

**RSPO PRINCIPLE AND CRITERIA –  
– INITIAL CERTIFICATION ASSESSMENT (IAV)–  
Public Summary Report**

<b>GAPOKTAN BOLUK BERSATU NAGORI BOLUK</b>
Client company Address: Huta I Nagori Boluk, Kecamatan Bosar Maligas, Kabupaten Simalungun, Provinsi Sumatera Utara 21183, Indonesia
Certification Unit: Gapoktan Boluk Bersatu Nagori Boluk
Location of Certification Unit: Huta I Nagori Boluk, Kecamatan Bosar Maligas, Kabupaten Simalungun, Provinsi Sumatera Utara 21183, Indonesia

<b>TABLE of CONTENTS</b>	<b>Page No</b>
Section 1: Scope of the Certification Assessment.....	4
1. Company Details .....	4
2. Certification Information.....	4
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases .....	5
5. Description of Supply Base .....	5
6. Plantings & Cycle.....	5
7. Certified Tonnage of FFB (Own Certified Scope).....	5
8. Certified Tonnage of FFB (from other certified unit(s)) if applicable * .....	6
9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable.....	6
10. Certified Tonnage.....	6
11. Actual Sold Volume (CPO) .....	6
12. Actual Sold Volume (PK).....	7
13. Actual Group certification Claims .....	7
Section 2: Assessment Process .....	8
2.1 Assessment Methodology, Programme, Site Visits .....	8
2.3 Assessment Plan .....	11
Section 3: Assessment Findings .....	14
3.1 Normative requirement applied for this assessment: .....	14
3.2 Time Bound Plan progress for multiple management units.....	14
3.3 Progress of scheme smallholders and/or outgrowers.....	15
3.4 Details of findings.....	16
3.4.2 Summary of the Nonconformities and Status.....	25
Formal Signing-off of Assessment Conclusion and Recommendation .....	29
Appendix A: Summary of Findings.....	30
Appendix A: Summary of Findings.....	30
Element 1 (E1): Group Entity and Group Management requirements.....	30
Element 2 (E2): Internal Control System – Policies and Management.....	36
Element 3 (E3): The Internal Control System – Operations .....	39
Appendix B: Approved Time Bound Plan .....	136
Appendix C: GHG Reporting Executive Summary .....	136
Appendix D: General Chain of Custody Requirements for the Supply Chain .....	136
Appendix E: CPO Mill Supply Chain Assessment Report.....	136

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Appendix F: Location Map of Certification Unit and Supply bases .....137  
Appendix G: Estate Field Map .....138  
Appendix H: List of Smallholder Sampled.....139  
Appendix I: List of Abbreviations .....140

## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0256-18-000-00	<b>Membership Approval Date</b>	23 July 2018
<b>Parent Company Name</b>	Gapoktan Boluk Bersatu Nagori Boluk		
<b>Address</b>	Huta I Nagori Boluk, Kecamatan Bosar Maligas, Kabupaten Simalungun, Provinsi Sumatera Utara 21183, Indonesia		
<b>Subsidiary (Certification Unit Name)</b>	Gapoktan Boluk Bersatu Nagori Boluk		
<b>Address</b>	Huta I Nagori Boluk, Kecamatan Bosar Maligas, Kabupaten Simalungun, Provinsi Sumatera Utara 21183, Indonesia		
<b>Contact Name</b>	Mr. Ardiansyah Sirait		
<b>Website</b>	-	<b>E-mail</b>	<a href="mailto:gapoktanbolukbersatu18@gmail.com">gapoktanbolukbersatu18@gmail.com</a>
<b>Telephone</b>	0823-6025-4693	<b>Facsimile</b>	-

2. Certification Information			
<b>Certificate Number</b>	<b>RSPO 717105</b>	<b>Date of First Certification</b>	11/02/2020
		<b>Certificate Start Date</b>	11/02/2020
		<b>Certificate Expiry Date</b>	10/02/2025
<b>Scope of Certification</b>	Production of FFB from Group of smallholder plantation Gapoktan Boluk Bersatu at Nagori Boluk Perdagangan, Sumatera Utara Province.		
<b>Applicable Standards</b>	RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018.		

3. Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
Nil	Nil	Nil	Nil

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Gapoktan Boluk Bersatu	Nagori Boluk Perdagangan 21184, Sumatera Utara Province – Indonesia.	3° 4' 23.63" N	99° 20' 40.08" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature)* (ha)	HCV (ha)	Infrastructure & Other** (ha)	Total Area (ha)	% of Planted
Gapoktan Boluk Bersatu	274.13	0	0	274.13	100
<b>Grand Total</b>	<b>274.13</b>	<b>0</b>	<b>0</b>	<b>274.13</b>	<b>100</b>

*Note: road infrastructure access to Gapoktan was own by village government*

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Gapoktan Boluk Bersatu	0	41.47	48.84	95.82	88.00	274.13	0
<b>Grand Total (Ha)</b>	<b>0</b>	<b>41.47</b>	<b>48.84</b>	<b>95.82</b>	<b>88.00</b>	<b>274.13</b>	<b>0</b>

**Note:**  
Immature area include replanting area.

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Feb 2020 – Jan 2021)
Gapoktan Boluk Bersatu	-	-	4,583.64
<b>Grand Total</b>	<b>-</b>	<b>-</b>	<b>4,583.64</b>

**Note:**

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

<b>8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *</b>			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Feb 2020 – Jan 2021)
Nil	N/A		N/A
<b>Total</b>			

**Note:** *There is no FFB received from another certified unit.*

<b>9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable</b>			
Independent FFB Supplier	Tonnage / year		
	Estimated	Actual	Forecast (Feb 2020 – Jan 2021)
3 <sup>rd</sup> Party FFB	Nil	Nil	Nil

<b>10. Certified Tonnage</b>			
Mill Capacity: -  SCC Model: MB	Estimated	Actual	Forecast (Feb 2020 – Jan 2021)
	FFB	FFB	FFB
			4,583.64
	CPO (OER: )	CPO (OER: )	CPO (OER: 20%)
			917
	PK (KER: )	PK (KER: )	PK (KER: 5 %)
			229
	PKO (ER: %)	PKO (ER: %)	PKO (ER: 45 %)
			103.13
PKE (ER: %)	PKE (ER: %)	PKE (ER: 55%)	
		126.05	

**Note:**

<b>11. Actual Sold Volume (CPO)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	0	0	0	0	<b>0</b>

<b>12. Actual Sold Volume (PK)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
<b>PK (MT)</b>	0	0	0	0	<b>0</b>

<b>13. Actual Group certification Claims</b>		
	Credit	Physical Volume (MT)
<b>IS-CSPO</b>	N/A	N/A
<b>IS-CSPKO</b>		
<b>IS-CSPKE</b>		

## 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  
Nicholas Cheong: [Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com)  
[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 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 and an office at Jakarta and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site Initial Certification assessment was conducted from 26 - 27 November 2019. The audit programme is included as Appendix D. The approach to the audit was to treat the Gapoktan Boluk Bersatu Plantation/Estate as an RSPO Certification Unit. Gapoktan Boluk Bersatu was audited with the sample smallholder member. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 30 January 2020. The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the Gapoktan Boluk Bersatu as an RSPO Certification Unit. Gapoktan Boluk Bersatu was audited with sample smallholder member as a supply base and member of Group certification.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula  $N = (0.8\sqrt{y}) \times (z)$  where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (March 2018). The sampling of smallholders were based on the formula  $(0.8\sqrt{y}) \times (z)$ ; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

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**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 3)</b>	<b>Year 5 (ASA 4)</b>
Gapoktan Boluk Bersatu	X	X	X	X	X

**Tentative Date of Next Visit: November 2, 2020 - November 4, 2020**

**Total No. of Mandays: 6 Mandays**

**2.2 BSI Assessment Team:**

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Mujinius Jalaraya	Lead Assessor	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.
Pratama Agung Sedayu (PS)	Team Member	He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor endorsed Courses. During this assessment, he assessed on the aspects of Legal, Social and Labour and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.
Yudwi Wisnu Rahmanto (YW)	Team Member	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to assessed on the OHS and environment aspect.

**Accompanying Persons:** Nil

### 2.3 Assessment Plan

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

RSPO Stage 1 Assessment Plan Gapoktan Boluk Bersatu.

Date	Time	Subjects	MJ
Monday, 07/10/2019	13.35 – 16.00	Flight Jakarta – Kualanamu (GA-188, 13.35 – 16.00)	√
	16.00 – 19.00	Travel Kualanamu – Audit location	√
Tuesday, 08/10/2019	08.00 – 09.00	<b>Opening Meeting:</b> – Presentation by client (Overview of Gapoktan Boluk Bersatu); – Presentation by BSI team (Objective, scope, audit plan, etc.)	√
	09.00 – 12.00	<b>Document Review:</b> The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018 (refer to RSPO P&C 2013): Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√
	12.00 – 14.00	<b>Break</b>	√
	14.00 – 17.00	<b>Continue Document Review</b> Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√
Wednesday, 09/10/2019	08.00 – 12.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (sampling): Best management practices of agronomy, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc.	√
	12.00 – 14.00	<b>Break</b>	√
	14.00 – 17.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (sampling): Best management practices of agronomy, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc.	√
		<b>Field Visit:</b> Warehouse, Chemical store, interview with spraying & manuring team	√

Date	Time	Subjects	MJ
Thursday, 10/10/2019	08.00 – 12.00	<b>Document Review</b> The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO P&C 2013: Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√
	12.00 – 14.00	<b>Break</b>	√
	14.00 – 15.00	<b>Continue Document Review</b> Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√
	15.00 – 15.30	Report Preparation	√
	15.30 – 17.00	<b>Closing Meeting</b>	√
	17.00 – 20.00	Traveling to Kualanamu & Stay at Airport Hotel/Wing Hotel	√
Friday, 11/10/2019	08.45 – 11.00	<b>Flight Kualanamu - Jakarta</b> (GA-183, 08.45 – 11.25)	√

RSPO Stage 2 Assessment Plan Gapoktan Boluk Bersatu.

Date	Time	Subjects	MJ	PS	YR
Monday, 25/11/2019	13.35 – 16.00	<b>Flight Jakarta – Kualanamu</b> (GA-188, 13.35 – 16.00)	√	√	√
	16.00 – 19.00	Traveling Kualanamu – Audit location	√	√	√
Tuesday, 26/11/2019	08.00 – 09.00	<b>Opening Meeting:</b> – Presentation by client (Overview of Gapoktan Boluk Bersatu); – Presentation by BSI team (Objective, scope, audit plan, etc.)	√	√	√
	09.00 – 12.00	<b>Document Review:</b> The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018 (refer to RSPO P&C 2013): Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√	√	√
		<b>Stakeholder Interview:</b> Stakeholders meeting with partnering mill, contractors, local communities who are not member and NGO.		√	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Date	Time	Subjects	MJ	PS	YR
	12.00 – 14.00	<b>Break</b>	√	√	√
	14.00 – 17.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (6 sampling): Best management practices of agronomy, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc.	√	√	√
Wednesday, 27/11/2019	08.00 – 12.00	<b>Field Visit:</b> Inspection to Independent smallholders plot (7 sampling): Best management practices of agronomy, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc.	√	√	√
	12.00 – 14.00	<b>Break</b>	√	√	√
	14.00 – 15.30	<b>Document Review</b> The requirements of the Group Manager and individual Group Members to demonstrate compliance with the RSPO P&C 2013: Legal, manual, policy and procedure, HCV and SEIA documents, OHS, working safety, operational plan, Best Practices, IPM, Training record, social, continuous improvement, etc.	√	√	√
	15.30 – 16.00	Report Preparation	√	√	√
	16.00 – 17.00	<b>Closing Meeting</b>	√	√	√
	17.00 – 20.00	Traveling to Kualanamu & Stay at Airport Hotel/Horison Hotel	√	√	√
Thursday, 28/11/2019	08.45 – 11.00	<b>Flight Kualanamu - Jakarta</b> (GA-183, 08.45 – 11.25)	√	√	√

### Section 3: Assessment Findings

#### 3.1 Normative requirement applied for this assessment:

- RSPO P&C 2013 Generic
- RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018.

#### 3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	Not applicable as this is group certification for independent smallholder.	N/A
Have all the estates and mills certified within five years after obtaining RSPO membership?	Not applicable as this is group certification for independent smallholder.	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 as this is group certification for independent smallholder.	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 as this is group certification for independent smallholder.	N/A
Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised	Not applicable as this is group certification for independent smallholder.	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 <b>Major</b> non-compliance shall be raised	Not applicable as this is group certification for independent smallholder.	N/A
Have there been any stakeholder comments?	Not applicable as this is group certification for independent smallholder.	N/A
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	According to email from RSPO 20 September 2019, from 129 member of Gapoktan Boluk Bersatu, 5 member are indicated as yellow marked because of planting after November 2005. The LUCA review has been done by RSPO on October 17, 2019. The LUCA findings are summarised below: <ol style="list-style-type: none"> <li>1.Total non-compliant land clearance: 4.34 Ha</li> <li>2.Total Final Conservation Liability: 0 Ha</li> </ol>	N/A

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	3.Total area requiring remediation: 0 Ha No plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs). Based on overlay maped, all member plantation are in APL (other purpose area) and non forest area.	
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	Not applicable as this is group certification for independent smallholder.	N/A
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities <a href="https://www.rspo.org/certification/remediation-and-compensation/racp-tracker">https://www.rspo.org/certification/remediation-and-compensation/racp-tracker</a> . The progress on the Liabilities shall be verified and reported.	Not applicable as this is group certification for independent smallholder.	N/A
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Not applicable as this is group certification for independent smallholder.	N/A
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not applicable as this is group certification for independent smallholder.	N/A
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Annual internal audit defined in the procedure "SOP Pelaksanaan Penilaian Internal No. 1/SOP/UPI/ICS-GKTBB/IX/2019" along with the addendum/appendices dated 12 September 2019.  Audit programme has been determined by ICS as per "Program Kerja Audit Internal Gapoktan Boluk Bersatu" dan Rencana Penilaian InternaGapoktan Boluk Bersatu". Latest Internal Audit conducted on September 2019.	Comply

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

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
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	Gapoktan Boluk Bersatu is independent smallholder. All of the smallholder member has been included in the scope of certification.	N/A

after two years, and a major NC if this requirement is not met after three years.		
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### 3.4 Details of findings

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

During the Initial Certification Assessment (IAV) there were 2 Major and 3 minor nonconformities; and 2 OFI (Opportunity For Improvement) raised. Gapoktan Boluk Bersatu 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 the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly on 30 January 2020.

Summary of Total Number of Nonconformity			
Nonconformity			
<b>NCR Ref #</b>	1857907-201911-M1	<b>Clause &amp; Category (Major / Minor)</b>	Group Certification Requirements E.3.2.3 (Major)
<b>Date Issued</b>	27 November 2019	<b>Due Date</b>	26 February 2021
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	30 January 2020
<b>Statement of Nonconformity:</b>	All FFB sales as per "Nota Bon Penjualan" has not include the information of: <ul style="list-style-type: none"> <li>• Transport registration/vehicle number</li> <li>• Smallholder ID number</li> </ul> Classification of FFB sold wether certified or non certified RSPO		
<b>Requirement Reference:</b>	All sales of FFB originating from the plantations of Group members shall be documented and recorded. This shall include: <ul style="list-style-type: none"> <li>• Invoices and receipts (purchase and sale).</li> <li>• Information on transport (i.e. registration number/number plate).</li> <li>• The relevant group members' group identification number.</li> <li>• Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination.</li> <li>• Information of FFB price.</li> </ul>		
<b>Objective Evidence:</b>	According to FFB sales record as per "Nota Bon Penjualan TBS" confirmed that the information contain in the record are including: smallholder name, FFB volume, date of transaction, and price of FFB. The record of FFB sales are not include:		



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	<ul style="list-style-type: none"> <li>• Transport registration/vehicle number</li> <li>• Smallholder ID number</li> <li>• Classification of FFB sold whether certified or non certified RSPO</li> </ul>
<p><b>Corrections:</b></p>	<p>ICS Gapoktan Boluk Bersatu amend the "Nota Penjualan TBS" following the information as per RSPO standard to include:</p> <ul style="list-style-type: none"> <li>- Transport registration/vehicle number</li> <li>- Smallholder ID number</li> <li>- Classification of FFB sold whether certified or non certified RSPO</li> </ul> <p>Gapoktan boluk bersatu has standardize and issued the form of "Nota Bon Penjualan TBS" Form No: 01/Form/ICS/GKT-BB/XII/2019. The form has include the information:</p> <ul style="list-style-type: none"> <li>- Information on transport (vehicle number plate).</li> <li>- The relevant group members' group identification number (Smallholder ID number)</li> <li>- Classification of the FFB sold (RSPO certified/Non certified), FFB volume and destination.</li> <li>- Information of FFB price.</li> </ul> <p>Sample seen:</p> <ul style="list-style-type: none"> <li>- "Nota Bon Penjualan TBS" dated 16/12/2019, on behalf Sugimin (KT Bersama Maju); ID number: 094a-BB-2019; FFB Volume 300 kg; Destination: Loading Ramp/Agen Bandar Tinggi; vehicle plate number BK 8002 LT; FFB price IDR 1,570/kg; Total prices IDR 471,000; FFB Non Certified.</li> <li>- "Nota Bon Penjualan TBS" dated 16/12/2019, on behalf Subono (KT Tempel Jaya Lestari); ID number: 092a-BB-2019; FFB Volume 210 kg; Destination: Loading Ramp/Agen Sujimin; vehicle plate number BM 2048 FR; FFB price IDR 1,540/kg; Total prices IDR 323,400; FFB Non Certified.</li> <li>- "Nota Bon Penjualan TBS" dated 16/12/2019, on behalf Ponidi (KT Sidomakmur); ID number: 066b-BB-2019; FFB Volume 190 kg; Destination: Loading Ramp/Agen Utong; vehicle plate number BK 5529; FFB price IDR 1,300/kg; Total prices IDR 247,000; FFB Non Certified.</li> <li>- "Nota Bon Penjualan TBS" dated 19/12/2019, on behalf Nurhamid (KT Sidomakmur); ID number: 062b-BB-2019; FFB Volume 280 kg; Destination: Loading Ramp/Agen Muji; vehicle plate number BK 9439; FFB price IDR 1,450/kg; Total prices IDR 414,000; FFB Non Certified.</li> </ul> <p>ICS has conducted socialization to all smallholder member on 16 December 2019 regarding the use of standard form of "Nota Penjualan TBS" for all FFB transaction by smallholder member.</p> <p>ICS Gapoktan Boluk bersatu has distribute the standard form (Form No: 01/Form/ICS/GKT-BB/XII/2019) to all smallholder member. Each smallholder member provide 1 block of form paper (100 pcs). Evident of form distribution can be demonstrated as per "Tanda Terima". Sample seen: Aman Damanik KT Bersama Maju receive form paper on 17 December 2019; Sehat Surbakti KT Harapan Jaya receive form paper on 17 December 2019.</p>
<p><b>Root Cause Analysis:</b></p>	<p>FFB sales record as per "Nota Bon Penjualan TBS" made by Gapoktan Boluk Bersatu has not following the RSPO P &amp; C standard due to lack of understanding from ICS Gapoktan Boluk Bersatu regarding the Traceability system as per RSPO standard.</p>

<p><b>Corrective Actions:</b></p>	<ul style="list-style-type: none"> <li>- Group Manager Gapoktan Boluk Bersatu and Unilever Team as fasilitator for RSPO certification has conducted the several training and awareness regarding the Traceability system as per RSPO standard to ICS team and smallholder member. Training was delivered on 16 December 2019 at "Kantor Pangulu Tempel Jaya", on 24 December 2019 at Penggalangan and 27 December 2019 at Sidomulyo. Training subject was related to implementation of FFB traceability. During interview with ICS team and "Unit Pencatatan" indicated that they have sufficient understanding on the traceability system of FFB transaction according to RSPO standard.</li> <li>- ICS Gapoktan Boluk Bersatu ensure the form "Nota Penjualan TBS" are implemented as per RSPO standard and follow by smallholder member. ICS Gapoktan Boluk Bersatu (Unit Pencatatan TBS) collect all FFB transaction as per "Nota Bon Penjualan TBS" each month from smallholder member and kept the record at Gapoktan Office by "Unit Pencatatan". During audit verification on 30/01/2020 can be demonstrated that ICS Gapoktan Boluk Bersatu has collect and recap all FFB transaction from all smallholder member for period December 2019.</li> </ul>
<p><b>Assessment Conclusion:</b></p>	<p>Based on onsite verification audit and interview with ICS and smallholder member, confirmed that correction and corrective action to address the nonconformity has been effectively implemented. There is no issue recurring and the NC has been Closed on 30 January 2020.</p>

<p><b>Nonconformity</b></p>			
<p><b>NCR Ref #</b></p>	<p>1857907-201911-M2</p>	<p><b>Clause &amp; Category (Major / Minor)</b></p>	<p>RSPO Group Certification Checklist Indicator 4.6.2 (Major)</p>
<p><b>Date Issued</b></p>	<p>27 November 2019</p>	<p><b>Due Date</b></p>	<p>26 February 2021</p>
<p><b>Closed (Yes / No)</b></p>	<p>Yes</p>	<p><b>Date of nonconformity Closure</b></p>	<p>30 January 2020</p>
<p><b>Statement of Nonconformity:</b></p>	<p>Record of pesticide use provide by Gapoktan Boluk Bersatu was not accurate and not inline with the actual pesticide usage by smallholder member in the field.</p>		
<p><b>Requirement Reference:</b></p>	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p>		
<p><b>Objective Evidence:</b></p>	<p>During document verification of pesticide use as per "Catatan Semprot", found the discrepancy between record of pesticide use and the actual usage by smallholder member in the field, i.e:</p> <ul style="list-style-type: none"> <li>• Kavling on behalf Aman Damanik Kelompok Tani Bersama Maju, according to interview and field visit confirmed that since 2019 there was no pesticide/herbicide application, however in "Catatan Semprot" stated that there is herbicide application Pilar Up (Glifosat) on January 2019 as much as 8 L.</li> <li>• Kavling on behalf Sugimin, Kelompok Tani Bersama Maju, according to interview and field visit confirmed that since 2019 there is no pesticide/herbicide application, however in "Catatan Semprot" stated that</li> </ul>		

	<p>there is herbicide application Pilar Up (Glifosat) on March 2019 as much as 8 L.</p>																																			
<p><b>Corrections:</b></p>	<p>ICS Gapoktan Boluk Bersatu conduct the socialization/awareness regarding the obligation of smallholder member to appropriately record the chemical usage in their plantation using the "Form" provide by Gapoktan Boluk Bersatu.</p> <p>Gapoktan Boluk Bersatu (Group manager and ICS) cooperate with Unilever as facilitator has conduct the series of socialization and awareness to smallholder member on 16 December 2019 at "Kantor Pangulu Tempel Jaya (KT Tempel Jaya Lestari)", on 24 December 2019 at "Panggalangan (KT Bersama Maju, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya)" and on 27 December 2019 at "Sidomulyo (KT Sidomakmur)". Evidence of socialization and awareness can be demonstrated such as: minutes of socialization, attendance list and photo documentation. During interview with smallholder member at KT Plamboyan (Budiono, Sutresno, Julahidin, Jahaman Saragih), KT Harapan Jaya (Sehat Surbakti, Sakimo, Suratmen), KT Tempel Jaya Lestari (Subono), KT Lestari Jaya (Tuginem, Legiyan) confirmed that they aware and understand with their obligation to record the chemical application in the form provide by Gapoktan Boluk Bersatu.</p> <p>ICS Gapoktan Boluk Bersatu identify the record of pesticide/agrochemical application to all smallholder member and synchronize the data and information according to actual application by smallholder member.</p> <p>ICS Gapoktan Boluk Bersatu has identify all the record of pesticide/agrochemical application and recap in "Rekap Penggunaan Pestisida". Below are the total pesticide/herbicide usage period January – December 2019 by smallholder member in each KT:</p> <table border="1" data-bbox="502 1211 1469 1543"> <thead> <tr> <th rowspan="2">Name of KT</th> <th colspan="3">Pesticide/Herbicide usage (L)</th> </tr> <tr> <th>Gramoxone</th> <th>Roundup (Glifosat)</th> <th>Pilar up (Glifosat)</th> </tr> </thead> <tbody> <tr> <td>KT Bersama Maju</td> <td>-</td> <td>4</td> <td>83</td> </tr> <tr> <td>KT Harapan Jaya</td> <td>-</td> <td>5</td> <td>3</td> </tr> <tr> <td>KT Lestari Jaya</td> <td>0.5</td> <td>13</td> <td>13</td> </tr> <tr> <td>KT Plamboyan</td> <td>-</td> <td>48</td> <td>22</td> </tr> <tr> <td>KT Tempel Jaya Lestari</td> <td>-</td> <td>10</td> <td>0</td> </tr> <tr> <td>KT Sidomakmur</td> <td>-</td> <td>4</td> <td>11</td> </tr> <tr> <td><b>Total</b></td> <td><b>0.5</b></td> <td><b>84</b></td> <td><b>132</b></td> </tr> </tbody> </table>	Name of KT	Pesticide/Herbicide usage (L)			Gramoxone	Roundup (Glifosat)	Pilar up (Glifosat)	KT Bersama Maju	-	4	83	KT Harapan Jaya	-	5	3	KT Lestari Jaya	0.5	13	13	KT Plamboyan	-	48	22	KT Tempel Jaya Lestari	-	10	0	KT Sidomakmur	-	4	11	<b>Total</b>	<b>0.5</b>	<b>84</b>	<b>132</b>
Name of KT	Pesticide/Herbicide usage (L)																																			
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<p><b>Root Cause Analysis:</b></p>	<p>Some of smallholder member were doesn't aware regarding their obligation to record the chemical application in the form provide by Gapoktan Boluk Bersatu, so that some of data chemical application input by ICS are based on estimation average application.</p>																																			
<p><b>Corrective Actions:</b></p>	<p>Regularly monitor and ensure the smallholder member are aware and record their activity including chemical application in the form provided by ICS Gapoktan Boluk Bersatu.</p> <p>ICS monitor the record of pesticide/agrochemical application by smallholder each 4 month and recap by ICS in "Rekap Penggunaan Pestisida". Below are the recap of pesticide application for each KT in 2019:</p> <p>ICS Gapoktan Boluk Bersatu regularly (each 4 month) recap the record of pesticide/agrochemical application based on actual activity which done by smallholder member and validate with smallholder member sign. Sampel seen on</p>																																			

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	<p>"Form Catatan Aktivitas Kebun Anggota Petani No: 03/Form/ICS/GKT-BB/XII/2019" on behalf:</p> <ul style="list-style-type: none"> <li>- Subono (KT Tempel Jaya Lestari) period September – December 2019: There is no chemical application.</li> <li>- Normah Sugimin (KT Bersama Maju) period September – December 2019: 1 L Pillar up usage on October 2019</li> <li>- Heti Susana Purba (KT Bersama Maju) period September – December 2019: There is no chemical application.</li> </ul>
<b>Assessment Conclusion:</b>	Based on onsite verification audit and interview with ICS and smallholder member, confirmed that correction and corrective action to address the nonconformity has been effectively implemented. There is no issue recurring and the NC has been Closed on 30 January 2020.

Nonconformity			
<b>NCR Ref #</b>	1857907-201911-N1	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Checklist Indicator 4.1.3 (minor)
<b>Date Issued</b>	27 November 2019	<b>Due Date</b>	Next Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	Inspection and monitoring of SOP Agronomy implementation in the field has been performed by Gapoktan Boluk Bersatu, however there is no follow up action taken were evident.		
<b>Requirement Reference:</b>	Records of monitoring and any actions taken shall be maintained and available, as appropriate.		
<b>Objective Evidence:</b>	During field visit to Kavling Smallholder member on behalf Jusdi Kelompok Tani Lestari Jaya, found that the kavling condition were not manage as per SOP Agronomy, weeds condition were uncontrol and over grown (it has more than 2 years no weeds control in that area), no pruning has performed, no fertilizing and many others plant in the kavling.		
<b>Corrections:</b>	<p>ICS and Group Manager conduct the socialization/awareness regarding the SOP Agronomy and inspection result to the smallholder member in order to immediately follow up the findings in their kavling by smallholder member, such as: weeds control, pruning &amp; fertilizing.</p> <p>Gapoktan Boluk Bersatu (Group manager and ICS) cooperate with Unilever as facilitator has conduct the series of socialization and awareness to smallholder member on 16 December 2019 at "Kantor Pangulu Tempel Jaya (KT Tempel Jaya Lestari)", on 24 December 2019 at "Panggalangan (KT Bersama Maju, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya)" and on 27 December 2019 at "Sidomulyo (KT Sidomakmur)". Evidence of socialization and awareness can be demonstrated such as: minutes of socialization, attendance list and photo documentation. During interview with smallholder member at KT Plamboyan (Budiono, Sutresno, Julahidin, Jahaman Saragih), KT Harapan Jaya (Sehat</p>		

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	<p>Surbakti, Sakimo, Suratmen), KT Tempel Jaya Lestari (Subono), KT Lestari Jaya (Tuginem, Legiyan) confirmed that they aware and understand with their obligation to follow up the internal audit findings and they aware with the procedure of follow up action against internal audit and sanction if they don't taken action to follow up the internal audit findings.</p> <p>In particular Group Manager and ICS has give the awareness and understanding on 23 December 2019 to smallholder member on behalf Jusdi Kelompok Tani Lestari Jaya to follow and implementing the best management practices as per SOP Agronomy in his kavling. ICS and Group manager has follow up onsite to ensure that smallholder member on behalf Jusdi taken action to improve his kavling.</p> <p>Taken action to follow up the findings according to inspection/monitoring result by ICS including weeds control and pruning as per Sop Agronomy. Mr. Jusdi has taken action in his kavling by controlling weeds manually and pruning the oil palm plantation. Manuring will be apply gradually as per fertilizer recommendation (based on SOP Pemupukan).</p>
<b>Root Cause Analysis:</b>	<p>Some of smallholder member were doesn't aware against the inspection result in their kavling, they don't taken action immediately to follow up the findings of inspection.</p>
<b>Corrective Actions:</b>	<p>ICS and Group manager ensure and regularly monitor the follow up action of inspection/monitoring result of SOP Agronomy in kavling smallholder member.</p> <p>Group Manager has develop the procedure of internal inspection to monitor the consistency of SOP Agronomy implementation in the field as per "SOP Penilaian Internal No: 1/SOP/UPI/ICS-GKTBB/IX/2019 dated 12 September 2019 and "Adendum Penilaian Internal No: 1/SOP/UPI/ICS-GKTBB/II/2019" dated 27 November 2019. Internal inspection conducted each month to smallholder member by ICS and minimum each smallholder member was audited once a year. ICS has determined the Internal Audit Program for 2019/2020 as per "Program Tim Penilaian Internal Tahun 2019/2020.</p> <p>According to Adendum procedure, stated that Internal audit result and findings shall be followed up within 90 days after audit, if the findings were not followed up by smallholder member then sanction will be granted to smallholder member. After findings followed up maximum 90 days, ICS will be verify the effectiveness of corrective action implementation onsite to smallholder plamntation. In addition to ensure the procedure implementation ICS has a mechanism to conducted the sudden inspection to smallholder member.</p> <p>Procedure for Warning letter and sanction for member who violate the procedure defined as per "SOP Pemberian Peringatan dan Sanksi Anggota No: 4/SOP/UP/ICS-GKTBB/IX/2019" dated 12 September 2019.</p>
<b>Assessment Conclusion:</b>	<p>Based on onsite verification audit and interview with ICS and smallholder member, confirmed that correction and corrective action to address the nonconformity has been implemented. However the effectiveness of implementation will be verified in the next assessment. So that NC remain Open.</p>

<b>Nonconformity</b>			
<b>NCR Ref #</b>	1857907-201911-N2	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Checklist Indicator 4.2.2 (minor)
<b>Date Issued</b>	27 November 2019	<b>Due Date</b>	Next Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	Record of fertilizing application as per "Catatan Pemupukan" were not accurate and not inline with the actual fertilizer application by smallholder member.		
<b>Requirement Reference:</b>	Records of fertiliser inputs shall be maintained		
<b>Objective Evidence:</b>	<p>Fertilizer application based on "Catatan Pemupukan" provided by Gapoktan Boluk Bersatu stated:</p> <ul style="list-style-type: none"> <li>- Fertilizer application at Kavling Sugimin Kelompok Tani Bersama Maju on July 2019 were Urea 21 sack (1,050 kg) and NPK 21 sack (1,050 kg), however according to interview and field verification confirmed that fertilizer application performed by Sugimin each 2 month consist of Urea 0.5 kg/palm, NPK 0.5 Kg/Palm, Kcl 0.4 kg/palm, TSP 0.5 kg/palm and Dolomit 2 kg/palm/year.</li> <li>- Another sample at Kavling on behalf Aman Damanik: since last 2 years there is no fertilizer application in his kavling, while according to record "Catatan Pemupukan" stated: Fertilizer application on February 2019 consist of NPK 15 sack and kapur 10 sack, on July 2019 consist of Kapur 4 sack, on Agustus NPK 15 sack and kapur 10 sack.</li> </ul>		
<b>Corrections:</b>	<p>ICS Gapoktan Boluk Bersatu conduct the socialization/awareness regarding the obligation of smallholder member to appropriately record the fertilizer application in their plantation using the "Form" provide by Gapoktan Boluk Bersatu.</p> <p>Gapoktan Boluk Bersatu (Group manager and ICS) cooperate with Unilever as facilitator has conduct the series of socialization and awareness to smallholder member on 16 December 2019 at "Kantor Pangulu Tempel Jaya (KT Tempel Jaya Lestari)", on 24 December 2019 at "Panggalangan (KT Bersama Maju, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya)" and on 27 December 2019 at "Sidomulyo (KT Sidomakmur)". Evidence of socialization and awareness can be demonstrated such as: minutes of socialization, attendance list and photo documentation. During interview with smallholder member at KT Plamboyan (Budiono, Sutresno, Julahidin, Jahaman Saragih), KT Harapan Jaya (Sehat Surbakti, Sakimo, Suratmen), KT Tempel Jaya Lestari (Subono), KT Lestari Jaya (Tuginem, Legiyan) confirmed that they aware and understand with their obligation to record the chemical application in the form provide by Gapoktan Boluk Bersatu.</p> <p>ICS Gapoktan Boluk Bersatu identify the record of fertillizer application to all smallholder member and synchronize the data and information according to actual application by smallholder member.</p> <p>ICS Gapoktan Boluk Bersatu has identify all the record of pesticide/agrochemical application and recap in "Rekap Penggunaan Pupuk". Record of fertilizer usage period January – December 2019 can be demonstrated. During interview with</p>		

	smallholder member at KT Plamboyan (Budiono, Sutresno, Julahidin, Jahaman Saragih), KT Harapan Jaya (Sehat Surbakti, Sakimo, Suratmen), KT Tempel Jaya Lestari (Subono), KT Lestari Jaya (Tuginem, Legiyan) confirmed that the recap of fertilizer usage period Janaury – December 2019 has been met with their record as per "Catatan Penggunaan Pupuk".
<b>Root Cause Analysis:</b>	Some of smallholder member were doesn't aware regarding their obligation to record their activity including fertilizer application in the form provide by Gapoktan Boluk Bersatu, so that some of data fertilizer application input by ICS are based on estimation average application.
<b>Corrective Actions:</b>	Regularly monitor and ensure the smallholder member are aware and record their activity including chemical application in the form provided by ICS Gapoktan Boluk Bersatu. ICS has monitor the record of smallholder activity including fertilizer application in their plantation each 4 month and recap by ICS in "Rekap Penggunaan Pupuk".  ICS Gapoktan Boluk Bersatu regularly recap the record of fertilizer application application based on actual activity which done by smallholder member and validate with smallholder member sign. ICS Gapoktan Boluk Bersatu regularly (each 4 month) recap the record of fertilizer application based on actual activity which done by smallholder member and validate with smallholder member sign.
<b>Assessment Conclusion:</b>	Based on onsite verification audit and interview with ICS and smallholder member, confirmed that correction and corrective action to address the nonconformity has been implemented. However the effectiveness of implementation will be verified in the next assessment. So that NC remain Open.

