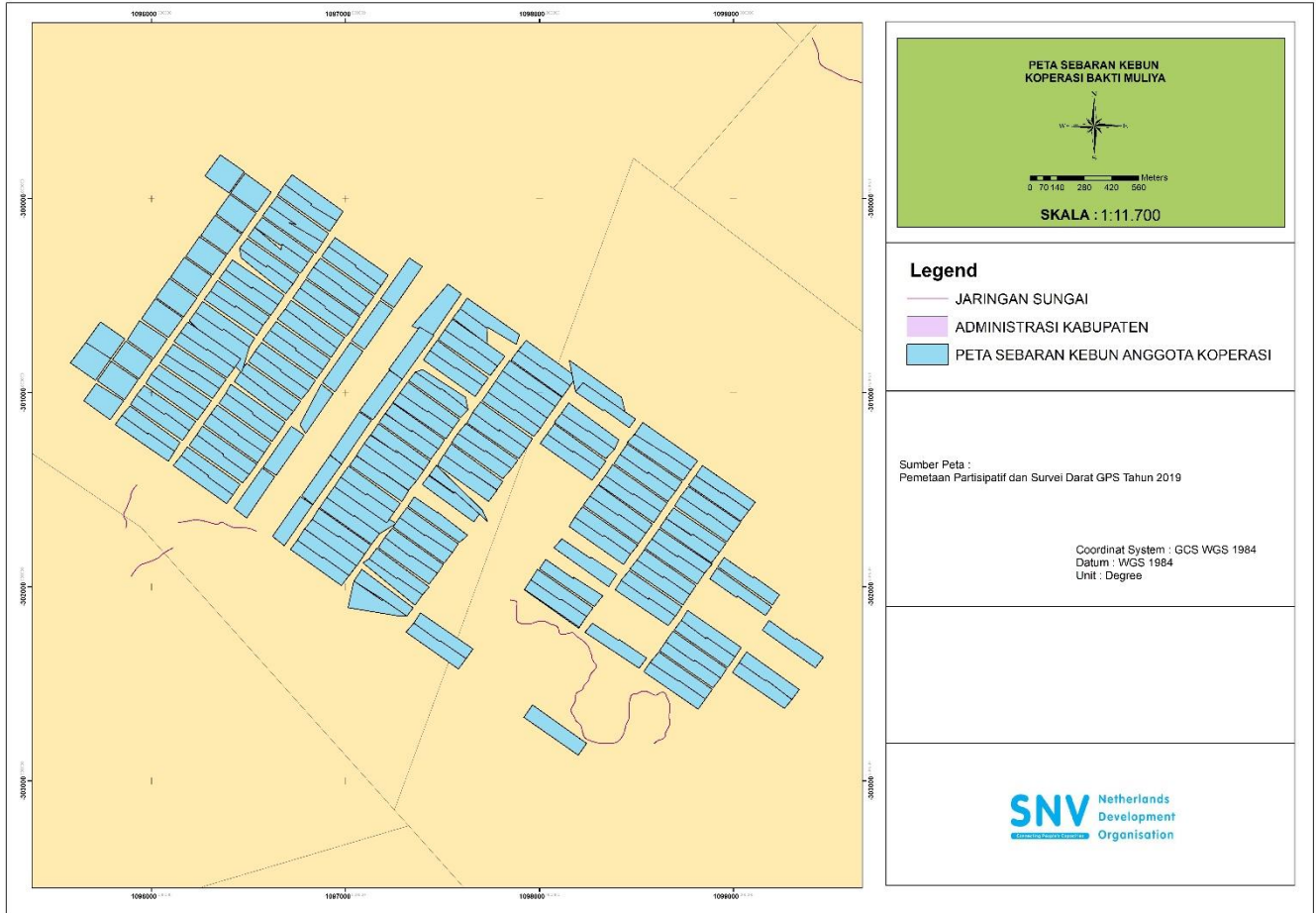
Appendix E: Location Map of Certification Unit and Supply bases



Appendix F: Estate Field Map



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Appendix G: List of Smallholder Member