Nonconformity			
<b>NCR Ref #</b>	1857907-201911-N3	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Checklist Indicator 5.4.1 (minor)
<b>Date Issued</b>	27 November 2019	<b>Due Date</b>	Next Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	Individual Member: Individual smallholder did not understand Group's plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.  Requirement for Group Manager: Group Manager of GAPOKTAN BOLUK BERSATU have no plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy for their members.		
<b>Requirement Reference:</b>	Requirement for Individual Member:		

	<p>Appropriate to scale, members shall implement the actions as outlined in the Group’s plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p> <p>Requirement for Group Manager:</p> <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>
<b>Objective Evidence:</b>	<p>During interview with individual smallholders at Kelompok Tani Tempel Jaya Lestari (Mr. Saimun, Mr. Subono and Mr. Misono) and Kelompok Tani Plamboyan (Mr. Poniran), motorcycle is used by the harvester to taking out FFB’s from their farm. However, the smallholder never calculate the use of fossil fuels.</p> <p>Group Manager of GAPOKTAN BOLUK BERSATU already identified that fossil fuel from motorbike use during FFB’s transportation is one of GHG emission sources. It was documented within “Identifikasi Sumber Emisi Gas Rumah Kaca”. However, Group Manager of GAPOKTAN BOLUK BERSATU have no plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy for their members.</p>
<b>Corrections:</b>	<p>ICS Gapoktan Boluk Bersatu identify the volume of fossil fuel usage by smallholder member for FFB transportation and made the program to improving the fossil fuel efficiency.</p> <p>Issued the policy of fossil fuel usage efficiency to the smallholder activity. Group Manager Gapoktan Boluk Bersatu has issued the policy “Kebijakan Manager Operasional Efisiensi Penggunaan Bahan Bakar Fossil di Areal Kebun Anggota Sertifikasi RSPO No. 03/MO/GKT-BB/XII/2019” dated 1 December 2019.</p> <p>Socialization of policy has been conducted by Gapoktan Boluk Bersatu (Group manager and ICS) cooperate with Unilever as facilitator has conduct the series of socialization and awareness to smallholder member on 16 December 2019 at “Kantor Pangulu Tempel Jaya (KT Tempel Jaya Lestari)”, on 24 December 2019 at “Penggalangan (KT Bersama Maju, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya)” and on 27 December 2019 at “Sidomulyo (KT Sidomakmur)”. Evidence of socialization and awareness can be demonstrated such as: minutes of socialization, attendance list and photo documentation. During interview with smallholder member at KT Plamboyan (Budiono, Sutresno, Julahidin, Jahaman Saragih), KT Harapan Jaya (Sehat Surbakti, Sakimo, Suratmen), KT Tempel Jaya Lestari (Subono), KT Lestari Jaya (Tuginem, Legiyan) confirmed that they aware and understand with the policy.</p>
<b>Root Cause Analysis:</b>	<p>ICS Gapoktan Boluk Bersatu has not identify the volume of fossil fuel usage by smallholder member for FFB transportation, so that the improving program of fossil fuel efficiency and optimize the renewable energy has not been provided.</p> <p>In addition, the Group manager has not been socialize the program to smallholder member.</p>
<b>Corrective Actions:</b>	<p>Regularly monitor the fossil fuel usage by smallholder member and monitor the implementation of fossil fuel usage efficiency.</p> <p>ICS Gapoktan Boluk Bersatu monitor the fossil fuel usage by smallholder member each month and recap in “Tabel Identifikasi Penggunaan Bahan Bakar Fossil”. The fossil fuel usage for smallholder activity has been identified covering: FFB, Fertilizer and operational transportation by pickup vehicle, Viar vehicle, Truck, car, minibus; operation of weeds control by grass machine. According to recap of fossil fuel</p>



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	usage since November – December 2019, total fossil fuel usage by all smallholder member in each KT was 729.2 L (November) and 687.2 L (December).
<b>Assessment Conclusion:</b>	Based on onsite verification audit and interview with ICS and smallholder member, confirmed that correction and corrective action to address the nonconformity has been implemented. However the effectiveness of implementation will be verified in the next assessment. So that NC remain Open.

<b>Opportunity for Improvement</b>	
OFI#	Description
<b>OFI 1</b>	<ul style="list-style-type: none"> <li>• Complete the Note of First Aid used by the members or workers inside the first aid boxes.</li> <li>• Ensuring the period of summary accident report</li> </ul>
<b>OFI 2</b>	Group Manager of GAPOKTAN BOLUK BERSATU to provide the documentation of payment for its members or workers with similar format

<b>Positive Findings</b>	
PF #	Description
<b>PF 1</b>	

**3.4.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1857907-201911-M1	Major	Group Certification Requirements E.3.2.3	27 November 2019	closed on 30/01/2020
1857907-201911-M1	Major	RSPO Group Certification Checklist Indicator 4.6.2	27 November 2019	closed on 30/01/2020
1857907-201911-N1	Minor	RSPO Group Certification Checklist Indicator 4.1.3	27 November 2019	Will be verified next Assessment
1857907-201911-N2	Minor	RSPO Group Certification Checklist Indicator 4.2.2	27 November 2019	Will be verified next Assessment
1857907-201911-N3	Minor	RSPO Group Certification Checklist Indicator 5.4.1	27 November 2019	Will be verified next Assessment

### 3.5. Stakeholders 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 Gapoktan Boluk Bersatu Certification Unit’s environmental and social performance, legal and any known dispute issues.

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



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

List of Stakeholders Contacted	
<b>Internal Stakeholders: -</b>	<b>Union/Contractors/Local Communities: -</b>
<b>Government Departments:</b> <b>1. Dinas Pertanian Kabupaten Simalungun</b> (Agricultural Service Agency Simalungun Regency) <b>2. Dinas Lingkungan Hidup Kabupaten Simalungun:</b> (Environmental Agency Simalungun Regency)	<b>NGO:</b> - <b>LSM Setara Jambi</b>

IS #	Description
1	<b>Feedback:</b> <b>Dinas Pertanian Kabupaten Simalungun</b> Bpk Ian – Bidang Perkebunan <ul style="list-style-type: none"> <li>- Gapoktan Boluk Bersatu has submitted an application for registration of Plantation Plant Cultivation Certificate (STD-B) since August 2019.</li> <li>- Gapoktan Boluk Bersatu has completed administrative requirements in the form of land legality documents and other requirements (map of the location of smallholder farmer member plantation, coordinates of each parcel, plant information, planting year, etc.).</li> <li>- Farmers who are members of Gapoktan Boluk Bersatu are in the Other Use Area/APL and there are no overlaps within the Production Forest Zone and/or Protected Area.</li> <li>- Farmers who are members of Gapoktan Boluk Bersatu do not overlap with areas that have been encumbered with Cultivation Rights/HGU and/or Mining Authorities.</li> <li>- The Agriculture Service Agency has never received a complaint report related to land and/or environmental</li> </ul>

	<p>pollution that occurred in the area of farmers of the Boluk Bersatu Gapoktan.</p> <ul style="list-style-type: none"> <li>- Based on the Simalungun District Agricultural Service Letter No.520/9946/20.5/2019 regarding Certificate, dated November 15, 2019 to the Group Manager of Gapoktan Boluk: Certificate of Plantation Plant Cultivation (STD-B) in the name of the farmer as attached to the applicant's letter not yet be issued, pending follow-up to the implementation of Presidential Instruction No.8 of 2018 and Minister of Agriculture Regulation No.45 of 2019.</li> </ul> <p><b>Management Responses:</b></p> <p>Gapoktan Boluk Bersatu were consist of independent smallholder which has own their plantation since 1989. There is no forest area were opened for the plantation. No plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs). Based on overlay maps, all member plantation are in APL (other purpose area) and non forest area.</p> <p>Gapoktan Boluk Bersatu has apply Certificate of Plantation Plant Cultivation (STD-B) for all smallholder member, currently still in process to be issued by Agriculture Service Agency Simalungun Regency.</p> <p><b>Audit Team Findings:</b></p> <p>Group manager also demonstrate the overlay maps of smallholder plantation with forest area according to SK 579/Menhut-II/2014 with scale 1:100,000. The maps shown that all area of smallholder member plantation were include in APL (another purpose area).</p> <p>Gapoktan Boluk Bersatu has apply Certificate of Plantation Plant Cultivation (STD-B) for all smallholder member, currently still in process to be issued by Agriculture Service Agency Simalungun Regency.</p>
<p><b>2</b></p>	<p><b>Feedbacks:</b></p> <p><b>Dinas Lingkungan Hidup Kabupaten Simalungun</b></p> <p>Bpk. Manimbun Sirait – Kepala Bidang Penataan, Penaatan Lingkungan Hidup</p> <ul style="list-style-type: none"> <li>- Gapoktan Boluk Bersatu has submitted a request for registration of an Environmental Management and Monitoring Capability Statement (SPPL) to Environmental Agency Simalungun Regency.</li> <li>- Gapoktan Boluk Bersatu has completed administrative requirements in the form of land legality documents and other requirements (map of the plantation location, coordinates of each parcel, plant information, planting year, etc.).</li> <li>- Environmental Agency Simalungun Regency has reviewed the document on aspects of social and environmental impacts submitted by farmers who are members of the Gapoktan Boluk Bersatu. Environmental aspects such as erosion, water pollution, soil pollution, waste management, forest fires and land have been included in the statement letter.</li> <li>- Environmental Agency Simalungun Regency has conducted field verification to the palm oil fields of farmers belonging to the Gapoktan Boluk Bersatu.</li> <li>- Farmers members of the Gapoktan Boluk Bersatu were not overlap with areas that have been encumbered with Cultivation Rights/HGU and/or Forest Areas and / or Protected Areas.</li> <li>- The Office of Environmental Agency has never received reports of complaints related to land and/or environmental pollution that occurred in the area of smallholder member of Gapoktan Boluk Bersatu.</li> <li>- Farmers who are members of Gapoktan Boluk Bersatu have signed the SPPL commitment (per parcel). The Simalungun Environmental Agency has approved the issuance of a Statement of Capability for Environmental Management and Monitoring (SPPL) for farmers who are members of the Gapoktan Boluk Bersatu.</li> <li>- For the Gapoktan Boluk Bersatu, the Simalungun Environmental Agency requests to be able to report overall environmental management and monitoring activities, once a year - according to SPPL.</li> </ul> <p><b>Management Responses:</b></p> <p>Gapoktan Boluk Bersatu will committed to implementing the environmental management and monitoring plan as stated in "SPPL (Surat Pernyataan Kesanggupan Pengelolaan Lingkungan)". All smallholder member</p>

	<p>has signed their SPPL and Gapoktan Boluk Bersatu will monitor the implementation and report to Environmental Agency once a year.</p> <p><b>Audit Team Findings:</b> All smallholder member of Gapoktan Boluk Bersatu has signed the Statement of Capability for Environmental Management and Monitoring (SPPL) and has been approved by Environemnetal Agency Simalungun Regency.</p>
<p><b>3</b></p>	<p><b>Feedbacks:</b> <b>NGO – LSM Setara Jambi</b> Ibu Nurbaya – head of LSM Setara Jambi</p> <ul style="list-style-type: none"> <li>- Setara Jambi assisted the establishment of institutional Gapoktan Boluk Bersatu in the first year.</li> <li>- Setara Jambi assisted capacity building in Gapoktan Boluk Bersatu in the second year.</li> <li>- In the social aspect: so far Setara Jambi has never received a complaint report related to land conflicts and / or the use of underage workers and/or social conflicts that occurred in the area of farmers in Gapoktan Boluk Bersatu.</li> <li>- From an environmental aspect: so far Setara Jambi has never received a complaint report related to environmental pollution that occurred and/or due to farmers who are members of the Gapoktan Boluk Bersatu.</li> <li>- In terms of legality: So far Setara Jambi has never received a complaint report related to land conflicts. Boluk Bersatu Gapoktan shows commitment to complete the legality requirements of SKT, SHM, STD-B, SPPL and mapping using GPS. Furthermore, in general the area of farmers belonging to Gapoktan Boluk Bersatu does not overlap with the Forest Area, does not overlap with the Protected Area;</li> <li>- In terms of cultivation: So far Setara Jambi has never received a complaint report related to pests and critical illnesses that attack the area of farmers in Gapoktan Boluk Bersatu</li> <li>- Managing integrity and avoiding conflicts of interest must always be guarded and monitor.</li> </ul> <p><b>Management Responses:</b> Gapoktan Boluk Bersatu was accompany by LSM Setara Jambi at the first time establishment and give the capacity building. Gapoktan Boluk Bersatu has commitment to comply with the regulation concerning environmental, social, legal and other relevant requirements.</p> <p><b>Audit Team Findings:</b> Gapoktan Boluk Bersatu Nagori Boluk has been registered as per "Akta Pendirian Gabungan Kelopok Tani (Gapoktan) Boluk Bersatu Nagori Boluk No. 6", dated 25 July 2017 by Notary Gunawan Tarigan , S.H. Gapoktan Boluk Bersatu Nagori Boluk has been registered as RSPO member, No.1-0256-18-000-00, with date of membership approval 23 July 2018. Generally Gapoktan Boluk Bersatu was comply with regulation in term of social, environment, legality and cultivation. Group manager also demonstrate the overlay maps of smallholder plantation with forest area according to SK 579/Menhut-II/2014 with scale 1:100,000. The maps shown that all area of smallholder member plantation were include in APL (another purpose area).</p>

<b>Formal Signing-off of Assessment Conclusion and Recommendation</b>	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Gapoktan Boluk Bersatu 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 Gapoktan Boluk Bersatu is granted.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<b>Name:</b> Mujinius Jalaraya	<b>Name:</b> Ardiansyah Sirait
<b>Company Name:</b> on behalf BSI Malaysia Services Sdn Bhd.,	<b>Company Name:</b> Gapoktan Boluk Bersatu
<b>Title:</b> Lead Auditor	<b>Title:</b> Group Manager
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 28 January 2020	<b>Date:</b> 31 Janaury 2020

**Appendix A: Summary of Findings**

**Appendix A: Summary of Findings**  
**Group Certification Requirements**

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

**Section A-1- Group Managers**

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Element 1 (E1): Group Entity and Group Management requirements</b>            Rationale: In order to be able to have commercial relationships in the transactions of FFB certificates the group entity carries a liability, which requires it to be legally registered.</p>		
<p><b>E1.1 The Group Entity shall be legally formed</b></p>		
<p><b>E1.1.1</b></p>	<p>There shall be documentary evidence of a clearly identified and legal entity. The Group Entity shall:</p> <ul style="list-style-type: none"> <li>Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation).</li> <li>Be a member of the RSPO</li> <li>Establish the structure of the organisation</li> <li>Appoint a Group Manager (see E1.2)</li> </ul> <p>Gapoktan Boluk Bersatu Nagori Boluk has been registered as per "Akta Pendirian Gabungan Kelompok Tani (Gapoktan) Boluk Bersatu Nagori Boluk No. 6", dated 25 July 2017 by Notary Gunawan Tarigan , S.H.</p> <p>Gapoktan Boluk Bersatu Nagori Boluk has been registered as RSPO member, No.1-0256-18-000-00, with date of membership approval 23 July 2018.</p> <p>Organisation structure is evident, established 28 March 2017. Socialization of organization structure dated 18 November 2019 to 10 smallholders under Kelompok Tani Harapan Jaya; 14 (out of 19) smallholders under Kelompok Tani Plamboyan; 9 (out of 10) smallholders under Kelompok Tani Bersama Maju;</p> <p>The organization structure of ICS (Struktur Bidang RSPO Gapoktan Boluk Bersatu) has been communicated to the association members.</p>	<p>Comply</p>

		<p>Gapoktan Boluk Bersatu has appointed the "Manager Operasional" as the representative of Group Manager as per "Surat Keputusan Penunjukan Manager Operasional (Representative) ICS Gapoktan Boluk Bersatu Nagori Boluk Untuk Implementasi Minyak Sawit Berkelanjutan No.01/SK-GKTBB/IV/2018" dated 14 April 2018. The letter appoints Mr.Ardiansyah Sirait as the "Manager Operasional" in Gapoktan Boluk Bersatu.</p>	
<p><b>E1.1.2</b></p>	<p>The Group Entity shall have documented membership requirements for the participation of individual members in the Group which will also cover new membership.</p> <ul style="list-style-type: none"> <li>• There shall be documentary evidence that the Group members have formally joined the Group.</li> <li>• Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the applicable RSPO standards and requirements.</li> <li>• The Group Manager shall keep copies of the agreements and shall demonstrate that each member has received a copy thereof.</li> <li>• The Group Manager shall retain copies for a minimum of 5 years.</li> </ul>	<p>Membership requirements for participation inside "Standar Operasional Prosedur Pengesahan Anggota No.1/SOP-MO/ICS-GKT/II/2019" dated 19 February 2019. The SOP regulates the documentary requirement for the application.</p> <p>Gapoktan Boluk Bersatu Nagori Boluk has "Deklarasi Bersama Untuk Terlibat Dalam Sertifikasi RSPO Gapoktan Boluk Bersatu Nagori Boluk Kecamatan Bosar Maligas Kec. Simalungun Provinsi Sumatera Utara" dated 14 April 2018. Declaration signed by 6 Official Kelompok Tani (Ketua, Sekretaris and Bendahara):</p> <ul style="list-style-type: none"> <li>- Kelompok Tani Tempel Jaya Lestari, 35 member with area total 50.06 ha.</li> <li>- Kelompok Tani Sidomakmur, 39 member with area total 82.09 ha.</li> <li>- Kelompok Tani Harapan Jaya, 10 member with area total 13.52 ha.</li> <li>- Kelompok Tani Lestari Jaya, 17 member with total area 26.24 ha.</li> <li>- Kelompok Tani Plamboyan, 19 member with total area 55.88 ha.</li> <li>- Kelompok Tani Bersama Maju, 10 member with total area 47.76 ha.</li> </ul> <p>All member of Kelompok Tani and Gapoktan Boluk Bersatu has formally sign joined the Group as evidence in document "Surat Tanda Daftar Anggota Kelompok Tani". Sample seen:</p> <ul style="list-style-type: none"> <li>- "Formulir Anggota" under name Sungkowo, NIK KTP 120808****, birth date: 8 May 1972; address: Huta II Balok-Balok; for area 6,400 m<sup>2</sup>; planting year 1990, legal ownership of land SKT; for area 5,000 m<sup>2</sup> planting year 1990, legal ownership of land SKT; Kelompok Tani Sidomakmur, signed dated 10 May 2019. "Surat Tanda Daftar Anggota Kelompok Tani" under name Sungkowo, dated 10 May 2019;</li> <li>- "Formulir Anggota" under name Tumi, NIK KTP 120808****001, birth date 18 December 1982; address: Huta II Panggalangan; for area 10,000 m<sup>2</sup>; planting</li> </ul>	<p>Comply</p>

**RSPO Public Summary Report  
Revision 9 (Nov /2019)**

		<p>year 2000, legal ownership of land SKT; Kelompok Tani Harapan Jaya, signed dated 24 May 2018. "Surat Tanda Daftar Anggota Kelompok Tani" under name Tumi, dated 24 May 2018;</p> <ul style="list-style-type: none"> <li>- "Formulir Anggota" under name Subono, NIK KTP 120808****009, birth date 5 May 1975; address: Huta III Tempel Jaya; for area 7,600 m<sup>2</sup>; planting year 1990, legal ownership of land SKT; Kelompok Tani Tempel Jaya Lestari, signed dated 27 June 2019. "Surat Tanda Daftar Anggota Kelompok Tani" under name Subono, dated 27 June 2019;</li> <li>- "Formulir Anggota" under name Saimun, NIK KTP 120808****002, birth date 2 June 1967; address: Huta III Tempel Jaya; for area 6,500 m<sup>2</sup>; planting year 2012, legal ownership of land SKT; for area 3,303 m<sup>2</sup>; planting year 2009, legal ownership of land SHM (certificate); Kelompok Tani Tempel Jaya Lestari, signed dated 20 May 2019. "Surat Tanda Daftar Anggota Kelompok Tani" under name Saimun, dated 20 May 2019;</li> <li>- "Surat Tanda Daftar Anggota Kelompok Tani" on behalf Barnabas Sanga Armandus Hutaaruk, NIK KTP 120808***, birth dated: 11/06/1950, address: Huta VII Tempel Jaya, Kelompok Tani tepel Jaya Lestari, signed dated 18 May 2019.</li> <li>- "Surat Tanda Daftar Anggota Kelompok Tani" on behalf Chandra Gunawan, NIK KTP 120823***, birth dated: 17/11/1962, address: Jl. Sutomo Perdagangan, Kelompok Tani Plamboyan, signed dated 30 June 2019.</li> <li>- "Surat Tanda Daftar Anggota Kelompok Tani" on behalf Burhanudin S. , NIK KTP 120808***, birth dated: 08/08/1958, address: Huta II Penggalangan, Kelompk Tani Harapan Jaya, signed dated 9 May 2019.</li> <li>- "Surat Tanda Daftar Anggota Kelompok Tani" on behalf Erni Waktu Sikumbang , NIK KTP 120808***, birth dated: 20/04/1979, address: Huta I Boluk, Kelompok Tani Bersama Maju, signed dated 28 February 2019.</li> <li>- "Surat Tanda Daftar Anggota Kelompok Tani" on behalf Kamino , NIK KTP 120808***, birth dated: 20/04/1979, address: Huta II Pengalangan, Kelompok Tani Lestari Jaya, signed dated 29 March 2019.</li> </ul> <p>All member of Kelompok Tani and Gapoktan Boluk Bersatu has formal sign an agreement with the group manager committing to achieving</p>	
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		<p>compliance with applicable RSPO standard and requirement in "Surat Kesediaan Ikut Sertifikasi RSPO". Sample seen:</p> <ul style="list-style-type: none"> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" under name Sungkowo; 47 years old; address: Huta II Balok-balok, Kelompok Tani Sidomakmur; signed 10 May 2019.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" under name Tumi; 36 years old; address: Huta II Panggalangan, Kelompok Tani Harapan Jaya; signed 24 May 2018.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" under name Subono; 44 years old; address: Huta III Tempel Jaya, Kelompok Tempel Lestari Jaya; signed 27 June 2019.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" on behalf Aladin, 56 years old, address: Huta II Penggalangan, Kelompok Tani Harapan Jaya, signed dated 15 March 2019.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" on behalf Aman Damanik, 60 years old, address: Huta I Boluk, Kelompok Tani Bersama Maju, signed dated 10 April 2019.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" on behalf Amat Wakidi, 58 years old, address: Huta IX Tempel Jaya, Kelompok Tani Tempel Jaya Lestari, signed dated 15 May 2019.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" on behalf Anwar, 55 years old, address: Huta I Sidomulyo, Kelompok Tani Sidomakmur, signed dated 22 May 2019.</li> </ul> <p>According to "Surat keputusan Nomor: 05/SK/MO/GKT-BB/V/2019 Tentang masa Simpan Dokumen" stated that all document related to RSPO certification including membership document keep by "Manager Operasional" minimum 5 years.</p> <p>Based on interview with sampled smallholder members; Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they hold copy of application/registration.</p>	
<b>E1.1.3</b>	The Group Manager shall keep evidence that the nature and structure of the group has been communicated to all members of the Group in an appropriate manner.	Socialization of organization structure dated 18 November 2019 to 10 smallholders under Kelompok Tani Harapan Jaya; 19 smallholders under Kelompok Tani Plamboyan; 10 smallholders under Kelompok Tani Bersama Maju;	Comply
<b>E1.2 The Group shall be managed by a Group Manager</b>			

<p><b>E1.2.1</b></p>	<p>The appointed Group Manager shall be either an identified legal entity or an individual acting on behalf of the legal entity, i.e. the Group Entity (E1.1.1).          The Group Manager shall ensure the Group’s compliance with this standard and is responsible for the preparation and implementation of the Internal Control System (ICS).          If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> <li>• then the entity shall appoint an individual as management representative</li> <li>• and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved.</li> </ul>	<p>Group manager is the Organization chairman, as individual acting on behalf of the legal entity “Gapoktan Boluk Bersatu Nagori Boluk”.          “Gapoktan Boluk Bersatu Nagori Boluk” has been registered as per “Akta Pendirian Gabungan Kelopak Tani (Gapoktan) Boluk Bersatu Nagori Boluk No. 6”, dated 25 July 2017 by Notary Gunawan Tarigan , S.H.          The Group Manager appointed “Manager Operasional” as the operational leader, as regulated in “Surat Keputusan Penunjukan Manager Operasional (Representative) ICS Gapoktan Boluk Bersatu Nagori Boluk Untuk Implementasi Minyak Sawit Berkelanjutan No.01/SK-GKTBB/IV/2018” dated 14 April 2018. The letter appoints Mr.Ardiansyah Sirait as the “Manager Operasional” in “Gapoktan Boluk Bersatu”.</p>	
<p><b>E1.2.2</b></p>	<p>The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard.</p>	<p>Gapoktan Boluk Bersatu has defined the job description and function of appointed Group Manager as defined in “Tugas Pokok dan Fungsi Group Manager”          Gapoktan Boluk Bersatu appointed Group Manager based on Declaration from all Kelompok Tani as described in “Surat Keputusan Penunjukan Manager Operasional (Representative) ICS Gapoktan Boluk Bersatu Nagori Boluk Untuk Implementasi Minyak Sawit Berkelanjutan Nomor: 01/SK-GKTBB/IV/2018” dated 14 April 2018.          For managing Group Certification and performance assessment Gapoktan Boluk Bersatu has formed the ICS organization consist of:</p> <ul style="list-style-type: none"> <li>- Group manager</li> <li>- Manager Operasional</li> <li>- Secretary</li> <li>- Unit Pendaftaran Anggota</li> <li>- Unit Pencatatatan TBS</li> <li>- Unit Penyuluhan Lapangan</li> <li>- Unit Dokumentasi RSPO</li> <li>- Unit Penanggulangan Hama Terpadu</li> <li>- Unit Informasi Darurat Api</li> <li>- Unit Lingkungan</li> <li>- Unit K3 &amp; Pencatatan Limbah B3</li> <li>- Unit Pengawas Internal</li> </ul>	<p>Comply</p>

<p><b>E1.2.3</b></p>	<p>The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> <li>Principles and Criteria for the Production of Sustainable Palm Oil 2013 Endorsed by the RSPO Executive Board and Accepted at the Extraordinary General Assembly by RSPO Members on April 25th 2013</li> <li>RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard].</li> <li>RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014</li> <li>Internal group procedures and policies.</li> </ul>	<p>Gapoktan Boluk Bersatu has defined the job description and function of Group Manager and their personel as defined in "Tugas Pokok dan Fungsi Group Manager, Manager Operasional, Unit- unit dan Anggota". The document described detail of Main job and function, authority and responsibility and right for each personel in ICS organisation.</p> <p>Training for Manager ICS and personel has been delivered on 11 August 2019 by "Mr. Sahadi" from UNILEVER as Pembina/Pendamping of Gapoktan Boluk Bersatu". Evidence of training can be demonstrated as per attendant list. The training attend by ICS Gapoktan Boluk Bersatu, Kelompok Tani (Farmer Group) and member representative (18 participants).</p> <p>Training also has been delivered by Yayasan Setara Jambi Mrs. Uki on 12 Februari 2018 and by RSPO Indonesia (RILO) Mr. Imam on 13 February 2019 (RSPO Group Certification and requirement and ICS). Traiing for RSPO P &amp; C and Organisation of ICS also deliver on 24 – 25 April 2018 by Imam E. L Marzuq from RSPO Indoensia attend by 78 participants of Gapoktan Boluk Bersatu. Evidence of training such as minutes of training, attendant list and photo documentation were available.</p> <p>Group manager has prepares the human resources and organization structure to managed the group member. Manual, policies and procedures have been prepared to guide the operation.</p> <p>During audit and interview with Group Manager and ICS, confirmed that they have sufficient understanding on RSPO P &amp; C requirement and they demonstrate the competence and knowledge regarding the implemmentation of RSPO P &amp; C requirements.</p>	<p>Comply</p>
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<p><b>E1.2.4</b></p>	<p>The Group Manager shall provide potential and existing Group members with the following:</p> <ul style="list-style-type: none"> <li>• An explanation of the RSPO certification process.</li> <li>• An explanation of the criteria for group membership.</li> <li>• An explanation as to the Group Manager's needs and the rights of the certification body to access the group members' documentation and plantations for the purposes of evaluation and monitoring.</li> <li>• An explanation of the certification bodies and RSPO requirements with respect to public information.</li> <li>• An explanation of any obligations with respect to group membership, such as:             <ul style="list-style-type: none"> <li>○ Maintenance of information for monitoring purposes;</li> <li>○ Requirement to conform to conditions or corrective actions issued by the certification body.</li> <li>○ Explanation of any costs associated with group membership.</li> <li>○ Other obligations of group membership.</li> </ul> </li> </ul>	<p>Group manager have a documented procedure for:</p> <ul style="list-style-type: none"> <li>- "SOP Kriteria dan Syarat Anggota" No: 1/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the requirement and criteria of member Gapoktan.</li> <li>- "SOP Penilaian Kesenjangan Awal Anggota" No: 2/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the GAP analysis process/assessment prior to receiving the member of Gapoktan.</li> <li>- "SOP Keluar dan Bergabung Kembali Anggota" No: 3/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the process of member resignation and terminated from Gapoktan and re joined the member of Gapoktan.</li> <li>- "SOP Pemberian Peringatan dan Sangsi Anggota" No: 4/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the requirements and or criteria for sanction and member expulsion.</li> </ul> <p>Gapoktan Boluk Bersatu has kept the document of RSPO certification guideline "Persyaratan dan Panduan Sistem Manajemen RSPO untuk Sertifikasi Kelompok dalam Produksi TBS Versi 8 Maret 2019".</p> <p>The RSPO certification process guideline has been communicated and disseminated to Kelompok Tani and all member of Gapoktan Boluk Bersatu. Evidence of communication available in "Tanda Terima Berkas" dated 1 August 2018.</p>	<p>Comply</p>
<p><b>Element 2 (E2): Internal Control System – Policies and Management</b></p>			
<p><b>E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.</b></p>			
<p><b>E2.1.1</b></p>	<p>The Group Internal Control System shall contain Procedures for decision-making, and responsibilities within the group (including the authority of the Group Manager) shall be defined. The Group Manager shall manage the Group in a systematic and effective manner by:</p> <ul style="list-style-type: none"> <li>• Identifying the geographical area to be covered by the Group.</li> <li>• Preparing, maintaining and documenting the Group management structure</li> </ul>	<p>Group manager has identifying the geographical area to be covered. The group manager currently have members in three villages: Nagori Boluk, Nagori temple Jaya, Nagori Sidomulyo, Kecamatan Bosar Maligas, Simalungun Regency, North Sumatra Province. All member and Kelompok Tani of Gapoktan Boluk bersatu has been mapped in "Peta Lokasi Kebun Petani Swadaya Gapoktan Boluk Bersatu Anggota Sertifikasi RSPO Kabupaten Simalungun – Provinsi Sumatera Utara" with scale 1:15,000.</p> <p>Group ICS has defined the job description and function of Group Manager and their personel as defined in "Tugas Pokok dan Fungsi Group Manager, Manager Operasional, Unit- unit dan</p>	<p>Comply</p>

	<ul style="list-style-type: none"> <li>Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group.</li> <li>Prepare and maintain the rules of the Group including the criteria for membership.</li> <li>Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan).</li> <li>Procedure for initial gap audit which can be a self-assessment.</li> </ul>	<p>Anggota". The document described detail of Main job and function, authority and responsibility and right for each personel in ICS organisation.</p> <p>Organisation structure of ICS has been establish as per "Struktur Bidang RSPO Gapoktan Boluk Bersatu" consist of:</p> <ul style="list-style-type: none"> <li>- Group Manager (Ketua Gapoktan Boluk Bersatu)</li> <li>- Manager Operasional (Ardiansyah Sirait)</li> <li>- Sekretaris (Gunawan Sinaga)</li> <li>- Unit Pendaftaran Anggota (Wartinem)</li> <li>- Unit Pencatatan TBS (Tumi)</li> <li>- Unit Penyuluhan lapangan (Andri Kurniadi, Sehat Surbakti)</li> <li>- Unit Dokumentasi RSPO (Budiaman S, Rawi Sirait)</li> <li>- Unit Penanggulangan Hama Terpadu (Fajar Murianto, Afrialsyah, Surianto)</li> <li>- Unit Informasi Darurat Api (Kemat, Sasongko, Poniran)</li> <li>- Unit Lingkungan (Abdul Qohar)</li> <li>- Unit K3 Pencatatan Limbah B3 (Triani)</li> <li>- Unit Pengawas Internal (Andri Kurniadi, Sugiman Sinaga, Abdul Qohar, Sumono, Toni, Sasongko).</li> <li>- Anggota (All smallholder member Gapoktan Boluk Bersatu).</li> </ul> <p>Rules of group member has been established by group manager as defined in the procedure:</p> <ul style="list-style-type: none"> <li>- "SOP Kriteria dan Syarat Anggota" No: 1/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the requirement and criteria of member Gapoktan.</li> <li>- "SOP Penilaian Kesenjangan Awal Anggota" No: 2/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the GAP analysis process/assessment prior to receiving the member of Gapoktan.</li> <li>- "SOP Keluar dan Bergabung Kembali Anggota" No: 3/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the process of member resignation and terminated from Gapoktan and re joined the member of Gapoktan.</li> <li>- "SOP Pemberian Peringatan dan Sangsi Anggota" No: 4/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the requirements and or criteria for sanction and member expulsion.</li> </ul> <p>Maximum number of member of Gapoktan Boluk Bersatu was 500 member as per "Surat Keputusan</p>	
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<p><b>E2.1.2</b></p>	<p>The Group Internal Control System shall contain Procedures for maintaining records for all Group members.</p> <p>The Group Manager shall implement a system to maintain the following central records and reports:</p> <ul style="list-style-type: none"> <li>• List of names and full contact details of group members and applicable method of communication.</li> <li>• Location maps. Area of oil palm in hectares.</li> <li>• Land titles/right of use of the land.</li> <li>• A copy of the signed declaration of the grower becoming a member of the group including the date.</li> <li>• Unique member registration numbers are assigned to individual members.</li> <li>• The date that the member signed the declaration of intent as stated in the Group Membership Requirements.</li> <li>• Date of leaving the Group if applicable and the reasons why.</li> <li>• Projected and actual FFB production in metric tonnes per annum.</li> <li>• Monitoring and training records.</li> </ul>	<p>Document and record keeping has been regulated under “Surat keputusan Nomor: 05/SK/MO/GKT-BB/V/2019 Tentang masa Simpan Dokumen” stated that all document related to RSPO certification including membership document keep by Manager Operasional minimum 5 years.</p> <p>Document and records seen:</p> <ul style="list-style-type: none"> <li>- List of member name, contact details and relevant membership number/ID Unique member registration numbers;</li> <li>- Map indicating the location of all farmer group, all group member;</li> <li>- Detailed measurement of planted area in hectares;</li> <li>- List and copy of land titles/Sertifikat Hak Milik or SKT (Surat Keterangan Tanah) for all individual member’s plantation block;</li> <li>- Copy of contract to become group member, indicating the date of joining Gapoktan Boluk Bersatu;</li> <li>- Projected and actual FFB production in “Estimasi Produksi TBS Kebun Kelapa Sawit Mandiri Gapoktan Boluk Bersatu Nagori Boluk Kecamatan Bosar Maligas Kab. Simalungun”;</li> <li>- “Catatan Semprot, Catatan Pemupukan, Catatan Panen, catatan Pruning”.</li> <li>- Monitoring and training records.</li> <li>- “Table Checklist Audit Internal Group Manager” dated 18 September 2019</li> <li>- “Laporan Temuan Audit dan Rencana Perbaikan” dated 18 September 2019.</li> </ul>	<p>Comply</p>

	<ul style="list-style-type: none"> <li>Any corrective actions raised and actions taken to meet the requirements for compliance.</li> </ul>	<p>- "Daftar Tabel periksa Pelatihan Anggota Gapoktan Boluk Bersatu Nagori Boluk 2019". Contain information of list of member and their record of training.</p>	
<b>E2.1.3</b>	<p>Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.</p>	<p>Document and record keeping has been regulated under "Surat keputusan Nomor: 05/SK/MO/GKT-BB/V/2019 Tentang masa Simpan Dokumen" stated that all document related to RSPO certification including membership document keep by Manager Operasional minimum 5 years.</p>	Comply
<b>E2.1.4</b>	<p>The Group Internal Control System shall include an initial gap audit procedure (i.e. baseline assessment and needs for compliance) for applicants wishing to join the Group.</p>	<p>Gapoktan Boluk Bersatu has defined the procedure for Gap Analysis of new member before receiving the new member as defined in "SOP Penilaian Kesenjangan Awal Anggota" No: 2/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the GAP analysis process/assessment prior to receiving the member of Gapoktan.</p> <p>Applicant wishing to join the group also has to met the requirement as defined in the procedure "SOP Kriteria dan Syarat Anggota" No: 1/SOP/UP/ICS-GKTBB/IX/2019 dated 12 September 2019. Explain the requirement and criteria of member Gapoktan.</p>	Comply
<b>Element 3 (E3): The Internal Control System – Operations</b>			
<b>E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.</b>			
<b>E3.1.1</b>	<p>The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records.</p> <p>As a minimum the following shall be included:</p> <ul style="list-style-type: none"> <li>Establish, implement and maintain (a) procedure(s) for internal audits which must include (but not be limited to) the methodology, competence of internal auditors, audit criteria, frequency of internal audits, and addressing non-conformity.</li> <li>Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all</li> </ul>	<p>Annual internal audit defined in the procedure "SOP Pelaksanaan Penilaian Internal No. 1/SOP/UPI/ICS-GKTBB/IX/2019" along with the addendum/appendices dated 12 September 2019.</p> <p>The procedure explains for audit criteria (standard to be use), audit program/frequency, parameter of auditee (smallholder member), internal audit execution (team selection, internal auditor competence requirement, internal auditor job description, checklist preparation, audit planning, internal audit exercise), audit reporting and follow up findings.</p> <p>Training for internal control team: "Daftar Hadir Pelatihan ICS dan Audit Internal Gapoktan Boluk Bersatu": Mr. Toni, Mr. Sasongko, Mr. Andri Kurniadi, Mr. Budi Aman Silitongah, Mr. Ardiansyah Sirait dated 11 August 2019.</p> <p>Audit programme has been determined by ICS as per "Program Kerja Audit Internal Gapoktan Boluk Bersatu" dan Rencana Penilaian Internal</p>	Comply

	<p>the Group Certification requirements.</p> <ul style="list-style-type: none"> <li>Maintenance of all internal audit records.</li> </ul>	<p>Gapoktan Boluk Bersatu". Internal audit program determined on monthly basis, for 12 members in each month. The purpose is to complete coverage of 128 smallholder member by 12 month/annual period of October 2019 – September 2020.</p> <p>Record of internal audit were evident in:</p> <ul style="list-style-type: none"> <li>"Table Checklist Audit Internal Group Manager" dated 18 September 2019;</li> <li>"Laporan Temuan Audit dan Rencana Perbaikan" dated 18 September 2019. According to latest internal audit report, audit has been performed to 13 member of Gapoktan Boluk Bersatu (1 member of KT Bersama Maju, 1 member of KT Harapan Jaya, 1 member of Lestari Jaya, 1 member of KT Plamboyan, 4 member of KT Tempel Jaya Lestari and 4 member of KT Sidomakmur) including Group Manager and ICS.</li> <li>Internal audit period November 2019 for 12 smallholder members.</li> </ul>	
<b>E3.1.2</b>	<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. The risk assessment shall take into account:</p> <ul style="list-style-type: none"> <li>the diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, etc.)</li> <li>any perceived risk relating to the activities being undertaken (e.g. how much replanting or expansion is occurring, how many members are new and, for subsequent assessments, whether there is a history of non-conformities).</li> </ul>	<p>Group Manager has been carry out a risk assessment and based on the risk assessment level, Gapoktan Boluk Bersatu set as High Risk. This was based on a heterogenous member, separated geographically, various size of plantation, various experience level among member, various of social economic condition.</p> <p>These was explain in "SOP Pelaksanaan Penilaian Internal No.1/SOP/UPI/ICS-GKTBB/IX/2019". The procedure explains justification for determination of low, medium and high risk during internal audit. Based on the procedure, group manager has prepared the database for assessment to consider farm size; location of the farm; seedling material, planting year; history of land tenure/land use.</p>	Comply
<b>E3.1.3</b>	<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 internal auditor team as per "Peraturan Manager Operasional Mengurangi Konflik Interest Tim Audit Internal" dated 11 September 2019. Explain the rules of internal auditor to prevent the conflict of interest:</p> <ul style="list-style-type: none"> <li>Internal control team cannot audit member with family relation;</li> </ul>	Comply



		<ul style="list-style-type: none"> <li>- Internal control team responsible to the public interest;</li> <li>- Internal control team shall be objective in its duty;</li> <li>- Internal control team shall uphold prudent approach and professional in conducting internal control;</li> <li>- Internal control team shall refer to SOP and Internal control standard;</li> </ul> <p>All internal auditor and Group manager also has signed the declaration for integrity and no conflict of interest as present in "Deklarasi Bersama Pengawas Internal ICS Gapoktan Boluk Bersatu Tidak Ada Konflik Kepentingan" dated 11 September 2019 – signed by Mr. Sugiman Sinaga, Mr. Abdul Qohar, Mr. Andri Kurniadi, Mr. Sumono, Mr. Toni, Mr. Sasongko.</p>	
<p><b>E3.1.4</b></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"> <li>• no plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs) (RSPO P&amp;C 2013 criteria 5.2 &amp; 7.3) In the case of scheme smallholders, the company (owning/managing the mill) holds the liability for compensation for any new plantings undertaken since November 2005 and before 14th of May 2014. Following compliance with the compensation procedure, scheme smallholders may join the group.</li> <li>• no existing land conflict.</li> <li>• land title or right to use the land can be demonstrated.</li> </ul>	<p>Gapoktan Boluk Bersatu has prepared "SOP Penilaian Kesenjangan Awal Anggota No.2/SOP/UP/ICS-GKTBB/IX/2019" dated 12 September 2019. The SOP explains verification/analysis process/assessment prior to receiving/acceptance as group member.</p> <p>Initial gap audit assessed new member eligibility against the Group Management requirement have been carried out by the ICS team, assisted by Unilever. The gap audit also reviews the status of any land belong to smallholder member falls into "new planting after November 2005". The Gap Assessment exercise reported in "Gap Assessment Penilaian Kesenjangan Awal Anggota Gapoktan Boluk Bersatu, Kecamatan Bosar Maligas, Kabupaten Simalungun, Provinsi Sumatera Utara oleh Pendamping/Unilever Oleochemical Indonesia 2019" datum 2019.</p> <p>According to email from RSPO 20 September 2019, from 129 member of Gapoktan Boluk Bersatu, 5 member are indicated as yellow marked because of planting after November 2005. The LUCA review has been done by RSPO on October 17, 2019. The LUCA findings are summarised below:</p> <ol style="list-style-type: none"> <li>1.Total non-compliant land clearance: 4.34 Ha</li> <li>2.Total Final Conservation Liability: 0 Ha</li> <li>3.Total area requiring remediation: 0 Ha</li> </ol> <p>No plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs). Based on overlay maped, all member plantation are in APL (other purpose area) and non forest area.</p>	<p>Comply</p>

		<p>From the gap assessment, each individual members were able to demonstrate their legal ownership of the land.</p> <p>From the gap assessment, there was no land conflict reported.</p>	
<p><b>E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the Group.</b></p>			
<b>E3.2.1</b>	<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>Gapoktan Boluk Bersatu has defined the system for the tracking and tracing of FFB produced by the group members as defined in the " SOP Pendokumentasian Penjualan TBS Anggota No. 1/SOP/UPT/ICS-GKTBB/IX/2019 dated 12 September 2019.</p> <p>Gapoktan Boluk Bersatu also has defined the procedure of FFB certified sold in the "SOP Penjualan TBS Bersertifikat RSPO No. 2/SOP/UPT/ICS-GKTBB/IX/2019" dated 12 September 2019.</p> <p>Supply Chain model implementing by Gapoktan Boluk Bersatu was Mass Balance according to "SK Nomor: 01/SK/MO/GKT-BB/V/2019 Tentang Model Rantai Suplai Sertifikasi RSPO Gapoktan Boluk Bersatu" dated 12 May 2019.</p> <p>Unit Pencatatatan TBS as part of ICS Gapoktan Boluk bersatu record the FFB harvest by smallholder member in "Catatan Panen". Record of FFB harvesting contain the information of hectare area of smallholder member, planting year, number of plant, month of harvesting and number of kilogram FFB. The FFB harvesting production form all member and KT recap in "Rekapitulasi Hasil Produksi TBS Anggota Kelompok Tani Harapan Jaya Tahun 2019"</p> <p>Sample seen on FFB harvesting record period October 2019 Kelompok Tani Harapan Jaya: Total FFB harvest was 21,933 kg consist of:</p> <ul style="list-style-type: none"> <li>- Aladin Silitonga, ID 002-BB-2019, amount 750 kg,</li> <li>- Burhanudin Silitonga, ID 010-BB-2019, amount 1,720 kg,</li> <li>- Jumadi, ID 028-BB-2019, amount 355 kg,</li> <li>- Mukri, ID 054a, 054b, 054c, amount 3,050 kg,</li> <li>- Ngadiok, ID 058-BB-2019, amount 950 kg,</li> <li>- Sakimo ID 084-BB-2019, amount 2,088 kg,</li> <li>- Sehat Surbakti ID 088a, 088b-BB-0219, amount 5,260 kg,</li> <li>- Sukardi ID 098-BB-2019, amount 5,500 kg</li> <li>- Tumi ID 122-BB-2019, amount 1,060 kg,</li> <li>- Wagiren ID 124-BB-2019, amount 1,185 kg.</li> </ul>	<p>Comply</p>

		<p>Weighbridge slip/nota contain information of harvesting date, FFB amount and smallholder name are available in "Nota Bon Penjualan TBS". During audit the slip are available and can be demonstrated.</p> <p>Sample seen: Sukardi ID 098-BB-2019, KT Harapan Jaya, date of Harvesting: 2/10/2019 amount 1,140 kg; 16/10/2019 amount 1,180 kg; 30/10/2019 amount 1,220 kg.</p>	
<b>E3.2.2</b>	<p>There shall be a collective Group procedure for the sale of all certified FFB to ensure that non-certified FFB are not sold as RSPO certified FFB.</p> <p>If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.</p>	<p>The procedure lined out in "SOP Penjualan TBS Bersertifikat RSPO No. 2/SOP/UPT/ICS-GKTBB/IX/2019" dated 12 September 2019.</p> <p>Based on procedure, all FFB sold by Gapoktan Boluk Bersatu only consist of FFB from group member's oil palm plantation. Therefore all FFB sold by Gapoktan Boluk Bersatu is RSPO certified.</p>	Comply
<b>E3.2.3</b>	<p>All sales of FFB originating from the plantations of Group members shall be documented and recorded. This shall include:</p> <ul style="list-style-type: none"> <li>• Invoices and receipts (purchase and sale).</li> <li>• Information on transport (i.e. registration number/number plate).</li> <li>• The relevant group members' group identification number.</li> <li>• Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination.</li> <li>• Information of FFB price.</li> </ul>	<p>Gapoktan Boluk Bersatu has kept the record of FFB sales in "Nota/Bon/Nota Bon Penjualan". Nota Bon Penjualan contain information of harvesting date, FFB amount, Kelompok Tani name and smallholder name. During audit the slip are available and can be demonstrated.</p> <p>Sample seen: Sukardi ID 098-BB-2019, KT Harapan Jaya, date of Harvesting: 2/10/2019 amount 1,140 kg; 16/10/2019 amount 1,180 kg; 30/10/2019 amount 1,220 kg.</p> <p>Non conformity raised during audit: The "Nota Bon Penjualan" has not include the information of:</p> <ul style="list-style-type: none"> <li>- Transport registration/vehicle number</li> <li>- Smallholder ID number</li> <li>- Classification of FFB sold wether certified or non certified RSPO.</li> </ul> <p>Gapoktan Boluk Bersatu has made correction and corrective action to address the non conformity. Verification onsite has been conducted by auditor and the NC has been Closed on 30 January 2020. See section 3.4 Detail of Findings.</p>	<p>NC #1857907-201911-M1 Closed on 30/01/2020</p> <p>Comply</p>
<b>E3.2.4</b>	<p>The Group Manager shall maintain copies of all documentation and records mentioned in E3.2.3 related to Group FFB transactions for a period of a minimum of 5 years.</p>	<p>According to "Surat keputusan Nomor: 05/SK/MO/GKT-BB/V/2019 Tentang masa Simpan Dokumen" stated that all document related to RSPO certification including membership document keep by Manager Operasional minimum 5 years.</p>	Comply

		All sales document including Nota Bon Penjualan TBS kept by ICS (Unit Pencatatan TBS) in office of Gapoktan Boluk Bersatu.	
<b>E3.2.5</b>	<p>Traders of FFB shall be either part of the Group management system following this guidance or be RSPO Supply Chain certified in order to sell certified FFB. Traders of FFB are encouraged to be included within the Group certification control rather than obtain their own supply chain certification.</p> <p>The Group Manager will ensure that the trader has clear procedures to ensure that mass balance calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group members.</p> <p>Guidance:</p> <ul style="list-style-type: none"> <li>• There shall be a contract between the FFB trader and the</li> <li>• The FFB trader shall maintain complete purchase and sales records.</li> <li>• If the FFB Trader is RSPO Supply Chain certified, a copy of the certificate shall be provided to the Group Manager.</li> </ul>	Gapoktan Boluk Bersatu does not use trader of FFB. So that this indicator are not applicable.	N/A

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

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<b>Criterion 1.1:</b>		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	<p>Gapoktan Boluk Bersatu has a mechanism for Information and Data Request as per "SOP Permintaan Data dan Informasi No. 1/Sekretaris/ICS-GKT/II/2019" dated 19 February 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 Gapoktan Boluk Bersatu 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>Gapoktan Boluk Bersatu also defined the procedure of consultation and communication as defined in "SOP Komunikasi dan Konsultasi dengan Pihak Lain No.3/Sekretaris/ICS-GKT/II.2019" dated 21 February 2019.</p> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand all visitors and all requests for information are referred to the Operational 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>Gapoktan Boluk Bersatu has determined type of information accessible for public. The list was approved by Manager Operasional.</p> <p>ICS of Gapoktan Boluk Bersatu has informed the procedure of Information request to all of member as evident in "Tanda Terima Berkas" September 2019. Sample seen: "Tanda Terima Berkas Kelompok Tani Tempel Harapan Jaya" received by 35 member and "Tanda Terima Berkas Kelompok Tani Plamboyan" received by 10 member.</p> <p>Group manager has communicated all group member that all request for information are referred to Group Manager.</p>	
The Group Manager shall provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making	<p>Gapoktan Boluk Bersatu has determined the list of publicly available document, dated 19 February 2019:</p> <ul style="list-style-type: none"> <li>- Member list including land title;</li> <li>- OHS management plan;</li> <li>- SEIA document;</li> <li>- HCV document;</li> </ul>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Pollution prevention programme;</li> <li>- Work programme;</li> <li>- "AD/ART" organization statute and legal document;</li> <li>- Sustainable policy, SOP and SK Manager operational;</li> <li>- Details of complaints and grievances;</li> <li>- Continuous improvement plans;</li> <li>- Internal audit report;</li> <li>- Public summary of certification assessment report;</li> </ul>	
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Comply
The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.	<p>According to "SOP Permintaan Data dan Informasi No.1/Sekretaris/ICS-GKT/II/2019" dated 19 February 2019, Secretary record the request for information in the logbook, cc to ICS and verify whether the information can be provided or not according to the list of public information.</p> <ul style="list-style-type: none"> <li>- "Buku Surat Masuk &amp; Surat Keluar" incoming letter and outgoing letter - 2019 recorded no incoming letter; 6 outgoing letter. Sample: "Surat Gapoktan Boluk Bersatu No.09/ICS/GKT-BB/XI/2019 to Direktur Pusat Penelitian Kelapa Sawit" dated 14 November 2019 related to RSPO Stage 2 Assessment.</li> <li>- "Buku Permintaan Data dan Informasi" information request and provision of information – 2019 is still empty;</li> <li>- "Buku Tamu" visitor logbook recorded 41 visitor in 2019. Sample: 7 November 2019, visit from "Dinas Pertanian Kabupaten Simalungun" related to socialization of "STD-B" for Gapoktan Boluk Bersatu.</li> </ul>	
<p><b>Criterion 1.2:</b>  Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		
<p><b>1.2.1 (M)</b> Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continuous improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	Gapoktan Boluk Bersatu has a mechanism for Information and Data Request as per "SOP Permintaan Data dan Informasi No. 1/Sekretaris/ICS-GKT/II/2019" dated 19 February 2019, whereas explains the flow process of information request from stakeholder including member of smallholder. Information request from stakeholder or	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>member can be deliver to ICS Gapoktan Boluk Bersatu 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>Gapoktan Boluk Bersatu also defined the procedure of consultation and communication as defined in "SOP Komunikasi dan Konsultasi dengan Pihak Lain No.3/Sekretaris/ICS-GKT/II.2019" dated 21 February 2019.</p> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand all visitors and all requests for information are referred to the Operational 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"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continuous improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>	<p>Gapoktan Boluk Bersatu has determined the list of publicly available document, dated 19 February 2019:</p> <ul style="list-style-type: none"> <li>- Member list including land title;</li> <li>- OHS management plan;</li> <li>- SEIA document;</li> <li>- HCV document;</li> <li>- Pollution prevention programme;</li> <li>- Work programme;</li> <li>- "AD/ART" organization statute and legal document;</li> <li>- Sustainable policy, SOP and SK Manager operational;</li> <li>- Details of complaints and grievances;</li> <li>- Continuous improvement plans;</li> <li>- Internal audit report;</li> <li>- Public summary of certification assessment report;</li> </ul> <p>All information kept centralized in Gapoktan Boluk Bersatu office.</p>	
<b>Criterion 1.3:s</b>		
Growers and millers commit to ethical conduct in all business operations and transactions.		
<b>1.3.1</b> There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall show that they have accepted and agreed the group's policy on ethical conduct	Gapoktan Boluk Bersatu has policy on ethical conduct present in "Surat Keputusan No.15/SK/MO/GKT-BB/V/2019 Tentang Perilaku Etis dan Larangan KKN" dated 12 May 2019.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>1."Dilarang melakukan tindakan korupsi, kolusi, dan nepotisme dalam bentuk apapun" - Prohibit corruption, collusion, nepotism in any form;</p> <p>2."Dilarang melakukan manipulasi data" – Prohibit data manipulation;</p> <p>3."Dilarang melakukan penipuan dan penggelapan" – Prohibit fraud;</p> <p>4."Dilarang melakukan tindakan pencemaran nama baik" – Prohibit hoax;</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they confirmed read, accepted and understand the policy. The smallholder member be able to explain type of code of conduct policy breach (cheating on weighing process, late payment to worker, stealing, etc.)</p>	
<p><b>Requirement for Group Manager</b></p> <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>Gapoktan Boluk Bersatu has policy on ethical conduct present in "Surat Keputusan No.15/SK/MO/GKT-BB/V/2019 Tentang Perilaku Etis dan Larangan KKN" dated 12 May 2019.</p> <p>1."Dilarang melakukan tindakan korupsi, kolusi, dan nepotisme dalam bentuk apapun" - Prohibit corruption, collusion, nepotism in any form;</p> <p>2."Dilarang melakukan manipulasi data" – Prohibit data manipulation;</p> <p>3."Dilarang melakukan penipuan dan penggelapan" – Prohibit fraud;</p> <p>4."Dilarang melakukan tindakan pencemaran nama baik" – Prohibit hoax;</p>	



Criterion / Indicator	Assessment Findings	Compliance
<b>Criterion 2.1:</b>		
There is compliance with all applicable local, national and ratified international laws and regulations.		
<b>2.1.1</b> Evidence of compliance with relevant legal requirements shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.	Group manager and group members have adequate knowledge regarding legal requirements related to their operation. Implementation of the related legal requirements relevant to oil palm cultivation, including those related to the group activities are checked regularly by group manager and through the local district government agriculture extension officer.  Gapoktan Boluk Bersatu has prepared "Daftar Referensi Peraturan" list of all applicable regulation as a guidance of regulation to comply with; dated 21 February 2019.  Gapoktan Boluk bersatu has conducted an analysis of compliance with laws and regulations include compliance discussion article by article. Evaluation on legal compliances is documented in "Daftar Periksa Pelaksanaan Persyaratan Legal Anggota" latest updated on 2 September 2019.	
Requirement for Group Manager		
Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members.	Gapoktan Boluk Bersatu has conducted an analysis of compliance with laws and regulations include compliance discussion article by article. Evaluation on legal compliances is documented in "Daftar Periksa Pelaksanaan Persyaratan Legal Anggota" latest updated on 2 September 2019.  Smallholder member demonstrate they are comply to legal requirements: Sungkowo (106-BB-2019) made payment for "Pajak Bumi dan Bangunan tahun 2018" land and building tax No.12.07.170.020.0009-0002.0 for land of 5,000 m <sup>2</sup> and No.07.170.020.003-0020.0 for land of 6,400 m <sup>2</sup> .	
<b>2.1.2</b> A documented system, which includes written information on legal requirements, shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.	Gapoktan also has "Daftar Referensi Peraturan" as a guidance of regulation to comply with.  Gapoktan Boluk bersatu has conducted an analysis of compliance with laws and regulations include compliance discussion article by article. Evaluation on legal compliances is documented in "Daftar Periksa Pelaksanaan Persyaratan Legal Anggota" latest updated on 2 September 2019. Sampled evaluation checklist:  Related to Legal Ownership of the Land; reference to "Peraturan Menteri Negara Agraria/Kepala Badan Pertanahan Nasional No.5 tahun 1999 tentang Pedoman Penyelesaian Masalah Hak Ulayat Masyarakat Hukum Adat"; Scope: national; Requirement: customary land issues settlement; Evaluation frequency: once per	

Criterion / Indicator	Assessment Findings	Compliance
	<p>annum; Organization status: currently there is no land conflict; Compliance status: comply; Follow up: Prepare a standard for new member application to ensure no land conflict involving customary land.</p> <p>Related health and safety; reference to “Peraturan Menteri Tenaga Kerja No.8 tahun 2010 tentang Alat Pelindung Diri”; Scope: national; Requirement: provision of PPE for worker; Evaluation frequency: once per annum; Organization status: currently smallholder members and workers in the working area equipped with PPE; Compliance status: comply; Follow up: Gapoktan have sample PPE and accessible for smallholder members.</p>	
Requirement for Group Manager		
<p>Group Managers shall: Have a list/‘legal register’ of all applicable laws and regulations and state:</p> <ul style="list-style-type: none"> <li>• Where the laws were obtained from.</li> <li>• How they are circulated and how often and record this communication.</li> <li>• Who and how ensures that the laws are being implemented.</li> <li>• Who monitors and updates the list and how often.</li> <li>• Who records when updates are communicated.</li> </ul>	<p>Gapoktan also has “Daftar Referensi Peraturan” as a guidance of regulation to comply with.</p> <p>Gapoktan Boluk bersatu has conducted an analysis of compliance with laws and regulations include compliance discussion article by article. Evaluation on legal compliances is documented in “Daftar Periksa Pelaksanaan Persyaratan Legal Anggota” latest updated on 2 September 2019.</p> <p>The group manager has mechanism to ensuring compliance the regulation as per “SOP Sistem Dokumentasi, Identifikasi dan Implementasi Undang – Undang No: 2/Sekretaris/ICS-GKT/II/2019, dated 19 February 2019. The procedure stipulates:</p> <ul style="list-style-type: none"> <li>- Section B. “Sekretaris bertanggungjawab untuk melakukan pembaruan peraturan perundang-undangan” – Secretary of Gapoktan is responsible for update of regulation;</li> <li>- Pembaharuan dokumentasi undang-undang dilakukan 1 kali per tahun” – update legal regulation will be done once per year;</li> </ul>	
<b>2.1.3</b> A mechanism for ensuring compliance shall be implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N.A	N.A	
Requirement for Group Manager		
Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members	<p>Each member must follow the set of rules, before joining group member.</p> <p>Evaluation on legal compliances is documented in “Daftar Periksa Pelaksanaan Persyaratan Legal Anggota” latest updated on 2 September 2019.</p> <p>Smallholder member demonstrate they are comply to legal requirements: Sungkowo (106-BB-2019) made payment for “Pajak Bumi dan Bangunan tahun 2018” land and building tax No.12.07.170.020.0009-0002.0 for land of 5,000 m<sup>2</sup> and No.07.170.020.003-0020.0 for land of 6,400 m<sup>2</sup>.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Sukardi (098-BB-2019) made payment for "Pajak Bumi dan Bangunan tahun 2018" land and building tax No.12.07.170.018.006.0034-0 for land of 3,000 m <sup>2</sup> .	
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	The group manager has mechanism to ensuring compliance the regulation as per "SOP Sistem Dokumentasi, Identifikasi dan Implementasi Undang – Undang No. 2/Sekretaris/ICS-GKT/II/2019, dated 19 February 2019.  Gapoktan also has "Daftar Referensi Peraturan" as a guidance of regulation to comply with.	Comply
<b>2.1.4</b> A system for tracking any changes in the law shall be implemented.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
<b>2.2.1</b> Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Check that the titles or deeds allow the growing of oil palm where this is required by country legislation	The land title and or land registration as legal ownership for the land can be used for oil palm plantation.  This is supported with plantation registration (Surat Tanda Daftar Budidaya/STD-B) from Plantation Services (Dinas Pertanian – Bidang Perkebunan Kabupaten Simalungun).	
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.	ICS Gapoktan Boluk Bersatu has documentary evidence of legal ownership in te form of "Sertifikat Hak Milik" and "Surat Keterangan Tanah". All member joiden in the group has a land title of SHM and SKT. The document was kept and controlled by ICS.  Sungkowo (106-BB-2019): <ul style="list-style-type: none"> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/238/2015/2019" for land ownership of 23,800 m<sup>2</sup> under name Sungkowo, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/239/2015/2019" for land ownership of 10,000 m<sup>2</sup> under name Sungkowo, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/243/2015/2019" for land ownership of 6,420 m<sup>2</sup> under name Sungkowo, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/244/2015/2019" for land ownership of</li> </ul>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>5,000 m<sup>2</sup> under name Sungkowo, in Huta II Balok-balok; dated 10 July 2019 (with map).</p> <p>Nurhamid (62-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/237/2015/ 2019" for land ownership of 10,000 m<sup>2</sup> under name Nurhamid, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/242/2015/ 2019" for land ownership of 2,800 m<sup>2</sup> under name Nurhamid, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/241/2015/ 2019" for land ownership of 6,200 m<sup>2</sup> under name Nurhamid, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> </ul> <p>Ponidi (066-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Nagori Sidomulyo, Kecamatan Bosar Maligas No.140/246/2015/ 2019" for land ownership of 10,000 m<sup>2</sup> under name Ponidi, in Huta II Balok-balok; dated 10 July 2019 (with map).</li> <li>- "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Abdul Muis to Ponidi for land of 6,200 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo with payment of Rp.105,***,*** dated 30 September 2013. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/IX/SDM/2013.</li> <li>- "Surat Penyerahan Hak Tanah" land handover letter; from Sarkem to Suwarto for land of "13,5 rante" – equal to 5,400 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo with payment of Rp.1,***,*** dated 14 November 1993. Witnessed by all neighbouring entity, hamlet leader (with map). This land parcel of 5,400 m<sup>2</sup> then inherited from Suwarto to next of kin, Ponidi, dated 18 May 2014 (registered by village authority).</li> <li>- "Surat Hibah/Penyerahan Hak Tanah" – land grant letter from Suprpto to Mariati for land of 10,000 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo dated 20 December 2010. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/IV/SDM/2010.</li> <li>- "Surat Keterangan Alas Hak Tanah" land statement letter for name Ngadiman for land of 4,000 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo dated 20 December 2010. Witnessed by all neighbouring entity, hamlet leader (with map).</li> <li>- "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Daut to Ponidi for land of 3,000 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo with payment of Rp.30,***,*** dated 11 July 2011.</li> </ul>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/066/VII/SDM/ 2011.</p> <p>Subono (92-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Nagori Tempel Jaya, Kecamatan Bosar Maligas No.593.2/42/VI/2014-2019" for land ownership of 3,600 m<sup>2</sup> under name Subono, in Huta II Tempel Jaya; dated 14 June 2019 (with map).</li> <li>- "Surat Keterangan Nagori Tempel Jaya, Kecamatan Bosar Maligas No.593.2/43/VI/2014-2019" for land ownership of 8,000 m<sup>2</sup> under name Subono, in Huta II Tempel Jaya; dated 14 June 2019 (with map).</li> <li>- "Surat Keterangan Nagori Tempel Jaya, Kecamatan Bosar Maligas No.593.2/44/VI/2014-2019" for land ownership of 7,600 m<sup>2</sup> under name Subono, in Huta II Tempel Jaya; dated 14 June 2019 (with map).</li> </ul> <p>Saimun (132-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Nagori Tempel Jaya, Kecamatan Bosar Maligas No.293.2/318/IX/2014-2019" for land ownership of 6,500 m<sup>2</sup> under name Saimun, in Huta II Tempel Jaya; dated 5 September 2019 (with map).</li> <li>- "Sertifikat Hak Milik No.514 atas nama Saimun di Desa Tempel Jaya seluas 3,303 m<sup>2</sup> berdasarkan Surat Ukur No.539/Tempel Jaya/2017 tanggal 27 September 2017", dated 24 October 2017 (with survey map).</li> </ul> <p>Misono (129-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Nagori Tempel Jaya, Kecamatan Bosar Maligas No.293.2/316/IX/2014-2019" for land ownership of 1,600 m<sup>2</sup> under name Misono, in Huta II Tempel Jaya; dated 5 September 2019 (with map).</li> <li>- "Surat Keterangan Nagori Tempel Jaya, Kecamatan Bosar Maligas No.293.2/314/IX/2014-2019" for land ownership of 7,200 m<sup>2</sup> under name Misono, in Huta II Tempel Jaya; dated 5 September 2019 (with map).</li> <li>- "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Udin Poniman to Misono for land of 3,100 m<sup>2</sup> located in Huta II Tempel Jaya, Nagori Tempel Jaya, Kecamatan Bosar Maligas with payment of Rp.74,***,*** dated 2 May 2017. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/064/TJ/2017 dated 8 May 2017.</li> </ul> <p>Sukardi (098-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Situasi Tanah No.09/2003/2018" – land letter under name Suginah for land of 2.014 Ha located in Huta II Penggalangan, Nagori Boluk dated 25 May 2018. Note the land was inherit to the wife, Mrs. Suginah from late husband Mr. Kasmun. Signed by village head and hamlet leader.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Surat Penyerahan Hak/Hibah" – land grant letter from Mrs.Suginah (mother) to Mr.Sukardi (next of kin) for land of 2.014 Ha located in Huta II Penggalangan, Nagori Boluk dated 25 May 2018. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.09/2003/2018 dated 28 May 2018.</li> </ul> <p>Tumi (122-BB-2019):</p> <ul style="list-style-type: none"> <li>- "Surat Keterangan Situasi Tanah No.11/2003/2018" – land letter under name Suginah for land of 1.044 Ha located in Huta II Penggalangan, Nagori Boluk dated 25 May 2018. Note the land was inherit to the wife, Mrs. Suginah from late husband Mr. Kasmun. Signed by village head and hamlet leader.</li> <li>- "Surat Penyerahan Hak/Hibah" – land grant letter from Mrs.Suginah (mother) to Mrs.Tumi (next of kin) for land of 1.044 Ha located in Huta II Penggalangan, Nagori Boluk dated 25 May 2018. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.11/2003/2018 dated 28 May 2018.</li> </ul>	
<p>Maps showing the legal boundaries shall be kept.</p>	<p>Maps showing the legal boundaries has been kept by ICS Gapoktan Boluk Bersatu.</p> <p>Audit team made field verification for land belong to smallholder member against the map from "Surat Keterangan Tanah/SKT dan Sertifikat Hak Milik/SHM".</p>	
<p><b>2.2.2</b> Legal boundaries shall be clearly demarcated and visibly maintained.</p>		
<p>Requiremenet for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall demarcate the boundaries of their land.</p>	<p>Smallholder members has demarcate the boundary of their land.</p> <p>Ponidi (066-BB-2019) have demarcate the boundaries of his land: Parcel of 10,000 m<sup>2</sup> with boundary 3°2'19.63"N &amp; 99°22'52.33"E, 3°2'16.50"N &amp; 99°22'55.00"E, 3°2'19.40"N &amp; 99°22'56.88"E, 3°2'20.69"N &amp; 99°22'55.54"E,</p> <p>Sungkowo (106-BB-2019) have demarcate the boundaries of his land: Parcel of 33,280 m<sup>2</sup> (irregular shape) with boundary 3°2'21.03"N &amp; 99°22'55.54"E, 3°2'23.08"N &amp; 99°22'53.30"E, 3°2'22.23"N &amp; 99°22'50.28"E, 3°2'19.74"N &amp; 99°22'51.65"E, 3°2'18.98"N &amp; 99°22'51.00"E, 3°2'19.28"N &amp; 99°22'48.37"E, 3°2'18.63"N &amp; 99°22'44.27"E, 3°2'16.48"N &amp; 99°22'44.45"E,</p> <p>Nurhamid (62-BB-2019) have demarcate the boundaries of his land 3°2'22.23"N &amp; 99°22'50.28"E, 3°2'19.74"N &amp; 99°22'51.65"E, 3°2'18.98"N &amp; 99°22'51.00"E, 3°2'19.28"N &amp; 99°22'48.37"E, 3°2'18.63"N &amp; 99°22'44.27"E.</p>	
<p>Requirement for Group Manager</p>		