No.	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB	Date of joining
			Latitude (S)	Longitude (E)	Total Certified Area	Planted Area	Production (MT)	
1	Abdul Gofir S	Banjar Sari Village	2°71'50.25"	104°37'52.04"	2.05	2.05	43.67	Nov-19
2	Alex Setiaji	Banjar Sari Village	2°70'65.48"	104°35'69.46"	2.03	2.03	68.24	Nov-19
3	Awi Badi	Banjar Sari Village	2°71'93.93"	104°37'20.98"	2.02	2.02	63.85	Nov-19
4	Budi	Banjar Sari Village	2°72'14.34"	104°36'66.99"	2.01	2.01	57.94	Nov-19
5	Chasdonno	Banjar Sari Village	2°70'25.96"	104°35'96.56"	2.27	2.27	33.69	Nov-19
	Chasdonno	Banjar Sari Village	2°71'06.46"	104°35'76.82"	2.05	2.05	43.43	Nov-19
6	Darsuan	Banjar Sari Village	2°71'35.19"	104°36'81.07"	2.01	2.01	25.33	Nov-19
7	Deki Fahreza	Banjar Sari Village	2°70'87.81"	104°35'49.57"	2.07	2.07	65.58	Nov-19
8	Edi Setiawan	Banjar Sari Village	2°71'65.49"	104°36'60.54"	2.01	2.01	45.22	Nov-19
	Edi Setiawan	Banjar Sari Village	2°71'43.30"	104°37'94.59"	2.02	2.02	66.56	Nov-19
9	Fauziah	Banjar Sari Village	2°71'76.94"	104°37'70.92"	2.05	2.05	68.24	Nov-19
10	Giantoro	Banjar Sari Village	2°72'04.01"	104°36'33.53"	2.07	2.07	47.14	Nov-19
11	Gunadi	Banjar Sari Village	2°71'11.77"	104°36'97.81"	2.01	2.01	56.52	Nov-19
12	Haeriyah	Banjar Sari Village	2°72'19.74"	104°37'81.42"	2.01	2.01	64.48	Nov-19
13	Hemi K	Banjar Sari Village	2°71'26.11"	104°36'04.25"	2.22	2.22	45.71	Nov-19
14	I Wayan Gel - Gel	Banjar Sari Village	2°70'88.13"	104°36'34.58"	2.06	2.06	65.91	Nov-19
	I Wayan Gel - Gel	Banjar Sari Village	2°70'68.59"	104°36'48.09"	2.05	2.05	53.22	Nov-19
	I Wayan Gel - Gel	Banjar Sari Village	2°70'87.88"	104°36'74.17"	2.08	2.08	51.88	Nov-19
	I Wayan Gel - Gel	Banjar Sari Village	2°72'15.65"	104°37'43.64"	2.05	2.05	68.24	Nov-19

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	I Wayan Gel - Gel	Banjar Sari Village	2°72'15.74"	104°37'43.73"	2.01	2.01	28.88	Nov-19
15	Ibnu Hajar	Banjar Sari Village	2°70'68.59"	104°36'48.09"	2.09	2.09	75.63	Nov-19
16	Imam Basuki	Banjar Sari Village	2°71'50.52"	104°35'87.77"	2.08	2.08	75.36	Nov-19
17	Iswanto	Banjar Sari Village	2°71'69.98"	104°37'80.19"	2.01	2.01	47.07	Nov-19
18	Izwandi	Banjar Sari Village	2°71'11.77"	104°36'97.81"	2.01	2.01	45.88	Nov-19
19	Jamilah Alwi	Banjar Sari Village	2°70'97.48"	104°35'42.73"	2.07	2.07	40.36	Nov-19
20	Jumawan	Banjar Sari Village	2°71'65.10"	104°37'83.61"	2.01	2.01	68.24	Nov-19
21	Juwardi	Banjar Sari Village	2°70'86.77"	104°36'31.35"	2.15	2.15	68.56	Nov-19
22	Kardiman	Banjar Sari Village	2°71'41.07"	104°36'77.56"	2.01	2.01	61.95	Nov-19
23	Kasan Purnomo	Banjar Sari Village	2°71'45.86"	104°36'74.59"	2.01	2.01	77.87	Nov-19
24	Kiman	Banjar Sari Village	2°70'45.58"	104°35'82.78"	2.03	2.03	40.37	Nov-19
25	Kodori	Banjar Sari Village	2°71'64.29"	104°36'17.09"	2.10	2.10	55.65	Nov-19
26	Lamiran	Banjar Sari Village	2°71'91.16"	104°38'01.49"	2.01	2.01	33.81	Nov-19
27	Lasminah	Banjar Sari Village	2°71'57.41"	104°37'84.60"	2.05	2.05	68.79	Nov-19
28	Lukman Nul Karim	Banjar Sari Village	2°71'64.85"	104°36'60.99"	2.01	2.01	68.24	Nov-19
29	M. Daud	Banjar Sari Village	2°70'96.81"	104°36'24.77"	2.17	2.17	71.09	Nov-19
	M. Daud	Banjar Sari Village	2°70'95.13"	104°37'05.46"	2.01	2.01	68.24	Nov-19
	M. Daud	Banjar Sari Village	2°71'16.29"	104°36'94.39"	2.01	2.01	48.59	Nov-19
	M. Daud	Banjar Sari Village	2°71'16.29"	104°36'94.39"	2.01	2.01	48.59	Nov-19
	M. Daud	Banjar Sari Village	2°70'46.25"	104°36'58.35"	2.14	2.14	71.44	Nov-19
	M. Daud	Banjar Sari Village	2°70'58.51"	104°35'69.92"	2.03	2.03	68.24	Nov-19
30	M. Nur Hamodo	Banjar Sari Village	2°70'28.24"	104°36'30.47"	2.06	2.06	35.63	Nov-19
31	Muhammad Ahyani	Banjar Sari Village	2°72'32.04"	104°37'77.09"	2.07	2.07	68.24	Nov-19
32	Mujahar	Banjar Sari Village	2°71'54.68"	104°37'48.80"	2.05	2.05	56.23	Nov-19

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33	Munawar Fuadi	Banjar Sari Village	2°71'84.48"	104°36'46.67"	2.01	2.01	26.72	Nov-19
34	Munji'ah	Banjar Sari Village	2°72'53.78"	104°38'38.71"	2.06	2.06	31.22	Nov-19
35	Natiwen	Banjar Sari Village	2°71'30.53"	104°37'65.45"	2.09	2.09	44.16	Nov-19
36	Nung Cik	Banjar Sari Village	2°71'89.31"	104°37'24.76"	2.02	2.02	33.29	Nov-19
37	Nuryadin	Banjar Sari Village	2°72'18.82"	104°37'46.42"	2.01	2.01	20.63	Nov-19
38	Nyimas Rafika	Banjar Sari Village	2°71'25.99"	104°35'62.86"	2.04	2.04	34.53	Nov-19
39	Parnianto	Banjar Sari Village	2°71'45.39"	104°37'96.84"	2.08	2.08	77.32	Nov-19
40	Ponimin	Banjar Sari Village	2°70'68.73"	104°35'63.25"	2.09	2.09	79.39	Nov-19
41	Praya Dimulya	Banjar Sari Village	2°71'15.68"	104°37'35.24"	2.01	2.01	47.46	Nov-19
42	Rasikun	Banjar Sari Village	2°72'53.76"	104°37'98.77"	2.07	2.07	36.90	Nov-19
43	Rohaenah	Banjar Sari Village	2°71'35.96"	104°35'97.58"	2.18	2.18	68.24	Nov-19
44	Rumpi'ah	Banjar Sari Village	2°71'74.53"	104°36'54.24"	2.01	2.01	67.39	Nov-19
45	Rusnan	Banjar Sari Village	2°72'12.59"	104°37'90.33"	2.07	2.07	41.57	Nov-19
46	Salinan	Banjar Sari Village	2°70'82.16"	104°36'35.31"	2.29	2.29	37.50	Nov-19
47	Samilan	Banjar Sari Village	2°72'17.14"	104°38'27.76"	2.06	2.06	65.73	Nov-19
48	Sawitri	Banjar Sari Village	2°71'61.04"	104°36'23.48"	2.01	2.01	49.85	Nov-19
49	Senen	Banjar Sari Village	2°71'26.42"	104°36'87.64"	2.01	2.01	97.15	Nov-19
50	Seni Wati	Banjar Sari Village	2°71'54.73"	104°36'67.56"	2.01	2.01	41.32	Nov-19
51	Sholehan	Banjar Sari Village	2°72'10.97"	104°37'87.63"	2.05	2.05	32.62	Nov-19
52	Sholimin	Banjar Sari Village	2°70'15.83"	104°36'03.49"	2.01	2.01	34.42	Nov-19
	Sholimin	Banjar Sari Village	2°71'16.32"	104°35'69.88"	2.05	2.05	45.40	Nov-19
53	Sidan Pujo Hartoyo	Banjar Sari Village	2°71'26.35"	104°37'28.48"	2.00	2.00	83.63	Nov-19
54	Sofyan Iskandar	Banjar Sari Village	2°71'66.20"	104°38'18.52"	2.01	2.01	64.48	Nov-19
55	Sudiran	Banjar Sari Village	2°71'16.59"	104°37'35.05"	2.00	2.00	68.24	Nov-19