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
Check that boundaries are demarcated.	<p>Boundary of the land of smallholder member has been demarcated by natural signs such as palm fronds and/or tree.</p> <p>Smallholder members has demarcate the boundary of their land.</p> <p>Ponidi (066-BB-2019) have demarcate the boundaries of his land: Parcel of 10,000 m<sup>2</sup> with boundary 3°2'19.63"N &amp; 99°22'52.33"E, 3°2'16.50"N &amp; 99°22'55.00"E, 3°2'19.40"N &amp; 99°22'56.88"E, 3°2'20.69"N &amp; 99°22'55.54"E. The smallholder using palm frond arrangement to demarcate the boundary of the land.</p> <p>Sungkowo (106-BB-2019) have demarcate the boundaries of his land: Parcel of 33,280 m<sup>2</sup> (irregular shape) with boundary 3°2'21.03"N &amp; 99°22'55.54"E, 3°2'23.08"N &amp; 99°22'53.30"E, 3°2'22.23"N &amp; 99°22'50.28"E, 3°2'19.74"N &amp; 99°22'51.65"E, 3°2'18.98"N &amp; 99°22'51.00"E, 3°2'19.28"N &amp; 99°22'48.37"E, 3°2'18.63"N &amp; 99°22'44.27"E, 3°2'16.48"N &amp; 99°22'44.45"E. The smallholder using palm frond arrangement and some wood to demarcate the boundary of the land.</p> <p>Nurhamid (62-BB-2019) have demarcate the boundaries of his land 3°2'22.23"N &amp; 99°22'50.28"E, 3°2'19.74"N &amp; 99°22'51.65"E, 3°2'18.98"N &amp; 99°22'51.00"E, 3°2'19.28"N &amp; 99°22'48.37"E, 3°2'18.63"N &amp; 99°22'44.27"E. The smallholder using palm frond arrangement to demarcate the boundary of the land.</p>	
<b>2.2.3</b> Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		N/A
N/A	N/A	
<b>2.2.4</b> There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
There are conflicts: Explain why and what is the current status. Update this status every quarter until finalised. Record all meetings and who attended.	Based on document review (grievance logbook) and interview (with smallholder members, government offices, and village authorities) – there is no land conflict among member and between member with others.	
Requirement for Group Manager		Comply
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 document review (grievance logbook) and interview (with smallholder members, government offices, and village authorities) – there is no land conflict among member and between member with others.	

Criterion / Indicator	Assessment Findings	Compliance	
<b>2.2.5</b> For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).			
Requirement for Individual Member with up to 50ha of plantation size			
In each case, open a case file starting with a statement regarding the boundaries under dispute outlining the issues and the scope.	Maps showing the legal boundaries has been kept by ICS Gapoktan Boluk Bersatu. These maps produced based on field verification of legal ownership document (certificate/SKT).  Based on document review (grievance logbook) and interview (with smallholder members, government offices, and village authorities) – there is no land conflict among member and between member with others.		
Requirement for Group Manager			
N/A	N/A		
<b>2.2.6</b> To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.			
Requirement for Individual Member with up to 50ha of plantation size			
N/A	N/A	N/A	
Requirement for Group Manager			
N/A	N/A		
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
<b>2.3.1</b> Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).			
Requirement for Individual Member with up to 50ha of plantation size			
N/A	N/A	Comply	
Requirement for Group Manager			
Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).	Gapoktan Boluk Bersatu has prepared a block map for each farmer member with scale 1:15,000. The map has describes the farmer group identity and farmer members.  Detail of each farmer block map available in certificate map "Peta Bidang Tanah" – part of land ownership certificate appendix.  There is no customary right in area where Gapoktan Boluk Bersatu member's operated.		
<b>2.3.2</b> Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: 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			
		Comply	



Criterion / Indicator	Assessment Findings	Compliance
Demonstrate that they have the right to use the land and or have customary rights over the land they farm.	<p>At the time of the site visit, there is no land dispute in the Gapoktan Boluk Bersatu member. It was confirmed through interview the smallholders member and stakeholders there is no customary right in area where Gapoktan Boluk Bersatu operating.</p> <p>Sample smallholder member visit:</p> <ul style="list-style-type: none"> <li>- Mesiyem, ID Member No.047-BB-2019, KT Lestari Jaya. Size area plantation 1.5 Ha.</li> <li>- Julhaidin Saragih, ID Member No.027a-BB-2019, KT Plamboyan. Size area 1.56 Ha.</li> <li>- Lasmin Saragih, ID Member No.041a-BB-2019, KT Plamboyan. Size area 2.39 Ha.</li> <li>- Sungkowo, ID Member No.106-BB-2019, size of plantation (total 4 parcels) 4.52 Ha;</li> <li>- Nurhamid, ID Member No.62-BB-2019) size of plantation (total 3 parcels) 1.9 Ha;</li> <li>- Ponidi, ID Member No.066-BB-2019 size of plantation (total 6 parcels) 3.46 Ha;</li> <li>- Subono, ID Member No.92-BB-2019, size of plantation (total 3 parcels) 1.92 Ha;</li> <li>- Saimun, ID Member No.132-BB-2019, size of plantation (total 2 parcels) 0.98 Ha;</li> <li>- Misono, ID Member No.129-BB-2019, size of plantation (total 3 parcels) 1.19 Ha;</li> <li>- Jusdi, ID Member No. 031-BB-2019, 11.3 Ha;</li> <li>- Sukardi, ID Member No.098-BB-2019, size of plantation 2.014 Ha;</li> <li>- Tumi, ID Member No.122-BB-2019, with land of 1.044 Ha.</li> </ul>	
<b>Requirement for Group Manager</b>		
Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.	<p>At the time of the site visit, there is no land dispute in the Gapoktan Boluk Bersatu member. It was confirmed through interview the smallholders member and stakeholders.</p> <p>Gapoktan Boluk Bersatu has a mechanism for land conflict resolution as per "Mekanisme Komunikasi dan Konsultasi": complainants -&gt; group manager -&gt; involving third party (if not solved) -&gt; decision.</p> <p>Inside the mechanism has regulated involvement of other interested parties in the spirit of dispute resolution.</p>	
<b>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
N/A	N/A	
<b>Requirement for Group Manager</b>		
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	At the time of the site visit, there is no land dispute in the Gapoktan Boluk Bersatu member. It was confirmed through interview the smallholders member and stakeholders.	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

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

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 3: Commitment to long-term economic and financial viability</b>		
<b>Criterion 3.1:</b>		
There is an implemented management plan that aims to achieve long-term economic and financial viability.		
<b>3.1.1</b> A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance.  It is recommended for groups of smallholders to have a business plan for long-term economic viability of their operation, considering among others, cost of annual maintenance, replanting, potential expansion and long term sustainability of certification.	A business plan for the year 2018 - 2020 is available under "Estimasi Produksi TBS Kebun Kelapa Sawit Mandiri Gapoktan Boluk Bersatu" dated 1 October 2019 and "Estimasi Biaya Kebun Kelapa Sawit Gapoktan Boluk Bersatu" dated 1 October 2019.  In addition, Gapoktan Boluk Bersatu has develop the cost estimation for annual maintenance as per "Matrix Tujuan dan Program ICS" including: Organisation cost, training cost, Agronomic maintenance cost (IPM monitoring, monitoring and coaching of: fertilizing, harvesting, pruning, weeds control), internal and external audit.  Replanting activity and standard are stipulated in SOP Penanaman Baru Kelapa Sawit No: 9/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019 and SOP Persiapan Lahan dan Penanaman Ulang Kebun Kelapa Sawit No: 10/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019. Curently there is no replanting program has made, the oldest planting were 1989 and the nearest replanting program was 2020.  Replanting program has been develop and the criteria of replanting the planting age (30 years) or the production	

Criterion / Indicator	Assessment Findings	Compliance
	(under 10 ton/ha/year). Based on FFB production figure record 2019 shown that the average production of FFB was more than 10 ton/ha/year.	
<b>3.1.2</b> An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 4: Use of appropriate best practices by growers and millers</b>		
<b>Criterion 4.1:</b>		
Operating procedures are appropriately documented, consistently implemented and monitored.		
<b>4.1.1</b> Standard Operating Procedures (SOPs) for estates and mills are documented		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager develops appropriate SOPs for the group: <ul style="list-style-type: none"> <li>Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant &amp; consistent with the group SOPs</li> <li>Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs.</li> </ul>	<p>Gapoktan Boluk Bersatu has prepared the procedure to maintain the best management practices agronomy. The procedure covers:</p> <ul style="list-style-type: none"> <li>SOP Pembibitan kelapa Sawit No: 11/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Penanaman Baru kelapa Sawit No: 9/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Persiapan Lahan dan Penanaman ulang kelapa Sawit No: 10/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Pengendalian Gulma kelapa Sawit No: 7/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Penggunaan Bahan Kimia No: 8/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Pemupukan No: 5/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Pruning/Penunasan No: 6/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> <li>SOP Panen No: 3/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019.</li> </ul> <p>SOPs are kept in Gapoktan Boluk Bersatu Office and controlled by ICS/Group Manager. SOPs has been communicated and disseminated to member of Gapoktan as evidence in "Tanda Terima Berkas" September 2019. Sample seen: "Tanda Terima Berkas Kelompok Tani Tempel Harapan Jaya" received by 35 member and "Tanda Terima Berkas Kelompok Tani Plamboyan" received by 10 member.</p> <p>Members interviewed were understood concerning procedure of best management practise for palm oil mill</p>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	<p>such as: harvesting procedure, manuring procedure, weeds control, soil and water conservation, and integrated pest management. They also understood regarding OHS and environment practices, such as wearing PPE and keep out the ex pesticide container from the field.</p> <p>To monitor the consistency of SOP implementation, ICS gapoktan Boluk Bersatu has a program to regular check the SOP implementation each month together with internal audit. The monitoring record shown as per "Datfar Periksa SOP Praktek Terbaik oleh Anggota Gapoktan Boluk Bersatu". The monitoring of SOP are including: Harvesting, Fertilizing, Pruning, Hazardous waste handling, Agrochemical usage and handling, Weeds control. Latest monitoring performed on November 2019, sample seen monitoring at Plantation of Kelompok Tani temple Jaya Lestari dated 6/11/2019 at Block 1322/b-BB-2019 (Saimun), 092 a/b/c-BB-2019 (Subono), 0671/b-BB-2019 (Ponimin), 059a/b-BB-2019 (Ngatimun), 057-BB-2019 (Kemat). Based on field observation and check found some issue such as: fertilizing and pruning has not met/inline with SOP; Group manager and ICS has made the follow up cation to address the issue.</p>	
<p><b>4.1.2</b> A mechanism to check consistent implementation of procedures shall be in place.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager has regular checks using procedures set at group level for SOP implementation.</p>	<p>Regular checks to ensure the implementation of procedures has been performed through internal audit.</p> <p>To monitor the consistency of SOP implementation, ICS gapoktan Boluk Bersatu has a program to regular check the SOP implementation each month together with internal audit. The monitoring record shown as per "Datfar Periksa SOP Praktek Terbaik oleh Anggota Gapoktan Boluk Bersatu". The monitoring of SOP are including: Harvesting, Fertilizing, Pruning, Hazardous waste handling, Agrochemical usage and handling, Weeds control. Latest monitoring performed on November 2019, sample seen monitoring at Plantation of Kelompok Tani temple Jaya Lestari dated 6/11/2019 at Block 1322/b-BB-2019 (Saimun), 092 a/b/c-BB-2019 (Subono), 0671/b-BB-2019 (Ponimin), 059a/b-BB-2019 (Ngatimun), 057-BB-2019 (Kemat). Based on field observation and check found some issue such as: fertilizing and pruning has not met/inline with SOP; Group manager and ICS has made the follow up cation to address the issue.</p>	
<p><b>4.1.3</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

<p>Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.</p>	<p>Group manager designed records for individual member to be controlled at farmer group level/kelompok tani. A various documents demonstrate compliance to procedure: "Formulir Anggota" consist of baseline information such as land size, oil palm plantation hectarage, oil palm planting year, origin of plant, land title.</p> <p>Record of best management practices agronomy for each member also available in "Catatan Semprot, Catatan pemupukan, Catatan Panen, Catatan Pruning". Sample seen:</p> <ul style="list-style-type: none"> <li>- Record on behalf Fajar Muriyanto, KT Tempel Jaya Lestari, Member ID No. 018a-BB-2019.</li> <li>- Record on behalf Sugimin, KT Bersama Maju, Member ID No. 094a, b, c, d – BB-2019</li> <li>- Record on behalf Saidah Sinaga, KT Bersama Maju, Member ID No. 082-BB-2019.</li> <li>- Record on behalf Arwin, KT Sido Makmur, Member ID No. 006-BB-2019.</li> </ul> <p>Gapoktan Boluk Bersatu recap the FFB harvesting record fro each KT in "Rekapitulasi Hasil produksi TBS Anggota". Sample seen for KT Tempel Jaya Lestari, KT Bersama Maju, KT Sido Makmur, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya Period January – October 2019.</p>	<p>NC  #1857907-201911-N1  OPEN</p>
<p><b>Requirement for Group Manager</b></p>		
<p>Group Manager oversees the individual record keeping by members</p>	<p>Record of best management practices agronomy for each member also available in "Catatan Semprot, Catatan pemupukan, Catatan Panen, Catatan Pruning". Sample seen:</p> <ul style="list-style-type: none"> <li>- Record on behalf Fajar Muriyanto, KT Tempel Jaya Lestari, Member ID No. 018a-BB-2019.</li> <li>- Record on behalf Sugimin, KT Bersama Maju, Member ID No. 094a, b, c, d – BB-2019</li> <li>- Record on behalf Saidah Sinaga, KT Bersama Maju, Member ID No. 082-BB-2019.</li> <li>- Record on behalf Arwin, KT Sido Makmur, Member ID No. 006-BB-2019.</li> </ul> <p>The document kept in the office by ICS Gapoktan Boluk Bersatu.</p> <p>Non conformity raised during audit:</p> <p>During field visit to Kavling Smallholder member on behalf Jusdi Kelompok Tani Lestari Jaya, found that the kavling condition were not manage as per SOP Agronomy, weeds condition were uncontrol and over grown (it has more than 2 years no weeds control in that area), no pruning has performed, no fertilizing and many others plant in the kavling.</p> <p>Gapoktan Boluk Bersatu has made correction and corrective action to address the non conformity.</p>	

	Verification onsite has been conducted by auditor and the NC has been Closed on 30 January 2020. See section 3.4 Detail of Findings.	
<b>4.1.4</b> The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).		
Requirement for Individual Member with up to 50ha of plantation size		N/A
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	
<b>Criterion 4.2:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield		
<b>4.2.1</b> There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager to maintain regular records of soil fertility practices by all members as per SOPs.	Procedure for fertilizer application under "SOP Pemupukan No: 5/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019". Fertilizer recommendation has been stipulated in the procedure. Record of manuring/fertilizing were available in "Catatan Pemupukan". Sample seen Catatan Pemupukan on behalf Fajar Muriyanto, KT Tempel Jaya Lestari, Member ID No. 018a-BB-2019, Size area 0,40 ha, year planted 2004, number of planting 74, fertilizer application: urea 4 sack (200 kg) and NPK 4 sack (200 kg).	
<b>4.2.2</b> Records of fertiliser inputs shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		NC #1857907-201911-N2 OPEN
Responsibility of individual members to maintain fertilizer records.	Individual member has kept the record of fertilizer records in the form of "Catatan Pemupukan". Sample seen:  - Catatan Pemupukan on behalf Jusdi, ID No. 031-BB-2019, KT Lestari Jaya: Size area 11.31 ha; Planting year 1998; Number of Plant 1,200; Type of Fertilizer Urea 48 zack (2,400 kg) + NPK 48 zack (2,400 kg) application on April and August 2019.  - Catatan Pemupukan on behalf Tumi, ID No. 122-BB-2019, KT Harapan Jaya: Size area 1 ha; Planting year 2,000; Number of plant 50; Type of Fertilizer: NPK 10 zak (500 kg); application on March and September 2019.	

	<ul style="list-style-type: none"> <li>- Catatan Pemupukan on Behalf Sukardi, ID No. 098-BB-2019, KT Harapan Jaya: Size area 2.01 ha; planting year 1996; Number of plant 300; Type of Fertilizer NPK, application on March 10 sack and September 10 sack.</li> </ul> <p>Non conformity raised during audit: Record of fertilizing application as per "Catatan Pemupukan" were not accurate and not inline with the actual fertilizer application by smallholder member. Fertilizer application based on "Catatan Pemupukan" provided by Gapoktan Boluk Bersatu stated:</p> <ul style="list-style-type: none"> <li>- Fertilizer application at Kavling Sugimin Kelompok Tani Bersama Maju on July 2019 were Urea 21 sack (1,050 kg) and NPK 21 sack (1,050 kg), however according to interview and field verification confirmed taht fertilizer application performed by Sugimin each 2 month consist of Urea 0.5 kg/palm, NPK 0.5 Kg/Palm, Kcl 0.4 kg/palm, TSP 0.5 kg/palm and Dolomit 2 kg/palm/year.</li> <li>- Another sample at Kavling on behalf Aman Damanik: since last 2 years there is no fertilizer application in his kavling, while according to record "Catatan Pemupukan" stated: Fertilizer application on February 2019 consist of NPK 15 sack and kapur 10 sack, on July 2019 consist of Kapur 4 sack, on Agustus NPK 15 sack and kapur 10 sack.</li> </ul>	
<b>Requirement for Group Manager</b>		
Group Manager to provide template to record fertilizer usage and mill by-products usage.	Group Manager also kept the record of fertilizer usage by individual member in "Catatan Pemupukan". The record were available as above.	
<b>4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
N/A	N/A	
<b>Requirement for Group Manager</b>		
Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.	Group manager has takes tissue sampling and soil sampling cooperated with PPKS (Pusat penelitian Kelapa Sawit) Medan. Tissue and soil sampling taken on 5 November 2019 by PPKS Laboratory (accredited by KAN) with number of tissue sample 2 and soil sample 4 as per "Tanda Terima Pengujian FR-034". The soil and tissue sample were being analyzed (on process) by PPKS laboratory and will be finalized on 12 December 2019 according to Letter from PPKS Laboratory No. 2305/PPKS/0.1/XI/2019 dated 20 November 2019.	
<b>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.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		N/A
N/A	N/A	
<b>Requirement for Group Manager</b>		
Group Manager oversees and ensures implementation of nutrient recycling for the group.	Not applicable as the smallholder did not apply any EFB or POME from the mill.	

	Palm frond apply as organic nutrient in the field at "gawangan mati" or line of palm plantation. N/A	
<b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.		
<b>4.3.1</b> There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Where available individual members shall provide soil maps of their own farm to the Group Manager.	Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu. Generally the soil type are consist of:  - Dystropepts, Dystrandepst, Haplortox; - Dystrandepst, Eutrandepst, Hydrandepst; - Dystropepts, Distrandepst, Tropusults.	
Requirement for Group Manager		
Group Manager shall compile and maintain an overall soil map for the group.	Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu.  Based on soil maps, gapoktan Boluk Bersatu consist of soil type:  - KT Harapan Jaya: Dystropepts, Dystrandepst, Haplortox with size area 13.52 ha. - KT Lestari Jaya: Dystropepts, Dystrandepst, Haplortox with size area 24.81 ha. - KT Plamboyan: Dystrandepst, Eutrandepst, Hydrandepst with size area 0.28 ha; Dystropepts, Dystrandepst, Haplortox with size area 55.61 ha. - KT Bersama Maju: Dystrandepst, Eutrandepst, Hydrandepst with size area 3.94 ha; Dystropepts, Distrandepst, Tropusults with size area 30 ha; Dystrandepst, Eutrandepst, Hydrandepst with size area 13.82 ha. - KT Tempel Jaya Lestari: Dystropepts, Distrandepst, Tropusults with size area 13.99 ha; Dystropepts, Dystrandepst, Haplortox with size area 36.07 ha. - KT Sidomakmur: Dystropepts, Distrandepst, Tropusults with size area 82.09 ha.	
<b>4.3.2</b> A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager develops a policy and procedure for planting on slopes.	Group manager Gapoktan Boluk Bersatu has develops the procedure for planting in slopes as defined in "SOP Pengendalian Erosi Tanah No: 3/SOP/UL/ICS-GKTBB/IX/2019.	
<b>4.3.3</b> A road maintenance programme shall be in place.		



Requirement for Individual Member with up to 50ha of plantation size		
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>Gapoktan Boluk Bersatu has mapping the road condition and road transportation map in the smallholder member kavling/block. As per Peta Jalan Kebun Gapoktan Boluk Bersatu with scale 1:15,000.</p> <p>Gapoktan also has identify the road condition and road mapping of smallholder member. Road maintenance has been performed by "Gotong Royong" or work together with related village. Record of road maintenance present in "Program Kerja Sosial". Sample seen road maintenance on 13 June 2019 at Kmpung Dalam Penggalangan by Gotong Royong, at Huta II Tempel Jaya on 17 November 2019 and Huta VIII Tempel Jaya.</p>	
<b>4.3.4</b> Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall record water levels at regular basis as specified within group SOP	<p>There is no peat land over the land of Gapoktan Boluk Bersatu. It was confirmed during field visit and soil maps overlay. Generally the soil type of apoktan Boluk Bersatu consist of:</p> <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepsts, Haplorthox with total area 143.83 ha.</li> <li>- Dystrandepsts, Eutrandepst, Hydrandepsts; with total area 4.22 ha.</li> <li>- Dystropepts, Distrandepsts, Tropusults; with total area 126.08 ha.</li> </ul>	
Requirement for Group Manager		
Group manager to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant	<p>There is no peat land over the land of Gapoktan Boluk Bersatu. It was confirmed during field visit and soil maps overlay. Generally the soil type of apoktan Boluk Bersatu consist of:</p> <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepsts, Haplorthox with total area 143.83 ha.</li> <li>- Dystrandepsts, Eutrandepst, Hydrandepsts; with total area 4.22 ha.</li> <li>- Dystropepts, Distrandepsts, Tropusults; with total area 126.08 ha.</li> </ul> <p>N/A</p>	
<b>4.3.5</b> Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Manager develops regular drainability assessment schedule for the group and implements this	<p>There is no peat land over the land of Gapoktan Boluk Bersatu. It was confirmed during field visit and soil maps overlay. Generally the soil type of apoktan Boluk Bersatu consist of:</p>	

	<ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepsts, Haplorthox with total area 143.83 ha.</li> <li>- Dystrandepsts, Eutrandepst, Hydrandepsts; with total area 4.22 ha.</li> <li>- Dystropepts, Distrandepsts, Tropusults; with total area 126.08 ha.</li> </ul> <p>N/A</p>	
<b>4.3.6</b> A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	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.	<p>There is no peat land over the land of Gapoktan Boluk Bersatu. It was confirmed during field visit and soil maps overlay. Generally the soil type of apoktan Boluk Bersatu consist of:</p> <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepsts, Haplorthox with total area 143.83 ha.</li> <li>- Dystrandepsts, Eutrandepst, Hydrandepsts; with total area 4.22 ha.</li> <li>- Dystropepts, Distrandepsts, Tropusults; with total area 126.08 ha.</li> </ul> <p>N/A</p>	
<b>Criterion 4.4:</b>		
Practices maintain the quality and availability of surface and ground water.		
<b>4.4.1</b> An implemented water management plan shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager	<p>Documented Water management plan has been defined by Gapoktan Boluk Bersatu as per "SOP Pengelolaan Air dan Sumber Air No: 2/SOP/UL/ICS-GKTBB/IX/2019 dated 12 September 2019". Water Management Plan has been implemented covering:</p> <ul style="list-style-type: none"> <li>- Prohibition of chemical application including manuring near to waterways/riparian and swamp. This was evidence by warning signed placing and boundary marking of riparian zone.</li> <li>- Prohibition to dispose the rubbish in to the river.</li> <li>- Conserve the riparian area of "Bah Boluk" in KT Bersama Maju</li> </ul>	
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	<p>Maps of water ways and water bodies has been made by Gapoktan Boluk Bersatu cooperated with Unilever. Maps available in "Overlay peta Sungai Gapoktan Boluk Bersatu" with scale 1:15,000.</p> <p>There was water bodies identified as HCV area namely Sungai Bah Boluk.</p>	
<b>4.4.2</b> Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply

Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.	Member has been regularly trained by Gapoktan Boluk Bersatu concerning soil and water conservation. Attendance list of training were available, such Training on HCV management on 24 and 25 July 2019. The training explains riparian conservation.  During interview with farmer member indicated that farmer member are aware to conserve the water and understood to manage the water in and around of they plot by avoid the pesticide application at riparian area, conserve the vegetation in riparian area.	
<b>Requirement for Group Manager</b>		
The responsibility of Group Manager	Gapoktan Boluk Bersatu has been made the procedure and mechanism of water management and riparian area, such as:  <ul style="list-style-type: none"> <li>- Maintain and upkeep the restoration plants in riparian area;</li> <li>- Avoid and Banned the waste disposal in to the waterways or river;</li> <li>- Avoid and banned application of pesticide spraying and chemical usage in riparian zone;</li> <li>- Avoid and banned the activity which destructed in riparian zone;</li> <li>- Place the oil palm frond in the form of letter U;</li> <li>- Clean and maintain waterways and river from the palm frond and wood waste to facilitate the flow of water;</li> <li>- Avoid and banned the sand exploitation in the river;</li> <li>- Maintained boundary marker of riparian zone.</li> </ul>	
<b>4.4.3</b> Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		N/A
N/A	N/A	
<b>Requirement for Group Manager</b>		
N/A	N/A	
<b>4.4.4</b> Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		N/A
N/A	N/A	
<b>Requirement for Group Manager</b>		
N/A	N/A	
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
<b>4.5.1</b> Implementation of Integrated Pest Management (IPM) plans shall be monitored.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
N/A	N/A	
<b>Requirement for Group Manager</b>		
The responsibility of Group Manager. Have a written procedure on IPM.	Gapoktan Boluk Bersatu has been establish the written procedure on IPM, presented in "SOP Pengendalian Hama	

	<p>Terpadu (PHT) No: 1/SOP/UPHT/ICS-GKTBB/IX/2019 dated 12 September 2019.</p> <p>Group manager monitors the pest and diseases through census of bagworm, rat, caterpillar and ganoderma. Record of pest and disease census were available in:</p> <ul style="list-style-type: none"> <li>- Form Deteksi Penyakit Busuk Pangkal batang</li> <li>- Form Deteksi Hama Pemakan Daun</li> <li>- Form Detail Sensus Serangan Hama Kumbang Tanduk</li> <li>- Form Detail Sensus Serangan Hama Tikus</li> </ul> <p>Pest and disease census conducted each 3 month as per "Program Deteksi Hama Penyakit Tanaman 2019 &amp; 2020".</p> <p>Census performed by ICS PHT (PIC by Mr. Fajar Muriyanto and assisted by helper Mr. Aprialsyah and Suryanto).</p> <p>Sample seen:</p> <ul style="list-style-type: none"> <li>- Form Deteksi Penyakit Busuk Pangkal batang, dated 2 October 2019 at KT Plamboyan, sampled on kavling Lasmin Saragih, number of planting 200, number of sampled 36, number of palm attacked 7.</li> <li>- Form Deteksi Hama Pemakan Daun, KT Tempel Jaya Lestari, date of detection/census: 28 September 2019 at kavling Sujimin and Fajar Muriyanto, 5 October 2019 at kavling Misdidi, Sunardi, Multayam, Subandi. Result of detection, there is no caterpillar attack occurred.</li> <li>- Form Detail Sensus Serangan Hama Kumbang Tanduk, KT Lestari Jaya, date of census 2 October 2019 at Kavling Sugiman S., number of palm census 36, number of palm attacked 10.</li> <li>- Form Detail Sensus Serangan Hama Tikus, date of census 2 October 2019 at Kavling Lasmin S., number of planting 300, number of palm census 65, there is no rats attack.</li> </ul>	
<p><b>4.5.2 Training of those involved in IPM implementation shall be demonstrated.</b></p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members must attend training.</p>	<p>Training on IPM has been conducted by Gapoktan Boluk Bersatu. Sample seen: Training IPM on 14 August 2019 at Kantor Pengulu Tempel Jaya, attend by 47 member and training IPM at Huta II Penggalangan on 13 August 2019 attend by 40 member.</p> <p>During field audit and interview at KT Harapan Jaya (Mrs Tumi and Mr Sukardi) and KT Lestari Jaya (Mr. Jusdi/Mr Frances Napitupulu), revealed that the individual member ha sunderstanding on Integrated Pest Management.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Manager to provide IPM training.</p>	<p>Training on IPM has been conducted by Gapoktan Boluk Bersatu. Sample seen: Training IPM on 14 August 2019 at Kantor Pengulu Tempel Jaya, attend by 47 member and training IPM at Huta II Penggalangan on 13 August 2019 attend by 40 member.</p>	