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56	Sudiyo	Banjar Sari Village	2°71'69.59"	104°37'38.08"	2.05	2.05	55.10	Nov-19
57	Suharto	Banjar Sari Village	2°72'39.57"	104°38'08.58"	2.07	2.07	47.02	Nov-19
58	Suhendar	Banjar Sari Village	2°71'62.93"	104°37'80.73"	2.05	2.05	68.96	Nov-19
59	Sujarwadi	Banjar Sari Village	2°70'73.64"	104°36'04.00"	2.25	2.25	63.27	Nov-19
60	Sujarwo	Banjar Sari Village	2°71'35.49"	104°37'21.91"	2.00	2.00	56.01	Nov-19
61	Sukanto	Banjar Sari Village	2°72'31.79"	104°38'17.67"	2.06	2.06	34.55	Nov-19
62	Supardi	Banjar Sari Village	2°72'27.25"	104°37'02.49"	2.07	2.07	33.61	Nov-19
63	Suparman	Banjar Sari Village	2°70'44.52"	104°36'23.81"	2.15	2.15	48.91	Nov-19
	Suparman	Banjar Sari Village	2°70'93.26"	104°35'90.14"	2.04	2.04	65.66	Nov-19
	Suparman	Banjar Sari Village	2°71'88.00"	104°38'07.08"	2.07	2.07	36.19	Nov-19
64	Suradi	Banjar Sari Village	2°71'06.62"	104°36'92.59"	2.01	2.01	33.85	Nov-19
65	Suradi Semedi	Banjar Sari Village	2°12'56.28"	104°37'28.39"	2.01	2.01	61.25	Nov-19
66	Suwari	Banjar Sari Village	2°71'92.98"	104°38'03.84"	2.07	2.07	34.55	Nov-19
67	Syaibani	Banjar Sari Village	2°71'04.27"	104°35'42.18"	2.00	2.00	57.39	Nov-19
	Syaibani	Banjar Sari Village	2°71'13.95"	104°35'35.52"	2.05	2.05	61.06	Nov-19
	Syaibani	Banjar Sari Village	2°72'19.046"	104°36'64.022"	2.04	2.04	51.73	Nov-19
68	Wahid Khairul U	Banjar Sari Village	2°71'96.03"	104°37'57.59"	2.05	2.05	43.88	Nov-19
69	Warnoto	Banjar Sari Village	2°71'23.35"	104°35'28.77"	2.11	2.11	40.35	Nov-19
70	Winda Fitriana	Banjar Sari Village	2°70'77.25"	104°35'96.80"	2.15	2.15	64.78	Nov-19
	Winda Fitriana	Banjar Sari Village	2°71'66.17"	104°35'80.74"	2.14	2.14	65.79	Nov-19
71	Yainah	Banjar Sari Village	2°71'02.94"	104°35'83.48"	2.08	2.08	80.41	Nov-19
	Yainah	Banjar Sari Village	2°70'34.75"	104°36'29.48"	2.14	2.14	71.44	Nov-19
72	Yopi Satria	Banjar Sari Village	2°71'45.73"	104°35'91.19"	2.18	2.18	47.09	Nov-19
73	Yudianto	Banjar Sari Village	2°70'77.18"	104°36'38.46"	2.06	2.06	83.66	Nov-19

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74	Yulia Kana	Banjar Sari Village	2°70'29.21"	104°35'90.35"	2.09	2.09	68.24	Nov-19
75	Zaenal Arifin	Banjar Sari Village	2°70'97.12"	104°37'07.72"	2.01	2.01	68.50	Nov-19
Total					191.55	191.55	5,100.25	

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List of Smallholder Sampled

No.	Farmer Group Name	Smallholder Block ID	Individual Member Name
1.	Kelompok Tani Mitra Tani	KMB.03.002	Sholimin
2.	Kelompok Tani Mitra Tani	KMB.03.001	M. Nur Hamodo
3.	Kelompok Tani Mitra Tani	KMB.03.004	Kiman
4	Kelompok Tani Mitra Tani	KMB.03.010	Syaibani
	Kelompok Tani Mitra Tani	KMB.03.011	Syaibani
5.	Kelompok Tani Sido Mulyo	KMB.09.009	Sudiyo
6.	Kelompok Tani Sido Mulyo	KMB.09.010	Wahid Kairul Uman
7.	Kelompok Tani Sido Mulyo	KMB.09.004	Suhendar
8.	Kelompok Tani Sido Mulyo	KMB.09.001	Edi Setiawan
9.	Kelompok Tani Sido Rukun	KMB.07.005	Senen
10.	Kelompok Tani Sido Rukun	KMB.07.009	Lukman Nul Karim
11.	Kelompok Tani Mangun Karyo	KMB.08.005	Sujarwo
12.	Kelompok Tani Sido Urip	KMB.06.003	Sawitri

Appendix H: 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
SNV	Stichting Nederlandse Vrijwilligers (Netherlands Development Organisation)
SPPL	Surat Pernyataan Pengelolaan Lingkungan (Statement Letter of Commitment to environmental management and monitoring)
SOP	Standard Operating Procedure
STDB	Surat Tanda Daftar Budidaya (Cultivation Registration Letter/Certificate)
TUS	Tim Unit Semprot (Spraying Team)