	Training program for IPM has been develop by Gapoktan Boluk Bersatu as per "Program Training Year 2019".	
<b>Criterion 4.6:</b>		
Pesticides are used in ways that do not endanger health or the environment		
<b>4.6.1 (M)</b> Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.	Gapoktan Boluk Bersatu has established training program so that all farmers get training related to best agriculture practices. Training of Agrochemical handling including pesticide and herbicide application has been performed on 24 October 2019 at Balai Nagori Tempel Jaya with 49 participant from KT Tempel Jaya Lestari and KT Sidomakmur; Training also conducted on 22 October 2019 at Penggalangan with 38 participants from KT Tani Lestari Jaya, KT Harapan Jaya, KT Bersama Maju and KT Plamboyan. Training deliver by PPKS (Pusat Penelitian Kelapa Sawit) Medan. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation.  Gapoktan Boluk Bersatu has provided form document of "Catatan Semprot" to all farmer members to record the pesticide/herbicide application.	
Requirement for Group Manager		
Group Manager to develop manual for pest & chemical use and relevant training.	Manual for pest and chemical use has been develop in "SOP Penggunaan Bahan Kimia No: 8/SOP/UPL/ICS-GKTBB/IX/2019".  Training of Agrochemical handling including pesticide and herbicide application has been performed on 24 October 2019 at Balai Nagori Tempel Jaya with 49 participant from KT Tempel Jaya Lestari and KT Sidomakmur; Training also conducted on 22 October 2019 at Penggalangan with 38 participants from KT Tani Lestari Jaya, KT Harapan Jaya, KT Bersama Maju and KT Plamboyan. Training deliver by PPKS (Pusat Penelitian Kelapa Sawit) Medan. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation.	
<b>4.6.2 (M)</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.		
Requirement for Individual Member with up to 50ha of plantation size		NC
Individual members keep records of pesticides use.	Individual member has kept the record of pesticide use in the form of "Catatan Penggunaan Pestisida". Sample seen:  - Subono (KT Tempel Jaya Lestari) period September – October 2019: There is no chemical application.  - Normah Sugimin (KT Bersama Maju) period September – October 2019: 1 L Pillar up usage on October 2019	#1857907-201911-M2 Closed on 30/01/2020  Comply

	<p>- Heti Susana Purba (KT Bersama Maju) period September – October 2019: There is no chemical application.</p> <p>Non conformity raised during audit:</p> <p>During document verification of pesticide use as per "Catatan Semprot", found the discrepancy between record of pesticide use and the actual usage by smallholder member in the field, i.e:</p> <ul style="list-style-type: none"> <li>• Kavling on behalf Aman Damanik Kelompok Tani Bersama Maju, according to interview and field visit confirmed that since 2019 there was no pesticide/herbicide application, however in "Catatan Semprot" stated that there is herbicide application Pilar Up (Glifosat) on January 2019 as much as 8 L.</li> <li>• Kavling on behalf Sugimin, Kelompok Tani Bersama Maju, according to interview and field visit confirmed that since 2019 there is no pesticide/herbicide application, however in "Catatan Semprot" stated that there is herbicide application Pilar Up (Glifosat) on March 2019 as much as 8 L.</li> </ul> <p>Gapoktan Boluk Bersatu has made correction and corrective action to address the non conformity. Verification onsite has been conducted by auditor and the NC has been Closed on 30 January 2020. See section 3.4 Detail of Findings.</p>	
<p><b>Requirement for Group Manager</b></p>		
<p>Group Manager has oversight responsibility</p>	<p>Group manager has provide the form of "Catatan Semprot" to all member.</p> <p>All pesticide and herbicide usage for each member collect and recap in "Catatan Pemakaian Pestisida Kelompok Tani Bersama Maju Tahun 2019". Sample seen:</p> <p>Pesticide usage for KT Bersama Maju: Round up 4 L, area applied 3.7 ha, pilar Up volume usage 83 L, area applied 37.1 ha.</p> <p>Note:</p> <p>Information of active ingredients used and their LD50, area treated, amount of active ingredients applied per ha were not available.</p> <p>Non conformity raised during audit as above.</p> <p>Gapoktan Boluk Bersatu has made correction and corrective action to address the non conformity. Verification onsite has been conducted by auditor and the NC has been Closed on 30 January 2020. See section 3.4 Detail of Findings.</p>	
<p><b>4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</b></p>		
<p><b>Requirement for Individual Member with up to 50ha of plantation size</b></p>		<p><b>Comply</b></p>

N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>Gapoktan Boluk Bersatu has policy to minimize the pesticide/herbicide usage particularly for paraquat usage as per "Surat Keputusan nomor: 18/MO/GKT-BB/X/2019 Tentang pengurangan Penggunaan bahan kimia Berbahas Aktif Paraquat" dated 11 October 2019.</p> <p>In addition, most of smallholder member conduct manual weeds control without agrochemical in their kavling/block. During field audit and interview with smallholder member at KT Bersama Maju, KT Tempel Jaya Lestari, KT Sidomakmur dan KT Plamboyan confirmed that most of weeds control performed manually by smallholder member.</p>	
<p><b>4.6.4</b> Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	<p>Gapoktan Boluk Bersatu has policy to minimize the pesticide/herbicide usage particularly for paraquat usage as per "Surat Keputusan nomor: 18/MO/GKT-BB/X/2019 Tentang pengurangan Penggunaan bahan kimia Berbahas Aktif Paraquat" dated 11 October 2019.</p> <p>During field audit, interview and document verification shown that there is no paraquat usage by smallholder member at Gapoktan Boluk Bersatu.</p>	
<p><b>4.6.5</b> Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members ensure that anyone handling chemicals has attended relevant training.	<p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 24 October 2019 at Balai Nagori Tempel Jaya with 49 participant from KT Tempel Jaya Lestari and KT Sidomakmur; Training also conducted on 22 October 2019 at Penggalangan with 38 participants from KT Tani Lestari Jaya, KT Harapan Jaya, KT Bersama Maju and KT Plamboyan. Training deliver by PPKS (Pusat Penelitian Kelapa Sawit) Medan. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation.</p> <p>During field visit and interview with smallholder member at KT Bersama Maju, KT Tempel Jaya Lestari, KT Sidomakmur, KT Plamboyan revealed that they have understanding on pesticide/herbicide application according to best management practices.</p>	

Requirement for Group Manager		
Group Manager has oversight responsibility	Group Manager has establish the procedure of agrochemical handling as per "SOP Penggunaan Bahan Kimia No: 8/SOP/UPL/ICS-GKTBB/IX/2019 dated 10 October 2019. The procedure stipulated the guideline for agrochemical handling including the PPE usage, agrochemical mixing handling, spraying method and the medical checkup for spraying workers.	
<b>4.6.6</b> Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members store pesticides consistent with Group SOPs.	Most of smallholder member were not store the pesticide/herbicide at their housing. The pesticide use directly after bought from the pesticide/herbicide store near to the housing.  According to interview and field visit to the smallholder member housing confirmed that they store the pesticide/herbicide in the separate place, locked, good ventilated and waterproof at their back house.	
Requirement for Group Manager		
Group Manager has oversight responsibility	Group Manager has establish the procedure of agrochemical storage as per "Sop Penyimpanan Bahan Kimia dan Pengelolaan Wadah bekas Kimia No:4/SOP/UK3PLB3/ICS-GKTBB/X/2019 dated 10 October 2019. The procedure stipulated the standard of agrochemical storage which is must be locked, good ventilated, waterproof, separated from uther stuff and close area.	
<b>4.6.7</b> Application of pesticides shall be by proven methods that minimise risk and impacts.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Gapoktan Boluk Bersatu has determined and performing risk analysis for each type of work including pesticide/herbicide usage. The risk analysis presented in "Identifikasi Bahaya, Penilaian dan Pengendalian Resiko K3".  HIRADC has been socialized to all member together with OHS training on 24 and 25 July 2019.  Group Manager has establish the procedure of agrochemical handling as per "SOP Penggunaan Bahan Kimia No: 8/SOP/UPL/ICS-GKTBB/IX/2019 dated 10 October 2019. The procedure stipulated the guideline for agrochemical handling including the PPE usage, agrochemical mixing handling, spraying method and the medical checkup for spraying workers.  Training of Agrochemical handling including pesticide and herbicide application has been performed on 24 October 2019 at Balai Nagori Tempel Jaya with 49 participant from KT Tempel Jaya Lestari and KT Sidomakmur; Training	



	also conducted on 22 October 2019 at Penggalangan with 38 participants from KT Tani Lestari Jaya, KT Harapan Jaya, KT Bersama Maju and KT Plamboyan. Training deliver by PPKS (Pusat Penelitian Kelapa Sawit) Medan. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation.	
<b>4.6.8</b> Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Not applicable since no aerial spray was applied. N/A	
<b>4.6.9</b> Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Training of Agrochemical handling including pesticide and herbicide application has been performed on 24 October 2019 at Balai Nagori Tempel Jaya with 49 participant from KT Tempel Jaya Lestari and KT Sidomakmur; Training also conducted on 22 October 2019 at Penggalangan with 38 participants from KT Tani Lestari Jaya, KT Harapan Jaya, KT Bersama Maju and KT Plamboyan. Training deliver by PPKS (Pusat Penelitian Kelapa Sawit) Medan. Evidence of training can be demonstrated such as minutes of training, attendant list and photo documentation.  Training program for Best management practice Agronomy has been develop by group manager as per training plan year 2019/2020.	
<b>4.6.10</b> Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members must dispose of waste materials according to group SOPs.	Based on field observation at sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers not using pesticide/herbicides for maintenance. For weeding control, the sample of individual smallholders using cutting grass machine.	
Requirement for Group Manager		
Group Manager has oversight responsibility	Group manager has develop the procedure to dispose the chemical container (pesticide and herbicide) in the "SOP Pengelolaan Wadah bekas Kimia No: 4/SOP/UK3PLB3/ICS-GKTBB/IX/2019" dated 12 September 2019.	

	<p>Gapoktan Boluk Bersatu has provide the temporary storage to store the ex chemical container (pesticide/herbicide). The incoming waste was record in "Buku Catatan Penerimaan Bekas Pestisida/Herbisida". The waste of ex chemical container maximum store for 1 month and deliver to Unilever to store in their TPS LB3 which has licenced from authority.</p> <p>Collection of inner bag fertilizer handling are covered within "SOP Pemupukan (No: 5/SOP/UPL/ICS-GKTBB/IX/2019, 12 September 2019)". In poin 7 mentioned that fertilizer inner bag are recommended to disposed at the place that provided by ICS.</p> <p>While, within Procedure of Chemical Storage and Chemical Containers Management (No: 4/SOP/UK3PLB3/ICS-GKTBB/X/2019, 10 October 2019), where fertilizer inner bag is categorized as chemical waste. Chemical waste is prohibited to disposed irresponsible, fertilizer inner bag can be reusable by triple rinse.</p>	
<p><b>4.6.11</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>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>Policy of Group Manager related medical check-up for smallholders workers is described within "Kebijakan Manager Operasional Terkait Kesehatan Pekerja No. 02/MO/GKT-BB/XI/2019", dated 1 November 2019. Where, in poin 6 staetd that medical check-up is conducted every 6 months.</p> <p>As many 52 blocks of individual member is applied by herbicides and 76 blocks maintained by cutting grass machine and not using herbicides/pesticides at all.</p> <p>Workers for smallholders are casual workers and not working daily at the blocks.</p> <p>Medical check-up for individual smallholders conducted at local public health (Pusat Kesehatan Desa Tempel Jaya and Pusat Kesehatan Desa Bosar Maligas).</p> <p>Medical result for 27 casual workers of 52 smallholders blocks which applied herbicides/pesticides already verified. The medical check-up of 25 individual smallholders has been conducted on 26 November 2019, the result of MCU has been issued by public health office.</p> <p>Type of medical check-up for those applicator is Blood Pressure and Spirometric. Sample of medical result that has been verified as follow:</p> <p>1. Mr. Ubaidi "Surat Keterangan Bidan No. .../Puskd-TJ/SKD/XI/2019", dated 23 November 2019. Location of Medical Check-Up: UPT Puskesmas Tempel Jaya.</p>	

	<p>Individual smallholders as pesticide applicator at KT. Sidomakmur.</p> <p>2. Mr. Susali "Surat Keterangan Dokter No: 639/Pusk.-BM/SKD/XI/2019", dated 22 November 2019. Location of Medical Check-Up: UPT Puskesmas Bosar Maligas. This person is casual worker at smallholder block Mr. Sukardi and Mrs. Tumi (KT. Lestari Jaya).</p> <p>According to MCU result of 25 individual smallholders on 26 November 2019 shown that all workers in normal/health condition there is no indication of poisoning or disease due to herbicide use. There is no incident of nausea, vomiting and diarrhea.</p>	
<p><b>4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women.</b></p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members ensure no pregnant or breastfeeding women are handling pesticides.</p>	<p>As many 52 blocks of individual member is applied by herbicides and 76 blocks maintained by cutting grass machine and not using herbicides/pesticides at all.</p> <p>From 52 blocks of individual member that applied herbicides is male, therefore pregnant or breastfeeding women is absence.</p> <p>Based on field observation at sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers not using pesticide/herbicides for maintenance. For weeding control, the sample of individual smallholders using cutting grass machine.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Manager has oversight responsibility.</p>	<p>Gapoktan Boluk Bersatu has establish the policy and decree letter to prohibit pregnant and breastfeeding women to perform chemical handling including herbicide/pesticide. Decree letter as per "Surat Keputusan Nomor: 11/SK/MO/GKT-BB/V/2019 Tentang Larangan Mempekerjakan Ibu Hamil dan Menyusui Terkait Pekerjaan Pengelolaan Bahan Kimia" dated 12 May 2019.</p> <p>From 52 blocks of individual member that applied herbicides is male, therefore pregnant or breastfeeding women is absence.</p>	
<p><b>Criterion 4.7:</b></p>		
<p>An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
<p><b>4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</b></p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Members shall provide input to the development of the OHS policy and management plan</p>	<p>OHS Policy has been develop in "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu No. 1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>Based on field observation at sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that</p>	

	they already attend during OSH training which conducted by Group Manager.	
<b>Requirement for Group Manager</b>		
Group Manager shall conduct a risk assessment in collaboration with members.	<p>Gapoktan Boluk Bersatu has determined and performing risk analysis for each type of work including pesticide/herbicide usage. The risk analysis presented in "Identifikasi Bahaya, Penilaian dan Pengendalian Resiko K3".</p> <p>HIRADC has been socialized to all member together with OHS training on 24 and 25 July 2019.</p> <p>Involvement of individual members related to development of OHS policy is by attending on Pesticide Training and First Aid Training on 24 October 2019. Training located at Balai Nagori Tempel Jaya, where 43 individual members are participated.</p> <p>Training content are feedback basis related identification of risk while working at blocks.</p> <p>Sample of document verification:</p> <ol style="list-style-type: none"> <li>1. HIRADC "Identifikasi Bahaya, Penilaian dan Pengendalian Resiko K3", dated 28 September 2019. Activity: Mixing Pesticide and Hazardous Waste Management. Identification of each type are containing Hazard Risk, Risk, Risk Assessment (Frekuensi, Severity, Category), Risk Control, Schedule, Responsible Person, Remark.</li> <li>2. Activity: FFB transport, FFB loading and unloading, FFB Selling. Hazard: fell, FFB falling, puncture by frond thorn. Risk: Injury/Near miss, permanent injury, fatality. Risk control: provision of First Aid box.</li> </ol>	
<b>4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		<b>Comply</b>
Member shall collaborate with Group Manager to ensure dangers on farm are identified	<p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that they understood type of dangers on farm that are identified.</p> <p>MSDS for herbicide use by smallholder member are available. They have implement the direction of agrochemical usage. They use Roundup (Glifosat) for weeds control. Herbicide storage, handling and PPE usage has comply to regulation as per Government Regulation (PP) No.74 of 2001.</p>	
<b>Requirement for Group Manager</b>		
Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for	Group manager has establish the procedure for OHS as per "Standar Operasional Keselamatan dan Kesehatan Kerja (K3) No: 1/SOP/UK3PLB3/ICS-GKTBB/IX/2019" dated 12 September 2019.	

<p>medical insurance for workers appropriate to scale.</p>	<p>OHS Policy has been develop in "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu No. 1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>This has been socialized to all member together with OHS training on 24 and 25 July 2019.</p> <p>Also, Group manager has develop the OHS program and management plan as per "Sasaran dan Program K3" dated 1 September 2019.</p> <p>Objective and OSH Program consist of:</p> <ul style="list-style-type: none"> <li>- Zero of Lost Time Injuries over than 2x24 hours.</li> <li>- Increasing of workers wellbeing.</li> <li>- Increasing knowledge in OSH at workplace.</li> <li>- Improve and maintain OSH performance.</li> </ul>	
<p><b>4.7.3</b> All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Members shall attend trainings related to OHS.</p>	<p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that they already attend during OSH training which conducted by Group Manager.</p> <p>OHS training has been delivered by Gapoktan Boluk Bersatu to member of Kelompok Tani. Training OHS has conducted on 24 July 2019 at Huta II Penggalangan with participant 40 member and on 25 July 2019 in Huta II Balok – Balok Sidomulyo with participant 38 member.</p>	
<p>Members shall implement the management plan and at least ensure the provision of PPE and medical check-ups for high risk workers. In the case of hazardous chemical use, a description of the relevant chemicals should be brought to the field.</p>	<p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members already aware for provision of PPE for their workers.</p> <p>As many 52 blocks of individual member is applied by herbicides and 76 blocks maintained by cutting grass machine and not using herbicides/pesticides at all.</p> <p>Workers for smallholders are casual workers and not working daily at the same blocks.</p> <p>Medical check-up for individual smallholders conducted at local public health (Pusat Kesehatan Desa Tempel Jaya and Pusat Kesehatan Desa Bosar Maligas).</p> <p>Medical result for 27 casual workers of 52 smallholders blocks which applied herbicides/pesticides already verified. The medical check-up of 25 individual smallholders has been conducted on 26 November 2019, the result is still in public health office.</p>	
<p>Requirement for Group Manager</p>		
<p>N/A</p>	<p>N/A</p>	

<p><b>4.7.4</b> The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		Comply
Appropriate to scale, consider forming an Occupational Health Committee.	<p>Unit of Certification has defined OSH Unit where Mrs. Trinani as a PIC to manage and monitor OHS implementation.</p> <p>Within organizational structure of GAPOKTAN BOLUK BERSATU, there were 9 units with different assignment as per Group Manager Decree "Surat Keputusan Nomor: 17/MO/GKT-BB/IX/2019", dated 11 September 2019.</p> <p>This decree is related to Development of Working Unit within ICS GAPOKTAN BOLUK BERSATU, where committee of OSH Unit and Hazardous Waste as follow:</p> <ol style="list-style-type: none"> <li>1. Chief of OHS Committee: Mrs. Trinani.</li> <li>2. Secretary Committee: Mr. Joko Sugianto.</li> <li>3. Safety Team: Mr. Fajar Muriyanto</li> <li>4. Health Team: Mrs. Lasmada Turnip.</li> <li>5. Risk Management Team: Mr. Surianto</li> </ol> <p>Also, this committee has Job Description "Tugas Pokok &amp; Fungsi Unit K3 dan Pencatatan Limbah B3."</p>	
Group Manager reviews the manual periodically.	The OSH Committee is recently formed as per Group Manager Decree "Surat Keputusan Nomor: 17/MO/GKT-BB/IX/2019", dated 11 September 2019. Review will conduct annually.	
<p><b>4.7.5</b> Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall report accidents on the farm to the Group Manager.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, if accidents occurs on the farm/block they will call the Lead of Farmer Group who brought first aid kit and asking for help. If accidents cannot handle onsite, the Lead of Farmer Group will bring to the nearest public health and report to the Group Manager.	
Each member ensures that there is a first aid kit available at the work site when there is operation going on in the field.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, if accidents occurs on the farm/block they will call the Lead of Farmer Group who brought first aid kit and asking for help. If accidents cannot handle onsite, the Lead of Farmer Group will bring to the nearest public health and report to the Group Manager.	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	Auditor has been verified that First Aid kit is available onsite and bring by the Lead of Farmer Group.	
<b>Requirement for Group Manager</b>		
Group Managers shall develop OHS / First Aid manual and distribute to all individual members.	<p>Group Manager has develop OHS procedure within "Standar Operasional Keselamatan dan Kesehatan Kerja (K3) No: 1/SOP/UK3PLB3/ICS-GKTBB/IX/2019" dated 12 September 2019.</p> <p>Point 4: OSH Unit shall make accident report (office and farm), if any.</p> <p>Point 8: If accidents occurs at the office, farm or during FFB transportation, OSH Unit shall made immediate action for first aid.</p> <p>Point 9: If accident cannot handle with first aid action, OSH Unit shall responsible to bring the accident victim to the nearest medical care.</p> <p>Distribution of First Aid Kits and ist manual as follow:</p> <ol style="list-style-type: none"> <li>1. "BA Serah Terima Kotak P3K dan Modul P3K" of Farmer Group Flamboyan, Nagori Boluk, dated 22 October 2019.</li> <li>2. "BA Serah Terima Kotak P3K dan Modul P3K" of Farmer Group Lestari Jaya, Nagori Boluk, dated 22 October 2019.</li> <li>3. "BA Serah Terima Kotak P3K dan Modul P3K" of Farmer Group Harapan Jaya, Nagori Boluk, dated 22 October 2019.</li> <li>4. "BA Serah Terima Kotak P3K dan Modul P3K" of Farmer Group Bersama Maju, Nagori Boluk, dated 22 October 2019.</li> <li>5. "BA Serah Terima Kotak P3K dan Modul P3K" of Farmer Group Sidomakmur, Nagori Sidomulyo, dated 24 October 2019.</li> <li>6. "BA Serah Terima Kotak P3K dan Modul P3K" of Farmer Group Tempel Jaya Lestari, Nagori Tempel Jaya, dated 24 Oktober 2019.</li> </ol>	
Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.	Group Manager has involving individual members related to First Aid Training on 24 October 2019. Training located at Balai Nagori Tempel Jaya, where all individual members are participated.	
Group Manager shall record members' accidents on the farm.	Gapoktan Boluk Bersatu has provide the specific form to record the accident as per "Rekaman – Monitoring dan Laporan kecelakaan di gapoktan Boluk Bersatu". Based on "Rekaman – Monitoring dan Laporan Kecelakaan" period October 2019, dated 21 October 2019 there is no accident recorded or Zero accident.	
<b>4.7.6 All workers shall be provided with medical care, and covered by accident insurance.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		<b>Comply</b>

Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, workers in their farm is dominated by family members and neighbours. Worker status who helping farmers is casual workers, where they working only three times a month with maximum 5 hours. Sometimes, one worker also working at other farmer blocks.  There are 12 casual workers which has medical insurance (BPJS/Kartu Indonesia Sehat) as paid by government.	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved	Based on interview with Mr. Poniran, one of casual workers at KT. Plamboyan, if accident occurs during work at farm, then the land owner/smallholder is responsible to report to ICS and Group Manager.  As refer to OHS procedure which made by Group Manager within "Standar Operasional Keselamatan dan Kesehatan Kerja (K3) No: 1/SOP/UK3PLB3/ICS-GKTBB/IX/2019" dated 12 September 2019. It was clearly that Group Manager has fully responsible to provide medical care to all workers who working at individual members.	
Requirement for Group Manager		
N/A	N/A	
<b>4.7.7</b> Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 4.8:</b>		
All staff, workers, smallholders and contract workers are appropriately trained.		
<b>4.8.1</b> A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Anyone working on the farm shall be briefed on best practices relevant to the job they are doing. Members and workers shall participate in the trainings where appropriate. Members inform the Group Manager on participation of workers in training	Based on interview with Mr. Poniran, one of casual workers at KT. Plamboyan and individual smallholder at KT. Tempel Jaya Lestari and KT. Harapan Jaya, it is clearly confessed they are attend the best practices training which held by Group Manager on October 2019.	
Requirement for Group Manager		
Group Manager shall ensure that all members are trained on the RSPO P&C and records of such training shall be kept	Group Manager is maintain training record for several aspect on the RSPO P&C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in Nagori Boluk. Members that participates are 37 individual members (22 October 2019) and 42 individual members (24 October 2019).	
Appropriate to scale, Group Manager shall prepare a training plan.	Group Manager has had Working Program "Program Kerja Manager Operasional ICS GAPOKTAN Boluk Bersatu"	



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	<p>period October 2019 – September 2019, dated 15 October 2019. Its program consist of:</p> <p>A. Organizational</p> <ul style="list-style-type: none"> <li>- Members Annual Meeting or “Rapat Anggota Tahunan” (March)</li> <li>- Internal Organization Meeting (January, April, July, October)</li> </ul> <p>B. Members</p> <ul style="list-style-type: none"> <li>- Recruitment New Members (January, February)</li> <li>- New Members Mapping (February, March)</li> <li>- Installation of Boundary Pegs (January, February)</li> <li>- Medical Check Up (May, November)</li> </ul> <p>C. Training for ICS</p> <ul style="list-style-type: none"> <li>- ICS training (December)</li> <li>- Audit to Internal Organization (March)</li> </ul> <p>D. Training and Refreshment</p> <ul style="list-style-type: none"> <li>- Best Management Practices Agronomy (February)</li> <li>- HCV (March)</li> <li>- Occupational Health and Safety (March)</li> <li>- Integrated Pest Management (March)</li> <li>- Plantation Officer Visit (January, April, July, October)</li> <li>- Awareness of Medical Insurance or “BPJS Kesehatan” (February, June)</li> </ul> <p>E. CSR Program of Gapoktan (June)</p> <p>F. Internal Audit</p> <ul style="list-style-type: none"> <li>- Assessment of Internal Members Performance (Every Month)</li> <li>- Correction of Findings (Every Month)</li> </ul> <p>G. External Audit</p> <ul style="list-style-type: none"> <li>- Stage 2 (November 2019)</li> <li>- Correction of Findings (January, December)</li> <li>- Surveillance-1 (October 2020)</li> </ul> <p>Also, Group Manager has made Training Matrix, Objective and ICS Program Period September 2019 – September 2020. The training matrix consist of Objective/Target, Activities, Achievement Indicator, Result, PIC, Timeline, Forecast Budget.</p>	
<p><b>4.8.2</b> Records of training for each employee shall be maintained.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, training records shall be kept.	Group Manager is maintain training record for several aspect on the RSPO P&C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in Nagori Boluk. Members that participates are 37 individual members (22 October 2019) and 42 individual members (24 October 2019).	

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>		
<b>Criterion 5.1:</b> Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
<b>5.1.1</b> An environmental impact assessment (EIA) shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate an understanding of the environmental risks of their operations	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers already understood the environmental risks and impact of their operations, such as pesticides handling and chemical waste disposal.	
Requirement for Group Manager		
Group Managers shall identify all activities that have an impact on the environment.	<p>GAPOKTAN BOLUK BERSATU has conduct Social and Environmental Impact Assessment (SEIA) on 1-15 August 2019. Scope of SEI Assessment are:</p> <ul style="list-style-type: none"> <li>• Area: ± 274 Ha</li> <li>• Location and surrounding boundaries of GAPOKTAN BOLUK BERSATU</li> <li>• Population monograph</li> <li>• Community livelihoods</li> <li>• Community health</li> </ul> <p>Analysis of Social Impact GAPOKTAN BOLUK BERSATU</p> <p>Positive Impact:</p> <ul style="list-style-type: none"> <li>- Economy: improving the community / farmer's economy; higher education; food and clothing needs are met; open employment opportunities for people in Nagori; strengthen the institutional "GAPOKTAN BOLUK BERSUU" in carrying out its functions.</li> <li>- Social: the relationship between migrants and local residents is going well; increasing number of siblings between tribes.</li> <li>- Culture: Improving cultural diversity.</li> <li>- Environment: water sources are still available (bore wells and dug wells).</li> </ul> <p>Negative impact:</p> <ul style="list-style-type: none"> <li>- Economy: gap of community income and economic.</li> <li>- Social: the emergence of individual nature because they feel capable.</li> <li>- Culture: mutual cooperation begins to diminish and changes to the culture of pay / fines; Reduced sense of togetherness.</li> <li>- Environment: difficult to find food sources from nature such as fish, due to the river shrinking; the river is</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	polluted with the use of chemicals and household waste disposal.	
<b>5.1.2</b> Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers 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 KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, 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.	<p>Within SEIA document, there is Plan and Effort to Reduce Negative Impact and Increasing Positive Impacts. In example:</p> <p>Negative impact:</p> <ul style="list-style-type: none"> <li>- Increase in income causes community economic disparity. Efforts: Increase social activities in the community and contribute to social development.</li> <li>- The emergence of individual nature because they feel capable. Efforts: increase a sense of togetherness in every activity and social activity.</li> <li>- And others.</li> </ul>	
<b>5.1.3</b> This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Group Managers shall organise training for members on environmental risks and mitigation measures.	<p>Group Manager is maintain training record for several aspect on the RSPO P&amp;C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in Nagori Boluk. Members that participates are 37 individual members (22 October 2019) and 42 individual members (24 October 2019).</p> <p>Group Manager has had Working Program "Program Kerja Manager Operasional ICS GAPOKTAN Boluk Bersatu" period October 2019 – September 2019, dated 15 October 2019. In example:</p> <p>Training and Refreshment</p>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Best Management Practices Agronomy (February), including domestic waste management.</li> <li>- HCV (March), including prohibition for spraying surrounding the watercourse.</li> <li>- Integrated Pest Management (March), including agrochemical waste handling</li> </ul>	
<p>Group Managers shall monitor implementation</p>	<p>Group Manager has been monitor through internal audit in monthly basis.</p> <p>Sample documented seen: Audit Questionnaire or "Form Pertanyaan Audit", dated 6 November 2019.</p> <p>Farmer: Mr. Subono</p> <p>Group: Tempel Jaya Lestari</p> <p>Monitoring implementation using Form which containing Spraying Record, Fertilizer Record, Harvesting Record and Pruning.</p>	
<p><b>Criterion 5.2:</b>            The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p><b>5.2.1</b> Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them</p>	<p>Gapoktan Boluk bersatu has deliver the training related to HCV and RTE sepcies. Sample seen trainin on 24 and 25 July 2019 attend by 78 member.</p> <p>During interview with sample smallholder, they understand regarding the protection of riparian area and RTE species.</p>	
<p>Individual members shall participate in the HCV assessment.</p>	<p>Individual member of smallholder were involved in the HCV assessment process. The involvement of HCV assessment can be demonstrated according to "Checklist Identifikasi Dampak Lingkungan (HCV) dan Sosial di Perkebunan Kelapa Sawit Rakyat". The checklist contain information of plantation detail information of smallholder member, social and environment information, summary of identification result of HCV, questionare regarding HCV assessment.</p>	
<p>Requirement for Group Manager</p>		
<p>HCV assessments shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&amp;Cs or NIs where available; see guidance).</p>	<p>HCV assessment has been conducted by Unilever cooperated with Gapoktan Boluk Bersatu on August 2019. Report of HCV assessment were available in "Laporan Penilaian NKT di Areal Perkebunan Sawit petani gapoktan Boluk Bersatu" dated 25 August 2019.</p> <p>According to HCV assessment result, there are HCV area identified:</p> <ul style="list-style-type: none"> <li>- HCV 4.1 : Bah Boluk River at Nagori Boluk, Coordinate location: N 03° 05' 6.93" E 099° 20' 25.16"</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>- HCV 6 : Keramat Penggalangan Graveyard at Huta II Penggalangan Nagori boluk, Coordinate location: N 03° 04' 36.5" E 099° 21' 12.5"</p> <p>RTE species identified: Nizaetus bartelsi (Elang). According to HCV assessment report, mostly the animal species identified were not protected by law and categorized as non RTE species such as: Macaca fascicularis, Paradoxurus hermaproditus, tuapia glis, Strix seloputo Picnonotus aurigaster, Gallus varius, varanus salvator, Naja sumatrana and Phyton reticulatus.</p>	
<p><b>5.2.2</b> Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report	<p>Socialization of HCV assessment has been conducted by Group manager on 24 – 25 July 2019.</p> <p>Smallholder member are aware about the HCV assessment report and the HCV found in their kavling/block.</p>	
Requirement for Group Manager		
Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan	<p>Action plan to manage HCV area has been developed and available in "Laporan Penilaian NKT di Areal Perkebunan Sawit petani gapoktan Boluk Bersatu" dated 25 August 2019.</p> <p>SOP related to HCV has been developed as per "SOP Identifikasi NKT di Dalam kebun Anggota No: 1/SOP/UL-ICS-GKTBB/IX/2019" dated 12 September 2019.</p>	
<p><b>5.2.3</b> There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures.	<p>Socialization of HCV assessment has been conducted by Group manager on 24 – 25 July 2019.</p> <p>Smallholder member and their workers are aware about the HCV assessment report and the HCV found in their kavling/block.</p>	
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>Training related to HCV has been programme by Gapoktan Boluk Bersatu as per "Program Kerja Manager Operasional ICS Gapoktan Boluk Bersatu" dated 12 February 2019.</p> <p>Latest training record on 24 – 25 July 2019 attend by 78 member.</p>	
<p><b>5.2.4</b> Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

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)	Individual member has involved in HCV management and monitoring plan. It was confirmed during interview with sample smallholder member. They were aware to protect the RTE species such as: elang, cekakak belukar, macan akar, trenggiling. They prohibit illegal hunting in the smallholder area and surrounding plantation.	
Requirement for Group Manager		
Group Managers shall implement a mechanism for individual members to report on threats to HCVs	Group Manager has made the Management and Monitoring plan of HCV area and RTE species as present in "Laporan Penilaian NKT di Areal Perkebunan Sawit petani gapoktan Boluk Bersatu" dated 25 August 2019. The monitoring and management plan was plane each semester (6 month). During audit, the HCV monitoring has not yet been performed and planed to be monitor on February 2019.	
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		Comply
Individual members shall be aware of the rights of other local communities that are related to identified HCVs and RTEs	Smallholder member are aware of the rights of other local communities that are related to identified HCVs and RTEs. According to HCV assessment result, there is no HCV identified in the local communities land. HCV 6 identified at Keramat Penggalangan Graveyard at Huta II Penggalangan Nagori boluk, Coordinate location: N 03° 04' 36.5" E 099° 21' 12.5" near to KT Lestari Jaya (kavling Legiah Manurung). The area of graveyard was belong to village land.	
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	There was HCV 6 identified at Keramat Penggalangan Graveyard at Huta II Penggalangan Nagori boluk, Coordinate location: N 03° 04' 36.5" E 099° 21' 12.5" near to KT Lestari Jaya (kavling Legiah Manurung). The area of graveyard was belong to village land. Gapoktan Boluk Bersatu has initiate the commitment and agreement that optimally safeguards both the HCVs and village land.	
<b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
<b>5.3.1</b> All waste products and sources of pollution shall be identified and documented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan in place.	Group manager has develop the procedure to dispose the chemical container (pesticide and herbicide) in the "SOP Pengelolaan Wadah bekas Kimia No: 4/SOP/UK3PLB3/ICS-GKTBB/IX/2019" dated 12 September 2019.	
<b>5.3.2</b> All chemicals and their containers shall be disposed of responsibly.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		
Members shall ensure that all chemical containers are properly handled and disposed.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated they are understand that chemical containers shall disposed responsibly by sent to Group Manager office.	Comply
Requirement for Group Manager		
The Group Manager shall ensure that all chemical containers are properly handled and disposed	GAPOKTAN BOLUK BERSATU has collaboration agreement regarding Hazardous Waste Management with PT. Unilever Oleochemical Indonesia. This is stated in agreement between GAPOKTAN BOLUK BERSATU and PT. UNILEVER OLEOCHEMICAL INDONESIA related Collection of Hazardous Waste, dated 20 November 2019. Whereby, PT. UNILEVER OLEOCHEMICAL INDONESIA has a license for Hazardous Storage or "Izin Tempat Penyimpanan Limbah B3 sesuai SK No. 188.45/1282/10.3/2017", dated 11 September 2017 (validity period 10 September 2022). Record of Agrochemical Containers Receivment GAPOKTAN BOLUK BERSATU, in example: 21 September 2019 <ul style="list-style-type: none"> <li>- Subandi (KT. Tempel Jaya Lestari), Round-Up 1 bottle.</li> <li>- Warmin (KT. Tempel Jaya Lestari), Metsulindo 1 bottle.</li> </ul> 6 November 2019 <ul style="list-style-type: none"> <li>- Ubaidi (KT. Sidomakmur), Primakson (2 bottle), Penglans (4 bottle).</li> </ul> 19 November 2019 <ul style="list-style-type: none"> <li>- Ibu Riah Malen (KT. Bersama Maju), Pilar Up (1 Jerry Can).</li> </ul>	
<b>5.3.3</b> 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.	All documented waste management and disposal plan is responsible by ICS, not by individual members. However, individual members already understand how to managed their waste (domestic waste and agrochemical wastes).	Comply
Members shall communicate to all workers the waste management and disposal plan.	As many 52 blocks of individual member is applied by herbicides and 76 blocks maintained by cutting grass machine and not using herbicides/pesticides at all. Workers for smallholders are casual workers and not working daily at the blocks.	

Criterion / Indicator	Assessment Findings	Compliance
<p>Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.</p>	<p>As many 52 blocks of individual member is applied by herbicides and 76 blocks maintained by cutting grass machine and not using herbicides/pesticides at all.</p> <p>Workers for smallholders are casual workers and not working daily at the blocks.</p> <p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that they already attend during Pesticide and Chemical Handling training which conducted by Group Manager.</p>	
<p><b>Requirement for Group Manager</b></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 procedure to identifying waste and its handling within "Identifikasi dan Penanganan Limbah", dated 10 October 2019 (Rev. 27 Nov 2019)".</p> <p>Type of Waste:</p> <ul style="list-style-type: none"> <li>a) Hazardous Waste. Pesticides and Herbicides Containers Handling refer to SOP No. 4/SOP/UK3PLB3/ICS-GKTBB/X/2019.</li> <li>b) Non-Hazardous Waste Handling refer to SOP No. 4/SOP/UK3PLB3/ICS-GKTBB/X/2019.</li> <li>c) Domestic Waste. i.e: Empty Fruit Bunch, Palm Fronds, FFB Stalk. Handling management: applied to farm. This application to maintaining soil moisture and to prevent soil erosion.</li> </ul>	
<p>Group Manager shall communicate to all members on the waste management and disposal plan.</p>	<p>Group Manager already conducting training to all members on 24-25 July 2019. Attended by 61 members.</p>	
<p>The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.</p>	<p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that they already understood related waste management and disposal.</p>	<p>Comply</p>
<p><b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p><b>5.4.1</b> A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p>		
<p><b>Requirement for Individual Member with up to 50ha of plantation size</b></p>		<p>NC</p>
<p>Appropriate to scale, members shall implement the actions as outlined in the Group's plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p>	<p>Non conformity raised during audit:</p> <p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual smallholder did not understand Group's plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy. While, as many of 76 blocks maintained by cutting grass machine whereby using fossil fuel for its machine.</p>	<p>#1857907-201911-N3 OPEN</p>



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>Gapoktan Boluk Bersatu has made correction and corrective action to address the non conformity.</p> <p>ICS Gapoktan Boluk Bersatu identify the volume of fossil fuel usage by smallholder member for FFB transportation and made the program to improving the fossil fuel efficiency.</p> <p>Group Manager Gapoktan Boluk Bersatu has issued the policy "Kebijakan Manager Operasional Efisiensi Penggunaan Bahan Bakar Fossil di Areal Kebun Anggota Sertifikasi RSPO No. 03/MO/GKT-BB/XII/2019" dated 1 December 2019.</p> <p>Socialization of policy has been conducted by Gapoktan Boluk Bersatu (Group manager and ICS) cooperate with Unilever as facilitator has conduct the series of socialization and awareness to smallholder member on 16 December 2019 at "Kantor Pangulu Tempel Jaya (KT Tempel Jaya Lestari)", on 24 December 2019 at "Panggalangan (KT Bersama Maju, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya)" and on 27 December 2019 at "Sidomulyo (KT Sidomakmur)". Evidence of socialization and awareness can be demonstrated such as: minutes of socialization, attendance list and photo documentation. During interview with smallholder member at KT Plamboyan (Budiono, Sutresno, Julahidin, Jahaman Saragih), KT Harapan Jaya (Sehat Surbakti, Sakimo, Suratmen), KT Tempel Jaya Lestari (Subono), KT Lestari Jaya (Tuginem, Legiyan) confirmed that they aware and understand with the policy.</p>	
<b>Requirement for Group Manager</b>		
<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 Gapoktan Boluk Bersatu identify the volume of fossil fuel usage by smallholder member for FFB transportation and made the program to improving the fossil fuel efficiency.</p> <p>Group Manager Gapoktan Boluk Bersatu has issued the policy "Kebijakan Manager Operasional Efisiensi Penggunaan Bahan Bakar Fossil di Areal Kebun Anggota Sertifikasi RSPO No. 03/MO/GKT-BB/XII/2019" dated 1 December 2019.</p> <p>Socialization of policy has been conducted by Gapoktan Boluk Bersatu (Group manager and ICS) cooperate with Unilever as facilitator has conduct the series of socialization and awareness to smallholder member on 16 December 2019 at "Kantor Pangulu Tempel Jaya (KT Tempel Jaya Lestari)", on 24 December 2019 at "Panggalangan (KT Bersama Maju, KT Plamboyan, KT Harapan Jaya and KT Lestari Jaya)" and on 27 December 2019 at "Sidomulyo (KT Sidomakmur)".</p> <p>Non conformity raised during audit as above.</p>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	Gapoktan Boluk Bersatu has made correction and corrective action to address the non conformity as above.	
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
<b>5.5.1</b> There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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 KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual smallholder already understand that fire use and burning at farm is prohibited in any form.	
Requirement for Group Manager		
The Group Manager shall: <ul style="list-style-type: none"> <li>• Provide evidence of a no use of fire policy in group SOPs.</li> <li>• Demonstrate that individual farms have been visited for this requirement.</li> <li>• Explain how all the above is socialised to individual members of the Group</li> </ul>	Group Manager has develop the policy concerning no fire use within "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu Nagori Boluk, Kecamatan Bosar Maligas, Kab. Simalungun No. 1/ICS-GKTBB/II/2019", dated 23 February 2019". Article 8: New Planting Procedure (No Peat, No Conflict, No Forest Area, No Fire Use). (g) All members and administrators of ICS "Gapoktan Boluk Bersatu", are not permitted to use fire in new planting, or in other activities in plantations that have been planted. Policy of Zero burning were available in "Surat Keputusan Nomor: 13/SK/MO/GKT-BB/V/2019 Tentang Larangan Bakar Lahan dan No Peat, No forest, No Conflict" dated 12 May 2019.	
<b>5.5.2</b> Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	Year of Planting from sample of individual members is between 1989– 2015, there is not proved that land clearing is using fire. Whereby, Replanting activities using <i>under replanting system</i> .	
Requirement for Group Manager		

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> <li>Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning' 2003.</li> <li>Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines.</li> </ul>	<p>Group Manager has develop the policy concerning no fire use within "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu Nagori Boluk, Kecamatan Bosar Maligas, Kab. Simalungun No. 1/ICS-GKTBB/II/2019", dated 23 February 2019".</p> <p>Article 8: New Planting Procedure (No Peat, No Conflict, No Forest Area, No Fire Use).</p> <p>(g) All members and administrators of ICS "Gapoktan Boluk Bersatu", are not permitted to use fire in new planting, or in other activities in plantations that have been planted.</p> <p>Policy of Zero burning were available in "Surat Keputusan Nomor: 13/SK/MO/GKT-BB/V/2019 Tentang Larangan Bakar Lahan dan No Peat, No forest, No Conflict" dated 12 May 2019.</p>	
<p><b>Criterion 5.6:</b>  Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p><b>5.6.1</b> An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
List significant pollutants and identify sources of emissions.	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 Gapoktan" dated 12 September 2019. Source emission are: Farm (Pesticide and Fertilizer application); FFB Transportation (Fossil Fuel); Office (Computer use and Lamp).	
<p><b>5.6.2</b> Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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 has develop the management plan to mitigate the emission of greenhouse gas as per "Himbauan Dalam Upaya Penurunan Emisi Gas Rumah kaca untuk seluruh Anggota beserta Pengurus ICS Gapoktan Boluk Bersatu".	
<p><b>5.6.3</b> A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Based on the above, where possible, mitigation measures shall be developed and implemented. Socialize the information to the group members.	Group Manager has develop the management plan to mitigate the emission of greenhouse gas as per "Himbauan Dalam Upaya Penurunan Emisi Gas Rumah kaca untuk seluruh Anggota beserta Pengurus ICS Gapoktan Boluk Bersatu".  Socialization of mitigation on pollution and emission is on 24-25 July 2019.	

Criterion / Indicator	Assessment Findings	Compliance						
<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</b>								
<b>Criterion 6.1:</b>								
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.								
<b>6.1.1</b> A social impact assessment (SIA) including records of meetings shall be documented.								
Requirement for Individual Member with up to 50ha of plantation size		Comply						
Individual members shall demonstrate an understanding of the social risks of their operations.	<p>The Social Impact (based on SEIA document) and social management plan has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the type of social risk of oil palm plantation operation such as land conflict, social jealousy, FFB stealing (when FFB price increased).</p>							
Requirement for Group Manager								
Group Managers shall identify all activities that have social impacts with the participation of affected parties.	<p>SEIA has been conducted by Unilever cooperated with Gapoktan Boluk Bersatu on August 2019. Report of SEIA were available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Aspect: Economy</th> </tr> <tr> <th style="text-align: center;">Positive Impact</th> <th style="text-align: center;">Mitigation Plan</th> </tr> </thead> <tbody> <tr> <td>Smallholder member improved economy</td> <td>Maintain</td> </tr> </tbody> </table>	Aspect: Economy		Positive Impact	Mitigation Plan	Smallholder member improved economy	Maintain	
Aspect: Economy								
Positive Impact	Mitigation Plan							
Smallholder member improved economy	Maintain							

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings		Compliance	
	Better education for smallholder's children	Maintain		
	Smallholder has better supply for basic necessities.	Maintain		
	New business opportunity for surrounding communities	Maintain		
	<b>Negative impact</b>	<b>Mitigation Plan</b>		
	Gap in income/ community's economy	Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place		
	<b>Aspect: Social</b>			
	<b>Positive Impact</b>	<b>Mitigation Plan</b>		
	Social relation between local and migrant is good	Maintain		
	More community and cultural asimilation	Maintain		
	<b>Negative impact</b>	<b>Mitigation Plan</b>		
	Individualistic because feeling rich	Create more social activities to bring in togetherness		
	<b>Aspect: Cultural</b>			
	<b>Positive Impact</b>	<b>Mitigation Plan</b>		
	Local and incoming entrant's culture will flourish because of diversity	Maintain		
	<b>Negative impact</b>	<b>Mitigation Plan</b>		
	History of working together may decrease	Encourage more social activity and carried out together.		
	Togetherness may decrease			
<b>6.1.2</b> There shall be evidence that the assessment has been done with the participation of affected parties.				
Requirement for Individual Member with up to 50ha of plantation size				Comply
N/A	N/A			
Requirement for Group Manager				
Group Managers shall identify all activities that have social impacts with the participation of affected parties	SEIA has been performed through participation of affected parties. Evidence of participatory ways record in "Checklist Identifikasi Dampak Lingkungan dan Sosial di perkebunan Kelapa Sawit".			
	<b>Aspect: Economy</b>			
	<b>Positive Impact</b>	<b>Mitigation Plan</b>		
	Smallholder member improved economy	Maintain		
	Better education for smallholder's children	Maintain		
	Smallholder has better supply for basic necessities.	Maintain		
	New business opportunity for	Maintain		

Criterion / Indicator	Assessment Findings		Compliance
	surrounding communities		
	<b>Negative impact</b>	<b>Mitigation Plan</b>	
	Gap in income/ community's economy	Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place	
	<b>Aspect: Social</b>		
	<b>Positive Impact</b>	<b>Mitigation Plan</b>	
	Social relation between local and migrant is good	Maintain	
	More community and cultural asimilation	Maintain	
	<b>Negative impact</b>	<b>Mitigation Plan</b>	
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	<b>Positive Impact</b>	<b>Mitigation Plan</b>	
	Local and incoming entrant's culture will flourish because of diversity	Maintain	
	<b>Negative impact</b>	<b>Mitigation Plan</b>	
	History of working together may decrease	Encourage more social activity and carried out together.	
	Togetherness may decrease		
<p><b>6.1.3</b> Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p>			
Requirement for Individual Member with up to 50ha of plantation size			Comply
Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts	<p>The Social Impact (based on SEIA document) and social management plan has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul>		

Criterion / Indicator	Assessment Findings	Compliance																																													
	Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand mitigation plan as lined out by Group Manager: do more social activity, contribution to village development, maintain source of livelihood to the surrounding community (river, water source).																																														
<b>Requirement for Group Manager</b>																																															
Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.	<p>Mitigation plan to reduce social risk has been developed as per SEIA report.</p> <table border="1" data-bbox="611 698 1094 1856"> <thead> <tr> <th colspan="2" data-bbox="611 698 1094 728"><b>Aspect: Economy</b></th> </tr> <tr> <th data-bbox="611 728 855 757"><b>Positive Impact</b></th> <th data-bbox="855 728 1094 757"><b>Mitigation Plan</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="611 757 855 808">Smallholder member improved economy</td> <td data-bbox="855 757 1094 808">Maintain</td> </tr> <tr> <td data-bbox="611 808 855 860">Better education for smallholder’s children</td> <td data-bbox="855 808 1094 860">Maintain</td> </tr> <tr> <td data-bbox="611 860 855 936">Smallholder has better supply for basic necessities.</td> <td data-bbox="855 860 1094 936">Maintain</td> </tr> <tr> <td data-bbox="611 936 855 1041">New business opportunity for surrounding communities</td> <td data-bbox="855 936 1094 1041">Maintain</td> </tr> <tr> <th colspan="2" data-bbox="611 1041 1094 1070"><b>Negative impact</b></th> </tr> <tr> <th data-bbox="611 1070 855 1099"></th> <th data-bbox="855 1070 1094 1099"><b>Mitigation Plan</b></th> </tr> <tr> <td data-bbox="611 1099 855 1249">Gap in income/ community’s economy</td> <td data-bbox="855 1099 1094 1249">Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place</td> </tr> <tr> <th colspan="2" data-bbox="611 1249 1094 1279"><b>Aspect: Social</b></th> </tr> <tr> <th data-bbox="611 1279 855 1308"><b>Positive Impact</b></th> <th data-bbox="855 1279 1094 1308"><b>Mitigation Plan</b></th> </tr> <tr> <td data-bbox="611 1308 855 1384">Social relation between local and migrant is good</td> <td data-bbox="855 1308 1094 1384">Maintain</td> </tr> <tr> <td data-bbox="611 1384 855 1435">More community and cultural asimilation</td> <td data-bbox="855 1384 1094 1435">Maintain</td> </tr> <tr> <th colspan="2" data-bbox="611 1435 1094 1464"><b>Negative impact</b></th> </tr> <tr> <th data-bbox="611 1464 855 1494"></th> <th data-bbox="855 1464 1094 1494"><b>Mitigation Plan</b></th> </tr> <tr> <td data-bbox="611 1494 855 1545">Individualistic because feeling rich</td> <td data-bbox="855 1494 1094 1545">Create more social activities to bring in togetherness</td> </tr> <tr> <th colspan="2" data-bbox="611 1545 1094 1574"><b>Aspect: Cultural</b></th> </tr> <tr> <th data-bbox="611 1574 855 1603"><b>Positive Impact</b></th> <th data-bbox="855 1574 1094 1603"><b>Mitigation Plan</b></th> </tr> <tr> <td data-bbox="611 1603 855 1700">Local and incoming entrant’s culture will flourish because of diversity</td> <td data-bbox="855 1603 1094 1700">Maintain</td> </tr> <tr> <th colspan="2" data-bbox="611 1700 1094 1729"><b>Negative impact</b></th> </tr> <tr> <th data-bbox="611 1729 855 1758"></th> <th data-bbox="855 1729 1094 1758"><b>Mitigation Plan</b></th> </tr> <tr> <td data-bbox="611 1758 855 1809">History of working together may decrease</td> <td data-bbox="855 1758 1094 1809" rowspan="2">Encourage more social activity and carried out together.</td> </tr> <tr> <td data-bbox="611 1809 855 1856">Togetherness may decrease</td> </tr> </tbody> </table>	<b>Aspect: Economy</b>		<b>Positive Impact</b>	<b>Mitigation Plan</b>	Smallholder member improved economy	Maintain	Better education for smallholder’s children	Maintain	Smallholder has better supply for basic necessities.	Maintain	New business opportunity for surrounding communities	Maintain	<b>Negative impact</b>			<b>Mitigation Plan</b>	Gap in income/ community’s economy	Create more social activities to bring in togetherness and bring benefit to communities such as contribution to village, building religious place	<b>Aspect: Social</b>		<b>Positive Impact</b>	<b>Mitigation Plan</b>	Social relation between local and migrant is good	Maintain	More community and cultural asimilation	Maintain	<b>Negative impact</b>			<b>Mitigation Plan</b>	Individualistic because feeling rich	Create more social activities to bring in togetherness	<b>Aspect: Cultural</b>		<b>Positive Impact</b>	<b>Mitigation Plan</b>	Local and incoming entrant’s culture will flourish because of diversity	Maintain	<b>Negative impact</b>			<b>Mitigation Plan</b>	History of working together may decrease	Encourage more social activity and carried out together.	Togetherness may decrease	
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**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Furthermore, on 24 October 2019, Unilever provides social impact (positive and negative impact) based on SEIA document to all smallholder member. Sampled: Tumi, Sukardi,</p> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the type of social risk of oil palm plantation operation such as land conflict, social jealousy, FFB stealing (when FFB price increased) including the mitigation plan.</p>	
<p><b>6.1.4</b> The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Where applicable, individual members shall help to address negative social impacts in a consultative manner.</p>	<p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the type of negative social impact from oil palm plantation operation such as land conflict, social jealousy, FFB stealing (when FFB price increased).</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall monitor implementation of mitigation plan.</p>	<p>Monitoring of mitigation plan will be carried out on annual basis.</p>	
<p><b>6.1.5</b> Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>N/A</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>N/A</p>	<p>N/A</p>	
<p><b>Criterion 6.2:</b>  There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		
<p><b>6.2.1</b> Consultation and communication procedures shall be documented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>



Criterion / Indicator	Assessment Findings	Compliance
<p>The individual member shall demonstrate understanding of the group's consultation and communication procedures</p>	<p>The SOP for consultation and communication has been disseminated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the simple consultation and communication procedure: always refer to Gapoktan Boluk Bersatu committee and/or to the "Manager Operasional", however, the samped smallholder do understand to consult village head or hamlet leader for local situation.</p>	
<b>Requirement for Group Manager</b>		
<p>The Group Manager shall develop a documented procedure for consultation and communication with local communities and other affected or interested parties.</p>	<p>"SOP Komunikasi dan Konsultasi dengan Pihak Lain No. 3/Sekretaris/ICS-GKT/II.2019" dated 21 February 2019.</p>	
<p>The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.</p>	<p>The SOP for consultation and communication has been disseminated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the simple consultation and communication procedure: always refer to Gapoktan Boluk Bersatu secretariat/committee and/or to the “Manager Operasional”, however, the samped smallholder do understand to consult village head or hamlet leader for local situation.	
<b>6.2.2</b> A management official responsible for these issues shall be nominated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall nominate an official responsible for these issues	Group manager has nominate the official responsible for these issues was Secretary of ICS as the main function is to communicate to stakeholder.	
<b>6.2.3</b> A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall make a list of stakeholders or construct a “stakeholder register” and keep records of all communication and actions taken.	Group manager has made the list of stakeholder as per “Daftar Pihak terkait ICS Gapoktan Boluk Bersatu” dated 10 September 2019. Consist of 17 stakeholders. The list consist of village authorities, police, partners, government offices, fire fighter, medical facility, etc.	
<b>Criterion 6.3:</b>		
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
<b>6.3.1</b> The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, the member shall have a documented grievance mechanism in place	Grievance resolution mechanism regulated under “SOP Pengaduan dan Keluhan Eksternal dan Internal No.6/Sekretaris/ICS-GKT/II/2019”, dated 19 February 2019. The SOP stipulates: <ul style="list-style-type: none"> <li>- “5. Sekretaris harus mencatat saran dan keluhan anggota lalu menyampaikan keluhan tersebut kepada Manager Operasional untuk ditindaklanjuti” – Secretary shall record any input and inform “Manager Operasional” to be follow up;</li> <li>- “6. Jika pengaduan merupakan hal yang bersifat rahasia, maka laporan /pengaduan tersebut akan dicatat dan diberikan kode khusus (rahasia) yang hanya dapat diakses oleh Sekretaris dan Manager Operasional – If the report deemed confidential, then the record shall bear “confidential” remarks and access only for Secretary and “Manager Operasional”;</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
The workers shall understand the process.	Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the grievance mechansim, who to talk to, etc.	
<b>Requirement for Group Manager</b>		
The Group Manager shall have a documented grievance mechanism in place	Grievance resolution mechanism regulated under "SOP Pengaduan dan Keluhan Eksternal dan Internal No.6/Sekretaris/ICS-GKT/II/2019", dated 19 February 2019. The SOP stipulates: <ul style="list-style-type: none"> <li>- "5. Sekretaris harus mencatat saran dan keluhan anggota lalu menyampaikan keluhan tersebut kepada Manager Operasional untuk ditindaklanjuti" – Secretary shall record any input and inform "Manager Operasional" to be follow up;</li> <li>- "6. Jika pengaduan merupakan hal yang bersifat rahasia, maka laporan /pengaduan tersebut akan dicatat dan diberikan kode khusus (rahasia) yang hanya dapat diakses oleh Sekretaris dan Manager Operasional – If the report deemed confidential, then the record shall bear "confidential" remarks and access only for Secretary and "Manager Operasional";</li> </ul>	
The Group Manager shall ensure members are familiar with the grievance procedure	Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the grievance mechansim, who to talk to, etc.	
Where necessary, the Group Manager shall support members to put in place documented grievance mechanism	Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the grievance mechansim, who to talk to, etc. Furthermore, the sampled smallholder reveal there is no grievance case from the member and/or from external parties.	
<b>6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		
Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome	Grievance resolution mechanism regulated under "SOP Pengaduan dan Keluhan Eksternal dan Internal No.6/Sekretaris/ICS-GKT/II/2019", dated 19 February 2019. The SOP stipulates: <ul style="list-style-type: none"> <li>- "5. Sekretaris harus mencatat saran dan keluhan anggota lalu menyampaikan keluhan tersebut kepada Manager Operasional untuk ditindaklanjuti" – Secretary shall record any input and inform "Manager Operasional" to be follow up;</li> <li>- "6. Jika pengaduan merupakan hal yang bersifat rahasia, maka laporan /pengaduan tersebut akan dicatat dan diberikan kode khusus (rahasia) yang hanya dapat diakses oleh Sekretaris dan Manager Operasional – If the report deemed confidential, then the record shall bear "confidential" remarks and access only for Secretary and "Manager Operasional";</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	Therefore the organization have put consideration for record keeping, follow up; resolution; confidential/anonymity of complainant.	
<b>Requirement for Group Manager</b>		
The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.	Grievance resolution mechanism regulated under "SOP Pengaduan dan Keluhan Eksternal dan Internal No.6/Sekretaris/ICS-GKT/II/2019", dated 19 February 2019. organization have put consideration for record keeping, follow up; resolution; confidential/anonymity of complainant.  Based on stakeholder consultation, there has been no dispute among smallholder member and/or with external parties;	
<p><b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p><b>6.4.1</b> A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
N/A	N/A	
<b>Requirement for Group Manager</b>		
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.	Group manager has develop the procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation as per "SOP Kompensasi Pengalihan hak Legal No.5/Sekretaris/ICS-GKT/II/2019 dated 19 February 2019. The procedure stipulates:  - "Status kepemilikan lahan harus jelas (memiliki legalitas) dalam bentuk SHM, SKT, atau bukti jual beli atau bukti penguasaan lahan" – the status of legal ownership of the land shall be clear (legal) in form of certificate (Sertifikat Hak Milik/SHM), land registration (Surat Keterangan Tanah/SKT, transaction minutes, transfer of ownership;  - "Perpindahan hak legal atau hak adat dalam bentuk hibah, warisan, jual beli harus disertai dengan bukti diketahui Kepala Desa/Penghulu dan memiliki saksi" – Transfer of ownership, legal and/or customary; in form of grant, inheritance, transfer to next of kin, purchase shall completed with evidence of acknowledgement from village authority and witnessed;  - "Pemindahan hak legal atau hak adat juga meliputi perpindahan hak-hak dan kewajiban pemilik sebelumnya" – Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner;	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Ketua kelompok atau anggota yang bersangkutan, harus melapor kepada Manager Operasional Gapoktan Boluk Bersatu tentang Pelimpahan Hak" – The smallholder group or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</li> <li>- "Perpindahan hak legal atau hak adaat dilakukan tanpa paksaan pihak manapun" - Transfer of ownership, legal and/or customary; shall be free from any form of coercion;</li> <li>- "Jika terjadi pelimpahan hak legal dalam bentuk jual beli, maka jumlah penggantian kompensasi pengalihan hak legal atau hak adat ditentukan dari kesepakatan kedua belah pihak dengan mempertimbangkan prinsip 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.</li> </ul>	
<p><b>6.4.2</b> A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
<p>The Group Manager develops a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation.</p>	<p>Group manager has develop the procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation as per "SOP Kompensasi Pengalihan hak Legal No.5/Sekretaris/ICS-GKT/II/2019 dated 19 February 2019. The procedure stipulates:</p> <ul style="list-style-type: none"> <li>- "Status kepemilikan lahan harus jelas (memiliki legalitas) dalam bentuk SHM, SKT, atau bukti jual beli atau bukti penguasaan lahan" – the status of legal ownership of the land shall be clear (legal) in form of certificate (Sertifikat Hak Milik/SHM), land registration (Surat Keterangan Tanah/SKT, transaction minutes, transfer of ownership;</li> <li>- "Perpindahan hak legal atau hak adat dalam bentuk hibah, warisan, jual beli harus disertai dengan bukti diketahui Kepala Desa/Penghulu dan memiliki saksi" – Transfer of ownership, legal and/or customary; in form of grant, inheritance, transfer to next of kin, purchase shall completed with evidence of acknowledgement from village authority and witnessed;</li> <li>- "Pemindahan hak legal atau hak adat juga meliputi perpindahan hak-hak dan kewajiban pemilik</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>sebelumnya” – Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner;</p> <ul style="list-style-type: none"> <li>- “Ketua kelompok atau anggota yang bersangkutan, harus melapor kepada Manager Operasional Gapoktan Boluk Bersatu tentang Pelimpahan Hak” – The smallholder group or respective member shall report to “Manager Operasional” should transfer of ownership occurred;</li> <li>- “Perpindahan hak legal atau hak adaat dilakukan tanpa paksaan pihak manapun” - Transfer of ownership, legal and/or customary; shall be free from any form of coercion;</li> <li>- “Jika terjadi pelimpahan hak legal dalam bentuk jual beli, maka jumlah penggantian kompensasi pengalihan hak legal atau hak adat ditentukan dari kesepakatan kedua belah pihak dengan mempertimbangkan prinsip 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.</li> </ul>	
<p><b>6.4.3</b> The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures</p>	<p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the process for negotiating agreement and compensation. Currently there is no land negotiation and/or compensation process.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager documents the process and outcome of any negotiated agreements and compensation claims with evidence of the participation of affected parties, and makes this publicly available.</p>	<p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the process for negotiating agreement and compensation. Currently there is no land negotiation and/or compensation process.</p>	
<p>The Group Manager assists individual group members in these situations upon request by the member.</p>	<p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the process for negotiating agreement and compensation. Currently there is no land negotiation and/or compensation process.</p>	
<p><b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p><b>6.5.1</b> Documentation of pay and conditions shall be available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Appropriate to scale, the members shall keep documentation of pay and conditions.</p>	<p>Simply payslip from individual member to the harvester is documented. Such as:</p>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	Farmer: Bp. Sehat Surbakti Group members: KT. Harapan Jaya Harvester: Ucok Date: 12 Nov 2019 FFB Nett Weight: 1,350 kg Salary: IDR. 500,000	
The pay shall meet at least the legal or industry standards minimum wage.	Workers for smallholders are casual workers and not working daily at the blocks. Salary for harvester is IDR. 150/kg, Prunning IDR. 2,000 – 4,000/palm; Spraying: IDR. 7,000/kap. The payment already met with applicable regulations.	
<b>Requirement for Group Manager</b>		
The Group Manager shall be aware of the legal or industry standards minimum wage.	Group Manager already made decree related Payment which refer to "Surat Keputusan GAPOKTAN BOLUK BERSATU Nomor: 12/SK/MO/GKT-BB/V/2019 tentang Pembayaran Upah", dated 12 May 2019. Reference to determine the decree is Employment Law and Applicable Minimum Wage: UU No. 13/2003; PP No. 8/1981; SK Gubernur SUMUT tentang UMP; AD/ART GAPOKTAN; Kebijakan Minyak Sawit Berkelanjutan GAPOKTAN No. 1 Tahun 2019. Calibration of Payment is refer to North Sumatera Governor Decree related Minimum Wage in 2019. "SK Gubernur SUMUT Nomor 188.44/1365/KPTS/2018 tentang UMP SUMUT 2019" is IDR 2,303,403/month. Calculation Wage per Day Wage/Month: IDR 2,303,403. Wage/Day: IDR 95,975. Wage/Hour: IDR 13,711.	
<b>6.5.2</b> Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
If individual members employ workers or sub-contractors: <ul style="list-style-type: none"> <li>• employment contracts and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be explained in the language they understand</li> </ul>	Workers for smallholders are casual workers and not working daily at the same blocks. Sample of employment contracts as follow: Group Members: KT. Plamboyan Working Agreement, dated 24 September 2019 Farmer/Land Owner: Mr. Sudian Saragih. Harvester: Mr. Miswanto No. Medical Insurance (Kartu Indonesia Sehat): 0000241866527. Group Members: KT. Harapan Jaya	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Working Agreement, dated 24 September 2019  Farmer/Land Owner: Mr. Ngadiok.  Harvester: Mr. Sukir  No. Medical Insurance (Kartu Indonesia Sehat): 0000241628141.  Group Members: KT. Tempel Jaya Lestari  Working Agreement, dated 11 September 2019  Farmer/Land Owner: Mrs. Trinani.  Harvester: Mr. Samiun  No. Medical Insurance: -.</p>	
<b>Requirement for Group Manager</b>		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 &amp; 6.5.4)</p>	<p>For payment, Group Manager already determined and comply with labour laws and conditions.  Group Manager already made decree related Payment which refer to "Surat Keputusan GAPOKTAN BOLUK BERSATU Nomor: 12/SK/MO/GKT-BB/V/2019 tentang Pembayaran Upah", dated 12 May 2019.  Reference to determine the decree is Employment Law and Applicable Minimum Wage:  UU No. 13/2003; PP No. 8/1981; SK Gubernur SUMUT tentang UMP; AD/ART GAPOKTAN; Kebijakan Minyak Sawit Berkelanjutan GAPOKTAN No. 1 Tahun 2019.  Calibration of Payment is refer to North Sumatera Governor Decree related Minimum Wage in 2019. "SK Gubernur SUMUT Nomor 188.44/1365/KPTS/2018 tentang UMP SUMUT 2019" is IDR 2,303,403/month.  Calculation Wage per Day  Wage/Month: IDR 2,303,403.  Wage/Day: IDR 95,975.  Wage/Hour: IDR 13,711.</p>	
<p><b>6.5.3</b> Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		N/A
<p>appropriate to scale, members shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible</p>	<p>Individual member is resident in Nagari Boluk village, therefore all individual members already had own house, well water supplies, medical, educational is available surrounding their village. Nagari Boluk village is near with the town.</p>	
<b>Requirement for Group Manager</b>		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 &amp; 6.5.4)</p>	<p>For payment, Group Manager already determined and comply with labour laws and conditions.  Group Manager already made decree related Payment which refer to "Surat Keputusan GAPOKTAN BOLUK</p>	



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>BERSATU Nomor: 12/SK/MO/GKT-BB/V/2019 tentang Pembayaran Upah”, dated 12 May 2019.</p> <p>Reference to determine the decree is Employment Law and Applicable Minimum Wage:</p> <p>UU No. 13/2003; PP No. 8/1981; SK Gubernur SUMUT tentang UMP; AD/ART GAPOKTAN; Kebijakan Minyak Sawit Berkelanjutan GAPOKTAN No. 1 Tahun 2019.</p> <p>Calibration of Payment is refer to North Sumatera Governor Decree related Minimum Wage in 2019. “SK Gubernur SUMUT Nomor 188.44/1365/KPTS/2018 tentang UMP SUMUT 2019” is IDR 2,303,403/month.</p> <p>Calculation Wage per Day</p> <p>Wage/Month: IDR 2,303,403.</p> <p>Wage/Day: IDR 95,975.</p> <p>Wage/Hour: IDR 13,711.</p>	
<p><b>6.5.4</b> Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>N/A</p>
<p>appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food</p>	<p>Individual member is resident in Nagari Boluk village, therefore all individual members already had own house, well water supplies, medical, educational is available surrounding their village. Nagari Boluk village is near with the town.</p>	
<p>Requirement for Group Manager</p>		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 &amp; 6.5.4)</p>	<p>For payment, Group Manager already determined and comply with labour laws and conditions.</p> <p>Group Manager already made decree related Payment which refer to “Surat Keputusan GAPOKTAN BOLUK BERSATU Nomor: 12/SK/MO/GKT-BB/V/2019 tentang Pembayaran Upah”, dated 12 May 2019.</p> <p>Reference to determine the decree is Employment Law and Applicable Minimum Wage:</p> <p>UU No. 13/2003; PP No. 8/1981; SK Gubernur SUMUT tentang UMP; AD/ART GAPOKTAN; Kebijakan Minyak Sawit Berkelanjutan GAPOKTAN No. 1 Tahun 2019.</p>	
<p><b>Criterion 6.6:</b>  The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p><b>6.6.1</b> A published statement in local languages recognising freedom of association shall be available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>If individual members employ workers:  • A published statement shall be available in local languages recognising freedom of association (to form and join trade unions)</p>	<p>Published statement recognizing the freedom of association were available in “Surat keputusan No.10/SK/MO/GKT-BB/V/2019 tentang Kebebasan Berpendapat dan Berserikat” dated 12 May 2019. The policy stipulates:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Pekerja dan Buruh berhak menyampaikan pendapat dengan cara-cara yang diatur dalam undang-undang" – Worker have rights to convey their opinion with method guided in regulation;</li> <li>- "Pekerja dan buruh berhak untuk berkumpul dan berserikat dalam wadah organisasi" – worker have right to cooperate and united in an organization;</li> <li>- "Pekerja dan buruh bebas dalam menyatakan hak politiknya" – worker have right for political freedom;</li> </ul> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul>	
<b>Requirement for Group Manager</b>		
The Group Manager shall be aware of the statement, if applicable	Published statement recognizing the freedom of association were available in "Surat Keputusan No.10/SK/MO/GKT-BB/V/2019 tentang Kebebasan Berpendapat dan Berserikat" dated 12 May 2019. "Manager Operasional" aware of the decree letter and the meaning.	
<b>6.6.2</b> Minutes of meetings with main trade unions or workers representatives shall be documented.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		N/A
Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept	There is no labor union was formed because there is no permanent and/or temporary worker. Informal worker. However, Gapoktan Boluk Bersatu listed worker in its smallholder member's premise.	
<b>Requirement for Group Manager</b>		
N/A	N/A	
<b>Criterion 6.7:</b> Children are not employed or exploited.		
<b>6.7.1</b> There shall be documentary evidence that minimum age requirements are met.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
Member shall be aware of the child labour policy and implement it.	"Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu, Nagori Boluk, Kecamatan Bosar Maligas Kabupaten Simalungun No.1/ICS-GKTBB/II/2019" dated 23 February 2019.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Chapter IV Tata Kelola Terbaik dalam Hubungan Sosial – Verse 10 “Larangan Penggunaan Buruh Anak a.) Anggota Gapoktan Boluk Bersatu berkomitmen untuk tidak menggunakan buruh anak dalam praktek apapun dalam perkebunan” – smallholder member committed to prohibit use of child worker in any activity inside plantation.</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- “Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan” for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- “Tanda Terima Berkas Kelompok Tani Sidomakmur” for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- “Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari” for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand policy to prohibit the use of worker under 18 years old. The smallholder reveal their children goes for school.</p>	
<p>Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport</p>	<p>Record of employee including age and birth certificate are available in “Daftar pekerja Gapoktan”. Based on verification upon all registered worker in Gapoktan Boluk Bersatu – no worker under 18 years old.</p> <p>Jusdi, worker Frankes Napitupulu 34 years old;  Nurhamid (62-BB-2019), worker Adi S Marpaung 20 years old;  Ponidi (066-BB-2019), worker Karno aged 31 years old;  Subono (92-BB-2019), worker Sunarto aged 49 years old;  Saimun (132-BB-2019), worker name Suriadi aged 35 years old;</p>	
<p>Requirement for Group Manager</p>		
<p>Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour</p>	<p>Group manager has establish the policy to prohibit the child labour as per “Surat Keputusan No.02/SK/MO/GKT-BB/V/2019 Tentang Larangan Menggunakan Tenaga Kerja Anak Di Bawah Umur” dated 12 May 2019.</p> <p>The decree stipulates: “Anggota Gapoktan Boluk Bersatu untuk tidak mempekerjakan anak dibawah umur 18</p>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>tahun” – Smallholder member of Gapoktan Boluk Bersatu will not employ worker under 18 years old;  “bagi anak-anak umur 13-17 tahun, jika bekerja di kebun dengan tujuan membantu orangtua, maka haruslah dalam pengawasan orang tua dan tidak melakukan pekerjaan-pekerjaan beresiko tinggi” – for children age 13-17 years old, if working in plantation, shall be under parent supervision and not conducting high-risk activity;  The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- “Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan” for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- “Tanda Terima Berkas Kelompok Tani Sidomakmur” for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- “Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari” for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul>	
<p>The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work</p>	<p>Group manager has establish the policy to prohibit the child labour as per “Surat keputusan No.02/SK/MO/GKT-BB/V/2019 Tentang Larangan Menggunakan tenaga Kerja Anak Di Bawah Umur” dated 12 May 2019.  The decree stipulates:  “bagi anak-anak umur 13-17 tahun, jika bekerja di kebun dengan tujuan membantu orangtua, maka haruslah dalam pengawasan orang tua dan tidak melakukan pekerjaan-pekerjaan beresiko tinggi” – for children age 13-17 years old, if working in plantation, shall be under parent supervision and not conducting high-risk activity;</p>	
<p><b>Criterion 6.8:</b>  Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p><b>6.8.1</b> A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Members shall be aware of the equal opportunities policies and implement it</p>	<p>Policy on equal opportunities as per “Surat Keputusan No.14/SK/GKT-BB/V/2018 Tentang Larangan Diskriminasi, Kerja Paksa dan Perdagangan orang” dated 12 May 2018.  The decree stipulates:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Setiap orang memiliki kesempatan dan hak yang sama terkait hak azasi manusia" – All men are equal in right and obligation related to human rights;</li> <li>- "Anggota Gapoktan Boluk Bersatu dilarang melakukan tindakan diskriminasi (warna kulit, suku, jenis kelamin, afiliasi politik, dan lain-lain) atas dasar apapun" – smallholder member Gapoktan Boluk Bersatu prohibited from discriminative action (skin color, tribe, sex, political affiliation) based on any reason;</li> <li>- "Dilarang melakukan tindakan kerja paksa terhadap tenaga kerja ataupun orang lain dalam situasi apapun" – Prohibit forced labor for worker or other person in any condition;</li> <li>- "Dilarang melakukan tindakan perdagangan orang/tenaga kerja dalam bentuk apapun" - Prohibit to conduct human/worker traficcking in any form;</li> </ul> <p>Female member of Gapoktan: 22 smallholder members;  Male members of Gapoktan: 106 smallholder members;  Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand equal opportunity policy. The example sets out by interviewed smallholder member: they are Java-descendant, but the local Batak tribe welcomes them to work together, cooperates to develop oil palm plantation.</p>	
<b>Requirement for Group Manager</b>		
<p>Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it</p>	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand equal opportunity policy. The example sets out by interviewed smallholder member: they are Java-descendant, but the local Batak tribe</p>	

Criterion / Indicator	Assessment Findings	Compliance
	welcomes them to work together, cooperates to develop oil palm plantation.	
<b>6.8.2</b> Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall be aware of the equal opportunities policies and implement it	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand equal opportunity policy. The example sets out by interviewed smallholder member: they are Java-descendant, but the local Batak tribe welcomes them to work together, cooperates to develop oil palm plantation.</p>	
Requirement for Group Manager		
N/A	N/A	
<b>6.8.3</b> It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall be aware of the equal opportunities policies and implement it	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August</li> </ul>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</p> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand equal opportunity policy. The example sets out by interviewed smallholder member: they are Java-descendant, but the local Batak tribe welcomes them to work together, cooperates to develop oil palm plantation.</p>	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.9:</b>		
There is no harassment or abuse in the work place, and reproductive rights are protected.		
<b>6.9.1</b> Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, members shall develop the policy/polices and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights	<p>"Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu, Nagori Boluk, Kecamatan Bosar Maligas Kabupaten Simalungun No.1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>Group manager has establish the policy to prevent sexual, all other forms of harassment, violence and protection of reproductive rights as per "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu No. 1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>Policy on equal opportunities as per "Surat Keputusan No.08/SK/MO/GKT-BB/V/2019 tentang Komitmen Gapoktan Boluk Bersatu untuk Taat Hukum" dated 12 May 2019. The decree stipulates:</p> <ul style="list-style-type: none"> <li>- "Tidak melakukan pelecehan seksual dan melakukan tindak kekerasan dalam rumah tangga" – Prohibit any kind sexual harassment and domestic violence;</li> <li>- "Tidak mempekerjakan wanita hamil pada pada pekerjaan yang beresiko terhadap kehamilannya" – Not employ pregnant women for activity with risk to pregnancy.</li> </ul>	
Requirement for Group Manager		
Group Manager shall develop the Policy/Polices and procedure to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights	<p>"Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu, Nagori Boluk, Kecamatan Bosar Maligas Kabupaten Simalungun No.1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>Group manager has establish the policy to prevent sexual, all other forms of harassment, violence and protection of reproductive rights as per "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu No. 1/ICS-GKTBB/II/2019" dated 23 February 2019.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Policy on equal opportunities as per "Surat Keputusan No.08/SK/MO/GKT-BB/V/2019 Komitmen Gapoktan Boluk Bersatu tentang Komitmen Gapoktan Boluk Bersatu untuk Taat Hukum" dated 12 May 2019. The decree stipulates:</p> <ul style="list-style-type: none"> <li>- "Tidak melakukan pelecehan seksual dan melakukan tindak kekerasan dalam rumah tangga" – Prohibit any kind sexual harassment and domestic violence;</li> <li>- "Tidak mempekerjakan wanita hamil pada pada pekerjaan yang beresiko terhadap kehamilannya" – Not employ pregnant women for activity with risk to pregnancy.</li> </ul>	
<p><b>6.9.2</b> A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</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>Policy on equal opportunities as per "Surat Keputusan No.11/SK/MO/GKT-BB/V/2019 Larangan Mempekerjakan Ibu Hamil dan Menyusui terkait Pekerjaan Pengelolaan Bahan Kimia" dated 12 May 2019. The decree stipulates:</p> <ul style="list-style-type: none"> <li>- "Anggota Gapoktan Boluk Bersatu untuk tidak mempekerjakan ibu hamil dan menyusui terkait pekerjaan pengolahan bahan kimia baik itu penyemprotan, pencampuran bahan kimia ataupun sampai penjagaan tempat penyimpanan limbah karena akan berdampak buruk bagi pertumbuhan bayi dan kandungan" – Gapoktan Boluk Bersatu smallholder member prohibit employment to pregnant mother and breastfeeding mother for work related to chemical because will have detriment effect to fetus and/or baby;</li> <li>- "Dan untuk ibu yang sedang mendapatkan haid diberikan izin cuti selama 1 hari" – For mother with period have rights for menstrual leave of 1 day;</li> <li>- "Dan untuk ibu melahirkan diberi cuti selama 2 bulan sesuai dengan peraturan Gapoktan" – For delivery mother, provided with maternal leave for 2 months as per Gapoktan's regulation;</li> </ul>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall make sure that all members are aware of the policies and procedures to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights</p>	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> </ul>	



**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);	
<b>6.9.3</b> A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall be aware of the policy/policies and procedures for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand	<p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul>	
Requirement for Group Manager		
The Group Manager shall ensure members are aware of the policy/policies and procedure for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand	<p>The policy, decree and other communication means available in Bahasa Indonesia.</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul>	
<b>Criterion 6.10:</b> Growers and mills deal fairly and transparently with smallholders and other local businesses.		
<b>6.10.1</b> Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Where Group Managers sell the FFB on behalf of the group members, the Group Manager shall inform group members of the price of FFB obtained.	FFB pricing was determined by buyer (Agen) based on market price at palm oil Mill. The FFB price was informed to the smallholder member by Agen through SMS and by phone regularly. The FFB price are agreed by two parties both smallholder member and Agen.	
<b>6.10.2</b> Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
The individual member understands the pricing mechanism of the purchaser	FFB pricing was determined by buyer (Agen) based on market price at palm oil Mill. The FFB price was informed to the smallholder member by Agen through SMS and by phone regularly. The FFB price are agreed by two parties both smallholder member and Agen.	
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 "Notr Bon penjualan TBS". Sample seen: Nota bon Penjualan TBS dated 9 November 2019, on behalf Sugimin KT Bersma Maju, FFB price was IDR 1,340". Not Bon Penjualan dated 31 October 2019, FFB price was IDR 1,240. The pricing mechanism and determination by Agen was monitor by Group Manager.	
<b>6.10.3</b> Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Where Group Managers have the mandate to enter into contractual agreements on behalf of the group, the Group Manager shall inform group members about their content and make them available. These contracts shall also be fair, legal and transparent for the contractors. Where no such mandate exists, the Group Manager has to seek agreement from group members prior to entering contractual agreements with third parties. These contracts shall also be fair, legal and transparent for the contractors	Individual member was sell their FFB production by themselves and the group manager was not mandate to enter into contractual agreements on behalf of the group	
<b>6.10.4</b> Agreed payments shall be made in a timely manner.		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
Agreed payments to local businesses shall be made in a timely manner	FFB payment was directly pay cash by Agen/Buyer to the smallholder member based on the agreement. There is no enforcement of pricing determination from each parties.	
Requirement for Group Manager		
Agreed payments to local businesses shall be made in a timely manner. If the Group Manager receives payment for the FFB produced by group members, the Group Manager shall make payments to the individual group members in a timely manner.	Individual member was sell their FFB production by themselves, no involvement of group manager for the FFB sales transaction.  Group manager collect the record of FFB sales transaction by kept the "Nota Bon Penjualan".	
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.		
<b>6.11.1</b> Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
The responsibility for meeting this requirement lies with the Group Manager	Not applicable.	
Requirement for Group Manager		
Evidence of consultation with local communities and stakeholders. Where contributions have been identified as necessary based on the consultation carried out, the Group Manager shall ensure that these are implemented	All the members are local residents, therefore consultation made is frequently. Involvement of village representative and other stakeholders to gathering input and consultation is usually conducted during Members Annual Meeting (Rapat Anggota Tahunan). In 2019, MAM was held on 5 <sup>th</sup> February 2019 and attended by all members including related stakeholders.	
<b>6.11.2</b> Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	N/A
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.		
<b>6.12.1</b> There shall be evidence that no forms of forced or trafficked labour are used.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, members shall have a policy on no forms of forced or trafficked labour	Policy on equal opportunities as per "Surat Keputusan No.14/SK/GKT-BB/V/2018 Tentang Larangan Diskriminasi, Kerja Paksa dan Perdagangan orang" dated 12 May 2018.  The decree stipulates: - "Setiap orang memiliki kesempatan dan hak yang sama terkait hak azasi manusia" – All men are equal in right and obligation related to human rights; - "Anggota Gapoktan Boluk Bersatu dilarang melakukan tindakan diskriminasi (warna kulit, suku, jenis kelamin, afiliasi politik, dan lain-lain) atas dasar apapun" –	

Criterion / Indicator	Assessment Findings	Compliance
	<p>smallholder member Gapoktan Boluk Bersatu prohibited from discriminative action (skin color, tribe, sex, political affiliation) based on any reason;</p> <p>- "Dilarang melakukan tindakan kerja paksa terhadap tenaga kerja ataupun orang lain dalam situasi apapun"            – Prohibit forced labor for worker or other person in any condition;</p> <p>"Dilarang melakukan tindakan perdagangan orang/tenaga kerja dalam bentuk apapun" - Prohibit to conduct human/worker traficcking in any form;</p> <p>Workers for smallholders are casual workers, local resident and some of them is family members. No trafficked labour is presence. Casual workers was not working daily at the same blocks.</p> <p>Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that they already aware regarding policy on no forms of forced or trafficked labour.</p> <p>Group Manager already socialized Policy on no forms of forced or trafficked labour as per " Surat Keputusan Nomor: 14/SK/GKT-BB/V/2018 Tentang Larangan Diskriminasi, kerja Paksa dan Perdagangan orang" dated 12 May 2019.</p>	
Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual members stated that they already aware regarding policy on no forms of forced or trafficked labour.	
<b>Requirement for Group Manager</b>		
The Group Manager shall write a policy on no forms of forced or trafficked labour	Group Manager has develop Policy on no forms of forced or trafficked labour as per " Surat Keputusan Nomor: 14/SK/GKT-BB/V/2018 Tentang Larangan Diskriminasi, kerja Paksa dan Perdagangan orang" dated 12 May 2019.	
The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used	Workers for smallholders are casual workers, local resident and some of them is family members. No trafficked labour is presence. Casual workers was not working daily at the same blocks.	
<b>6.12.2</b> Where applicable, it shall be demonstrated that no contract substitution has occurred.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
Members shall keep relevant records of employment contracts.	<p>Workers for smallholders are casual workers and not working daily at the same blocks.</p> <p>Sample of employment contracts as follow:</p> <p>Group Members: KT. Plamboyan</p> <p>Working Agreement, dated 24 September 2019</p> <p>Farmer/Land Owner: Mr. Sudian Saragih.</p> <p>Harvester: Mr. Miswanto</p>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>Group Members: KT. Harapan Jaya</p> <p>Working Agreement, dated 24 September 2019</p> <p>Farmer/Land Owner: Mr. Ngadiok.</p> <p>Harvester: Mr. Sukir</p> <p>Member has kept the record of employment contract as per "Surat perjanjian Kerja" between member and employee.</p>	
Requirement for Group Manager		
N/A	N/A	
<b>6.12.3</b> Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	<p>Most of the farmers are managed their land independently or recruited casual workers.</p> <p>All of workers are from the area of Bosar Maligas District. No foreign worker. Therefore, no record of post-arrival orientation is noted.</p>	
Requirement for Group Manager		
N/A	N/A	
<b>Criterion 6.13:</b> Growers and millers respect human rights.		
<b>6.13.1</b> A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members to show evidence that they understand the policy	<p>Group manager has establish the policy of Human right as per "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu No.1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>Operational manager also issued decree letter "Surat Keputusan No.06/SK/MO/GKT-BB/V/2019 tentang Hak Asasi Manusia" dated 12 May 2019. The policy stipulates prohibition to violates human rights:</p> <ol style="list-style-type: none"> <li>1."Hak untuk hidup, mempertahankan hidup dan meningkatkan taraf kehidupan" – right to live, preserve life and improve livelihood;</li> <li>2."Hak untuk tidak disiksa, diperbudak dan dilecehkan" – right to be unharmed, free from slavery, free from harassment;</li> <li>3."Hak untuk bekerja dan mendapatkan upah yang layak" – right for work and to get decent wage;</li> <li>4."Hak untuk beragama dan beribadat sesuai ketentuan undang-undang" – right to have religion and pray, as guided in the regulation;</li> <li>5."Hak untuk menyatakan pendapat, berserikat dan hak berpolitik" – right for freedom of speech, freedom of organizing and freedom to politic;</li> </ol>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>6."Hak untuk mengembangkan diri dan memperoleh pendidikan" – right for self improvement and access to education;</p> <p>7."Hak reproduksi wanita" – female reproductive right;</p> <p>8."Hak lain yang diatur dalam undang-undang HAM" – other rights that is not included in human right regulation in Indonesia;</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August 2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019);</li> </ul> <p>Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the human right policy.</p>	
<p><b>Requirement for Group Manager</b></p>		
<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 has establish the policy of Human right as per "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu No. 1/ICS-GKTBB/II/2019" dated 23 February 2019.</p> <p>Group anager also issued decree letter "Surat keputusan No.06/SK/MO/GKT-BB/V/2019 tentang Hak Asasi Manusia" dated 12 May 2019.</p> <p>The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Harapan Jaya, Lestari Jaya, Bersama Maju, Plamboyan" for 70 smallholder member dated 1 August 2019; sample: Sukardi (098-BB-2019), Tumi (122-BB-2019), Jusdi</li> <li>- "Tanda Terima Berkas Kelompok Tani Sidomakmur" for 39 smallholder members dated 3 August 2019; sample: Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019);</li> <li>- "Tanda Terima Berkas Kelompok Tani Tempel Jaya Lestari" for 35 smallholder members dated 2 August</li> </ul>	

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	2019; sample: Subono (92-BB-2019), Misono (129-BB-2019), Saimun (132-BB-2019); Based on interview with sampled smallholder, Sungkowo (106-BB-2019), Ponidi (066-BB-2019), Nurhamid (62-BB-2019) – they understand the human right policy.	

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 7: Responsible development of new plantings</b>		
<b>Criterion 7.1:</b> A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
<b>7.1.1 (M)</b> 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		
Individual members shall demonstrate an understanding of the environmental and social risks of their operations	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers already understood the environmental risks and impact of their operations, such as pesticides handling and chemical waste disposal.	Comply
Individual members shall demonstrate an understanding of the management plan to avoid or mitigate the social and environmental impacts.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers already understood the environmental risks and impact of their operations, including management plan to avoid social and environmental impact.	Comply
Where applicable, individual members shall help to address negative social and environmental impacts in a consultative manner.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, farmers can explain the social and environmental impacts of their operations.	Comply
Requirement for Group Manager		
A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).	GAPOKTAN BOLUK BERSATU has conduct Social and Environmental Impact Assessment (SEIA) on 1-15 August 2019.	Comply
Group Managers shall confirm land ownership and user rights within the new planting area.	No new planting area is presence for all members of BOLUK BERSATU.	Comply
Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.	GAPOKTAN BOLUK BERSATU has conduct Social and Environmental Impact Assessment (SEIA) on 1-15 August 2019. Scope of SEI Assessment are: <ul style="list-style-type: none"> <li>• Area: ± 274 Ha</li> <li>• Location and surrounding boundaries of GAPOKTAN BOLUK BERSATU</li> <li>• Population monograph</li> </ul>	Comply

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>• Community livelihoods</li> <li>• Community health</li> </ul> <p>Analysis of Social Impact GAPOKTAN BOLUK BERSATU</p> <p>Positive Impact:</p> <ul style="list-style-type: none"> <li>- Economy: improving the community /farmer's economy; higher education; food and clothing needs are met; open employment opportunities for people in Nagori; strengthen the institutional "GAPOKTAN BOLUK BERSUU" in carrying out its functions.</li> <li>- Social: the relationship between migrants and local residents is going well; increasing number of siblings between tribes.</li> <li>- Culture: Improving cultural diversity.</li> <li>- Environment: water sources are still available (bore wells and dug wells).</li> </ul> <p>Negative impact:</p> <ul style="list-style-type: none"> <li>- Economy: gap of community income and economic.</li> <li>- Social: the emergence of individual nature because they feel capable.</li> <li>- Culture: mutual cooperation begins to diminish and changes to the culture of pay / fines; Reduced sense of togetherness.</li> <li>- Environment: difficult to find food sources from nature such as fish, due to the river shrinking; the river is polluted with the use of chemicals and household waste disposal.</li> </ul>	
<p>Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties.</p>	<p>Within SEIA document, there is Plan and Effort to Reduce Negative Impact and Increasing Positive Impacts. In example:</p> <p>Negative impact:</p> <ul style="list-style-type: none"> <li>- Increase in income causes community economic disparity. Efforts: Increase social activities in the community and contribute to social development.</li> <li>- The emergence of individual nature because they feel capable. Efforts: increase a sense of togetherness in every activity and social activity.</li> <li>- And others.</li> </ul>	<p>Comply</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&amp;C, such as: Training on Pesticides and Chemical Use, First Aid, Social and Environmental Impact in Nagori Boluk. Members that participates are 37 individual members (22 October 2019) and 42 individual members (24 October 2019).</p>	<p>Comply</p>
<p>Group Managers shall monitor implementation of SEIA management plan</p>	<p>Group Manager has had Working Program "Program Kerja Manager Operasional ICS GAPOKTAN Boluk Bersatu"</p>	<p>Comply</p>



Criterion / Indicator	Assessment Findings	Compliance
	<p>period October 2019 – September 2019, dated 15 October 2019. In example:</p> <p>Training and Refreshment</p> <ul style="list-style-type: none"> <li>- Best Management Practices Agronomy (February), including domestic waste management.</li> <li>- HCV (March), including prohibition for spraying surrounding the watercourse.</li> <li>- Integrated Pest Management (March), including agrochemical waste handling</li> </ul> <p>This training is part of monitor implementation of SEIA management plan. Also, internal audit to each members is tools to monitor the SEIA implementation.</p>	
<p><b>Criterion 7.2:</b> Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>		
<p><b>7.2.1 (M)</b> 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>individuals' members can show appropriate understanding of soil type and suitability</p>	<p>Individuals' members can show appropriate understanding of soil type and suitability. It was conformed during interview and field observation to their plantation area.</p> <p>According to sopil maps provide by Group manager, confirmed that all soil type was include in mineral soil. Generally the soil type are consist of:</p> <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepst, Haplortox;</li> <li>- Dystrandepst, Eutrandepst, Hydrandepst;</li> <li>- Dystropepts, Distrandepst, Tropusults.</li> </ul>	<p>Comply</p>
<p>Requirement for Group Manager</p>		
<p>Group Manager shall:</p> <ul style="list-style-type: none"> <li>• compile and maintain an overall soil map for the group</li> <li>• provide required information and or training for individual members</li> </ul>	<p>Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu. Generally the soil type are consist of:</p> <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepst, Haplortox;</li> <li>- Dystrandepst, Eutrandepst, Hydrandepst;</li> <li>- Dystropepts, Distrandepst, Tropusults.</li> </ul>	<p>Comply</p>
<p><b>7.2.2</b> Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>individuals' members can show appropriate understanding of soil type and suitability</p>	<p>Individuals members can show appropriate understanding of soil type and suitability. It was conformed during interview and field observation to their plantation area.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>According to soil maps provide by Group manager, confirmed that all soil type was include in mineral soil. Generally the soil type are consist of:</p> <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepst, Haplortox;</li> <li>- Dystrandepst, Eutrandepst, Hydrandepst;</li> <li>- Dystropepts, Distrandepst, Tropusults.</li> </ul>	
<b>Requirement for Group Manager</b>		
<p>overall soil map to include topographic information</p>	<p>Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu.</p> <p>Based on soil maps, gapoktan Boluk Bersatu consist of soil type:</p> <ul style="list-style-type: none"> <li>- KT Harapan Jaya: Dystropepts, Dystrandepst, Haplortox with size area 13.52 ha.</li> <li>- KT Lestari Jaya: Dystropepts, Dystrandepst, Haplortox with size area 24.81 ha.</li> <li>- KT Plamboyan: Dystrandepst, Eutrandepst, Hydrandepst with size area 0.28 ha; Dystropepts, Dystrandepst, Haplortox with size area 55.61 ha.</li> <li>- KT Bersama Maju: Dystrandepst, Eutrandepst, Hydrandepst with size area 3.94 ha; Dystropepts, Distrandepst, Tropusults with size area 30 ha; Dystrandepst, Eutrandepst, Hydrandepst with size area 13.82 ha.</li> <li>- KT Tempel Jaya Lestari: Dystropepts, Distrandepst, Tropusults with size area 13.99 ha; Dystropepts, Dystrandepst, Haplortox with size area 36.07 ha.</li> <li>- KT Sidomakmur: Dystropepts, Distrandepst, Tropusults with size area 82.09 ha.</li> </ul>	<p>Comply</p>
<b>Criterion 7.3:</b>		
<p>New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>		
<p><b>7.3.1 (M)</b> There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		
<p>Individual members shall demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas.</p>	<p>Individual member has demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas. It was confirmed during interview with sampled smallholder member.</p> <p>All smallholder member has signed the statement letter as per "Surat Kesiediaan Ikut Sertifikasi RSPO" which stated that there is no planting on primary forest conversion and HCV area conversion in their plantation.</p>	<p>Comply</p>

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	Sample seen: statement letter on behalf Normah Sembiring KT Bersama Maju dated 20 May 2019.	
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.	<p>Group Manager shall demonstrate basic understanding of primary forest and HCV and inform individual members of the need to avoid clearing of such areas. It was confirmed during interview with GM Ardiansyah Sirait.</p> <p>Group manager also demonstrate the overlay maps of smallholder plantation with forest area according to SK 579/Menhut-II/2014 with scale 1:100,000. The maps shown that all area of smallholder member plantation were include in APL (another purpose area).</p>	Comply
<b>7.3.2 (M)</b> 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		
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.	<p>Group manager also demonstrate the overlay maps of smallholder plantation with forest area according to SK 579/Menhut-II/2014 with scale 1:100,000. The maps shown that all area of smallholder member plantation were include in APL (another purpose area).</p> <p>According to email from RSPO 20 September 2019, from 129 member of Gapoktan Boluk Bersatu, 5 member are indicated as yellow marked because of planting after November 2005. The LUCA review has been done by RSPO on October 17, 2019. The LUCA findings are summarised below:</p> <ol style="list-style-type: none"> <li>1.Total non-compliant land clearance: 4.34 Ha</li> <li>2.Total Final Conservation Liability: 0 Ha</li> <li>3.Total area requiring remediation: 0 Ha</li> </ol> <p>No plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs). Based on overlay maped, all member plantation are in APL (other purpose area) and non forest area.</p>	Comply
Requirement for Group Manager		
Prior to new plantings, a comprehensive HCV assessment shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).	<p>HCV assessment has been conducted by Unilever cooperated with Gapoktan Boluk Bersatu on August 2019. Report of HCV assessment were available in "Laporan Penilaian NKT di Areal Perkebunan Sawit petani gapoktan Boluk Bersatu" dated 25 August 2019.</p> <p>According to HCV assessment result, there are HCV area identified:</p> <ul style="list-style-type: none"> <li>- HCV 4.1 : Bah Boluk River at Nagori Boluk, Coordinate location: N 03° 05' 6.93" E 099° 20' 25.16"</li> </ul>	Comply

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- HCV 6 : Keramat Penggalangan Graveyard at Huta II Penggalangan Nagori boluk, Coordinate location: N 03° 04' 36.5" E 099° 21' 12.5"</li> </ul> <p>RTE species identified: Nizaetus bartelsi (Elang). According to HCV assessment report, mostly the animal species identified were not protected by law and categorized as non RTE species such as: Macaca fascicularis, Paradoxurus hermaproditus, tuapia glis, Strix seloputo Picnonotus aurigaster, Gallus varius, varanus salvator, Naja sumatrana and Phytton reticulatus.</p>	
<b>7.3.3</b> Dates of land preparation and commencement shall be recorded.		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members shall participate in the HCV assessment.	Individual member of smallholder were involved in the HCV assessment process. The involvement of HCV assessment can be demonstrated according to "Checklist Identifikasi Dampak Lingkungan (HCV) dan Sosial di Perkebunan Kelapa Sawit Rakyat". The checklist contain information of plantation detail information of smallholder member, social and environment information, summary of identification result of HCV, questionnaire regarding HCV assessment.	Comply
Requirement for Group Manager		
The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members.	Group manager has develop the SOPs for recording land preparation and commencement of farms by individual members as per: <ul style="list-style-type: none"> <li>- SOP Penanaman Baru Kelapa Sawit No: 9/SOP/UPL/ICS-GKTBB/IX/2019" dated 12 September 2019.</li> <li>- SOP Persiapan Lahan dan Penanaman Ulang Kebun Kelapa Sawit No: 10/SOP/UPL/ICS-GKTBB/IX/2019" dated 12 September 2019.</li> </ul>	Comply
The Group Manager shall collate dates of land preparation and commencement of individual farms.	Group Manager has record dates of land preparation and commencement of their own farm. According to data of land preparation and planting year, Gapoktan Boluk bersatu planting year consist of: 1989 (2.87 ha), 1990 (15,94 ha), 1991 (34.35 ha), 1992 (25.39 ha), 1993 (9.45 ha), 1994 (12.78 ha), 1995 (17.32 ha), 1996 (21.56), 1997 (6.09), 1998 (38.08 ha), 1999 (4.76 ha), 2000 (15.79 ha), 2001 (1.84 ha), 2002 (10.20 ha), 2003 (3.97 ha), 2004 (3.36 ha), 2005 (2.16 ha), 2006 (3.40 ha), 2007 (1.16 ha), 2008 (2.19 ha), 2009 (6.30 ha), 2010 (0.98 ha), 2011 (4.37 ha), 2012 (17.55 ha), 2013 (5.47 ha), 2014 (2.80 ha), 2015 (3.99 ha). Some of planting year after 2005 are replanting.	Comply
<b>7.3.4</b> (M) 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).		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members shall be involved in the implementation of the HCV	Individual member of smallholder were involved in the HCV assessment process. The involvement of HCV	Comply

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
management and monitoring plan (to maintain and/or enhance HCVs).	assessment can be demonstrated according to "Checklist Identifikasi Dampak Lingkungan (HCV) dan Sosial di Perkebunan Kelapa Sawit Rakyat". The checklist contain information of plantation detail information of smallholder member, social and environment information, summary of identification result of HCV, questionnaire regarding HCV assessment.	
<b>Requirement for Group Manager</b>		
The Group Manager shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.	Action plan to manage HCV area has been developed and available in "Laporan Penilaian NKT di Areal Perkebunan Sawit petani gapoktan Boluk Bersatu" dated 25 August 2019.  SOP related to HCV has been developed as per "SOP Identifikasi NKT di Dalam kebun Anggota No: 1/SOP/UL-ICS-GKTBB/IX/2019" dated 12 September 2019.  Another procedure to report on threats to HCVs and mitigation of conflict with animal stipulated in "Pedoman Penanggulangan Konflik Antara manusia dan Satwa Liar No: 4/SOP/UL/GKT-BB/X/2019:" dated 10 October 2019.  Implementation of procedure can be demonstrated during audit and interview with smallholder member.	Comply
<b>7.3.5</b> 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).		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		
Individual members shall record dates of land preparation and commencement of their own farm.	Individual members has record dates of land preparation and commencement of their own farm. According to data of land preparation and planting year, Gapoktan Boluk bersatu planting year consist of:  1989 (2.87 ha), 1990 (15,94 ha), 1991 (34.35 ha), 1992 (25.39 ha), 1993 (9.45 ha), 1994 (12.78 ha), 1995 (17.32 ha), 1996 (21.56), 1997 (6.09), 1998 (38.08 ha), 1999 (4.76 ha), 2000 (15.79 ha), 2001 (1.84 ha), 2002 (10.20 ha), 2003 (3.97 ha), 2004 (3.36 ha), 2005 (2.16 ha), 2006 (3.40 ha), 2007 (1.16 ha), 2008 (2.19 ha), 2009 (6.30 ha), 2010 (0.98 ha), 2011 (4.37 ha), 2012 (17.55 ha), 2013 (5.47 ha), 2014 (2.80 ha), 2015 (3.99 ha). Some of planting year after 2005 are replanting.	Comply
<b>Requirement for Group Manager</b>		
The Group Manager shall implement a mechanism for individual members to report on threats to HCVs.	SOP related to HCV has been developed as per "SOP Identifikasi NKT di Dalam kebun Anggota No: 1/SOP/UL-ICS-GKTBB/IX/2019" dated 12 September 2019.  Another procedure to report on threats to HCVs and mitigation of conflict with animal stipulated in "Pedoman Penanggulangan Konflik Antara manusia dan Satwa Liar No: 4/SOP/UL/GKT-BB/X/2019:" dated 10 October 2019.  Implementation of procedure can be demonstrated during audit and interview with smallholder member.	Comply

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager conducts training for their individual members and their workers about the status of HCV.	Training related to HCV has been programme by Gapoktan Boluk Bersatu as per "Program Kerja Manager Operasional ICS Gapoktan Boluk Bersatu" dated 12 February 2019.  Latest training record on 24 – 25 July 2019 attend by 78 member.	
<b>Criterion 7.4</b> Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		
<b>7.4.1</b> 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		
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP	Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu. Generally the soil type are consist of:  - Dystropepts, Dystrandepst, Haplortox; - Dystrandepst, Eutrandepst, Dydrandepst; - Dystropepts, Distrandepst, Tropusults.  According to sil maps, there is no marginal soil identified in all area of smallholder plantatation. They aware about the soil type in their plantation.	Comply
Requirement for Group Manager		
Group Manager shall: • 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. • provide required information and or training for individual members	Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu.  Based on soil maps, gapoktan Boluk Bersatu consist of soil type:  - KT Harapan Jaya: Dystropepts, Dystrandepst, Haplortox with size area 13.52 ha. - KT Lestari Jaya: Dystropepts, Dystrandepst, Haplortox with size area 24.81 ha. - KT Plamboyan: Dystrandepst, Eutrandepst, Hydrandepst with size area 0.28 ha; Dystropepts, Dystrandepst, Haplortox with size area 55.61 ha. - KT Bersama Maju: Dystrandepst, Eutrandepst, Hydrandepst with size area 3.94 ha; Dystropepts, Distrandepst, Tropusults with size area 30 ha; Dystrandepst, Eutrandepst, Hydrandepst with size area 13.82 ha. - KT Tempel Jaya Lestari: Dystropepts, Distrandepst, Tropusults with size area 13.99 ha; Dystropepts, Dystrandepst, Haplortox with size area 36.07 ha. - KT Sidomakmur: Dystropepts, Distrandepst, Tropusults with size area 82.09 ha.	Comply
<b>7.4.2 (M)</b> Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP	According to soil maps, there is no fragile soil identified. However, smallholder member are aware with Group Manager procedure regarding soil conservation as per "SOP Pengendalian Erosi Tanah No: 3/SOP/UL/ICS-GKTBB/IX/2019" dated 12 September 2019. The procedure stipulated the mechanism of planting in the sloping area and soil conservation in the sloping area by frond stacking, terracing and prohibition of blanket spraying and chemical application near to river/waterways.	Comply
Requirement for Group Manager		
The Group Manager maintains and oversees plans for new development based on overall soil map.	According to soil maps, there is no fragile soil identified. Map of soil type were provided by Gapoktan boluk Bersatu in "Overlay peta Jenis Tanah Anggota Gapoktan Boluk Bersatu" with scale 1: 14,659. The maps produce by Unilever for Gapoktan Boluk Bersatu. Generally the soil type are consist of: <ul style="list-style-type: none"> <li>- Dystropepts, Dystrandepsts, Haplortox;</li> <li>- Dystrandepsts, Eutrandepst, Dydrandepsts;</li> <li>- Dystropepts, Distrandepsts, Tropusults.</li> </ul> Group Manager has issued the procedure regarding soil conservation as per "SOP Pengendalian Erosi Tanah No: 3/SOP/UL/ICS-GKTBB/IX/2019" dated 12 September 2019. The procedure stipulated the mechanism of planting in the sloping area and soil conservation in the sloping area by frond stacking, terracing and prohibition of blanket spraying and chemical application near to river/waterways.	Comply
<b>Criterion 7.5</b> 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.		
<b>7.5.1 (M)</b> Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.		
Requirement for Individual Member with up to 50ha of plantation size		
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.	Group manager has develop the procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation as per "SOP Kompensasi Pengalihan hak Legal No.5/Sekretaris/ICS-GKT/II/2019 dated 19 February 2019. The SOP explains: <ul style="list-style-type: none"> <li>- "Pepindahan hak legal atau hak adaat dilakukan tanpa paksaan pihak manapun" - Transfer of ownership, legal</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>and/or customary; shall be free from any form of coercion;</p> <p>- "Jika terjadi pelimpahan hak legal dalam bentuk jual beli, maka jumlah penggantian kompensasi pengalihan hak legal atau hak adat ditentukan dari kesepakatan kedua belah pihak dengan mempertimbangkan prinsip 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>	
The Group Manager shall retain documentary evidence of participation by affected local peoples and their understanding of the right to say 'no'.	<p>Group manager has develop the procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation as per "SOP Kompensasi Pengalihan hak Legal No.5/Sekretaris/ICS-GKT/II/2019 dated 19 February 2019. The SOP explains:</p> <p>- "Perpindahan hak legal atau hak adaat dilakukan tanpa paksaan pihak manapun" - Transfer of ownership, legal and/or customary; shall be free from any form of coercion;</p>	Comply
<p><b>Criterion 7.6</b> 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><b>7.6.1 (M)</b> Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p>		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
The Group Manager shall: Document identification and assessment of demonstrable legal, customary and user rights	<p>ICS Gapoktan Boluk Bersatu has documentary evidence of legal ownership in te form of "Sertifikat Hak Milik" and "Surat Keterangan Tanah". All member joiden in the group has a land title of SHM and SKT. The document was kept and controlled by ICS.</p> <p>See detail ini indikator 2.2.1</p>	Comply
<p><b>7.6.2 (M)</b> A system for identifying people entitled to compensation shall be in place</p>		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		
Establish a procedure for identifying people entitled to compensation	<p>Group manager has develop the procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation as per "SOP Kompensasi Pengalihan hak Legal No.5/Sekretaris/ICS-GKT/II/2019 dated 19 February 2019. The procedure stipulates:</p> <p>- "Status kepemilikan lahan harus jelas (memiliki legalitas) dalam bentuk SHM, SKT, atau bukti jual beli atau bukti penguasaan lahan" – the status of legal</p>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>ownership of the land shall be clear (legal) in form of certificate (Sertifikat Hak Milik/SHM), land registration (Surat Keterangan Tanah/SKT, transaction minutes, transfer of ownership;</p> <ul style="list-style-type: none"> <li>- "Perpindahan hak legal atau hak adat dalam bentuk hibah, warisan, jual beli harus disertai dengan bukti diketahui Kepala Desa/Penghulu dan memiliki saksi" – Transfer of ownership, legal and/or customary; in form of grant, inheritance, transfer to next of kin, purchase shall completed with evidence of acknowledgement from village authority and witnessed;</li> <li>- "Pemindahan hak legal atau hak adat juga meliputi perpindahan hak-hak dan kewajiban pemilik sebelumnya" – Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner;</li> <li>- "Ketua kelompok atau anggota yang bersangkutan, harus melapor kepada Manager Operasional Gapoktan Boluk Bersatu tentang Pelimpahan Hak" – The smallholder group or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</li> <li>- "Perpindahan hak legal atau hak adaat dilakukan tanpa paksaan pihak manapun" - Transfer of ownership, legal and/or customary; shall be free from any form of coercion;</li> <li>- "Jika terjadi pelimpahan hak legal dalam bentuk jual beli, maka jumlah penggantian kompensasi pengalihan hak legal atau hak adat ditentukan dari kesepakatan kedua belah pihak dengan mempertimbangkan prinsip 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.</li> </ul>	
<p><b>7.6.3 (M)</b> A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>N/A</p>		
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall: Establish a procedure for calculating and distributing fair compensation</p>	<p>Group manager has develop the procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation as per "SOP Kompensasi Pengalihan hak Legal No.5/Sekretaris/ICS-GKT/II/2019 dated 19 February 2019. The procedure stipulates:</p> <ul style="list-style-type: none"> <li>- "Status kepemilikan lahan harus jelas (memiliki legalitas) dalam bentuk SHM, SKT, atau bukti jual beli atau bukti penguasaan lahan" – the status of legal</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>ownership of the land shall be clear (legal) in form of certificate (Sertifikat Hak Milik/SHM), land registration (Surat Keterangan Tanah/SKT, transaction minutes, transfer of ownership;</p> <ul style="list-style-type: none"> <li>- "Perpindahan hak legal atau hak adat dalam bentuk hibah, warisan, jual beli harus disertai dengan bukti diketahui Kepala Desa/Penghulu dan memiliki saksi" – Transfer of ownership, legal and/or customary; in form of grant, inheritance, transfer to next of kin, purchase shall completed with evidence of acknowledgement from village authority and witnessed;</li> <li>- "Pemindahan hak legal atau hak adat juga meliputi perpindahan hak-hak dan kewajiban pemilik sebelumnya" – Transfer of ownership, legal and/or customary; shall include transfer of right and obligation from previous owner to the new owner;</li> <li>- "Ketua kelompok atau anggota yang bersangkutan, harus melapor kepada Manager Operasional Gapoktan Boluk Bersatu tentang Pelimpahan Hak" – The smallholder group or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</li> <li>- "Perpindahan hak legal atau hak adaat dilakukan tanpa paksaan pihak manapun" - Transfer of ownership, legal and/or customary; shall be free from any form of coercion;</li> <li>- "Jika terjadi pelimpahan hak legal dalam bentuk jual beli, maka jumlah penggantian kompensasi pengalihan hak legal atau hak adat ditentukan dari kesepakatan kedua belah pihak dengan mempertimbangkan prinsip 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.</li> </ul>	
<p><b>7.6.4</b> 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>		
N/A	N/A	N/A
<p>Requirement for Group Manager</p>		
N/A	N/A	N/A
<p><b>7.6.5</b> The process and outcome of any compensation claims shall be documented and made publicly available</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims.</p>	<p>See 2.2.1.  The documented information related to compensation paid and/or transfer of legal right to next of kin; was kept and controlled by ICS:  Ponidi (066-BB-2019) can demonstrate land purchase process from previous land owner:</p>	<p>Comply</p>

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>- "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Abdul Muis to Ponidi for land of 6,200 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo with payment of Rp.105,***,*** dated 30 September 2013. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/IX/SDM/2013.</p> <p>- "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Daut to Ponidi for land of 3,000 m<sup>2</sup> located in Huta II Balok-balok, Nagori Sidomulyo with payment of Rp.30,***,*** dated 11 July 2011. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/066/VII/SDM/ 2011.</p> <p>Misono (129-BB-2019) can demonstrate land purchase from previous land owner:</p> <p>- "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Udin Poniman to Misono for land of 3,100 m<sup>2</sup> located in Huta II Tempel Jaya, Nagori Tempel Jaya, Kecamatan Bosar Maligas with payment of Rp.74,***,*** dated 2 May 2017. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.593.2/064/TJ/2017 dated 8 May 2017.</p> <p>Jusdi can demonstrate the transfer to the next of kin: as grant notification "Pencatatan Peralihan Hak, Hak Lain-lain dan Penghapusan (Perubahan) No.751/2005 berdasarkan Akta Hibah No.100/BSM/10/1999 tanggal 23 Oktober 1999 dari Alimun Buntarman kepada Jusdi" dated 21 June 2005.</p> <p>Sukardi (098-BB-2019) can demonstrate transfer from nex of kin:</p> <p>- "Surat Keterangan Situasi Tanah No.09/2003/2018" – land letter under name Mrs.Suginah for land of 2.014 Ha located in Huta II Penggalangan, Nagori Boluk dated 25 May 2018. Note the land was inherit to the wife, Mrs. Suginah from late husband Mr. Kasmun. Signed by village head and hamlet leader.</p> <p>- "Surat Penyerahan Hak/Hibah" – land grant letter from Mrs.Suginah (mother) to Mr.Sukardi (next of kin) for land of 2.014 Ha located in Huta II Penggalangan, Nagori Boluk dated 25 May 2018. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.09/2003/2018 dated 28 May 2018.</p> <p>Tumi (122-BB-2019) can demonstrate transfer from nex of kin: "Surat Penyerahan Hak/Hibah" – land grant letter from Mrs.Suginah (mother) to Mrs.Tumi (next of kin) for land of 1.044 Ha located in Huta II Penggalangan, Nagori</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Boluk dated 25 May 2018. Witnessed by all neighbouring entity, hamlet leader (with map) – registered in village No.11/2003/2018 dated 28 May 2018.	
Requirement for Group Manager		
Document the process and outcome of any compensation claims and make publicly available	The documentation made available for public, as listed in criterion 1.2.	Comply
<b>7.6.6</b> 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		
N/A	N/A	
Requirement for Group Manager		
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.	Gapoktan Boluk Bersatu have begin the process of socialization since 2018. The information given related to project purpose and target, programs, legal aspect, economic aspect, environmental aspect, social aspect.  This information confirmed with stakeholders: NGO Setara, Dinas Pertanian, Bidang Perkebunan – Kabupaten Simalungun (Plantation Service), Dinas Lingkungan Hidup – Kabupaten Simalungun (Environmental Service).	Comply
<b>Criterion 7.7</b> 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.		
<b>7.7.1</b> (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		
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 KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual smallholder already understand that fire use and burning at farm is prohibited.	Comply
Requirement for Group Manager		
The Group Manager shall: <ul style="list-style-type: none"> <li>Provide evidence of a no use of fire policy in group SOPs.</li> <li>Demonstrate that individual farms have been visited for this requirement.</li> <li>Explain how all the above is socialised to individual members of the Group.</li> </ul>	Group Manager has develop the policy concerning no fire use within "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu Nagori Boluk, Kecamatan Bosar Maligas, Kab. Simalungun No. 1/ICS-GKTBB/II/2019", dated 23 February 2019".  Article 8: New Planting Procedure (No Peat, No Conflict, No Forest Area, No Fire Use).  (g) All members and administrators of ICS "Gapuktan Boluk Bersatu", are not permitted to use fire in new planting, or in other activities in plantations that have been planted.  Policy of Zero burning were available in "Surat Keputusan Nomor: 13/SK/MO/GKT-BB/V/2019 Tentang Larangan	Comply

Criterion / Indicator	Assessment Findings	Compliance
	Bakar Lahan dan No Peat, No forest, No Conflict" dated 12 May 2019.	
<b>7.7.2</b> 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		
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual smallholder already understand that fire use and burning at farm is prohibited.	Comply
Requirement for Group Manager		
The Group Manager shall: <ul style="list-style-type: none"> <li>▪ Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning' 2003.</li> <li>▪ Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines.</li> </ul>	Group Manager has develop the policy concerning no fire use within "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Gapoktan Boluk Bersatu Nagori Boluk, Kecamatan Bosar Maligas, Kab. Simalungun No. 1/ICS-GKTBB/II/2019", dated 23 February 2019". Article 8: New Planting Procedure (No Peat, No Conflict, No Forest Area, No Fire Use). (g) All members and administrators of ICS "Gapuktan Boluk Bersatu", are not permitted to use fire in new planting, or in other activities in plantations that have been planted.  Policy of Zero burning were available in "Surat Keputusan Nomor: 13/SK/MO/GKT-BB/V/2019 Tentang Larangan Bakar Lahan dan No Peat, No forest, No Conflict" dated 12 May 2019.	Comply
<b>Criterion 7.8</b> New plantation developments are designed to minimise net greenhouse gas emissions. <b>Note on smallholder context:</b> The RSPO Emissions Reduction Working Group (ERWG) and the RSPO SHWG agree that there should be a simplified mechanism for smallholders for compliance on the GHG matters and that smallholders should not be overburdened due to their limited capacity. Further details will be developed.		
<b>7.8.1</b> (M) 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.		
Requirement for Individual Member with up to 50ha of plantation size		
Individual members shall be able to explain how you know where not to plant.	Based on field observation and interview with sample of individual smallholder at KT. Tempel Jaya Lestari, KT. Plamboyan and KT. Harapan Jaya, individual smallholder already understand that planting surrounding the watercourses is prohibited.	Comply
Requirement for Group Manager		
Maps: The use of maps shall be expected which highlight the avoidance of peat areas and primary forests and where possible mineral soils have been selected for planting.	No peat area are identified.	N/A
Reporting: Demonstrate to a third party that new plantings which occurred after April 2013 have where	No new planting for BOLUK BERSATU members.	N/A

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
possible been designed to minimise GHG emissions.		
Groups will need to report confidentially to the RSPO on actions taken to minimise net GHG emission from new plantation development. After 31. December 2016 these documents will need to be publicly available and linked to 1.2 & 5.6	No new planting for BOLUK BERSATU members. Not Applicable.	N/A

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>		
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
<b>8.1.1</b> The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.  As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul>		
Requirement for Individual Member with up to 50ha of plantation size		
Members shall provide inputs to the Group Action Plan for continual improvement.	Input from members is during Annual Meeting (Rapat Anggota Tahunan) that was held on 5 <sup>th</sup> February 2019, which attended by 13 administrators and all members of GAPOKTAN BOLUK BERSATU.	Comply
Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager	Individual member has kept the records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager as per "Catatan Pemupukan, Catatan Semprot, Catatan Panen". During audit record of pesticide use, fertiliser application, FFB production period January – October 2019 can be demonstrated.	
Discuss with the Group Manager the timing of the replanting programme.	Replanting activity and standard are stipulated in SOP Penanaman Baru Kelapa Sawit No: 9/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019 and SOP Persiapan Lahan dan Penanaman Ulang Kebun Kelapa Sawit No: 10/SOP/UPL/ICS-GKTBB/IX/2019 dated 12 September 2019. Curently there is no replanting program has made, the oldest planting were 1989 and the nearest replanting program was 2020.	
Requirement for Group Manager		

**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall record information on environmental impacts, waste reduction, pollution &amp; GHG and social impacts.</p>	<p>Group Manager already record information on environmental impact, such as hazardous waste management.</p> <p>Record of Agrochemical Containers Receivment GAPOKTAN BOLUK BERSATU, in example:</p> <p>21 September 2019</p> <ul style="list-style-type: none"> <li>- Subandi (KT. Tempel Jaya Lestari), Round-Up 1 bottle.</li> <li>- Warmin (KT. Tempel Jaya Lestari), Metsulindo 1 bottle.</li> </ul> <p>6 November 2019</p> <ul style="list-style-type: none"> <li>- Ubaidi (KT. Sidomakmur), Primakson (2 bottle), Penglans (4 bottle).</li> </ul> <p>19 November 2019</p> <p>Ibu Riah Malen (KT. Bersama Maju), Pilar Up (1 Jerry Can).</p>	
<p>Group Managers shall periodically (e.g. quarterly) collate the records of individual members.</p>	<p>Group Manager has been monitor through internal audit in monthly basis.</p> <p>Sample documented seen: Audit Questionnaire or "Form Pertanyaan Audit", dated 6 November 2019.</p> <p>Farmer: Mr. Subono</p> <p>Group: Tempel Jaya Lestari</p> <p>Monitoring implementation using Form which containing Spraying Record, Fertilizer Record, Harvesting Record and Prunning.</p>	
<p>Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.</p>	<p>Annual Meeting (Rapat Anggota Tahunan) that was held on 5<sup>th</sup> February 2019, which attended by 13 administrators and all members of GAPOKTAN BOLUK BERSATU.</p>	
<p>Group Managers shall be responsible for the continuous improvement in key operations.</p>	<p>Group Manager and ICS are responsible for the continuous improvement in their operations.</p>	

**Appendix B: Approved Time Bound Plan**

Not applicable.

**Appendix C: GHG Reporting Executive Summary**

Not applicable.

**Appendix D: General Chain of Custody Requirements for the Supply Chain**

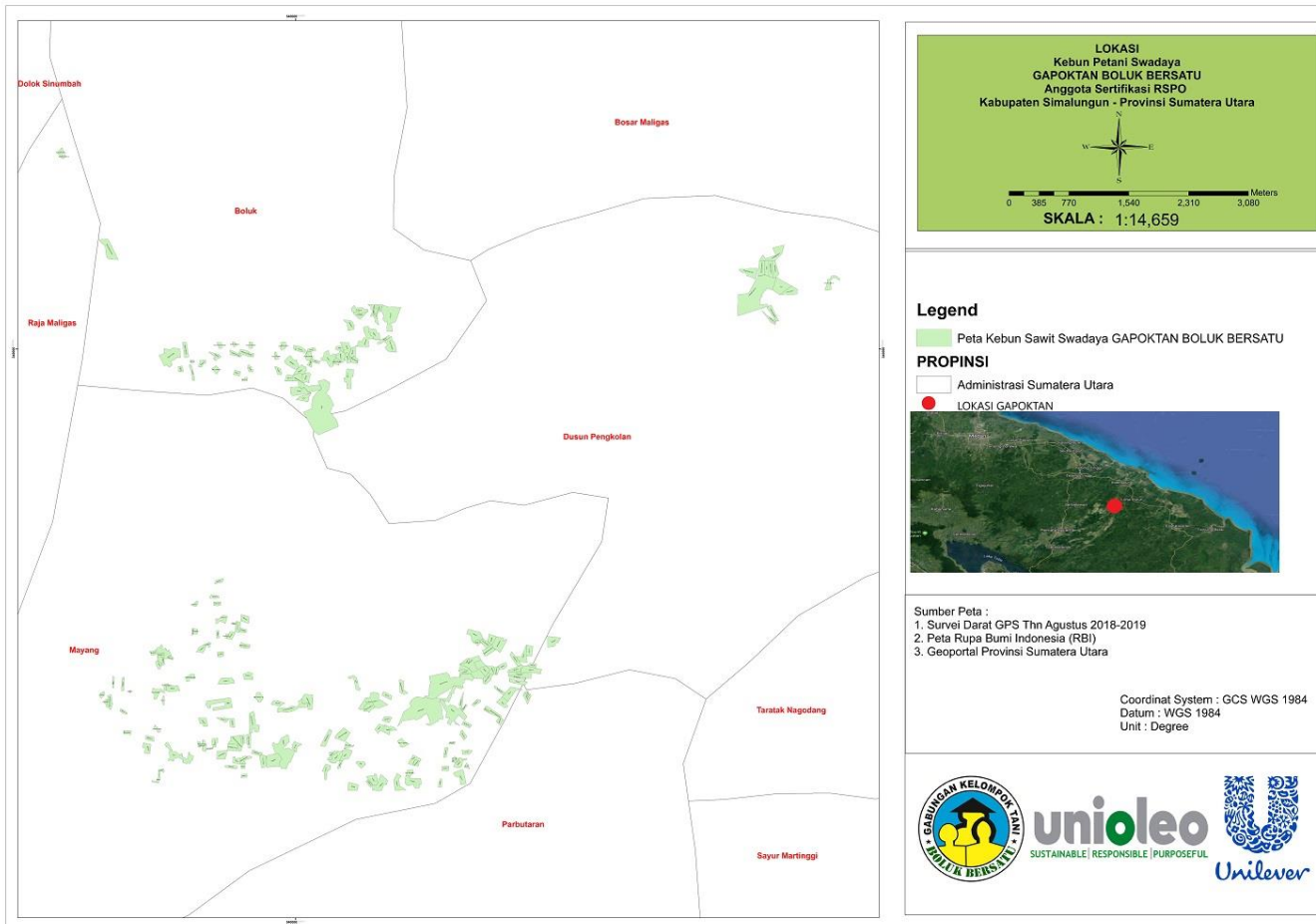
Not Applicable.

**Appendix E: CPO Mill Supply Chain Assessment Report**

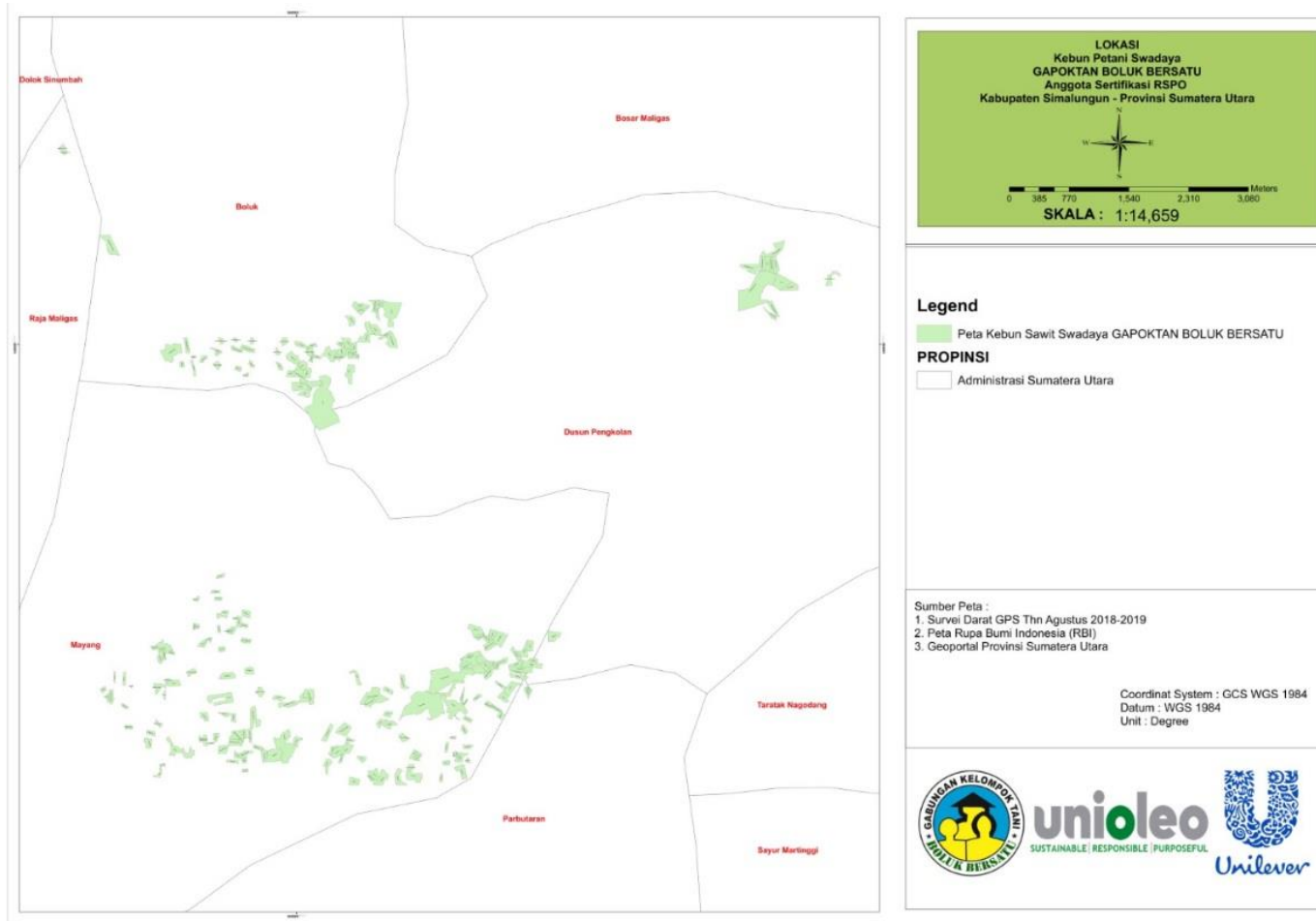
Not Applicable.



**Appendix F: Location Map of Certification Unit and Supply bases**



**Appendix G: Estate Field Map**



**Appendix H: List of Smallholder Sampled**

<b>ID Number</b>	<b>Name of Smallholder</b>	<b>Garmer Group (Kelompok Tani)</b>	<b>Planting Year</b>	<b>Hectarage (Ha)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
094-BB-2019	Sugimin	Bersama Maju	2015	3.99
003-BB-2019	Aman Damanik	Bersama Maju	1990	2.04
031-BB-2019	Jusdi	Lestari Jaya	1998	11.31
068-BB-2019	Poniran	Plamboyan	1998	0.70
122-BB-2019	Tumi	Harapan Jaya	2000	1
098-BB-2019	Sukardi	Harapan Jaya	1996	2.01
125-BB-2019	Wagirun	Lestari Jaya	2002	0.57
092-BB-2019	Subono	Tempel Jaya Lestari	2005	0.8
132-BB-2019	Saimun	Tempel Jaya Lestari	2012	0.65
129-BB-2019	Misono	Tempel Jaya Lestari	1999	0.72
066-BB-2019	Ponidi	Sidomakmur	1994	1.00
062-BB-2019	Nurhamid	Sidomakmur	1990	1.60
106-BB-2019	Sungkowo	Sidomakmur	1990	3.38

## Appendix I: List of Abbreviations

a.i	Active Ingredient
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	Kelompok Tani (Farmer Group)
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure