

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

<b>KUD Marga Jaya</b>
<p>Client company Address:          RT. 08 Desa Petaling Jaya, Kec. Sungai Gelam, Kabupaten Muaro Jambi, Jambi          Province 36363, Indonesia</p>
<p>Certification Unit:          KUD Marga Jaya          Location of Certification Unit:          RT. 08 Desa Petaling Jaya, Kec. Sungai Gelam, Kabupaten Muaro Jambi, Jambi          Province 36363, Indonesia</p>

<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 .....	<b>Error! Bookmark not defined.</b> 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 * .....	5
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
2.2 BSI Assessment Team:.....	10
2.3 Assessment Plan .....	<b>Error! Bookmark not defined.</b>
Section 3: Assessment Findings .....	13
3.1 Details of audit results are provided in the following Appendix: .....	13
3.2 Progress against Time Bound Plan .....	13
3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment) .....	14
3.4 Details of findings.....	15
3.4.1 Status of Nonconformities Previously Identified and Observations .....	20
3.4.2 Summary of the Nonconformities and Status .....	20
3.5 Stakeholder Consultation.....	20
Formal Signing-off of Assessment Conclusion and Recommendation.....	<b>Error! Bookmark not defined.</b> 4
Appendix A: Summary of Findings <i>include the appropriate checklist used for assessment</i> .....	25
Appendix B: Approved Time Bound Plan .....	129
Appendix C: GHG Reporting Executive Summary .....	129
Appendix D: General Chain of Custody Requirements for the Supply Chain .....	129
Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: <i>Mass Balance</i> ) ..	129
Appendix F: Location Map of Certification Unit and Supply bases .....	11300

Appendix G: Estate Field Map ..... 131  
Appendix H: List of Smallholder Sampled .....1312  
Appendix I: List of Abbreviations..... 133

### Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0277-19-000-00	<b>Membership Approval Date</b>	6 August 2019
<b>Parent Company Name</b>	KUD Marga Jaya		
<b>Address</b>	RT. 08 Desa Petaling Jaya, Kec. Sungai Gelam, Kabupaten Muaro Jambi, Jambi Province 36363, Indonesia		
<b>Subsidiary (Certification Unit Name)</b>	KUD Marga Jaya		
<b>Address</b>	RT. 08 Desa Petaling Jaya, Kec. Sungai Gelam, Kabupaten Muaro Jambi, Jambi Province 36363, Indonesia		
<b>Contact Name</b>	Mr. Taufik Hidayat		
<b>Website</b>	-	<b>E-mail</b>	kudmargajaya01@gmail.com
<b>Telephone</b>	+62 812-7436-7004	<b>Facsimile</b>	-

2. Certification Information			
<b>Certificate Number</b>	<b>RSPO 720685</b>	<b>Date of First Certification</b>	3/3/2020
		<b>Certificate Start Date</b>	3/3/2020
		<b>Certificate Expiry Date</b>	2/3/2025
<b>Scope of Certification</b>	Production of FFB from Group of smallholder plantation KUD Marga Jaya at RT. 08 Desa Petaling Jaya, Kec. Sungai Gelam, Kabupaten Muaro Jambi, Jambi Province 36363, Indonesia		
<b>Applicable Standards</b>	RSPO Management System Requirement and Guidance for Group Certification of FFB Production, March 2018. RSPO P&C 2013 Generic		

3. Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
<b>Nil</b>	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 (Note for Auditors: Deg °, Minutes ', Seconds "; The format must be two decimal points) (Eg. 3° 51' 14.01" N)	
		Latitude	Longitude
KUD Marga Jaya	Petaling Jaya Village, Sungai Gelam District, Muaro Jambi Regency, Jambi Province 36668, Indonesia.	1° 47' 2.22" S	103° 50' 5.38" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
KUD Marga Jaya	486.873	0	0	486.873	100 %
<b>Grand Total</b>	<b>486.873</b>	<b>0</b>	<b>0</b>	<b>486.873</b>	<b>100 %</b>

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
KUD Marga Jaya	0	0	0	486.873	0	486.873	0
<b>Grand Total (Ha)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>486.873</b>	<b>0</b>	<b>486.873</b>	<b>0</b>

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated NA	Actual NA	Forecast (mt) (March 2020 – Feb 2021)
KUD Marga Jaya	-	-	10,771.12
<b>Grand Total</b>	-	-	<b>10,771.12</b>

Note:

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated	Actual	Forecast

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

			(March 2020 – Feb 2021)
Nil	N/A		N/A
<b>Total</b>			

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

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

10. Certified Tonnage			
	Estimated	Actual	Forecast (Mar 2020 – Feb 2021)
	FFB	FFB	FFB
<b>Mill Capacity: -</b>	-	-	10,771.12
	<b>CPO (OER: )</b>	<b>CPO (OER: )</b>	<b>CPO (OER: 20.00%)</b>
	-	-	2,154.22
<b>SCC Model: MB</b>	<b>PK (KER: )</b>	<b>PK (KER: )</b>	<b>PK (KER: 5.00%)</b>
	-	-	538.56
	<b>PKO (ER: )</b>	<b>PKO (ER: )</b>	<b>PKO (ER: 45 %)</b>
	-	-	242.35
	<b>PKE (ER: )</b>	<b>PKE (ER: )</b>	<b>PKE (ER: 55%)</b>
	-	-	296.21

**Note:**

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

**RSP0 Public Summary Report**  
**Revision 9 (Nov /2019)**

<b>12. Actual Sold Volume (PK)</b>					
	RSP0 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  
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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 3 – 5 December 2019. The audit programme is included as Appendix D. The approach to the audit was to treat the KUD Marga Jaya Plantation/Estate as an RSPO Certification Unit. KUD Marga Jaya 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.

No Major NC raised during audit. 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.

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



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

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>
KUD Marga Jaya	X	X	X	X	X

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

**Total No. of Mandays: 9 Mandays**

**2.2 BSI Assessment Team:**

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Mujinius Jalaraya (MJ)	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.
Edy Widodo (EW)	Team Member	Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation, and also the processing industry and agricultural mechanization. He is also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, he assessed on the aspects of social and labor and stakeholder consultation.
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 Initial Certification Assessment Plan of KUD Marga Jaya.

Date	Time	Subjects	MJ	EW	YR
Monday, 2/12/2019	09.00 – 10.30	<b>Flight Jakarta – Jambi</b> (GA-126, 09.00 – 10.30)	√	√	√
	11.00 – 12.00	Traveling Jambi – Audit location	√	√	√
	12.00 – 13.00	Break	√	√	√
Tuesday, 3/12/2019	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 – 11.00	<b>Field Visit:</b> Inspection to Independent smallholders plot ( 9 sampling): Best management practices of agronomy, Occupational health and safety, worker welfare, HCV, environment, interview with workers, etc.	√	√	√
	11.00 – 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 – 13.00	Break	√	√	√
	13.00 – 16.00	<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.	√	√	√
	16.00 – 17.00	<b>Document Review</b>	√	√	√
Wednesday, 4/12/2019	08.00 – 12.00	<b>Stakeholder Interview:</b> Stakeholders meeting with partnering mill, local government authorities, contractors, local communities who are not member and NGO.		√	

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

Date	Time	Subjects	MJ	EW	YR
		<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 – 13.00	<b>Break</b>	√	√	√
	13.00 – 17.00	<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.	√	√	√
Thursday, 5/12/2019	08.00 – 10.00	Continue Document Review	√	√	√
	10.00 – 11.00	Report Preparation	√	√	√
	11.00 – 12.00	<b>Closing Meeting</b>	√	√	√
	13.00 – 15.00	Travel to Jambi Airport	√	√	√
	17.40 – 19.00	<b>Flight Jambi – Jakarta</b> (GA-135, 17.40 – 19.00)	√	√	√

### Section 3: Assessment Findings

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

- KUD Marga Jaya Time Bound Plan
- 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>	KUD Marga Jaya has planting oil palm since 1996. Not applicable as this is group certification for independent smallholder.	N/A

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 Audit Internal No. 06/SOP-KUD-MJ/III/2019" dated 20 March 2019. The audit program has been determined by ICS as per "Rencana Kerja Audit Internal Tahun 2019". In the 2019 internal audit action, the internal audit is carried out once a year using a sample of 180 members of the KUD Marga Jaya. The latest internal audit has been performed on 12/6/2019 until 23/7/2019 to 180 member of KUD Marga Jaya	Comply

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

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification? OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.	KUD Marga Jaya is independent smallholder. All of the smallholder member has been included in the scope of certification.	N/A

### 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 minor nonconformities raised and 3 Opportunity for Improvement (OFI). KUD Marga Jaya 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>	1861013-201912-N1	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Requirement Indicator 4.1.2 (minor)
<b>Date Issued</b>	5 December 2019	<b>Due Date</b>	Next Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	Internal check to SOP implementation has been performed through internal audit, however there is remain found the condition of smallholder plantation were not standard according to best management practice.		
<b>Requirement Reference:</b>	4.1.2 A mechanism to check consistent implementation of procedures shall be in place. Requirement for Group Manager: The Group Manager has regular checks using procedures set at group level for SOP implementation.		
<b>Objective Evidence:</b>	During field visit to KT Sumber Usaha Kavling Suyono and KT Bakti Pertiwi Kavling Sukanto found that the kavling condition were not properly upkeep, weeds overgrown and late pruning.		
<b>Corrections:</b>	Give a persuasive warning (CAR) to the smallholder member whose not implementing the best management practices as per procedure. Urge smallholder member to immediately apply fertilizer and weeds control when entering the rainy season.		
<b>Root Cause Analysis:</b>	Currently at KUD Marga Jaya is in the long dry season so that it has not been able to apply fertilizer according to schedule. Prone to land fires, so that smallholder member do not dare to performing spraying activity and pruning.		
<b>Corrective Actions:</b>	Socialization regarding the implementation of Best Management Practices Agronomy including pruning, harvesting, fertilizing and weeds control.		

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

	Conduct the regular internal audit each year for all smallholder member and focusing to plantation upkeeing and OHS implementation.
<b>Assessment Conclusion:</b>	KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.

<b>Nonconformity</b>			
<b>NCR Ref #</b>	1861013-201912-N2	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Requirement Indicator 4.1.3
<b>Date Issued</b>	5 December 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 smallholder SOP implementation related to best management practice agronomy are not available.		
<b>Requirement Reference:</b>	4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. Requirement for Individual member: Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.		
<b>Objective Evidence:</b>	Based on field observation and interview with smallholder member of KT Bakti Pertiwi dan KT Sumber Usaha KUD Marga Jaya confirmed that they have not kept the record of activity they have implemented at their plantation, such as: manuring, herbicide application/spraying and harvesting.		
<b>Corrections:</b>	<ul style="list-style-type: none"> <li>- Conduct socialization and urge all smallholder member and farmer groups to make notes related to all activities in their block plantation.</li> <li>- ICS monitors each month to farmer groups to collect data created by their smallholder member.</li> </ul>		
<b>Root Cause Analysis:</b>	All members has kept the fertilization, harvest and spraying records. However, there are some smallholder member who live outside the Petaling Jaya village and do not take notes, but do so by their harvesters. During interviewed, the member did not feel that they were recording their activities.		
<b>Corrective Actions:</b>	GM KUD Marga Jaya appointed one of the ICS management to carry out monitoring related to the record of all members activities in their plantation and to recap the results of all activities.		
<b>Assessment Conclusion:</b>	KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.		



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

<b>Nonconformity</b>			
<b>NCR Ref #</b>	1861013-201912-N3	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Requirement Indicator 4.2.2
<b>Date Issued</b>	5 December 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 fertilizer provide by ICS KUD Marga Jaya in "Catatan Pemupukan" are not accurate and not inline with the actual application in the field by smallholder member.		
<b>Requirement Reference:</b>	4.2.2 Records of fertiliser inputs shall be maintained. Requirement for Individual Member: Responsibility of individual members to maintain fertilizer records. Requirement for Group Manager: Group Manager to provide template to record fertilizer usage and mill by-products usage		
<b>Objective Evidence:</b>	Record of fertilizer application in "Catatan Pemupukan" provide by ICS KUD Marga Jaya are not accurate and not inline with the actual application in the field. Sample seen on smallholder kavling: <ul style="list-style-type: none"> <li>• Mursaid ID No. MJ.05.012, Kelompok Tani Usaha Baru, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": ZA 600 kg (March 2019), KCl 600 kg (June 2019), Ponska/NPK 600 kg (September 2019). However according to information from Mursaid, actual fertilizer application in the field were: NPK Ponska 300 kg (November 2019), SP36 600 kg (March 2019), KCl 300 kg (November 2019).</li> <li>• Suyono ID No. MJ.05.005, Kelompok Tani Sumber Usaha, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": ZA 600 kg (March 2019), KCl 600 kg (June 2019) and NPK Ponska 600 kg (September 2019). However according to information from Suyono, actual fertilizer application in the field were: Urea 300 kg (March 2019), KCl 300 kg (June 2019), Ponska 400 kg and SP36 200 kg (September 2019).</li> <li>• Tugiman, ID No. MJ.05.001, Kelompok Tani Sumber Usaha, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": ZA 600 kg (March 2019), NPK Granular 500 kg (Juli 2019). However according to information from Suyono, actual fertilizer application in the field were: Ponska 350 kg (March 2019), KCl 300 kg (June 2019), SP36 600 kg (September 2019).</li> <li>• Sukamto, ID No. MJ.06.002, Kelompok Tani Bakti Pertiwi, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": SP36 600 kg (March 2019), KCl 500 kg (June 2019), ZA 600 kg (November 2019). However according to information from Suyono, actual fertilizer application in the field were: Urea 600 kg (June 2019), SP36 600 kg (Oktober 2019), MOP 600 kg (Februari 2019).</li> </ul>		

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

<b>Corrections:</b>	ICS distributes fertilizer records forms to all member and asks them to replenish their fertilization records which is applied in their plantation block that are including in the scope of RSPO-certification. Then ICS recap the data related to the use of fertilizers in KUD Marga Jaya.
<b>Root Cause Analysis:</b>	Fertilizer application record are based on the results of fertilizer purchases from KUD Marga Jaya which are recapitulated and made by smallholder and farmer groups, there are differences in notes with during interviews: <ul style="list-style-type: none"> <li>• Member sometimes buy fertilizers outside the KUD and are applied in the plantation block and are not registered.</li> <li>• Member also have plantations other than plantation block that are incorporated in the RSPO certification</li> </ul>
<b>Corrective Actions:</b>	Group Manager monitors the recapitulation of smallholder member activity records such as fertilizing and harvesting so that there is no discrepancy between smallholder member data and KUD. Group Manager also appointed an ICS team that is responsible for monitoring every month for all members activity.
<b>Assessment Conclusion:</b>	KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.

<b>Nonconformity</b>			
<b>NCR Ref #</b>	1861013-201912-N4	<b>Clause &amp; Category (Major / Minor)</b>	RSPO Group Certification Requirement Indicator 5.4.1
<b>Date Issued</b>	5 December 2019	<b>Due Date</b>	Next Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	<p><u>Individual Member:</u>  Individual smallholder level did not have record the efficiency of the use of fossil fuels on their activities, such as to carry FFB's from block to fruit collection point, for those use vehicle/motorbikes or slashing machine.</p> <p><u>Group Manager:</u></p> <ul style="list-style-type: none"> <li>• Group Manager of KUD MARGA JAYA have no record and monitoring the efficiency of the use of fossil fuels.</li> <li>• Plan for improving and monitoring the efficiency of fossil fuel are not covers all activities.</li> </ul>		
<b>Requirement Reference:</b>	5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.		

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

	<p><u>Requirement for Individual Member:</u> 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><u>Requirement for Group Manager:</u> 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>Group Manager of KUD MARGA JAYA has “Rencana Peningkatan dan Pemantauan Efisiensi Penggunaan Bahan Bakar Fosil” dated 3 March 2019 as a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p> <p>However, unit of certification cannot demonstrate that record of monitoring the efficiency of the use of fossil fuels in monthly basis is available in place, as mentioned within the plan. Also, the plan was lack to covers all activities related the use of fossil fuels.</p>
<b>Corrections:</b>	Group Manager asks the ICS management to speed up the process of recapitulating fuel usage records by smallholder member and KUD.
<b>Root Cause Analysis:</b>	The recording of fuel usage by smallholder member and KUD has not been recorded in KUD Marga Jaya, all records are still kept by members and KU . The fuel usage document is scheduled to be revised as a whole at the end of December 2019.
<b>Corrective Actions:</b>	<p>GM Makes socialization persuasively to all heads of farmer groups to record the activity of smallholder member by themselves and recap by farmer groups.</p> <p>The recapitulation of fuel use documents is scheduled every 6 months so monitoring is easy.</p>
<b>Assessment Conclusion:</b>	KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.

<b>Opportunity for Improvement</b>	
OFI#	Description
<b>OFI 1</b>	Consider to complete the Note of First Aid used by the members or workers inside the first aid boxes. Consider to ensure the period of summary accident report.
<b>OFI 2</b>	Consider to monitor the validity period of waste management agreement is maintained.
<b>OFI 3</b>	Consider the Group Manager of KUD MARGA JAYA to provide the documentation of payment for its members or workers with similar format.

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

**3.4.1 Status of Nonconformities Previously Identified and Observations**

This is the Initial Certification Assessment, there were no previous nonconformities raised.

**3.4.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1861013-201912-N1	minor	4.1.2	05/12/2020	OPEN
1861013-201912-N2	minor	4.1.3	05/12/2020	OPEN
1861013-201912-N3	minor	4.2.2	05/12/2020	OPEN
1861013-201912-N4	minor	5.4.1	05/12/2020	OPEN

**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 KUD Marga Jaya 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 Koperasi dan Perdagangan Kabupaten Muaro Jambi</b> (Cooperative and Trading Agency of Muaro Jambi Regency) <b>2. Dinas Perkebunan dan Peternakan Kabupaten Muaro Jambi</b>	<b>NGO:</b> <ul style="list-style-type: none"> <li>▪ LSM SETARA – Kabupaten Muaro Jambi</li> <li>▪ LSM AHI – Alam Hijau Kabupaten Muaro Jambi</li> </ul>

(Plantation and Agricultural Agency of Muaro Jambi Regency) <b>3. Dinas Lingkungan Hidup Kabupaten Muaro Jambi</b> (Environmental Agency of Muaro Jambi Regency)	
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IS #	Description																
<b>1</b>	<p><b>Feedback:</b>  <b>Dinas Koperasi dan Perdagangan Kabupaten Muaro Jambi</b>            (Cooperative and Trading Agency of Muaro Jambi Regency)            Bpk. Nasrul SE. (Head of Department of Cooperative and Trade of Muaro Jambi Regency)</p> <ul style="list-style-type: none"> <li>- Supervision to KUD Marga Jaya per 3 months and annually has been conducted; with good results</li> <li>- KUD Marga Jaya has a financial report that has been audited by the public accountant</li> <li>- KUD Marga Jaya has had the NIB: Nomor Induk Berusaha and NIK: Nomor Induk Koperasi</li> <li>- KUD Marga Jaya has also socialized about membership Manager as a participant of BPJS employment and BPJS healthcare.</li> </ul> <p><b>Management Responses:</b>            KUD Marga Jaya has the requirement of legality document, namely:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">▪ Cooperative</td> <td>: KUD Marga Jaya</td> </tr> <tr> <td>▪ Legal Entity number establishment</td> <td>: 847/BH/XV/1988</td> </tr> <tr> <td>▪ Legal Entity date of establishment</td> <td>: 30/11/1988</td> </tr> <tr> <td>▪ Number of basic budget changes (latest)</td> <td>: 001/PAD/KOPERINDAG/I/2002</td> </tr> <tr> <td>▪ Date of the basic budget Change (latest)</td> <td>: 1/31/2002 12:00:00 AM</td> </tr> <tr> <td>▪ Last RAT Date</td> <td>: 22/04/2017</td> </tr> <tr> <td>▪ Cooperative parent number (NIK)</td> <td>: 1,505,080,016,006</td> </tr> <tr> <td>▪ Status NIK</td> <td>: Already certified</td> </tr> </table> <p>The socialization of BPJS Ketenagakerjaan and BPJS Kesehatan was conducted on 18 November 2019, which was attended by 13 members of KUD.</p> <p><b>Audit Team Findings:</b>            Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>	▪ Cooperative	: KUD Marga Jaya	▪ Legal Entity number establishment	: 847/BH/XV/1988	▪ Legal Entity date of establishment	: 30/11/1988	▪ Number of basic budget changes (latest)	: 001/PAD/KOPERINDAG/I/2002	▪ Date of the basic budget Change (latest)	: 1/31/2002 12:00:00 AM	▪ Last RAT Date	: 22/04/2017	▪ Cooperative parent number (NIK)	: 1,505,080,016,006	▪ Status NIK	: Already certified
▪ Cooperative	: KUD Marga Jaya																
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▪ Date of the basic budget Change (latest)	: 1/31/2002 12:00:00 AM																
▪ Last RAT Date	: 22/04/2017																
▪ Cooperative parent number (NIK)	: 1,505,080,016,006																
▪ Status NIK	: Already certified																
<b>2</b>	<p><b>Feedbacks:</b>  <b>Dinas Perkebunan dan Peternakan Kabupaten Muaro Jambi</b>            (Plantation and Agricultural Agency of Muaro Jambi Regency)            Bpk. Hendri Agustian (Head of Plantation Division)</p> <ul style="list-style-type: none"> <li>- All members of the KUD Marga Jaya have been registered as a Letter of Plantation Cultivation List (STD-B: Surat Tanda Daftar Perkebunan) since August 2019.</li> <li>- Farmer of KUD Marga Jaya is located in other purpose areas /APL: Area Penggunaan Lainnya and there is no overlap in the production forest area and/or protected area.</li> <li>- The area owned by the farmer of the KUD Marga Jaya does not overlap with the area that has been under the rights of business/HGU and/or mining power.</li> </ul>																

	<ul style="list-style-type: none"> <li>- Plantation and Agricultural Agency of Muaro Jambi Regency has never received a complaint report related to land and / or environmental pollution that occurred in the area of MUD Jaya KUD member farmers.</li> </ul> <p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- KUD Marga Jaya has documentary evidence of legal ownership in te form of "Sertifikat Hak Milik". All member joiden in the group has a land title of SHM and there is no SKT (Surat Keterangan). The document was kept and controlled by KUD Marga Jaya. Examples of land ownership on behalf of:             <ol style="list-style-type: none"> <li>1. Saliah, Kelompok Tani Tunas Muda, Year Planting 1996, SHM no. 2363 for area 2.003 Ha, STDB no. 2468 and SPPL no. 26-BUN.</li> <li>2. Kasimun, Farmer Group Cahaya Tani, Year Planting 1996, SHM no. 2255 for area 2.006 Ha, STDB no. 2508 and SPPL no. 64-BUN.</li> <li>3. Muhammad, Farmer Group Cahaya Tani, Year Planting 1996, SHM no. 2250 for area 1.998 Ha, STDB no. 2512 and SPPL no. 60-BUN.</li> </ol> </li> <li>- Grievance resolution mechanism regulated under "SOP Pengaduan Anggota" No. No.09/SOP-KUD-MJ/III/2019 as an internal grievance and for external in the form of "<i>SOP Penanganan Perselisihan dan Keluhan untuk Pihak Eksternal</i> No.43/SOP-KUD-MJ/III/2019", dated 20 March. The SOP for internal grievance describe that:             <ul style="list-style-type: none"> <li>▪ Members can make suggestions or complaints (can be published) to the farmer group or directly to the complaint unit KUD Marga Jaya in the form of oral, written, telephone or electronic message (SMS, email etc.).</li> <li>▪ Complaints through farmer groups; Then the farmer group must convey to the Group Manager KUD Marga Jaya, then the officer appointed by Group manager KUD Marga Jaya will record the complaint in the member's suggestion book.</li> </ul> </li> </ul> <p>If the complaint is important and needs to be kept confidential, then the report or complaint from the member will be recorded in the important complaint book member which is not published.</p> <p><b>Audit Team Findings:</b>            Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>
<p><b>3</b></p>	<p><b>Feedbacks:</b>  <b>Dinas Lingkungan Hidup Kabupaten Muaro Jambi</b>            (Environmental Agency of Muaro Jambi Regency)            Bpk. Firmansyah (Head of Environemental Agency)            Bpk. Royan (Secretary of Head of Environemental Agency)</p> <ul style="list-style-type: none"> <li>- All of Members of KUD Marga Jaya has applied for the registration of Environmental management and monitoring (SPPL: Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan) statements to the Environment Office of Muaro Jambi Regency.</li> <li>- KUD Marga Jaya has supplementing the administrative requirements of land legality documents and other requirements (map of the farmer's plantation location, the coordinates of each Persil, plant description, planting year, etc.).</li> <li>- The Environment Department of Muaro Jambi has reviewing the social and environmental impact aspects of the farmers who submitted members of the KUD Marga Jaya. Environmental aspects such as erosion, water pollution, soil pollution, waste management, forest fires and land have been included in the statement letter.</li> <li>- The Environment Agency never received reports of land related complaints and/or environmental pollution that occurred in the area of farmers members of the KUD Marga Jaya.</li> </ul>

	<ul style="list-style-type: none"> <li>- There is a suggestion for the KUD Marga Jaya: Environmental Agency of Muaro Jambi asked to be able to report the environmental management and monitoring activities as a whole, every year according to SPPL document.</li> </ul> <p><b>Management Responses:</b></p> <p>Related to SPPL that has been agreed between the Environment office of Muaro Jambi and the farmer of KUD Marga Jaya. KUD Marga Jaya has prepared environmental management and monitoring by planning and socializing Management to all members of the KUD Marga Jaya farmer. Some plan of action to be done, among others:</p> <ul style="list-style-type: none"> <li>- The socialization related to environmental management either in the plantation area or in residential areas.</li> <li>- To provide training related to hazardous waste management to all farmers of the KUD Marga Jaya members.</li> <li>- Doing waste management in the plantation area or in the residential environment also on office of Marga Jaya.</li> <li>- Providing garbage bin in the office of KUD Marga Jaya that has been done separation: organic, Inorganic and hazardous waste.</li> </ul> <p>All environmental management and monitoring activities will be reported every 6 months which is addressed to the Environmental Office of Muaro Jambi Regency.</p> <p><b>Audit Team Findings:</b></p> <p>Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit. It is suggestion, that farmers in the KUD Marga Jaya can understand well related to the environmental management and monitoring.</p>
<p><b>4</b></p>	<p><b>Feedbacks:</b></p> <p><b>NGO - LSM SETARA – Muaro Jambi Regency</b> Ibu Nurbaya</p> <p><b>NGO - LSM AHI – Alam Hijau Muaro Jambi Regency</b> Bpk. Wiliam Christian &amp; Agung Gusti Khoiri</p> <ul style="list-style-type: none"> <li>- SNV (Netherlands Development Organisation) assisted the institutional development of KUD Marga Jaya in the first year in 2019.</li> <li>- AHI was assisted the KUD Marga jaya in field survey and mapping area and provision of plantation map KUD Marga Jaya.</li> <li>- NGO SETARA Jambi assisted capacity building in the KUD Marga Jaya in the second year.</li> <li>- Social aspects: So far NGO SETARA Jambi has never received a report on land conflicts and/or the use of underage manpower and/or social conflicts that occurred in the farmer area of KUD Marga Jaya members.</li> <li>- In the environment aspect: so far SETARA Jambi has never received a report of complaints related to environmental pollution that occurred and/or caused by farmers members of KUD Marga Jaya.</li> <li>- By legal aspect: so far NGO SETARA Jambi has never received a complaint report related to land conflict. KUD Marga Jaya demonstrates the commitment to complete the legality requirements of SHM, STD-B, SPPL, and mapping using GPS. Furthermore, in general, the farmer area of KUD Marga Jaya does not overlap with forest area, does not overlap with protected area;</li> <li>- In this aspect of cultivation: the equivalent of Jambi never received a report of complaints related to critical pests and diseases that attacked the area of farmers members of the KUD Marga Jaya</li> <li>- Management of integrity and avoiding conflicts of interest should always be controlled.</li> </ul>



	<p><b>Management Responses:</b>  Initial Gap Audit assessed new member eligibility against the Group Management requirement have been carried out by the ICS team, assisted by SNV (Netherlands Development Organisation).  KUD Marga Jaya still appreciates the RSPO certification for guidance and supervision from SNV da NGO SETARA.  Always establish communication with the social institution of society/NGO (Non Governmnet Organization) both local and international.</p>
	<p><b>Audit Team Findings:</b>  Acknowledge by the auditor as a positive response, and will be monitored at each subsequent audit.</p>

Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that KUD Marga Jaya 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 KUD Marga Jaya is granted.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p><b>Name:</b> Mujinius Jalaraya</p>	<p><b>Name:</b> Taufik Hidayat</p>
<p><b>Company Name:</b> on behalf BSI Malaysia Services Sdn Bhd.,</p>	<p><b>Company Name:</b> KUD Marga Jaya</p>
<p><b>Title:</b> Lead Auditor</p>	<p><b>Title:</b> Group Manager</p>
<p><b>Signature:</b> </p>	<p><b>Signature:</b> </p>
<p><b>Date:</b> 28 January 2020</p>	<p><b>Date:</b> 10 February 2020</p>



**Appendix A: Summary of Findings**

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

<p><b>Section A-1</b></p> <p><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></p> <p><b>Individual group members up to 50ha under oil palm cultivation</b></p>	<p>a) up to 50ha under oil palm cultivation:</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></p>		
<p>Rationale: In order to be able to have commercial relationships in the transactions of FFB certificates the group entity carries a liability, which requires it to be legally registered.</p>		
<p><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>KUD Marga Jaya has had Surat Keputusan Kantor Wilayah Departemen Koperasi Propinsi Jambi as per Decree of Surat Keputusan No. 61/KPTS/KWK.5/XII/1988 dated 21 December 1988 related Pengesahan Koperasi Sebagai badan Hukum on behalf of Koperasi Unit Desa Marga Jaya. Also several legal requirement has had by KUD Marga Jaya, such as:</p> <ul style="list-style-type: none"> <li>- Akta Perubahan Anggaran Dasar Koperasi on behalf of KUD Marga Jaya has been registered by Menteri Negara Koperasi Pengusaha Kecil dan Menengah Republik Infonesia as per SK no. 001/PAD/KOPERINDAG/I/2002, dated 31 January 2002.</li> <li>- Surat Izin Tempat Usaha KUD Marga Jaya, based on Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Muara Jambi, no. 503/09/290/II/DPMPPTSP, dated 23 Agustus 2019.</li> <li>- Nomor Induk Berusaha (NIB) : 9120300822239 on behalf of KUD Marga Jaya dated 23 August 2019.</li> </ul>	<p>Comply</p>

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

		<ul style="list-style-type: none"> <li>- Surat Izin Usaha Perdagangan (SIUP) by Badan Pelayanan Terpadu Satu Pintu Kabupaten Muara Jambi, no. 503/06/BTPSP/2016 dated 24 October 2016 valid until 5 years.</li> <li>- Izin Mendirikan Bangunan (IMB) Gudang on behalf of KUD Marga Jaya based on SK Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Muara Jambi no. 503/05/394/II/DPMPTSP dated 24 April 2018.</li> <li>- Surat Tanda Daftar Perusahaan on behalf of KUD Marga Jaya by Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Muara Jambi no.503/2G/BTPSP/X/2016 dated 24 October 2016 and valid until 24 October 2021.</li> <li>- Nomor Wajib Pajak on behalf of KUD Marga Jaya Petaling Jaya no. 0` .887.048.5-331.000.</li> </ul> <p>KUD Marga Jaya Nagori has been registered as RSPO member, No.1-0277-19-000-00, with date of membership approval 05 August 2019.</p> <p>Organisation structure is evident, established 29 December 2018. Socialization of organization structure dated 29 December 2018 to 242 smallholders</p> <p>The organization structure of ICS (Struktur Bidang RSPO KUD Marga Jaya) has been communicated to the association members.</p> <p>KUD Marga Jaya has appointed the "Manager Operasional" as the representative of Group Manager as per "Surat Keputusan Pengangkatan Petugas ICS (Representative) ICS KUD Marga Jaya Untuk Implementasi Minyak Sawit Berkelanjutan No. 006/DOK/SOP/KUDM/2019 dated 20 March 2019. The letter appoints Mr. Taufik Hidayat as the "Group Manager ICS" in KUD Marga Jaya.</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</li> </ul>	<p>Membership requirements for participation inside "Standar Operasional Prosedur Pendaftaran Anggota Sertifikasi RSPO No. 02/KUD-MJ/III/2019" dated 20 March 2019. The SOP regulates the documentary requirement for the application.</p> <p>KUD Marga Jaya has "Surat Kesiapan Ikut Sertifikasi RSPO on KUD Marga Jaya Kecamatan Sungai Gelam, Kabupataen Muaro Jambi, Provinsi Jambi" dated 23 October 2018. Declaration signed by 242 farmers/smallholders (Ketua ICS and member of ICS) and stated on Kontrak Kelompok Tani Sebagai Kelompok Sertifikasi RSPO KUD Marga Jaya:</p>	<p>Comply</p>

	<p>demonstrate that each member has received a copy thereof.</p> <ul style="list-style-type: none"> <li>The Group Manager shall retain copies for a minimum of 5 years.</li> </ul>	<ol style="list-style-type: none"> <li>1. Kelompok Tani Tritunggal Makmur, 28 member with area total 55.223 ha.</li> <li>2. Kelompok Karya Jaya Trimukti, 25 member with area total 50.449 ha.</li> <li>3. Kelompok Tani Trimarga, 21 member with total area 40.999 ha.</li> <li>4. Kelompok Tani Dwi Rejeki, 22 member with total area 43.043 ha.</li> <li>5. Kelompok Tani Sumber Usaha, 17 member with total area 33.972 ha.</li> <li>6. Kelompok Tani Sumber Rejeki, 13 member with total area 26.559 ha.</li> <li>7. Kelompok Tani Bakti Pertiwi, 18 member with total area 36.464 ha.</li> <li>8. Kelompok Tani Karya Muda, 15 member with total area 30.380 ha.</li> <li>9. Kelompok Tani Tunas Harapan, 16 member with total area 32.138 ha.</li> <li>10. Kelompok Tani Tunas Muda, 25 member with total area 53.150 ha.</li> <li>11. Kelompok Tani Cahaya Tani, 22 member with total area 44.703 ha.</li> <li>12. Kelompok Tani Karya Makmur, 20 member with total area 39.792 ha.</li> </ol> <p>All member (242 farmers) of KUD Marga Jaya 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 Pendaftaran Petani KUD Marga Jaya" under name Rohmad, NIK KTP 150508****02, birth date: 17 May 1943; address: Petalingan Jaya Sungai Gelam, legal ownership of land SHM; for area 20,475 m<sup>2</sup> planting year 1996, Kelompok Tani Cahaya Tani, signed dated 22 October 2018.</li> <li>- "Formulir Pendaftaran Petani KUD Marga Jaya" under name Suyatmi, NIK KTP 150508****05, birth date: 2 May 1966; address: Petalingan Jaya Sungai Gelam, legal ownership of land SHM; for area 20,320 m<sup>2</sup> planting year 1996, Kelompok Tani Karya Muda, signed dated 25 October 2018.</li> <li>- "Formulir Pendaftaran Petani KUD Marga Jaya" under name Muhammad, NIK KTP 1505080****01, birth date: 6 July 1968; address: Desa Tangkit, Sungai Gelam, legal ownership of land SHM; for area 19,980 m<sup>2</sup></li> </ul>	
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		<p>planting year 1996, Kelompok Tani Cahaya Tani, signed dated 29 October 2018.</p> <ul style="list-style-type: none"> <li>- "Formulir Pendaftaran Petani KUD Marga Jaya" under name Kasimun, NIK KTP 1505080****14, birth date: 1 January 1950; address: Desa Petaling Jaya, Sungai Gelam, legal ownership of land SHM; for area 20,060 m<sup>2</sup> planting year 1996, Kelompok Tani Cahaya Tani, signed dated 24 November 2018.</li> <li>- "Formulir Pendaftaran Petani KUD Marga Jaya" under name Sutarto, NIK KTP 1505081****03, birth date: 12 December 1974; address: Desa Petaling Jaya, Sungai Gelam, legal ownership of land SHM; for area 21,670 m<sup>2</sup> planting year 1996, Kelompok Tani Karya Mudo, signed dated 21 November 2018.</li> </ul> <p>All member of Kelompok Tani and KUD Marga Jayahas formal sign an agreement with the group manager committing to achieving 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 Rohmad, NIK KTP 150508****02, birth date: 17 May 1943; address: Petalingan Jaya Sungai Gelam, legal ownership of land SHM; for area 20,475 m<sup>2</sup> planting year 1996, Kelompok Tani Cahaya Tani, signed dated 22 October 2018.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" under name Suyatmi, NIK KTP 150508****05, birth date: 2 May 1966; address: Petalingan Jaya Sungai Gelam, legal ownership of land SHM; for area 20,320 m<sup>2</sup> planting year 1996, Kelompok Tani Karya Muda, signed dated 25 October 2018.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" under name Muhammad, NIK KTP 1505080****01, birth date: 6 July 1968; address: Desa Tangkit, Sungai Gelam, legal ownership of land SHM; for area 19,980 m<sup>2</sup> planting year 1996, Kelompok Tani Cahaya Tani, signed dated 29 October 2018.</li> <li>- "Surat Kesediaan Ikut Sertifikasi RSPO" under name Kasimun, NIK KTP 1505080****14, birth date: 1 January 1950; address: Desa Petaling Jaya, Sungai Gelam, legal ownership of land SHM; for area 20,060 m<sup>2</sup> planting year 1996, Kelompok Tani Cahaya Tani, signed dated 24 November 2018.</li> </ul>	
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<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.	<p>Organisation structure is evident, established 29 December 2018. Socialization of organization structure dated 29 December 2018 to 242 smallholders</p> <p>The organization structure of ICS (Struktur Bidang RSPO KUD Marga Jaya) has been communicated to the association members.</p>	Comply
<b>E1.2 The Group shall be managed by a Group Manager</b>			
<b>E1.2.1</b>	<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).</p> <p>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>KUD Marga Jaya has appointed the "Manager Operasional" as the representative of Group Manager as per "Surat Keputusan Pengangkatan Petugas ICS (Representative) ICS KUD Marga Jaya Untuk Implementasi Minyak Sawit Berkelanjutan No. 006/DOK/SOP/KUDM/2019 dated 20 March 2019. The letter of appointment to Mr. Taufik Hidayat as the "Group Manager ICS" in KUD Marga Jaya.</p> <p>Group Manager has been selection for member of ICS, The checklist recorded as "Fomulir Pendaftaran Petani KUD Marga Jaya", for example:</p> <ul style="list-style-type: none"> <li>- Formulir Pendaftaran on 23 October 2018 namely Slamet Budiono as Kelompok Tani Tritunggal Makmur, including: Pengelolaan kebun, Penguasaan lahan/kepemilikan lahan (SHM), and map of area.</li> </ul> <p>Formulir Pendaftaran on 8 November 2018 namely Jumadi as Kelompok Tani Tritunggal Makmur, including: Pengelolaan kebun, Penguasaan lahan/kepemilikan lahan (SHM), and map of area.</p>	Comply
<b>E1.2.2</b>	The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification	KUD Marga Jaya has defined the job description and function of appointed Group Manager as defined in "Tugas Pokok dan Fungsi Group	Comply

	<p>and performance assessment against this Standard.</p>	<p>Manager dan Unit-Unit” KUID Marga Jaya appointed Group Manager based on Declaration from all Smallholder Member as described in “ ”Berita Acara” dated 29 December 2018. For managing Group Certification and performance assessment KUD Marga Jaya has formed the ICS organization consist of:</p> <ul style="list-style-type: none"> <li>- Group manager: Taufik Hidayat</li> <li>- Secretary: Hartato</li> <li>- Bendahara: Nanik Sugianti</li> <li>- Approval Committee: Whis (Head), Nuryasin and Sunarto (member)</li> <li>- FFB Monitoring: Agus Susanto (Head), Maksum (member)</li> <li>- Registration: Supriyanti (Head), Supriadi and Jaenal (member)</li> <li>- Audit Internal: Suwondo (Head), Hartato, Sutardi and Hermanto (Member)</li> <li>- Unit Penyuluhan (Coaching Unit): Ayik Gandayi (Head), Sidik Pramono &amp; Andi Antoso (Member)</li> <li>- OHS and Environment Unit: Harmini (Head), Budi Purwanto and Suwondo (Member)</li> <li>- Fire Fighting Unit: Jumadi, Suherman (Head), Hermanto, Sutarwan, Suparno (Member)</li> </ul>	
<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>KUD Marga Jaya has defined the job description and function of Group Manager and their personel as defined in “Tugas Pokok dan Fungsi Group Manager dan Unit- unit”. 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 7 August 2019 by Mr. Dani Rahadian from SNV Netherlands Development Organisation as Pembina/Pendamping of KUD Marga Jaya”. Evidence of training can be demonstrated as per attendant list. The training attend by ICS KUD Marga Jaya. All member of Kelompok Tani (Farmer Group) KUD Marga Jaya has also follow the training of RSPO P &amp; C on 17 January until 15 February 2019 (12 batch of training). Evidence of training can be demonstrated during audit as per “Notulensi Pelatihan P &amp; C RSPO”.</p> <p>Group manager has prepares the human resources and organization structure to managed the group member as per ICS (Internal Control</p>	<p>Comply</p>



		<p>System) organisation. Manual, policies and procedures have been prepared to guide the operation and has been disseminated to all ICS organization and smallholder member as per receipt of SOP document "Pembagian KUD SOP SK dan Kebijakan".</p> <p>During interview with Group Manager and ICS indicated that they have sufficient understanding and competence regarding RSPO P &amp; C, Supply Chain and internal procedure and policies.</p>	
<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: 01/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the requirement and criteria of member KUD Marga Jaya.</li> <li>- "SOP Pendaftaran Anggota Sertifikasi RSPO" No: 02/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the step of registration process for member.</li> <li>- "SOP Keluar Masuk Anggota" No: 03/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the process of member resignation and terminated from KUD Marga Jaya and re joined the member of KUD Marga Jaya.</li> <li>- "SOP Pemberian Peringatan dan Sanksi Anggota" No: 04/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the requirements and or criteria for sanction and member expulsion.</li> <li>- "SOP Banding Anggota" No: 05/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the step or process of appeals if there is an unsatisfactory regarding the internal audit result.</li> <li>- "SOP Pelaksanaan Internal Audit" No: 06/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the Internal audit planning and process.</li> <li>- "SOP Perbaikan Audit Internal" No: 07/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the process and step of follow up action against internal and external audit.</li> <li>- "SOP Monitoring dan Penilaian Anggota" No: 08/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the process and step of monitoring and assessment of Group member against SOP implementation and RSPO requirement implementation.</li> <li>- "SOP Pengaduan Anggota" No: 09/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the</li> </ul>	<p>Comply</p>

		<p>flow process and mechanism of Grievance resolution.</p> <p>KUD Marga Jaya 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 KUD Marga Jaya through RSPO P &amp; C Training on 17 January until 15 February 2019 (12 batch of training). Evidence of training can be demonstrated during audit as per "Notulensi Pelatihan P &amp; C RSPO".</p> <p>KUD Marga Jaya also has mapping the potential member as per "Peta Kebun Anggota Sertifikasi RSPO KUD Marga Jaya" There were 112 of potential member for certified RSPO in KUD Marga Jaya. The ICS KUD Marga Jaya has made approach and socialization to the potential member against RSPO P &amp; C and approach to joined the Group Certification.</p> <p>KUD Marga Jaya also has socialized the Procedure/SOP regarding RSPO P &amp; C Implementation since February – April 2019, minutes of training, attendant list and photo documentation can be demonstrated during audit.</p>	
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**Element 2 (E2): Internal Control System – Policies and Management**

**E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.**

<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.</p> <p>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> <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> </ul>	<p>Group manager has identifying the geographical area to be covered. The group manager currently have members in Petaling Jaya village, Sungai Gelam District, Muaro Jambi Regency, Jambi Province. All member and Kelompok Tani of KUD Marga Jaya has been mapped in "Peta Kebun Anggota Sertifikasi RSPO KUD Marga Jaya – Kec. Sungai Gelam, Kab. Muara Jambi, Jambi" with scale 1:10,000.</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 &amp; Unit- unit". 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 Organisasi ICS KUD Marga Jaya" consist of:</p> <ul style="list-style-type: none"> <li>- Group manager: Taufik Hidayat</li> </ul>	<p>Comply</p>
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**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>- Secretary: Hartato</li> <li>- Bendahara: Nanik Sugianti</li> <li>- Approval Committee: Whis (Head), Nuryasin and Sunarto (member)</li> <li>- FFB Monitoring: Agus Susanto (Head), Maksum (member)</li> <li>- Registration: Supriyanti (Head), Supriadi and Jaenal (member)</li> <li>- Audit Internal: Suwondo (Head), Hartato, Sutardi and Hermanto (Member)</li> <li>- Unit Penyuluhan (Coaching Unit): Ayik Gandayi (Head), Sidik Pramono &amp; Andi Antoso (Member)</li> <li>- OHS and Environment Unit: Harmini (Head), Budi Purwanto and Suwondo (Member)</li> <li>- Fire Fighting Unit: Jumadi, Suherman (Head), Hermanto, Sutarwan, Suparno (Member)</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: 01/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the requirement and criteria of member KUD Marga Jaya.</li> <li>- "SOP Pendaftaran Anggota Sertifikasi RSPO" No: 02/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the step of registration process for member.</li> <li>- "SOP Keluar Masuk Anggota" No: 03/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the process of member resignation and terminated from KUD Marga Jaya and re joined the member of KUD Marga Jaya.</li> <li>- "SOP Pemberian Peringatan dan Sanksi Anggota" No: 04/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the requirements and or criteria for sanction and member expulsion.</li> <li>- "SOP Banding Anggota" No: 05/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the step or process of appeals if there is an unsatisfactory regarding the internal audit result.</li> <li>- "SOP Pelaksanaan Internal Audit" No: 06/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the Internal audit planning and process.</li> <li>- "SOP Perbaikan Audit Internal" No: 07/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain</li> </ul>	
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		<p>the process and step of follow up action against internal and external audit.</p> <ul style="list-style-type: none"> <li>- "SOP Monitoring dan Penilaian Anggota" No: 08/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the process and step of monitoring and assessment of Group member against SOP implementation and RSPO requirement implementation.</li> <li>- "SOP Pengaduan Anggota" No: 09/ SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the flow process and mechanism of Grievance resolution.</li> </ul> <p>Procedure for initial gap audit has been established in "SOP Pelaksanaan Audit Internal No: 06/SOP-KUD-MJ/III/2019" dated 20 March 2019. Audit programme has been determined by ICS as per "Rencana Kerja Audit Internal Tahun 2019". Latest Internal Audit conducted on 11 August 2019.</p> <p>Annual meeting has been programmed by KUD Marga Jaya as per "Program Rapat Anggota Tahunan" which is regulated in AD/ART (Anggaran Dasar/Anggaran Rumah Tangga) KUD Marga Jaya Cahpter II "Rapat Anggota". Latest annual meeting conducted on 20 March 2019 as per record of "Rapat Anggota Tahunan KUD Marga Jaya". The annual meeting discuss: financial performance report, annual work program implementation and the General of KUD Marga Jaya performance.</p>	
<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> </ul>	<p>Document and record keeping has been regulated under "Surat keputusan Nomor: 05/SK/ICS/KUD-MJ/II/2019 Tentang masa Simpan Dokumen" stated that all document related to RSPO certification including membership document kept by ICS KUD Marga Jaya 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 KUD Marga Jaya;</li> <li>- Internal audit report and follow up action</li> </ul>	<p>Comply</p>

	<ul style="list-style-type: none"> <li>Projected and actual FFB production in metric tonnes per annum.</li> <li>Monitoring and training records.</li> <li>Any corrective actions raised and actions taken to meet the requirements for compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Record of harvesting, pruning, fertilizing and weeds control.</li> <li>SOP, Policy</li> <li>Monitoring and Training Record "Notulen Pelatihan"</li> <li>Corrective action raised and action taken by ICS KUD Marga Jaya.</li> </ul>	
<b>E2.1.3</b>	Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.	Document and record keeping has been regulated under "Surat keputusan Nomor: 05/SK/ICS/KUD-MJ/II/2019 Tentang masa Simpan Dokumen" stated that all document related to RSPO certification including membership document keep by Manager Operasional minimum 5 years.	Comply
<b>E2.1.4</b>	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.	KUD Marga Jaya has defined the procedure for Gap Analysis of new member before receiving the new member as defined in "SOP Kriteria dan Syarat Anggota Baru" No: 01/SOP-KUD-MJ/III/2019 dated 20 March 2019. Explain the GAP analysis process/assessment prior to receiving the member of Gapoktan.  Applicant wishing to join the group also has to met the requirement as defined in the procedure.	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 the Group Certification requirements.</li> <li>Maintenance of all internal audit records.</li> </ul>	<p>Annual internal audit defined in the procedure "SOP Pelaksanaan Audit Internal No. 06/SOP-KUD-MJ/III/2019" dated 20 March 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 KUD Marga Jaya": Mr. Suwondo, Mr. Hartato, Mr. Hermanto and Mr. Sukardi dated 14 May 2019. Internal Auditor telah ditunjuk oleh Group Manager melalui Surat Keputusan Group Manager No. 16/SK/ICS/KUD-MJ/II/2019 dated 3 February 2019 related Penunjukan TIM Pengawas Internal.</p> <p>The audit program has been determined by ICS as per "Rencana Kerja Audit Internal Tahun 2019". In the 2019 internal audit action, the internal audit is carried out once a year using a sample of 180</p>	Comply

		<p>members of the KUD Marga Jaya. The latest internal audit has been performed on 12/6/2019 until 23/7/2019 to 180 member of KUD Marga Jaya</p> <p>The internal audit program for 2020 is planned to be held twice a year with a sample of 25 members. The 2020 audit program will be carried out twice in February –March 2020 and Sept-Oct 2020.</p> <p>Record of internal audit were evident in:</p> <ul style="list-style-type: none"> <li>- Checklist Audit Internal recorded as Form Pertanyaan Audit Internal dated 19 August 2019;</li> <li>- "Laporan Audit Internal KUD Marga Jaya dan Rencana Perbaikan" dated 30 October 2019.</li> </ul> <p>According to latest internal audit report, audit has been performed to 12/6/2019 until 23/7/2019 to 180 member of KUD Marga Jaya (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.</p> <ul style="list-style-type: none"> <li>- Internal audit period November 2019 for 12 group farmers.</li> </ul>	
<p><b>E3.1.2</b></p>	<p>The Group Manager shall carry out a risk assessment of Group members to identify an appropriate sampling intensity of Group members for the certification assessment.</p> <p>The risk assessment shall take into account:</p> <ul style="list-style-type: none"> <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, KUD Marga Jaya 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 Audit Internal No. 06/SOP-KUD-MJ/III/2019" dated 20 March 2019.</p> <p>The procedure explains that the sampling is based on a risk assessment of members of the KUD Marga Jaya farmer group. Risk assessments from Group Managers identify the intensity of the appropriate sampling from group members for assessment. The size of the sample must be determined by the formula for the number of samples for assessment of <math>0.8\sqrt{y} \times z</math> (y: number of members and "z" is a risk factor). Justification for determination of risk factor that is low, medium and high risk during internal audit. Based on the procedure, group manager has prepared the database for assessment to consider farm size; location of the farm; seedling material, planting year; history of land tenure/land use.</p> <p>The audit program has been determined by ICS as per "Rencana Kerja Audit Internal Tahun 2019". In the 2019 internal audit action, the internal audit is</p>	<p>Comply</p>

		<p>carried out once a year using a sample of 180 members of the KUD Marga Jaya. The latest internal audit has been performed on 12/6/2019 until 23/7/2019 to 180 member of KUD Marga Jaya</p> <p>The internal audit program for 2020 is planned to be held twice a year with a sample of 25 members. The 2020 audit program will be carried out twice in February –March 2020 and Sept-Oct 2020.</p>	
<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 stated on SOP Pelaksanaan Audit Internal No. 06/SOP-KUD-MJ/III/2019 dated 20 March 2019 related to prevent the conflict of interest for internal auditor team and explain the rules of internal auditor to prevent the conflict of interest: "Audit internal adalah proses yang sistematis dan terdokumentasi, dilakukan oleh auditor internal tanpa memiliki hubungan dengan subject audit (bersih dari konflik kepentingan).</p> <p>KUD Marga Jaya has also issued a declaration related to conflicts of interest to each of its auditors through "Deklarasi Bersama Pengawas Internal ICS KUD Marga Jaya Tidak Ada Konflik Kepentingan unit Pengawas Internal", dated 30 January 2019 the affirmation included:</p> <ul style="list-style-type: none"> <li>- Internal control units may not conduct audits of members who still have family relations.</li> <li>- Responsible for the tasks that have been determined.</li> <li>- Responsible for the public interest.</li> <li>- Objectivity in carrying out internal recruitment.</li> <li>- Uphold prudential and professional principles in carrying out internal supervision.</li> </ul> <p>Referring to the SOP and the standard of internal inspection implementation that has been prepared by ICS KUD Marga Jaya.</p>	Comply
<b>E3.1.4</b>	<p>The Group Manager shall conduct initial gap audits with any potential new member, to assess the following prerequisites 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</li> </ul>	<p>KUD Marga Jaya has prepared "SOP Kriteria dan Syarat Anggota Baru No. 01/SOP-KUD-MJ/III/2019 dated 20 March 2019 related Kriteria dan Syarat Anggota Baru" and SOP Pendaftaran Anggota Sertifikasi RSPO No. 02/SOP-KUD-MJ/III/2019 dated 20 March 2019. The SOP explains that farmer group members who will participate in certification must complete a statement willing to meet the RSPO principles and criteria in KUD Marga Jaya, include required documents and KUD Marga Jaya Group Manager checks data suitability and land suitability or assesses the beginning to see suitability (Gap Analysis).</p> <p>Initial gap audit assessed new member eligibility against the Group Management requirement have</p>	Comply

	<p>compensation procedure, scheme smallholders may join the group.</p> <ul style="list-style-type: none"> <li>• no existing land conflict.</li> <li>• land title or right to use the land can be demonstrated.</li> </ul>	<p>been carried out by the ICS team, assisted by SNV (Netherlands Development Organisation) 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 Group Manager has been selection for member of ICS, The checklist recorded as "Fomulir Pendaftaran Petani KUD Marga Jaya", for example:</p> <ul style="list-style-type: none"> <li>- Formulir Pendaftaran on 23 October 2018 namely Slamet Budiono as Kelompok Tani Tritunggal Makmur, including: The management of Estate, land control of/land ownership (SHM), and map of area.</li> <li>- Formulir Pendaftaran on 8 November 2018 namely Jumadi as Kelompok Tani Tritunggal Makmur, including: The management of Estate, land control of/land ownership (SHM), and map of area.</li> </ul> <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>Note: Peta overlay area petani anggota KUD Marga Jaya dengan Kawasan Hutan (Peta Planologi KLHK), dengan Area Konservasi Gambut (Peta Gambut BRG).</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>			
<p><b>E3.2.1</b></p>	<p>The Group Manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO-certified FFB.</p>	<p>KUD Marga Jaya has defined the system for the tracking and tracing of FFB produced by the group members as defined in the "SOP Pencatatan TBS No: 11/SOP-KUD-MJ/III/2019 dated 20 March 2019. Each smallholder member record and kept the FFB harvest production each rotation and recap by Group manager. Group manager was responsible to record the FFB sales and segregate the certified and uncertified FFB.</p> <p>KUD Marga Jaya also has defined the procedure of FFB certified sold in the "SOP Penjualan TBS No: 10/SOP-KUD-MJ/III/2019" dated 20 March 2019. FFB produced by smallholder member collect by KUD Marga Jaya and sold to Palm Oil Mill with complete document Delivery order (Surat Pengantar TBS) which contain the onformation:</p>	<p>Comply</p>



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

		<p>Tonnage, Vehicle Number, Driver, Stamp, Unique code (2 digit name of Kelompok Tani, 3 digit identity of driver, m 2 digit the origin of FFB), for example: MJ01-001-01. Receipt of FFB (Weighbridge Card) from Palm Oil Mill were kept by Group Manager.</p> <p>Supply Chain model implementing by KUD Marga Jaya was Mass Balance according to "SK Nomor: 01/SK/ICS/KUD-MJ/II/2019 Tentang Model Rantai Suplai Sertifikasi RSPO KUD Marga Jaya" dated 03 February 2019. Mass balance report system was also defined in "SOP Sistem Kalkulasi Mass Balance ICS KUD Marga Jaya No. 041/DOK/SOP/KUDM/2019" dated 20 March 2019.</p> <p>Unit Pencatatan TBS as part of ICS KUD Marga Jaya 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, date and month of harvesting and number of kilogram FFB. The FFB harvesting production form all member and KT recap in "Rekapitulasi Hasil Produksi TBS Anggota KUD Marga Jaya Tahun 2019"</p> <p>Sample seen on FFB harvesting record period January - September 2019:</p> <ul style="list-style-type: none"> <li>- Kelompok Tani Tunas Muda: Total FFB harvest was 649.005 MT consist of 25 smallholder member and total area 53.151 ha. Sample seen of smallholder member FFB Production:             <ol style="list-style-type: none"> <li>1. Saliah, ID Member No. MJ.09.003, Planting year 1996, SHM No. 2363, STDB No. 2468, Hectare 2.003 ha, FFB production 28.160 MT</li> <li>2. Sariman, ID Member No. MJ.09.006, Planting year 1996, SHM No. 2172, STDB No. 2458, Hectare 2.013 ha, FFB Production 26.380 MT</li> <li>3. Suwandi, ID Member No. MJ.09.021, Planting year 1996, SHM No. 2366, STDB No. 2476, 2.039 ha, FFB Production 32.160 MT</li> </ol> </li> <li>- Kelompok Tani Sumber Usaha: Total FFB Harvest was 531.039 MT consist of 17 smallholder member and total area 33.972 ha. Sample seen of smallholder member FFB Production:             <ol style="list-style-type: none"> <li>1. Tugiman, ID Member No. MJ.05.001, Planting year 1996, SHM No. 2297, STDB No. 2392, Hectare 2.024 ha, FFB production 37.440 MT</li> </ol> </li> </ul>	
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**RSPO Public Summary Report**  
**Revision 9 (Nov /2019)**

		<p>2. Suyono, ID Member No. MJ.05.005, Planting year 1996, SHM No. 2300, STDB No. 2391, Hectare 2.012 ha, FFB production 27.310 MT</p> <p>3. Mursaid, ID member No. MJ.05.012, Planting year 1996, SHM No. 2291, STDB No. 2401, Hectare 1.999 ha, FFB production 22.382 MT</p> <p>FFB sales document verified:</p> <ul style="list-style-type: none"> <li>- Surat Pengantar FFB No. 46/KT/KMM/II/2019, Dated 11/11/2019, FFB Origin: Afdeling III, Kelompok Tani Karya Makmur, Vehicle No. BH8319GL, year planted 1996, harvesting date 10/11/2019, celivery date 11/11/2019, amount 490 bunch, loosefruit 1.050 MT, Total 10.850 MT, Diriver: Kevan, Head of KT; Sukiman.</li> <li>- Laporan Pemeriksaan Mutu TBS from Minamas Plantation Ladang panjang POM No. 196835, dated check 11/11/2019, Vehicle No. BH8319GL, Amount 490 bunch, Total 10.850 MT, harvesting date: 10/11/2019, sortir 400 kg (under ripe FFB 2 %, Over ripe 9%, long stalk 4%, waste 4%).</li> <li>- FFB Receipt Ticket No. 188741, Supplier: P5071D11K00003 – KUD Marga Jaya, Transporter KUD Marga Jaya, Produ: 0002-FFB Crop, Vehicle No. BH8319GL, Driver name: Kevan, DO No. 50719110046, Harvest date 10/11/2019, Amount 490 bunches, Estate weight 10.850 MT, Mill weight 10.280 MT.</li> </ul> <p>FFB Payment for each smallholder recap in "Rekapitulasi Penerimaan &amp; Pembayaran TBS Petani Plasma Konversi Tahap III.A PJE".</p> <p>During audit, the traceability of FFB origin and payment was inline and can be demonstrated.</p>	
<p><b>E3.2.2</b></p>	<p>There shall be a collective Group procedure for the sale of all certified FFB to ensure that non-certified FFB are not sold as RSPO certified FFB.</p> <p>If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.</p>	<p>The procedure for sale of all certified FFB lined out in "SOP Penjualan TBS No: 10/SOP-KUD-MJ/III/2019" dated 20 March 2019.</p> <p>Procedure stipulated the FFB sale administration from smallholder member including FFB record (tonnage, origin, Certified/non certified), FFB delivery notes, FFB receipt and sales.</p> <p>Mass balance report and calculation has been stipulated in "SOP No. 041/DOK/SOP/KUDM/2019 Tentang Sistem Kalkulasi Mass Balance ICS KUD Marga Jaya".</p>	<p>Comply</p>
<p><b>E3.2.3</b></p>	<p>All sales of FFB originating from the plantations of Group members shall be documented and recorded.</p> <p>This shall include:</p>	<p>KUD Marga Jaya has kept the record of FFB sales in:</p> <ul style="list-style-type: none"> <li>- Surat Pengantar FFB No. 46/KT/KMM/II/2019, Dated 11/11/2019, FFB Origin: Afdeling III, Kelompok Tani Karya Makmur, Vehicle No.</li> </ul>	<p>Comply</p>



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

	<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>BH8319GL, year planted 1996, harvesting date 10/11/2019, delivery date 11/11/2019, amount 490 bunch, loosefruit 1.050 MT, Total 10.850 MT, Driver: Kevan, Head of KT; Sukiman.</p> <ul style="list-style-type: none"> <li>- Laporan Pemeriksaan Mutu TBS from Minamas Plantation Ladang panjang POM No. 196835, dated check 11/11/2019, Vehicle No. BH8319GL, Amount 490 bunch, Total 10.850 MT, harvesting date: 10/11/2019, sortir 400 kg (under ripe FFB 2 %, Over ripe 9%, long stalk 4%, waste 4%).</li> <li>- FFB Receipt Ticket No. 188741, Buyer: Minamas Plantation PT Bahari Gembira Ria Ladang panjang POM, Supplier: P5071D11K00003 – KUD Marga Jaya, Transporter KUD Marga Jaya, Produt: 0002-FFB Crop, Vehicle No. BH8319GL, Driver name: Kevan, DO No. 50719110046, Harvest date 10/11/2019, Amount 490 bunches, Estate weight 10.850 MT, Mill weight 10.280 MT.</li> </ul> <p>FFB Payment for each smallholder recap in "Rekapitulasi Penerimaan &amp; Pembayaran TBS Petani Plasma Konversi Tahap III.A PJE".</p> <p>Detail of FFB Payment record also evidence in document "Pembayaran TBS Petani Plasma KUD Marga Jaya" which issued by buyer Minamas Plantation PT Bahari Gembira Ria. Sample seen FFB Payment period September 2019: Total production 1,197.400 MT, Hectarage 685 ha, planting year 1996, FFB payment IDR 1,624,065,248. Payment receipt was record in "Rincian Pembayaran TBS Bulan September 2019 KUD Marga Jaya" .</p>	
<p><b>E3.2.4</b></p>	<p>The Group Manager shall maintain copies of all documentation and records mentioned in E3.2.3 related to Group FFB transactions for a period of a minimum of 5 years.</p>	<p>"Surat keputusan Nomor: 05/SK/ICS/KUD-MJ/II/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>All sales document including Nota Bon Penjualan TBS kept by ICS (Unit Pencatatan TBS) in office of Gapoktan Boluk Bersatu.</p>	<p>Comply</p>
<p><b>E3.2.5</b></p>	<p>Traders of FFB shall be either part of the Group management system following this guidance or be RSPO Supply Chain certified in order to sell certified FFB. Traders of FFB are encouraged to be included within the Group certification control rather than obtain their own supply chain certification. The Group Manager will ensure that the trader has clear procedures to ensure</p>	<p>KUD Marga Jaya does not use trader of FFB.</p>	<p>Comply</p>

	<p>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>		
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**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>KUD Marga Jaya has a mechanism for Information and Data Request as per "SOP Permintaan Data dan Informasi No. 32/SOP-KUD-MJ/III/2019" dated 20 March 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 KUD Marga Jaya 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>KUD Marga Jaya also defined the procedure of consultation and communication as defined in "SOP Komunikasi dan Konsultasi dengan Pihak Lain No. 29/SOP-KUD-MJ/III/2019" dated 20 March 2019.</p> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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>KUD Marga Jaya has determined type of information accessible for public. The list was approved by Manager Operasional.</p> <p>ICS of KUD Marga Jaya has informed the procedure of Information request to all of member as evident in "Pembagian KUD SOP SK dan Kebijakn" 2-15 February 2019. Sample seen: "Tanda Terima Berkas Kelompok Tani Bakti Pertiwi, Karya Jaya Trimukti, Karya Muda danlainnya" received by 200 member and "Tanda Terima Berkas Kelompok Tani Plamboyan" received by 12 Farmer Group/Kelompok Tani.</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>KUD Marga Jaya has determined the list of publicly available document recorded on "Daftar Dokumen Atau Informasi Yang Boleh Diberikan", dated 20 March 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>- Polution prevention programme;</li> </ul>	

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

	<ul style="list-style-type: none"> <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>1.1.2 Records of requests for information and responses shall be maintained.</p>		
<p>Requirement for Group Manager</p>		<p>Comply</p>
<p>The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.</p>	<p>According to "SOP Permintaan Data dan Informasi No. 32/SOP-KUD-MJ/III/2019" dated 20 March 2019, Secretary (Namely Bpk. Hartato) 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> <p>"Buku Surat Masuk &amp; Surat Keluar" incoming letter and outgoing letter - 2019 recorded 4 incoming letter; 88 outgoing letter. Sample:</p> <ul style="list-style-type: none"> <li>- "Surat permintaan informasi dari Kementerian Keuangan RI Dirjen Pajak Kantor Wilayah Sumatera Barat dan Jambi no. 19/WPJ.27/KP.01/2019 to KUD Marga Jaya" dated 11 January 2019 related to Request for Explanation of data and / or statement of payment of final PPh PP23 2018 Tax Year, has been responded on 20 February 2019.</li> <li>- Information from PT Bahari Gembira Ria by letter no. 005/BGR-Intern/I/2019 to KUD Marga Jaya dated 30 January 2019 related damage occurred at PT BGR's Mill so resulting in a long queue of FFB trucks that had been responded to on January 30, 2019.</li> <li>- Request for information from BNI 1946 Jambi letter no. 20/16/Permohonan dated 21 January 2019 related to request for data on the results of the Marga Jaya KUD management election meeting to be able to immediately change the signature and stamp and have been responded on 21 January 2019.</li> </ul>	<p>Comply</p>
<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> </ul>		

<p>• Human Rights Policy (Criterion 6.13).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		Comply
<p>Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.</p>	<p>KUD Marga Jaya has a mechanism for Information and Data Request as per "SOP Permintaan Data dan Informasi No. 32/SOP-KUD-MJ/III/2019" dated 20 March 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 KUD Marga Jaya 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>KUD Marga Jaya has also defined the procedure of consultation and communication as defined in "SOP Komunikasi dan Konsultasi dengan Pihak Lain 32/SOP-KUD-MJ/III/2019" dated 20 March 2019.</p> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – they understand all visitors and all requests for information are referred to the Operational Manager.</p>	
<p>Requirement for Group Manager</p>		
<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>KUD Marga Jaya has determined the list of publicly available document recorded on "Daftar Dokumen Atau Informasi Yang Boleh Diberikan", dated 20 March 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 KUD Marga Jaya office.</p>	
<p><b>Criterion 1.3:s</b></p>		
<p>Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p><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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		Comply

<p>Individual members shall show that they have accepted and agreed the group's policy on ethical conduct</p>	<p>KUD Marga Jaya 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> <ol style="list-style-type: none"> <li>1. Dilarang melakukan tindakan korupsi, kolusi, dan nepotisme dalam bentuk apapun" - Prohibit corruption, collusion, nepotism in any form;</li> <li>2. "Dilarang melakukan manipulasi data" – Prohibit data manipulation;</li> <li>3. "Dilarang melakukan penipuan dan penggelapan" – Prohibit fraud;</li> <li>4. "Dilarang melakukan tindakan pencemaran nama baik" – Prohibit hoax;</li> </ol> <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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009), 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>KUD Marga Jaya has policy on ethical conduct present in "Surat Keputusan No. 15/SK/ICS/KUD-MJ/II/2019 Tentang Perilaku Etis dan Larangan KKN" dated 3 February 2019.</p> <ol style="list-style-type: none"> <li>1. "Dilarang melakukan tindakan korupsi, kolusi, dan nepotisme dalam bentuk apapun" - Prohibit corruption, collusion, nepotism in any form;</li> <li>2. "Dilarang melakukan manipulasi data" – Prohibit data manipulation;</li> <li>3. "Dilarang melakukan penipuan dan penggelapan" – Prohibit fraud;</li> <li>4. "Dilarang melakukan tindakan pencemaran nama baik" – Prohibit hoax;</li> </ol>	

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. KUD Marga Jaya has prepared "Daftar Peraturan Perundangan" list of all applicable regulation as a guidance of regulation to comply with; on December 2018. KUD Marga Jaya 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.	KUD Marga Jaya 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: Sugeng Haryanto (MJ.03.010) from KT Dwi Rejeki made payment for "Pajak Bumi dan Bangunan tahun 2019" land and building tax No.15.05.070.005.001-0076.0 for land of 20,000 m <sup>2</sup> and namely MUrsto (MJ.08.012) from KT Tunas Harapan No.15.05.070.005.003-0168.0 for land of 20,000 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.	Farmers group also has "Daftar Referensi Peraturan" as a guidance of regulation to comply with. KUD Marga Jaya 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 annum;	



Criterion / Indicator	Assessment Findings	Compliance
	<p>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: KUD Marga Jaya have sample PPE and accessible for smallholder members.</p>	
<b>Requirement for Group Manager</b>		
<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>KUD Marga Jaya also has "Daftar Periksa Pelaksanaan Persyaratan Legal Anggota" as a guidance of regulation to comply with.</p> <p>KUD Marga Jaya 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: 31/SOP-KUD-MJ/III/2019, dated 20 March 2019. Also the group manager has appointed by issue the letter of warrant and responsibility under "Surat Perintah Tugas" no. 01/SPT/XII/KUD.MJ/2018 to Mr. Hartato (Secretary of KUD Margo Jaya), the procedure stipulates:</p> <ul style="list-style-type: none"> <li>- Section B. "Sekretaris bertanggungjawab untuk melakukan pembaruan peraturan perundang-undangan" – Secretary of KUD Marga Jaya 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; or if there is information about changes in regulations, an immediate update will be made.</li> <li>- Updates are based on social network sources, media news and related agencies.</li> </ul>	
<b>2.1.3 A mechanism for ensuring compliance shall be implemented.</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>		



Criterion / Indicator	Assessment Findings	Compliance
Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members	Each member must follow the set of rules, before joining group member. 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: Sugeng Haryanto (MJ.03.010) from KT Dwi Rejeki made payment for "Pajak Bumi dan Bangunan tahun 2019" land and building tax No.15.05.070.005.001-0076.0 for land of 20,000 m <sup>2</sup> and namely MUrsto (MJ.08.012) from KT Tunas Harapan No.15.05.070.005.003-0168.0 for land of 20,000 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: 31/SOP-KUD-MJ/III/2019, dated 20 March 2019 dated 20 March 2019. Farmer group 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 muara Jambi).	
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 KUD Marga Jaya has documentary evidence of legal ownership in te form of "Sertifikat Hak Milik". All member joined in the group has a land title of SHM and there is no SKT (Surat Keterangan). The document was kept and controlled by ICS. Examples of land ownership on behalf of: 4. Saliah, Kelompok Tani Tunas Muda, Year Planting 1996, SHM no. 2363 for area 2.003 Ha, STDB no. 2468 and SPPL no. 26-BUN. 5. Kasimun, Farmer Group Cahaya Tani, Year Planting 1996, SHM no. 2255 for area 2.006 Ha, STDB no. 2508 and SPPL no. 64-BUN.	

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>6. Muhammad, Farmer Group Cahaya Tani, Year Planting 1996, SHM no. 2250 for area 1.998 Ha, STDB no. 2512 and SPPL no. 60-BUN.</p> <p>7. Tugiman, Farmer Group Sumber Usaha, Year Planting 1996, SHM no. 2297 for area 2.024 Ha, STDB no. 2392 and SPPL no. 97-BUN.</p> <p>8. Suyono, Farmer Group Sumber Usaha, Year Planting 1996, SHM no. 2300 for area 2.012 Ha, STDB no. 2391 and SPPL no. 82-BUN.</p> <p>9. Suyatmi, Farmer Group Karya Muda, Year Planting 1996, SHM no. 2357 for area 2.032 Ha, STDB no. 2424 and SPPL no. 196-BUN.</p> <p>10. Sungkono, Farmer Group Karya Muda, Year Planting 1996, SHM no. 2319 for area 1.996 Ha, STDB no. 2431 and SPPL no. 183-BUN.</p> <p>11. Sutarto, Farmer Group Karya Muda, Year Planting 1996, SHM no. 2358 for area 2.167 Ha, STDB no. 2434 and SPPL no. 187-BUN.</p> <p>12. Sukamto A., Farmer Group Bakti Pertiwi, Year Planting 1996, SHM no. 2334 for area 2.014 Ha, STDB no. 2414 and SPPL no. 55-BUN.</p>	
<p>Maps showing the legal boundaries shall be kept.</p>	<p>Maps showing the legal boundaries has been kept by ICS KUD Marga Jaya.</p> <p>Audit team made field verification for land belong to smallholder member against the map from "Sertifikat Hak Milik/SHM".</p>	
<p><b>2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.</b></p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Smallholder members has demarcate the boundary of their land.</p>	<p>Comply</p>
<p>Individual members shall demarcate the boundaries of their land.</p>	<p>Suwandi (MJ.09.021) have demarcate the boundaries of his land: Parcel of 20,130 m<sup>2</sup> with boundary 1° 47' 13.56" S; 103° 50' 5.37" E, 1° 47' 13.59" S; 103° 49' 48.54" E, 1° 47' 10.15" S; 103° 49' 48.68" E, 1° 47' 10.25" S; 103° 49' 54.94" E.</p> <p>Saliyah (MJ.09.003) have demarcate the boundaries of his land: Parcel of 20,030 m<sup>2</sup> with boundary 1° 47' 13.56" S; 103° 50' 5.37" E, 1° 47' 13.59" S; 103° 49' 48.54" E, 1° 47' 10.15" S; 103° 49' 48.68" E, 1° 47' 10.25" S; 103° 49' 54.94" E.</p> <p>Rohmad (MJ.11.009) have demarcate the boundaries of his land: Parcel of 20,480 m<sup>2</sup> with boundary 1° 47' 35.32" S; 103° 50' 21.47" E.</p> <p>Kasimun (MJ.11.002) have demarcate the boundaries of his land: Parcel of 20,060 m<sup>2</sup> with boundary 1° 47' 35.32" S; 103° 50' 21.47" E.</p>	

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

Criterion / Indicator	Assessment Findings	Compliance
	Muhammad (MJ.11.018) have demarcate the boundaries of his land: Parcel of 19,980 m <sup>2</sup> with boundary 1° 47' 38.81" S; 103° 50' 21.47" E.	
Requirement for Group Manager		
Check that boundaries are demarcated.	<p>KUD Marga Jaya has had mechanism for maintain boundaries in the form of "SOP Pemeliharaan Batas dan Patok Kebun Petani Swadaya", SOP No. 42/SOP-KUD-MJ/III/2019 dated 20 March 2019.</p> <p>Suwandi (MJ.09.021) have demarcate the boundaries of his land: Parcel of 20,130 m<sup>2</sup> with boundary 1° 47' 13.56" S; 103° 50' 5.37" E, 1° 47' 13.59" S; 103° 49' 48.54" E, 1° 47' 10.15" S; 103° 49' 48.68" E, 1° 47' 10.25" S; 103° 49' 54.94" E.</p> <p>Saliyah (MJ.09.003) have demarcate the boundaries of his land: Parcel of 20,030 m<sup>2</sup> with boundary 1° 47' 13.56" S; 103° 50' 5.37" E, 1° 47' 13.59" S; 103° 49' 48.54" E, 1° 47' 10.15" S; 103° 49' 48.68" E, 1° 47' 10.25" S; 103° 49' 54.94" E.</p> <p>Rohmad (MJ.11.009) have demarcate the boundaries of his land: Parcel of 20,480 m<sup>2</sup> with boundary 1° 47' 35.32" S; 103° 50' 21.47" E.</p> <p>Kasimun (MJ.11.002) have demarcate the boundaries of his land: Parcel of 20,060 m<sup>2</sup> with boundary 1° 47' 35.32" S; 103° 50' 21.47" E.</p> <p>Muhammad (MJ.11.018) have demarcate the boundaries of his land: Parcel of 19,980 m<sup>2</sup> with boundary 1° 47' 38.81" S; 103° 50' 21.47" E.</p> <p>KUD Marga Jaya telah dapat membuktikan bahwa telah melakukan pemeliharaan patok batas lahan petani sesuai dengan SOP No. 42/SOP-KUD-MJ/III/2019 dated 20 March 2019. Maintenance of boundary markers using the format " Maintenance of boundary markers using the format "Maintenance Program and Realization Stakes Limit as much as 726 stakes for Fiscal Year 2018-2019", the latest maintained was performed on June 2019.</p>	
<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).</p>		
Requirement for Individual Member with up to 50ha of plantation size		
N/A	N/A	
Requirement for Group Manager		N/A
N/A	N/A	
<p><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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply

Criterion / Indicator	Assessment Findings	Compliance
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		
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.	
<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		Comply
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 KUD Marga Jaya. 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		Comply
N/A	N/A	
Requirement for Group Manager		
Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).	KUD Marga Jaya has prepared a block map for each farmer member with scale 1:10,000, the map was made by "Peta Partisipatif" using Survey Darat GPS Garmin CSX64. The map has describes the farmer group identity and farmer members.  Detail of each farmer block map available in certificate map "Pemetaan partisipatif lahan on January-February 2019" – part of land ownership certificate appendix.  There is no customary right in area where KUD Marga Jaya member's operated.	

Criterion / Indicator	Assessment Findings	Compliance
<p><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:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities’ decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company’s title, concession or lease on the land.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		Comply
<p>Demonstrate that they have the right to use the land and or have customary rights over the land they farm.</p>	<p>At the time of the site visit, there is no land dispute in the KUD Marga Jaya member. It was confirmed through interview the smallholders member and stakeholders there is no customary right in area where KUD Marga Jaya operating.</p> <p>Sample smallholder member visit:</p> <ul style="list-style-type: none"> <li>- Saliah, ID Member No. MJ.09.003, KT Tunas Muda. Size area plantation 2.003 Ha.</li> <li>- Sariman, ID Member No. MJ.09.006, KT Tunas Muda. Size area plantation 2.013 Ha.</li> <li>- Suwandi, ID Member No. MJ.09.021, KT Tunas Muda. Size area plantation 2.039 Ha.</li> <li>- Kasimun, ID Member No. MJ.11.002, KT Cahaya Tani. Size area plantation 2.006 Ha.</li> <li>- Rohmad, ID Member No. MJ.11.009, KT Cahaya Tani. Size area plantation 2.048 Ha.</li> <li>- Muhammad, ID Member No. MJ.11.018, KT Cahaya Tani. Size area plantation 1.998 Ha.</li> <li>- Tugiman, ID Member No. MJ.15.001, KT Cahaya Tani. Size area plantation 2.024 Ha.</li> <li>- Suyono, ID Member No. MJ.15.005, KT Cahaya Tani. Size area plantation 2.012 Ha.</li> <li>- Mursaid, ID Member No. MJ.15.012, KT Cahaya Tani. Size area plantation 1.999 Ha.</li> </ul>	
<p>Requirement for Group Manager</p>		
<p>Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.</p>	<p>At the time of the site visit, there is no land dispute in the KUD Marga Jaya member. It was confirmed through interview the smallholders member and stakeholders.</p> <p>KUD Marga Jaya 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>	
<p><b>2.3.3</b> All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		N/A
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 KUD Marga Jaya member. It was confirmed through interview the smallholders member and stakeholders. 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 KUD Marga Jaya member. It was confirmed through interview the smallholders member and stakeholders. KUD Marga Jaya 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. 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	



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

Criterion / Indicator	Assessment Findings	Compliance
	<p>September 2019. Currently there is no replanting program has made, the oldest planting were 1993 and the nearest replanting program was 2024.</p> <p>Replanting program has been plan by KUD Marga Jaya as per “Rencana Kerja Replanting”. Planting year of all member KUD Marga Jaya was 1996 and the nearest replanting activity was plane on 2026 – 2028.</p>	
<p><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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Principle 4: Use of appropriate best practices by growers and millers</b></p>		
<p><b>Criterion 4.1:</b>            Operating procedures are appropriately documented, consistently implemented and monitored.</p>		
<p><b>4.1.1</b> Standard Operating Procedures (SOPs) for estates and mills are documented</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
<p>Group Manager develops appropriate SOPs for the group:</p> <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>KUD Marga Jaya has prepared the procedure to maintain the best management practices agronomy. The procedure covers:</p> <ul style="list-style-type: none"> <li>SOP Panen No. 14/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pruning No. 15/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pemupukan No. 16/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pengendalian Gulma Kelapa Sawit No. 17/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Monitoring dan Penilaian Anggota No. 18/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pengelolaan Wadah Bekas Kimia No. 19/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pembukaan Lahan Kelapa Sawit No. 20/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pembibitan Kelapa Sawit No. 21/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>SOP Pengendalian Hama Penyakit Tanaman (HPT) No. 22/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> </ul> <p>SOPs are kept in KUD Marga Jaya Office and controlled by ICS/Group Manager. SOPs has been communicated and disseminated to member of KUD Marga Jaya as evidence in “Pembagian KUD SOP SK dan Kebijakan”. Sample seen:</p>	

	<p>"Pembagian KUD SOP SK dan Kebijakan Kelompok Tani Bakti Pertiwi" received by 21 member and KT Tunas Harapan received by 24 member.</p> <p>Members interviewed were understood concerning procedure of best management practise for palm oil mill 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 KUD Marga Jaya 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 August 2019, sample seen monitoring at Plantation of Kelompok Tani Dwi Rejeki dated 16/08/2019 at Kavling on behalf Sukamto. Based on field observation and audit check list there is no non conformity issue found.</p>	
<p><b>4.1.2 A mechanism to check consistent implementation of procedures shall be in place.</b></p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>NC</p>
<p>N/A</p>	<p>N/A</p>	<p>#1861013-</p>
<p>Requirement for Group Manager</p>		<p>201912-N1</p>
<p>The Group Manager has regular checks using procedures set at group level for SOP implementation.</p>	<p>Group manager has program to regular checks to ensure the implementation of procedures has been performed through internal audit. Internal audit report were evidence in "Form Pertanyaan Internal Audit". Sample seen: Internal audit for smallholder member Sukamto Kelompok Tani Dwi Rejeki, date of audit: 16/08/2019. Internal audit checklist including: RSP0 knowledge, Organisation knowledge, HCV, Agro Chemical and Hazardous waste, Social labor, OHS, Good Agroiculture Practise, Law and relevant regulation, internal regulation and member data completeness.</p> <p>Internal audit finding has bee record in "Laporan audit internal KUD Marga Jaya".</p> <p>Non conformity raised during audit:</p> <p>Internal check to SOP implementation has been performed through internal audit, however there is remain found unproper condition of smallholder plantation and not inline with best management practice.</p> <p>During field visit to KT Sumber Usaha Kavling Suyono and KT Bakti Pertiwi Kavling Sukamto found that the kavling condition were not properly upkeep, weeds overgrown and late pruning.</p> <p>KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness</p>	<p>OPEN</p>



	of implementation in the next assessment. The NC status remain OPEN.	
<b>4.1.3</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.		
Requirement for Individual Member with up to 50ha of plantation size		NC #1861013-201912-N2 OPEN
Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.	<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 Tugiman, Kelompok Tani Sumber Usaha, Member ID No. MJ.05.001.</li> <li>- Record on behalf Sukamto A, Kelompok Tani Bakti Pertiwi, Member ID No. MJ.06.002.</li> <li>- Record on behalf Saliah, Kelompok Tani Tunas Muda, Member ID No. MJ.09.003.</li> <li>- Record on behalf Kasimun, Kelompok Tani Cahaya Tani, Member ID No. MJ.11.002.</li> </ul> <p>ICS KUD Marga Jaya recap the FFB harvesting record from each smallholder member and Kelompok Tani in "Rekapitulasi Hasil produksi TBS Anggota". Sample seen for Kelompok Tani Sumber Usaha, Kelompok Tani Tunas Muda, Kelompok Tani Cahaya Tani, Kelompok Tani Karya Muda, Kelompok Tani Bakti Pertiwi Period January – September 2019.</p> <p>Non conformity raised during audit: Record of smallholder SOP implementation related to best management practice agronomy are not available. Based on field observation and interview with smallholder member of KT Bakti Pertiwi dan KT Sumber Usaha KUD Marga Jaya confirmed that they have not kept the record of activity they have implemented at their plantation, such as: manuring, herbicide application/spraying and harvesting. KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.</p>	
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	Record of best management practices agronomy for each member also available in "Catatan Semprot, Catatan pemupukan, Catatan Panen, Catatan Pruning". Sample seen:	

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

	<ul style="list-style-type: none"> <li>- Record on behalf Sariman, Kelompok Tani Tunas Muda, Member ID No. MJ.09.006.</li> <li>- Record on behalf Rohmad, Kelompok Tani Cahaya Tani, Member ID No. MJ.11.009.</li> <li>- Record on behalf Suyono, Kelompok Tani Sumber Usaha, Member ID No. MJ.05.005.</li> <li>- Record on behalf Suyatmi, Kelompok Tani Karya Muda, Member ID No. MJ.07.006.</li> <li>- Record on behalf Karyono, Kelompok Tani Bakti Pertiwi, Member ID No. MJ.06.015.</li> </ul> <p>The document kept in the office by ICS KUD Marga Jaya.</p>	
<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.	<p>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.</p> <p>N/A</p>	
<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.	<p>Procedure for fertilizer application under "SOP Pemupukan No: 16/SOP-KUD-MJ/III/2019 dated 20 March 2019".</p> <p>Fertilizer recommendation has been stipulated in the procedure.</p> <p>Record of manuring/fertilizing were available in "Catatan Pemupukan".</p> <p>Sample seen Catatan Pemupukan on behalf Suyono, Kelompok Tani Sumber Usaha, Member ID No. MJ.05.005, Size area 2,012 ha, year planted 1996, fertilizer application 2019: urea 6 sack (300 kg) on March, KCI 6 sack on June, Ponska 8 sack and SP36 4 sack on September.</p>	
<b>4.2.2</b> Records of fertiliser inputs shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		NC #1861013-201912-N3 OPEN
Responsibility of individual members to maintain fertilizer records.	<p>Individual member has kept the record of fertilizer records in the form of "Catatan Pemupukan". Sample seen:</p> <ul style="list-style-type: none"> <li>- Suyono, Kelompok Tani Sumber Usaha, Member ID No. MJ.05.005, Size area 2,012 ha, year planted 1996, fertilizer application 2019: urea 6 sack (300 kg) on March,</li> </ul>	

	<p>KCl 6 sack on June, Ponska 8 sack and SP36 4 sack on September.</p> <ul style="list-style-type: none"> <li>- Catatan Pemupukan on behalf Tugiman, ID No. MJ.5.001, Kelompok Tani Sumber Usaha: Size area 2,024 ha; Planting year 1996; Fertilizer application 2019: ZA 600 kg on March, NPK Granular June 500 kg.</li> <li>- Catatan Pemupukan on behalf Mursaid, ID No. MJ.05.012, Kelompok Tani Sumber Usaha: Size area 1.999 ha; Planting year 1996; Fertilizer application 2019: ZA 600 kg on March, KCl 600 kg on June, Ponska 600 kg on September 2019.</li> </ul> <p>Nonconformity raised during audit: Record of fertilizer provide by ICS KUD Marga Jaya in "Catatan Pemupukan" are not accurate and not inline with the actual application in the field. Record of fertilizer application in "Catatan Pemupukan" provide by ICS KUD Marga Jaya are not accurate and not inline with the actual application in the field. Sample seen on smallholder kavling:</p> <ul style="list-style-type: none"> <li>• Mursaid ID No. MJ.05.012, Kelompok Tani Usaha Baru, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": ZA 600 kg (March 2019), KCl 600 kg (June 2019), Ponska/NPK 600 kg (September 2019). However according to information from Mursaid, actual fertilizer application in the field were: NPK Ponska 300 kg (November 2019), SP36 600 kg (March 2019), KCl 300 kg (November 2019).</li> <li>• Suyono ID No. MJ.05.005, Kelompok Tani Sumber Usaha, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": ZA 600 kg (March 2019), KCL 600 kg (June 2019) and NPK Ponska 600 kg (September 2019). However according to information from Suyono, actual fertilizer application in the field were: Urea 300 kg (March 2019), KCl 300 kg (June 2019), Ponska 400 kg and SP36 200 kg (September 2019).</li> <li>• Tugiman, ID No. MJ.05.001, Kelompok Tani Sumber Usaha, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": ZA 600 kg (March 2019), NPK Granular 500 kg (Juli 2019). However according to information from Suyono, actual fertilizer application in the field were: Ponska 350 kg (March 2019), KCl 300 kg (June 2019), SP36 600 kg (September 2019).</li> <li>• Sukamto, ID No. MJ.06.002, Kelompok Tani Bakti Pertiwi, Fertilizer application based on "Catatan Pemupukan KUD Marga Jaya": SP36 600 kg (March 2019), KCl 500 kg (June 2019), ZA 600 kg (November 2019). However according to information from Suyono, actual fertilizer application in the field were: Urea 600</li> </ul>	
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	<p>kg (June 2019), SP36 600 kg (Oktober 2019), MOP 600 kg (Februari 2019).</p> <p>KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.</p>	
<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.	<p>Group manager has takes tissue sampling and soil sampling cooperated with SNV and CIRAD (Centre de Cooperation Internationale en Recherche Agronomicue Pour Le Development. Tissue and soil sampling taken on October 2019 by CIRAD Laboratory with number of tissue sample 3 and soil sample 40. The soil and tissue sample were being analyzed (on process) by CIRAD laboratory and will be finalized on 2020, the interim report of sample analysis according to email from Jean Ollivier on 26/11/2019.</p> <p>Soil smapling analysis also has been performed on 2017 by AKVO with sample number of 51. The result of soil sampling analysis were evident in "Penguajian Sampel Tanah Oleh AKVO".</p>	
<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.	<p>Not applicable as the smallholder did not apply any EFB or POME from the mill.</p> <p>Palm frond apply as organic nutrient in the field at "gawangan mati" or line of palm plantation.</p> <p>N/A</p>	
<b>Criterion 4.3:</b>		
Practices minimise and control erosion and degradation of soils.		
<b>4.3.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
Where available individual members shall provide soil maps of their own farm to the Group Manager.	Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type are consist of: Kandiudults (25%), Dystropepts (20%), Trophaquepts (50%), Haploperox (5%).	
<b>Requirement for Group Manager</b>		

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

Group Manager shall compile and maintain an overall soil map for the group.	Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type in KUD Marga Jaya at all Kelompok Tani are consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%). The soil maps are kept by KUD Marga Jaya at Office.	
<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.	According to Topography Map KUD Marga Jaya with scale 1 : 40,000 indicated that the topography area at KUD Marga Jaya are consist of 0 – 15%. Based on field observation can be demonstrated that all area of smallholder member are flat. However Group Manager KUD MARGA Jaya has develop the procedure to minimize and control the soil erosion as per "SOP Pengendalian Erosi Tanah No. 25/SOP-KUD-MJ/III/2019 dated 20 March 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		Comply
N/A	N/A	
Requirement for Group Manager		
A road maintenance programme is maintained at Group level, this includes an approval process for any new roads being developed by individual members	KUD Marga Jaya has a regular program for road maintenance, present in "Rencana Perbaikan Jalan Tahun 2019" dated 5 January 2019. In 2019, the road maintenance are programmed at KT Tri Tunggal Makmur, KT Ri Marga , KT Dwi Rezeki on December 2019,KT Sumber Usaha, KT Bakti Pertiwi on May 2019 and KT Karya Makmur on December 2019. Road maintenance and repairing implementation record were available, sample seen: on May 2019, road repairing by adding the laterit material at KT Karya Muda with cost as much as IDR 20 million. Evidence of road repairing were available. During field visit at KT Bakti Pertiwi and KT Sumber Usaha revealed that the road condition was in good condition.	
<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	There is no peat land over the land of KUD Marga Jaya. It was confirmed during field visit and soil maps overlay. Generally the soil type of KUD Marga Jaya consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%). Based on overlay map of KUD Marga Jaya with Map "Status Kawasan Gambut SK 454/MenLHK/Setjen/PLA.2/6/2016"	

	confirmed that all area of KUD Marga Jaya was not include in the peat soil area. The soil maps are kept by KUD Marga Jaya at Office.	
<b>Requirement for Group Manager</b>		
Group manager to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant	There is no peat land over the land of KUD Marga Jaya. It was confirmed during field visit and soil maps overlay. Generally the soil type of KUD Marga Jaya consist of: Kandiudults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%). Based on overlay map of KUD Marga Jaya with Map "Status Kawasan Gambut SK 454/MenLHK/Setjen/PLA.2/6/2016" confirmed that all area of KUD Marga Jaya was not include in the peat soil area. The soil maps are kept by KUD Marga Jaya at Office.	
<b>4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</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 develops regular drainability assessment schedule for the group and implements this	There is no peat land over the land of KUD Marga Jaya. It was confirmed during field visit and soil maps overlay. Generally the soil type of KUD Marga Jaya consist of: Kandiudults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%). Based on overlay map of KUD Marga Jaya with Map "Status Kawasan Gambut SK 454/MenLHK/Setjen/PLA.2/6/2016" confirmed that all area of KUD Marga Jaya was not include in the peat soil area. The soil maps are kept by KUD Marga Jaya at Office.	
<b>4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</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>		
There is a group level policy and plan for managing fragile and problem soils occurring in the group. The Group Manager shall ensure implementation by individual group members.	There is no peat land over the land of KUD Marga Jaya. It was confirmed during field visit and soil maps overlay. Generally the soil type of KUD Marga Jaya consist of: Kandiudults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%). Based on overlay map of KUD Marga Jaya with Map "Status Kawasan Gambut SK 454/MenLHK/Setjen/PLA.2/6/2016" confirmed that all area of KUD Marga Jaya was not include in the peat soil area. The soil maps are kept by KUD Marga Jaya at Office.	
<b>Criterion 4.4:</b>		
Practices maintain the quality and availability of surface and ground water.		
<b>4.4.1 An implemented water management plan shall be in place.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
N/A	N/A	



Requirement for Group Manager		
The responsibility of Group Manager	<p>Group Manager has develop procedure related water management within "SOP Pengelolaan Air dan Sumber Air" (24/SOP-KUD-MJ/III/2019, dated 20 March 2019.</p> <p>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>- During field observation, there is no riparian area or other watercourses were identified in KUD Marga Jaya plantation area.</li> </ul>	
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	<p>KUD Marga Jaya has watercourse map "Peta Kebun Anggota Sertifikasi RSPO Overlay Status Kawasan" Scale 1:30,000. Map Source: Participatory Mapping on January-February 2019 and Ground Survey using GPS tool start from January 2019.</p> <p>Coordinate system: GCS WGS 1984. Map is produced with collaboration between KUD Marga Jaya and SNV Indonesia.</p> <p>According to the map, there is no watercourse located within or surrounding the certification unit.</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.	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members can explain clearly how to protect the riparian area or buffer zone. At least limitation of spraying border, 3 palm rows from watercourse.</p>	
Requirement for Group Manager		
The responsibility of Group Manager	<p>To protect watercourse, KUD Marga Jaya has made announcement to all members "Himbauan untuk Seluruh Anggota", dated 3 March 2019. Within the announcement consist of:</p> <ol style="list-style-type: none"> <li>1. Prevention of Water Pollution</li> <li>2. Water Pollution Handling</li> </ol> <p>One of the way is pesticide application border surrounding the watercourse is 3 rows of palms.</p> <p>Procedure of Water Management and Watercourse or "SOP Pengelolaan Air dan Sumber Air (No: 24/SOP-KUD-MJ/III/2019, 20 Maret 2019)". Content of procedure:</p> <ol style="list-style-type: none"> <li>1. Prohibition of throwing rubbish.</li> <li>2. Prohibition of spraying activities or chemical use around the riparian area, reservoir or swamp with minimum border is 3 rown of palm.</li> </ol>	

	<p>3. Restoring buffer zone by enrichment planting with woody plant and trees along the riparian area, reservoir or swamp to prevent soil erosion.</p> <p>4. Clean up riparian from rubbish or palm fronds.</p>	
<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).		
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>4.4.4</b> Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<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.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
The responsibility of Group Manager. Have a written procedure on IPM.	<p>KUD Marga Jaya has been establish the written procedure on IPM, presented in "SOP Pengendalian Hama Terpadu (PHT) No:22/SOP-KUD-MJ/III/2019 dated 20 March 2019.</p> <p>Group manager monitors the pest and diseases through census of rat, catterpillar and ganoderma. Pest and diease monitoring has been programmed by Group Manager as per "Rencana Kerja Sensus Hama dan Penyakit Tahun 2019".</p> <p>Record of pest and disease census were available in Formulir Sensus Hama dan Penyakit. Sample seen:</p> <ul style="list-style-type: none"> <li>- Formulir Sensus Hama dan Penyakit dated 11 June 2019, census by Suwondo, Census location: KT Tunas Harapan, Number plant census 25, planting year 1996, number rats identified 3%, Rayap (insect) 3%. There is no chemical pest control was performed because the pest attack percentage was under threshold 5%.</li> <li>- Formulir Sensus Hama dan Penyakit dated 9 July 2019, census by Suwondo, Census location: KT Tri Tunggal Makmur, Number plant census 25, planting year 1996, number rats identified 3%, Rayap (insect) 3%. There is no chemical pest control was performed because the pest attack percentage was under threshold 5%.</li> </ul>	
<b>4.5.2</b> Training of those involved in IPM implementation shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members must attend training.	Training on IPM has been conducted by KUD Marga Jaya cooperated with SNV Netherland Development Organisation. Training was carried out on 3 batches on 7 – 12 December 2019. Training attend by smallholder	



	<p>member of KUD Marga Jaya. Evidence of training can be demonstrated in the form of: Module training, attendant list, photo documentation.</p> <p>During field audit and interview at KT KT Sumber Usaha (Mursaid, Suyono and Tugiman), KT Bakti Pertiwi (Mustofa, Karyono and Sukamto) revealed that the individual member ha sunderstanding on Integrated Pest Management.</p>	
<b>Requirement for Group Manager</b>		
Group Manager to provide IPM training.	<p>Training on IPM has been conducted by KUD Marga Jaya cooperated with SNV Netherland Development Organisation. Training was carried out on 3 batches on 7 – 12 December 2019. Training attend by smallholder member of KUD Marga Jaya. Evidence of training can be demonstrated in the form of: Module training, attendant list, photo documentation.</p> <p>Training program for IPM has been develop by KUD Marga Jaya as per "Rencana Kerja Pelatihan Anggota dan Pengurus KUD Marga Jaya Tahun 2019".</p>	
<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.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.	<p>KUD Marga Jaya 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 together with Best Management Practices Training on 7 – 12 December 2019 at Office KUD Marga Jaya with participant all smallholder member from 12 Kelompok Tani. Evidence of training can be demonstrated in the form of: Module training, attendant list, photo documentation. Training deliver by SNV Netherland Development Organisation</p> <p>Gapoktan Boluk Bersatu has provided form document of "Catatan Semprot" to all farmer members to record the pesticide/herbicide application.</p>	
<b>Requirement for Group Manager</b>		
Group Manager to develop manual for pest & chemical use and relevant training.	<p>Manual for pest and chemical use has been develop in:</p> <ul style="list-style-type: none"> <li>- "SOP Pengendalian Gulma, Hama dan Penyakit Tanaman No. 045/DOK/SOP/KUDM/2019 dated 20 March 2019"</li> <li>- "SOP Penggunaan Bahan Kimia Surplus No. 047/DOK/SOP/KUDM/2019 dated 20 March 2019"</li> <li>- "SOP Inspeksi Gudang Penyimpanan Bahan Kimia No. 048/DOK/SOP/KUDM/2019 dated 20 March 2019"</li> <li>- "SOP Instruksi Penyimpanan dan Pengangkutan Bahan Kimia No. 049/DOK/SOP/KUDM/2019 dated 20 March 2019"</li> </ul>	

	<p>- "SOP Instruksi Pembersihan Kemasan Bahan Kimia dan Penggunaannya No. 050/DOK/SOP/KUDM/2019 dated 20 March 2019"</p> <p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 19 June 2017 by Pro Sympac. Evidence of training can be demonstrated as per certificate training:</p> <p>Training for smallholder member also has been performed by SNV together with BMP training on</p>	
<p><b>4.6.2 (M) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</b></p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members keep records of pesticides use.	<p>Smallholder member of KUD Marga are not perform pesticide use by themselves, all pesticide use wa performed by TUS Team from KUD Makarti accordint to agreement contract "Surat Perjanjian Kerjasama" between KUD Marga Jaya and KUD Makarti dated 4 June 2019.</p> <p>All TUS team has been trained and certify:</p> <p>Since June 2019 there is no pesticide/herbicide application. Before June 2019, there is no herbicide/pesticide application by smallholder member.</p>	
Requirement for Group Manager		
Group Manager has oversight responsibility	<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 Tahun 2019". Sample seen for Kelompok Tani Sumber Usaha, Bakti Pertiwi, Karya Muda, Tunas Muda and Cahaya Tani.</p> <p>Information of active ingredients used and their LD50, area treated, amount of active ingredients applied per ha were are available.</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>		
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>KUD Marga Jaya has policy to prohibit the pesticide/herbicide usage particularly for paraquat usage as per "Surat Keputusan nomor: 20/SK/ICST-KUD-MJ/II/2019 Tentang larangan Penggunaan bahan Paraquat" dated 3 February 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 Kelompok Tani Sumber Usaha, Bakti Pertiwi, Karya Muda, Tunas Muda and Cahaya Tani. confirmed that most of weeds control performed manually by smallholder member.</p>	

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

	KUD Marga Jaya has a program to introduce the Tyto alba as the natural enemy of rats. Curently KUD Marga Jaya has 2 nest of Barn Owl which has activated/occupied by Tyto alba.	
<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.		
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.	KUD Marga Jaya has policy to prohibit the pesticide/herbicide usage particularly for paraquat usage as per "Surat Keputusan nomor: 20/SK/ICST-KUD-MJ/II/2019 Tentang larangan Penggunaan bahan Paraquat" dated 3 February 2019.  During field audit, interview and document verification shown that there is no paraquat usage by smallholder member at KUD Marga Jaya.	
<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).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members ensure that anyone handling chemicals has attended relevant training.	Training of Agrochemical handling including pesticide and herbicide application has been performed on August 2019 by SNV.  During field visit and interview with smallholder member at KT Bakti Pertiwi, KT Sumber Usaha revealed that they have understanding on pesticide/herbicide application according to best management practices.	
Requirement for Group Manager		
Group Manager has oversight responsibility	Group Manager has establish the procedure of agrochemical handling as per "SOP Penggunaan Bahan Kimia Surplus No. 047/DOK/SOP/KUDM/2019 dated 20 March 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 Inspeksi Gudang Penyimpanan Bahan Kimia No. 048/DOK/SOP/KUDM/2019" dated 20 March 2019, "SOP Instruksi Penyimpanan dan Pengangkutan Bahan Kimia No. 049/DOK/SOP/KUDM/2019" dated 20 March 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.	<p>KUD Marga Jaya 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 10 February 2019.</p> <p>Group Manager has establish the procedure of agrochemical handling as per "SOP Penggunaan Bahan Kimia Surplus No. 047/DOK/SOP/KUDM/2019 dated 20 March 2019".</p> <p>The procedure stipulated the guideline for agrochemical handling including the PPE usage, agrochemical mixing handling, spraying method and the medical checkup for spraying workers.</p> <p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 19 June 2017 by Pro Sympac. Evidence of training can be demonstrated as per certificate training:</p> <p>Training for smallholder member also has been performed by SNV together with BMP training on August 2019.</p>	
<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.		

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

	<p>Smallholder member of KUD Marga are not perform pesticide use by themselves, all pesticide use wa performed by TUS Team from KUD Makarti accordint to agreement contract "Surat Perjanjian Kerjasama" between KUD Marga Jaya and KUD Makarti dated 4 June 2019. All TUS team has been trained and certified. Since June 2019 there is no pesticide/herbicide application. Before June 2019, there is no herbicide/pesticide application by smallholder member.</p> <p>Training of Agrochemical handling including pesticide and herbicide application has been performed on 19 June 2017 by Pro Sympac. Evidence of training can be demonstrated as per certificate training:</p> <p>Training for smallholder member also has been performed by SNV together with BMP training on August 2019.</p>	
<p><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).</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members must dispose of waste materials according to group SOPs.</p>	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that agrochemical containers collected in cooperative and need to contact ICS for it.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Manager has oversight responsibility</p>	<p>KUD Marga Jaya has develop the procedure to dispose the chemical container (pesticide and herbicide) as follow:</p> <p>A. Procedure of Agrochemical Container Handling or "SOP Pengelolaan Wadah Bekas Kimia (No: 19/SOP-KUD-MJ/III/2019, 20 Maret 2019)". The procedure covers:</p> <ul style="list-style-type: none"> <li>- Management of chemical waste from KUD Marga Jaya in cooperation with KUD Makarti, which has a storage for chemical used container.</li> <li>- The remaining chemicals used must be stored in a storage for chemical used container or a safe place out of children.</li> <li>- For used containers, it cannot be buried, or disposed in the river.</li> <li>- Used chemical containers may not be used for other uses.</li> <li>- For chemical waste produced, it is collected in temporary chemical waste storage facilities provided by KUD Marga Jaya.</li> <li>- Group Manager records the name of the farmer who collected it, the date and other information deemed necessary in the Receivment Book.</li> <li>- Chemical waste containers must be properly stored in temporary storage sheds, documented and protected from possible theft and pollution.</li> </ul>	

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

	<ul style="list-style-type: none"> <li>- KUD Marga Jaya will send the used container to KUD Makarti, then it will be handed over to the nearest company that has permission to manage Chemical Waste.</li> </ul> <p>B. Group Manager decree or "SK SOP KUD Marga Jaya No. 044/DOK/SOP/KUDM/2019, tanggal 20 Maret 2019, tentang Penanganan dan Pembuangan Bahan Berbahaya" related Hazardous Handling and Disposal. The procedure covering :</p> <ul style="list-style-type: none"> <li>- Herbicide that has been damaged or expired and hazardous container is collected and delivered to the storage and taken to a permitted temporary facility managed by a third party.</li> </ul> <p>Waste must not be disposed of directly into waterways but must be collected first, collected and then sent to a permitted temporary facility to be destroyed by a third party.</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>Workers that are handling agrochemicals as spraying team (TUS) is collaborate with KUD Makarti. Medical check-up for spraying workers are responsible of KUD Makarti. Spraying workers allocated for KUD Marga Jaya is three persons, where they already checked for medical at General Hospital "RSU Sungai Gelam". Statement letter of medical result that has been verified by auditor as follow:</p> <ol style="list-style-type: none"> <li>1. Mr. Siswanto (Letter of medical result "Surat Keterangan Berbadan Sehat" Nomor: 812/07/RSU-SG/2019, dated 1 December 2019).</li> <li>2. Mr. Purwadi (Letter of medical result "Surat Keterangan Berbadan Sehat" Nomor: 812/04/RSU-SG/2019, dated 1 December 2019).</li> <li>3. Mr. Mianto (Letter of medical result "Surat Keterangan Berbadan Sehat" Nomor: 812/05/RSU-SG/2019, dated 1 December 2019).</li> </ol> <p>dr. M. Dimas Agung as General Practitioners Doctor that issued the letter.</p>	
<p><b>4.6.12</b> No work with pesticides shall be undertaken by pregnant or breast-feeding women.</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>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that spraying managed by spraying team (TUS) is collaborate with KUD Makarti.</p>	
<p>Requirement for Group Manager</p>		



<p>Group Manager has oversight responsibility.</p>	<p>Group Manager KUD Marga Jaya has establish the policy and decree letter to prohibit pregnant and breastfeeding women to perform chemical handling including herbicide/pesticide. Decree Nomor: 11/SK/ICS/KUD-MJ/II/2019 "tentang Larangan Mempekerjakan Ibu Hamil dan Menyusui terkait Pekerjaan Pengelolaan Bahan Kimia", dated 3 February 2019.</p>	
<p><b>Criterion 4.7:</b>  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</b> A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Members shall provide input to the development of the OHS policy and management plan</p>	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they already attend during OSH training which conducted by Group Manager.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Manager shall conduct a risk assessment in collaboration with members.</p>	<p>KUD Marga Jaya 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".   The risk assessment already involved the members during OSH training on 10 Feb 2019 (attended by 32 members); 16 Feb 2019 (attended by 35 members); 18 Feb 2019 (attended by 20 members).</p>	
<p><b>4.7.2</b> All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Member shall collaborate with Group Manager to ensure dangers on farm are identified</p>	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they understood type of dangers on farm that are identified.</p>	
<p>Requirement for Group Manager</p>		
<p>Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for medical insurance for workers appropriate to scale.</p>	<p>KUD Marga Jaya has establish the procedure for OHS as per "SOP K3 No: 26/SOP-KUD-MJ/III/2019", dated 20 March 2019.   Within organizational structure of KUD Marga Jaya, there were particular unit for Environmental Health and Safety (EHS) which responsible by Mr. Suwondo; Mr. Budi Purwanto and Mrs. Harmini.   Workers for smallholders are casual workers and not working daily at the same blocks. There were 21 casual workers that covered by insurance under Jasaraharja Putera (JP-ASPRI) for accident insurance. Insurance for worker is deducted from block owner/member.</p>	

	<p>Sample taken of KT. Bhakti Pertiwi farmer as follow:</p> <ol style="list-style-type: none"> <li>1. Mr. Wahyudi Nurdin (harvester of Mr. Sunarto). Insurance: JP-ASPRI (121001012111900134-000002) valid 20 November 2020.</li> <li>2. Mr. Sunarto (individual smallholder/block owner). Insurance: JP-ASPRI (121001012111900134-000003) valid 20 November 2020.</li> <li>3. Mr. Anwar (individual smallholder/block owner). Insurance: JP-ASPRI (121001012111900134-000004) valid 20 November 2020.</li> <li>4. Mr. Karyono (individual smallholder/block owner). Insurance: JP-ASPRI (121001012111900134-000001) valid 20 November 2020.</li> </ol> <p>The health/medical insurance from national program "BPJS Kesehatan and Kartu Indonesia Sehat". As follow:</p> <ul style="list-style-type: none"> <li>- Mr. Taufik Hidayat (Group Manager). Insurance: BPJS Kesehatan No. 0001470759625.</li> <li>- Mr. Suparno (block owner of KT. Tri Marga). Insurance: BPJS Kesehatan No. 0002322599117.</li> <li>- Mr. Agus Susanto (cooperative worker). Insurance: Kartu Indonesia Sehat No. 0002287865035.</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 Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they already attend the OSH training which held by Group Manager.</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 Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that PPE is provided by Farmer Group and it was one of responsibility of member to workers.</p> <p>Workers for smallholders are casual workers, local resident and some of them is family members. Casual workers was not working daily at the same blocks.</p> <p>for all workers: PPE provided by Farmer Group and block owner.</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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>



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

N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, consider forming an Occupational Health Committee.	Within organizational structure of KUD Marga Jaya, there were particular unit for Environmental Health and Safety (EHS) which responsible by Mr. Suwondo; Mr. Budi Purwanto and Mrs. Harmini.	
Group Manager reviews the manual periodically.	The OSH Committee is recently formed as per Group Manager Decree "Surat Keputusan Nomor: 17/SK/ICS-KUD-MJ/II/2019", dated 3 <sup>rd</sup> February 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 Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that 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 Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that 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.  Auditor sighted that First Aid kit and its manual is available onsite and bring by the Lead of Farmer Group.	
Requirement for Group Manager		
Group Managers shall develop OHS / First Aid manual and distribute to all individual members.	KUD Marga Jaya has establish the procedure for OHS as per "SOP K3 No: 26/SOP-KUD-MJ/III/2019", dated 20 March 2019.  Point 4: OSH Unit shall make accident report (office and farm), if any.  Point 8: If accidents occurs at the office, farm or during FFB transportation, OSH Unit shall made immediate action for first aid.  Point 9: If accident cannot handle with first aid action, OSH Unit shall responsible to bring the accident victim to the nearest medical care.	

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

	Total First Aid Kits is 19 boxes (including the manual) which distributes to 12 boxes (each Farmer Group); 4 boxes for ICS and 3 boxes for surveying team.	
Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.	OSH training on 10 Feb 2019 (attended by 32 members); 16 Feb 2019 (attended by 35 members); 18 Feb 2019 (attended by 20 members).	
Group Manager shall record members' accidents on the farm.	KUD Marga Jaya has provide the specific form to record the accident as per "Rekaman – Monitoring dan Laporan kecelakaan di KUD MARGA JAYA". Based on "Rekaman – Monitoring dan Laporan Kecelakaan" period November 2019, dated 22 November 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>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that 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.  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 (Village Medical Care at Petaling Jaya Village) and report to the Group Manager.	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved	Workers for smallholders are casual workers, local resident and some of them is family members. Casual workers was not working daily at the same blocks.  Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that 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. All cost will be paid by Group Manager.	
Requirement for Group Manager		
N/A	N/A	
<b>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</b>		
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 field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they are attending the training which held by Group Manager. The members with the workers is participate within the training.	
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: <ul style="list-style-type: none"> <li>Best Management Practices – Agronomy: 4-5 January 2019 (Attended by 19 male, 17 female); 7-8 January 2019 (Attended by 26 male, 10 female); 12-13 January 2019 (Attended by 12 male, 12 female).</li> <li>HCV and RTE’s Monitoring Plan: 10 February 2019 (Attended by 26 participants); 12 February 2019 (Attended by 43 participants); 10 February 2019 (Attended by 26 participants).</li> </ul> <p>OSH Training: 10 February 2019 (Attended by 32 participants); 16 February 2019 (Attended by 35 participants); 18 February 2019 (Attended by 20 participants).</p>	
Appropriate to scale, Group Manager shall prepare a training plan.	Group Manager has had Annual Training Program as per “Rencana Kerja Pelatihan Anggota dan Pengurus KUD Marga Jaya Tahun 2019”. <ol style="list-style-type: none"> <li>BMP training for 12 Farmer Group (January).</li> <li>OSH training (Feb, Mar).</li> <li>HCV training (Feb, Mar, Apr)</li> <li>Socialization on Ethical Conduct and Prohibition of Forced Labour (Feb)</li> <li>Training on Foliar and Soil Analysis (Oct)</li> <li>Sosialization on Procedure and Policies (Feb-May)</li> <li>Sosialization on Gender Committee (May, Jun)</li> </ol> <p>Sosialization on RSPO P&amp;C (Jan, Feb)</p>	
<b>4.8.2</b> Records of training for each employee shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A	N/A	
Requirement for Group Manager		
Appropriate to scale, training records shall be kept.	Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they are attending the training which held by Group Manager. The members with the workers is participate within the training.	

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

	<p>Group Manager is maintain training record for several aspect on the RSPO P&amp;C, such as:</p> <ul style="list-style-type: none"> <li>• Best Management Practices – Agronomy: 4-5 January 2019 (Attended by 19 male, 17 female); 7-8 January 2019 (Attended by 26 male, 10 female); 12-13 January 2019 (Attended by 12 male, 12 female).</li> <li>• HCV and RTE’s Monitoring Plan: 10 February 2019 (Attended by 26 participants); 12 February 2019 (Attended by 43 participants); 10 February 2019 (Attended by 26 participants).</li> <li>• OSH Training: 10 February 2019 (Attended by 32 participants); 16 February 2019 (Attended by 35 participants); 18 February 2019 (Attended by 20 participants).</li> </ul>	
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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 Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they understood the environmental risks and impact of their operations, such as pesticides handling, chemical waste disposal and no spraying surrounding the watercourse.	
Requirement for Group Manager		
Group Managers shall identify all activities that have an impact on the environment.	<p>KUD Marga Jaya has identify the environmental impacts from their operations. Identification of these impact already described within Environmental Impact Analysis or as per mention on “Analisis Dampak Lingkungan” dated 3<sup>rd</sup> October 2019. Environmental Impact Analysis consisting Source of Impact, Type of Impact and Impact Ratio.</p> <p>Significant environmental impact from independent smallholders activities are Fertilizer and Herbicide/Pesticide Use, Soil Erosion and Land Fire.</p> <p>As per legal requirement, each individual smallholders already had Environmental Management Statement or “Surat Pernyataan Pengelolaan Lingkungan (SPPL)”, which issued by Plantation Department. According to sample taken, the environmental management statement as follow:</p> <p>- Kasimun, KT Cahaya Tani, ID member MJ.11.002, SSPL No. 660.04/64.BUN/SPPL/II.I/DLH, dated 31/10/2019.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Rohmad, KT Cahaya Tani, ID member MJ.11.009, SSPL No. 660.04/70.BUN/SPPL/II.I/DLH, dated 31/10/2019.</li> <li>- Muhamad, KT Cahaya Tani, ID member MJ.11.018, SSPL No. 660.04/60.BUN/SPPL/II.I/DLH, dated 31/10/2019.</li> <li>- Sungkono, KT Karya Muda, ID member MJ.07.009, SSPL No. 660.04/187.BUN/SPPL/II.I/DLH, dated 31/10/2019.</li> <li>- Suyatmi, KT Karya Muda, ID member MJ.07.006, SSPL No. 660.04/196.BUN/SPPL/II.I/DLH, dated 31/10/2019.</li> <li>- Suntarto, KT Karya Muda, ID member MJ.07.015, SSPL No. 660.04/187.BUN/SPPL/II.I/DLH, dated 31/10/2019.</li> </ul>	
<p><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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.</p>	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members able to explain in simply understanding how to mitigate and reduce the environmental impact of their operations, such as pesticides handling, chemical waste disposal and no spraying surrounding the watercourse.</p>	
<p>Individual members shall contribute to the reduction of environmental impacts</p>	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), some of individual members is contribute to reduce the environment impact through zero pesticide/herbicide used. Weeding control to maintain their blocks is using cutting grass machine.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall develop a mitigation plan to reduce environmental risks and review the plan every two years of mitigation plan.</p>	<p>Within Environmental Impact Analysis or as per mention on "Analisis Dampak Lingkungan" dated 3<sup>rd</sup> October 2019, Group Manager also has developed Mitigation Plan to Reduce Negative Impact from Environmental Impact Analysis. It was already described in "Laporan Pengurangan Dampak Negative".</p>	
<p><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.</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 shall organise training for members on environmental risks and mitigation measures.</p>	<p>Group Manager has had Annual Training Program as per "Rencana Kerja Pelatihan Anggota dan Pengurus KUD Marga Jaya Tahun 2019".</p> <ol style="list-style-type: none"> <li>1. BMP training for 12 Farmer Group (January).</li> </ol>	

Criterion / Indicator	Assessment Findings	Compliance
	2. OSH training, including environmental training (Feb, Mar). 3. HCV training (Feb, Mar, Apr) 4. Socialization on Ethical Conduct and Prohibition of Forced Labour (Feb) 5. Training on Foliar and Soil Analysis (Oct) 6. Sosialization on Procedure and Policies (Feb-May) 7. Sosialization on Gender Committee (May, Jun) 8. Sosialization on RSPO P&C (Jan, Feb)	
Group Managers shall monitor implementation	Group Manager has been monitor through internal audit in monthly basis. Sample documented seen: Internal Audit Questionnaire, dated 3 August 2019. Farmer: Mr. Kasimun Group: KT. Cahaya Tani Monitoring implementation using Form which containing Spraying Record, Fertilizer Record, Harvesting Record and Pruning.	
<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.		
<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).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them	KUD Marga Jaya has deliver the Socialization and training related to HCV and RTE sepcies. Socialization and training performed on February - March 2019 with 10 times for 12 Kelompok Tani. Evidence of training in the form of minutes of training, attendant list and photo documentation were available. During interview they understand regarding the protection of riparian area and RTE species.	
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 "Daftar Identifikasi Awal Keberadaan Sumber dan Layanan Ekosistem Alami". 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. Record of summary HCV Assessment present in "Reklapitulasi Hasil Pengisian Lembar Validasi HCV Petani". The Summary are available for each Kelompok Tani (12 KT). Based on HCV assessment conclude that there is no HCV area identified at KUD Marga Jaya, most of the area are Palm Oil Plantation. There is also no RTE species	



Criterion / Indicator	Assessment Findings	Compliance
	identified, animal species identified such as: Phyton reticulatus, Naja sumatrana, Tyto alba, Burung perkutut.	
<b>Requirement for Group Manager</b>		
HCV assessments shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available; see guidance).	<p>HCV assessment has been conducted by SNV cooperated with KUD Marga Jaya on March - April 2019 .</p> <p>Report of HCV assessment were available in "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019.</p> <p>Based on HCV assessment conclude that there is no HCV area identified at KUD Marga Jaya, most of the area are Palm Oil Plantation. There is also no RTE species identified, animal species identified such as: Phyton reticulatus, Naja sumatrana, Tyto alba, Burung perkutut.</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.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		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 and training performed on February - March 2019 with 10 times for 12 Kelompok Tani. Evidence of training in the form of minutes of training, attendant list and photo documentation were available.</p> <p>Smallholder member are aware about the HCV assessment report and the HCV found in their kavling/block.</p>	
<b>Requirement for Group Manager</b>		
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 Rencana Kerja Pengelolaan Nilai Konservasi Tinggi Tahun 2019 according to "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019.</p> <p>HCV management plan consist of:</p> <ul style="list-style-type: none"> <li>- Pembuatan SOP terkait NKT</li> <li>- Pelatihan</li> <li>- Assessment NKT</li> <li>- Pembuatan Laporan NKT</li> <li>- Pemasangan papan informasi</li> </ul> <p>SOP related to HCV has been developed as per "SOP Perlindungan Satwa Liar ata Langka No: 39/SOP-KUD-MJ/III/2019" dated 20 March 2019.</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.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures.	Individual member of smallholder were involved in the HCV assessment process. The involvement of HCV assessment can be demonstrated according to "Daftar Identifikasi Awal Keberadaan Sumber dan Layanan Ekosistem Alami". The checklist contain information of plantation detail information of smallholder member, social and	



Criterion / Indicator	Assessment Findings	Compliance
	<p>environment information, summary of identification result of HCV, questionnaire regarding HCV assessment.</p> <p>Smallholder member and their workers are aware about the HCV assessment report and the HCV found in their kavling/block.</p>	
<b>Requirement for Group Manager</b>		
<p>Group Manager conducts training for their individual members and their workers about the status of HCV and RTE species and the applicable disciplinary measures</p>	<p>Training Program has been developed by Group Manager KUD Marga Jaya as per "Rencana Kerja Pelatihan Anggoita dan PEngurus KUD MArga Jaya Tahun 2019". NKT training are plan on 2February – April 2019.</p> <p>NKT Training has been performed on February - March 2019 with 10 times for 12 Kelompok Tani. Evidence of training in the form of minutes of training, attendant list and photo documentation were available.</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>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
<p>Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)</p>	<p>Individual member has involved in HCV management and monitoring plan.</p> <p>It was confirmed during interview with sample smallholder member. They were aware to protect the RTE species such as: cekakak belukar, macan akar. They prohibit illegal hunting in the smallholder area and surrounding plantation.</p>	
<b>Requirement for Group Manager</b>		
<p>Group Managers shall implement a mechanism for individual members to report on threats to HCVs</p>	<p>Mechanism for individual members to report on threats to HCVs stipulated in "SOP related to HCV has been developed as per "SOP Perlindungan Satwa Liar ata Langka No: 39/SOP-KUD-MJ/III/2019" dated 20 March 2019 and SOP Pedoman Penanggulangan Konflik Antara Manusia dan Satwa Liar No. 37/SOP-KUD-MJ/III/2019 dated 20 March 2019.</p> <p>Group Manager has made the Management and Monitoring plan of HCV area and RTE sepcies as present in Rencana Kerja Pengelolaan Nilai Konservasi Tinggi Tahun 2019 according to "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019. HCV management plan consist of:</p> <ul style="list-style-type: none"> <li>- Establish Procedure concerning HCV</li> <li>- Traning</li> <li>- Assessment HCV</li> <li>- HCV management and monitoring repor</li> <li>- HCV Signboard placement.</li> </ul> <p>Group Manager KUD Marga Jaya has issued the "Surat Perintah Tugas No. SPT/XII/KUD.MJ/2018 dated December 2018, appointed Jumadi as NKT Officer at KUD Marga Jaya.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	HCV Monitoring Plan has been developed as per "Monitoring Hewan-Hewan Dilindungi Tahun 2010" consist of: <ul style="list-style-type: none"> <li>- Signboard monitoring</li> <li>- RTE sepcies monitoring</li> <li>- Awareness and socialization of HCV</li> </ul>	
<b>5.2.5</b> 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.	
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 no HCV 6 identified . According to HCV assessment result, there is no HCV identified in the local communities 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 is in place.	KUD Marga Jaya has had identification of waste and pollution sources as per "Identifikasi Limbah dan Sumber-Sumber Polusi KUD Marga Jaya", dated 3 March 2019. This document containing: Waste; Type of Waste, Source of Waste, wherby there were 18 wastes identified with three types of wastes i.e Organic, Inorganic and Hazardous. Also, Group Manager has Waste Management Plan as described within "Rencana Pengelolaan dan Pembuangan Limbah KUD Marga Jaya", dated 3 March 2019. The Waste Management Plan covers: <ul style="list-style-type: none"> <li>- Type of activities: Reduce of Fire Rubbish; Integrated Waste Management; Socialization and Training.</li> <li>- Timeline: April 2019, Juni 2019 and January 2020.</li> </ul>	
<b>5.3.2</b> All chemicals and their containers shall be disposed of responsibly.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Members shall ensure that all chemical containers are properly handled and disposed.	Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members able to explain in simply understanding how to proper handled and disposed chemical containers. All the chemical containers report and collected by ICS and sent to KUD Makarti, who has	

Criterion / Indicator	Assessment Findings	Compliance
	agreement with the company which has permitted location as hazardous waste storage.	
<b>Requirement for Group Manager</b>		
The Group Manager shall ensure that all chemical containers are properly handled and disposed	<p>To handle of chemical containers and hazardous waste, unit of certification KUD Marga Jaya has an MoU with KUD Makarti to delivering waste and distribute to PT. Prosympac Agro Lestari that has a licensed of waste storage.</p> <p>MoU between KUD Marga Jaya and KUD Makarti:            "Surat Perjanjian Kerjasama" between KUD Marga Jaya and KUD Makarti, dated 4 June 2019. This MoU related providing of Spraying Team and Handling of Chemical Containers.</p> <p>MoU between KUD Makarti and PT. Prosympac Agro Lestari related handling of chemical containers:            "Surat Perjanjian Antara PT. Prosympac Agro Lestari dengan CO KUD Makarti tentang Tempat Penyimpanan Sementara LB3, Nomor: 004/KUD/MKR/SM/XII/2018, dated 4 December 2018. This agreement related to handling of hazardous waste storage with the company that have permitted. Period of this agreement is until 4 December 2019 (expired) OFI. Scope of this agreement is waste from KUD Makarti and KUD Marga Jaya.</p> <p>Unit of certification KUD Marga Jaya can demonstrate copy of license of PT. Prosympac Agro Lestari based on Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu (DPMPTSP) Kab. Muaro Jambi Nomor: 08/Kep.Ka.DPMPTSP/II/2017, dated 16 November valid for 5 years.</p>	
<b>5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		
Appropriate to scale, members shall have a documented waste management and disposal plan.	<p>Documented waste management already covered within SPPL in each member. Planning to manage and monitor of environmental impact through:</p> <ul style="list-style-type: none"> <li>- Land fire prevention;</li> <li>- Hazardous waste management origins from chemical contaminated containers;</li> </ul> <p>To manage solid waste/palm fronds in the palm circle.</p>	Comply
Members shall communicate to all workers the waste management and disposal plan.	<p>Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members able to explain in simply understanding how to proper handled and disposed chemical containers.</p> <p>All the chemical containers report and collected by ICS and sent to KUD Makarti, who has agreement with the company which has permitted location as hazardous waste storage.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Some of individual members are using spraying team or "TUS" for pesticide/herbicide application. Spraying team is managed by Group Manager.	
Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.	Based on field observation and interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they are attending the training which held by Group Manager.  Group Manager is maintain training record for Pesticide Application and Waste Management Training, held on 4-5 January 2019 (Attended by 19 male, 17 female); 7-8 January 2019 (Attended by 26 male, 10 female); 12-13 January 2019 (Attended by 12 male, 12 female).	
<b>Requirement for Group Manager</b>		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.	Group Manager has Waste Management Plan as described within "Rencana Pengelolaan dan Pembuangan Limbah KUD Marga Jaya", dated 3 March 2019. The Waste Management Plan covers:  - Type of activities: Reduce of Fire Rubbish; Integrated Waste Management; Socialization and Training.  - Timeline: April 2019, Juni 2019 and January 2020.	
Group Manager shall communicate to all members on the waste management and disposal plan.	Group Manager is maintain training record for Pesticide Application and Waste Management Training, held on 4-5 January 2019 (Attended by 19 male, 17 female); 7-8 January 2019 (Attended by 26 male, 10 female); 12-13 January 2019 (Attended by 12 male, 12 female).	
The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.	Group Manager is maintain training record for Pesticide Application and Waste Management Training, held on 4-5 January 2019 (Attended by 19 male, 17 female); 7-8 January 2019 (Attended by 26 male, 10 female); 12-13 January 2019 (Attended by 12 male, 12 female).	
<b>Criterion 5.4:</b>		
Efficiency of fossil fuel use and the use of renewable energy is optimised.		
<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.		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		NC #1861013-201912-N4 OPEN
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.	Non conformity raised during audit:  Individual member level did not have record the efficiency of the use of fossil fuels on their activities, such as to carry FFB's from block to fruit collection point, for those use vehicle/motorbikes or slashing machine.  KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.	
<b>Requirement for Group Manager</b>		

Criterion / Indicator	Assessment Findings	Compliance								
<p>Appropriate to scale, Group Manager shall have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p>	<p>Group Manager of KUD MARGA JAYA has "Rencana Peningkatan dan Pemantauan Efisiensi Penggunaan Bahan Bakar Fosil" dated 3 March 2019 as a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p> <p>Also stated that to monitor efficiency, Group Manager will calculate and analyze the amount of electricity use and fossil fuel in monthly basis.</p> <p>Non conformity raised during audit:</p> <p>Group Manager cannot demonstrate monitoring the efficiency of the use of fossil fuels in monthly basis, as below:</p> <ul style="list-style-type: none"> <li>- Group Manager of KUD MARGA JAYA have no record and monitoring the efficiency of the use of fossil fuels.</li> <li>- Plan for improving and monitoring the efficiency of fossil fuel are not covers all activities.</li> </ul> <p>KUD Marga Jaya has determined the sufficient action plan to address the issue, auditor will be verify the effectiveness of implementation in the next assessment. The NC status remain OPEN.</p>									
<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 Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they are understand that fire use and burning at farm is prohibited in any form.									
Requirement for Group Manager										
<p>The Group Manager shall:</p> <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>	<p>Group Manager has develop the policy concerning no fire use within:</p> <ul style="list-style-type: none"> <li>- Group Manager Decree: SK Nomor: 13/SK/ICS/KUD-MJ/II/2019, dated 3 Feb 2019. This policy related to No Land Burning, No Peat, No Forest, No Conflict.</li> <li>- Land Clearing Procedure: "SOP Pembukaan Lahan Kelapa Sawit No: 20/SOP-KUD-MJ/III/2019", dated 20 March 2019. No fire use on land clearing.</li> </ul> <p>Visit to individual farm to ensure this policy is implemented through Internal Audit by ICS. Date of internal audit for sample of individual smallholders as follow:</p> <table border="1" data-bbox="639 1912 1139 2000"> <thead> <tr> <th>Group Member</th> <th>Farmer</th> <th>ID Member</th> <th>Internal Audit Visited</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Group Member	Farmer	ID Member	Internal Audit Visited					
Group Member	Farmer	ID Member	Internal Audit Visited							

**RSP0 Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator		Assessment Findings				Compliance
	Cahaya Tani	Kasimun	MJ.11.002	03-08-2019		
		Rohmad	MJ.11.009	03-06-2019		
		Muhamad	MJ.11.018	03-05-2019		
	Karya Muda	Suyatmi	MJ.07.006	23-05-2019		
		Sungko	MJ.07.009	23-06-2019		
		Sutarto	MJ.07.015	23-06-2019		
<p><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.</p>						
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.	Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), there is no use of fire in their blocks since the beginning of planting (1995-1996).					
Requirement for Group Manager						
The Group Manager shall:	Group Manager has develop the policy concerning no fire use within:					
<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>	<ul style="list-style-type: none"> <li>Group Manager Decree: SK Nomor: 13/SK/ICS/KUD-MJ/II/2019, dated 3 Feb 2019. This policy related to No Land Burning, No Peat, No Forest, No Conflict.</li> <li>Land Clearing Procedure: "SOP Pembukaan Lahan Kelapa Sawit No: 20/SOP-KUD-MJ/III/2019", dated 20 March 2019. No fire use on land clearing.</li> </ul>					
<b>Criterion 5.6:</b>						
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.						
<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).						
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 has had Identification of GHG Emission Source of KUD MARGA JAYA as per "Tabel Identifikasi Sumber Emisi GRK di perkebunan KUD Marga Jaya", dated 3 March 2019.					
	No	Emission Source	Example	Source		
	A. Palm Block					
	1.	Chemical	Pesticide	Spraying activity in smallholder blo		
	2.	Soil Nutrient	Fertilizer	Fertilizer use in smallholder block		
	B. Transportation					
	1.	FFB Transportation vehicle	Diesel	Diesel use during FFB delivery to M		



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

Criterion / Indicator	Assessment Findings			Compliance
	2.	Motorbike during activities in block	Fuel	Fuel use for motorbike during activities in blocks.
	C. Office			
	1.	Administration	Computer	Computer use
	2.	Kitchen	Gas	Use of gas stove
	3.	Office	Lamp	Using of lamp
<b>5.6.2</b> Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.				
Requirement for Individual Member with up to 50ha of plantation size				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 agrochemical spraying team or "TUS" as part of reducing emission from pesticide/herbicide source. The spraying team will conduct spraying in smallholders blocks and fully managed by Group Manager.			
<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.				
Requirement for Individual Member with up to 50ha of plantation size				Comply
N/A		N/A		
Requirement for Group Manager				
Based on the above, where possible, mitigation measures shall be developed and implemented. Socialize the information to the group members.	GHG Mitigation Efforts in the form of preventive actions and corrective actions: Preventive measure: 1. Reducing or minimizing the use of chemicals 2. Perform a biologically integrated pest control system. Corrective actions to reduce GHG emissions in the office and palm block, among others: 1. Turn off lights or lighting if not needed. 2. Rehabilitating / enrichment planting along the riparian areas with carbon-absorbing plants.			

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.	The Social Impact (based on SEIA document) and social management plan has been communicated to all member of Farmer Group. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:	



Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Tanda Terima Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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>	
<b>Requirement for Group Manager</b>		
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties.</p>	<p>SEIA has been conducted by SNV Netherland Development Organisation cooperated with KUD Marga Jaya 28 January 2019.</p> <p>Report of SEIA were available.</p> <p>Study of social and environmental impact assessment of KUD Marga Jaya was conducted in January 2019. Field data collection activities through primary data collection using survey methods (Observation, public discussion and interviews) on affected communities, data collection was carried out on January 28 - March 4 2019.</p>	
<b>6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties.</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>		
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties</p>	<p>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".</p> <p>Study of social and environmental impact assessment of KUD Marga Jaya was conducted in January 2019. Field data collection activities through primary data collection using survey methods (Observation, public discussion and interviews) on affected communities, data collection was carried out on January 28 - March 4 2019.</p>	
<b>6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts</p>	<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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – they understand mitigation plan as lined out by Group Manager: do more social activity, contribution to village development, maintain source of livelihood to the surrounding community (river, water source).</p>	
<b>Requirement for Group Manager</b>		
<p>Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.</p>	<p>Mitigation plan to reduce social risk has been developed as per SEIA report in the form "Program Rencana Pengurangan Dampak Social" as figure above:</p> <p><b>Positif Impact</b></p> <ol style="list-style-type: none"> <li>1. Increased people's income</li> <li>2. Open job opportunities for the community in the village of the earth prosperous</li> <li>3. Strengthen the KUD Marga Jaya in the exercise of its function to serve particularly of members needs and the surrounding communities</li> <li>4. The creation of a good cooperation relationship between farmers with the farmers group, farmers group and also between the center of village with the company partners with the center of village or other stakeholders parties.</li> <li>5. Add to the knowledge of the good oil palm cultivation as well as increasing professionalism of human resources farmers through training programe.</li> </ol> <p><b>Negatif Impact</b></p> <ol style="list-style-type: none"> <li>1. <u>Negatif Impact:</u> The impact of water debit reduction on the ground</li> </ol> <p><u>Source of Impact:</u> There is no water catchment area</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Monitoring Plan:</u> Monitoring periodically against the territories of catchment area that still exists around the estate</p> <p><u>Management Mitigation Plan:</u> Planting the forestry plant around critical area</p> <p>2. <u>Negatif Impact:</u> The impact of the use of pesticide on oil palm plant on the border river</p> <p><u>Source of Impact:</u> The use of toxins/pesticides and herbicides</p> <p><u>Monitoring Plan:</u></p> <ul style="list-style-type: none"> <li>• Regularly monitoring on oil palm plants along the flow of the river.</li> <li>• Monitoring once a year</li> <li>• Planting tree for enrichment</li> </ul> <p><u>Management Mitigation Plan:</u></p> <ul style="list-style-type: none"> <li>• Manual upkeep and avoid chemical usage near the river/riparian zone.</li> <li>• Placement the warning signboard at riparian area</li> <li>• Boundary marking of riparian zone, prohibit agrochemical application at riparian and reduce the use of toxins/pesticides as well as herbicides on the plant around the flow of the river.</li> </ul> <p>3. <u>Negatif Impact:</u> Land or plantation area fires</p> <p><u>Source of Impact:</u> Burning of land /plantation area</p> <p><u>Monitoring Plan:</u></p> <ul style="list-style-type: none"> <li>• Periodically monitoring regarding the use of fire in plantation area</li> <li>• Monitoring once a year</li> </ul> <p><u>Management Mitigation Plan:</u> Give a warning board about the dangers of fire to the environment and human beings.</p>	
<p>Group Managers shall organise training for members on social risks and mitigation measures</p>	<p>The Social Impact (based on SEIA document) and social management plan has been communicated to all member of Farmer Group. 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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019;</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</p> <p>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</p> <p>Furthermore, on 15 February 2019, SNV 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, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Where applicable, individual members shall help to address negative social impacts in a consultative manner.	Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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).	
Requirement for Group Manager		
Group Managers shall monitor implementation of mitigation plan.	Monitoring of mitigation plan will be carried out on annual basis.	
<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>		
Requirement for Individual Member with up to 50ha of plantation size		N/A
N/A	N/A	
Requirement for Group Manager		
N/A	N/A	
<p><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>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
The individual member shall demonstrate understanding of the group's consultation and communication procedures	<p>The SOP for consultation and communication has been disseminated to all member of Farmer Group. 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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019;</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</p> <p>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</p> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – they understand the simple consultation and communication procedure: always refer to KUD Marga Jaya 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>Group Manager has develop a documented procedure for consultation and communication with local communities and other affected or interested parties as per "SOP Komunikasi dan Konsultasi dengan Pihak Lain No. 29/SOP-LUD-MJ/III/2019" dated 20 March 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 Farmer Group. In return, smallholder member signed proof of communication, acknowledge, consent and document (Policy, SOP, regulation, information) handover:</p> <p>- "Tanda Terima Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</p> <p>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</p> <p>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</p> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – they understand the simple consultation and communication procedure: always refer to KUD Marga Jaya secretariat/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>6.2.2 A management official responsible for these issues shall be nominated.</b>		
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
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		N/A
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 KUD Marga Jaya" 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 Anggota" No. No.09/SOP-KUD-MJ/III/2019 as an internal grievance and for external in the form of "SOP Penanganan Perselisihan dan Keluhan untuk Pihak Eksternal No.43/SOP-KUD-MJ/III/2019", dated 20 March. The SOP for internal grievance describe that: - Members can make suggestions or complaints (can be published) to the farmer group or directly to the complaint unit KUD Marga Jaya in the form of oral, written, telephone or electronic message (SMS, email etc.). - Complaints through farmer groups; Then the farmer group must convey to the Group Manager KUD Marga Jaya, then the officer appointed by Group manager KUD Marga Jaya will record the complaint in the member's suggestion book. - If the complaint is important and needs to be kept confidential, then the report or complaint from the member will be recorded in the important complaint book member which is not published.	
The workers shall understand the process.	Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – they understand the grievance mechansim, who to talk to, etc.	
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	Grievance resolution mechanism regulated under "SOP Pengaduan Anggota" No. No.09/SOP-KUD-MJ/III/2019 as an internal grievance and for external in the form of "SOP	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Penanganan Perselisihan dan Keluhan untuk Pihak Eksternal No.43/SOP-KUD-MJ/III/2019”, dated 20 March.</p> <p>The SOP for internal grievance describe that:</p> <ul style="list-style-type: none"> <li>- Members can make suggestions or complaints (can be published) to the farmer group or directly to the complaint unit KUD Marga Jaya in the form of oral, written, telephone or electronic message (SMS, email etc.).</li> <li>- Complaints through farmer groups; Then the farmer group must convey to the Group Manager KUD Marga Jaya, then the officer appointed by Group manager KUD Marga Jaya will record the complaint in the member's suggestion book.</li> <li>- If the complaint is important and needs to be kept confidential, then the report or complaint from the member will be recorded in the important complaint book member which is not published.</li> </ul>	
The Group Manager shall ensure members are familiar with the grievance procedure	Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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>		Comply
Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome	<p>Grievance resolution mechanism regulated under “SOP Pengaduan Anggota” No. No.09/SOP-KUD-MJ/III/2019 as an internal grievance and for external in the form of “SOP Penanganan Perselisihan dan Keluhan untuk Pihak Eksternal No.43/SOP-KUD-MJ/III/2019”, dated 20 March.</p> <p>The SOP for internal grievance describe that:</p> <ul style="list-style-type: none"> <li>- Members can make suggestions or complaints (can be published) to the farmer group or directly to the complaint unit KUD Marga Jaya in the form of oral, written, telephone or electronic message (SMS, email etc.).</li> <li>- Complaints through farmer groups; Then the farmer group must convey to the Group Manager KUD Marga Jaya, then the officer appointed by Group manager KUD Marga Jaya will record the complaint in the member's suggestion book.</li> <li>- If the complaint is important and needs to be kept confidential, then the report or complaint from the</li> </ul>	



Criterion / Indicator	Assessment Findings	Compliance
	<p>member will be recorded in the important complaint book member which is not published.</p> <p>Therefore the organization have put consideration for record keeping, follow up; resolution; confidential/anonymity of complainant.</p>	
<b>Requirement for Group Manager</b>		
<p>The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.</p>	<p>Grievance resolution mechanism regulated under "SOP Pengaduan Anggota" No. No.09/SOP-KUD-MJ/III/2019 as an internal grievance and for external in the form of "SOP Penanganan Perselisihan dan Keluhan untuk Pihak Eksternal No.43/SOP-KUD-MJ/III/2019", dated 20 March.</p> <p>Organization have put consideration for record keeping, follow up; resolution; confidential/anonymity of complainant.</p> <p>Based on stakeholder consultation, there has been no dispute among smallholder member and/or with external parties;</p>	
<b>Criterion 6.4:</b>		
<p>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>		
<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 (FPIC) No. 30/SOP-KUD-MJ/III/2019 dated 20 March 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 sebelumnya" – Transfer of ownership, legal and/or</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>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 KUD Marga Jaya tentang Pelimpahan Hak" – The smallholder group or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</li> <li>- "Pergantian hak legal atau hak adat 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 (FPIC) No. 30/SOP-KUD-MJ/III/2019 dated 20 March 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>- "Pergantian 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>- "Pergantian hak legal atau hak adat juga meliputi pergantian 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 KUD Marga Jaya tentang Pelimpahan Hak” – The smallholder group or respective member shall report to “Manager Operasional” should transfer of ownership occurred;</li> <li>- “Pergantian hak legal atau hak adat 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, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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>Sample of simply payment slip:  Harvester: Mr. Parno  Farmer: Mr. Rohmad (MJ.11.009) KT. Cahaya Tani</p>	

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>Date: 10 Sep 2019</p> <p>Harvesting wage on period 3 Aug 2019 (1,045 kg); 13 Aug 2019 (800 kg); 23 Aug 2019 (1,325 kg). wage IDR 150,000/kg. Total paid IDR 475,000.</p> <p>This documentation kept by members.</p>	
<p>The pay shall meet at least the legal or industry standards minimum wage.</p>	<p>Workers for smallholders are casual workers and not working daily at the blocks.</p> <p>Payment for workers is refer to Group Manager decree as per "SK Group Manager No: 12/SK/ICS/KUD-MJ/II/2019" related Payment, dated 3 Feb 2019. Within the document, reference of payment is Provincial Minimum Wage.</p> <p>Group Manager adjust the wage for workers is referred to Regional Minimum Wage of Jambi Province.</p> <p>Average: for harvester paid IDR 140,000 – 150,000/Tonnes FFBS.</p> <p>Harvesting 3 times a month, where each harvesting duration 3-4 hours/block (2 Ha).</p> <p>The payment already met with applicable regulations.</p>	
<b>Requirement for Group Manager</b>		
<p>The Group Manager shall be aware of the legal or industry standards minimum wage.</p>	<p>Payment for workers is refer to Group Manager decree as per "SK Group Manager No: 12/SK/ICS/KUD-MJ/II/2019" related Payment, dated 3 Feb 2019. Within the document, reference of payment is Provincial Minimum Wage.</p> <p>Group Manager adjust the wage for workers is referred to Regional Minimum Wage of Jambi Province.</p> <p>Minimum Wage of Jambi Province for 2020 refer to Governor decree "SK Gubernur No: 220/Kep.Gub/Disnakertrans", dated 25 October 2019.</p> <p>Group Manager has calculating and calibration for applied wage in KUD Marga Jaya compare with Provincial Minimum Wage.</p> <p>Minimum Wage = IDR 2,630,126.13 or IDR 109,588.59/day or IDR 13,698.57/hour.</p> <p>Payment for Type of Job:</p> <p>Harvesting (IDR 150,000) working average: 4 working hour. Frequency: 3 times a month.</p> <p>FronD Pruning (IDR 800,000) average: 16 hour. Frequency: once a year.</p> <p>Fertilizing/Manuring (IDR 15,000) average: 15 minutes/sack. Frequency: 3-4 times a year.</p> <p>Workers for smallholders are casual workers and not working daily at the blocks.</p>	
<p><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.</p>		

Criterion / Indicator	Assessment Findings	Compliance																											
Requirement for Individual Member with up to 50ha of plantation size		Comply																											
<p>If individual members employ workers or sub-contractors:</p> <ul style="list-style-type: none"> <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>	<p>Workers for smallholders are casual workers and not working daily at the blocks. However, some of farmers making worker agreement with the worker.</p> <p>Sample individual member:</p> <table border="1"> <thead> <tr> <th>Farmer</th> <th>ID Member</th> <th>Workers Name</th> <th>Contract Date</th> </tr> </thead> <tbody> <tr> <td>Kasimun</td> <td>MJ.11.002</td> <td>Triasono</td> <td>5-10-2019</td> </tr> <tr> <td>Rohmad</td> <td>MJ.11.009</td> <td>Purwadi</td> <td>5-10-2019</td> </tr> <tr> <td>Muhammad</td> <td>MJ.11.018</td> <td>Asep</td> <td>5-10-2019</td> </tr> <tr> <td>Suyatmi</td> <td>MJ.07.006</td> <td>Topa</td> <td>5-10-2019</td> </tr> <tr> <td>Sungkono</td> <td>MJ.07.009</td> <td>Agus Susilo</td> <td>5-10-2019</td> </tr> <tr> <td>Sutarto</td> <td>MJ.07.015</td> <td>Nadi</td> <td>5-10-2019</td> </tr> </tbody> </table> <p>Total individual members of KUD Marga Jaya is 242 farmers, there is 207 farmers that employed workers on their plots.</p>		Farmer	ID Member	Workers Name	Contract Date	Kasimun	MJ.11.002	Triasono	5-10-2019	Rohmad	MJ.11.009	Purwadi	5-10-2019	Muhammad	MJ.11.018	Asep	5-10-2019	Suyatmi	MJ.07.006	Topa	5-10-2019	Sungkono	MJ.07.009	Agus Susilo	5-10-2019	Sutarto	MJ.07.015	Nadi
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Requirement for Group Manager																													
Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)	<p>For payment, Group Manager already determined and comply with labour laws and conditions.</p> <p>Group Manager already made decree related Payment as per "SK Group Manager No: 12/SK/ICS/KUD-MJ/II/2019", dated 3 Feb 2019. Within the document, reference of payment is Provincial Minimum Wage.</p> <p>Group Manager has calculating and calibration for applied wage in KUD Marga Jaya compare with Provincial Minimum Wage.</p> <p>Minimum Wage = IDR 2,630,126.13 or IDR 109,588.59/day or IDR 13,698.57/hour.</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.																													
Requirement for Individual Member with up to 50ha of plantation size		N/A																											
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	Individual member is resident in Petaling Jaya Village. The smallholder plantation area is origin from Government Program known as Transmigration Program since 1986. Therefore, members already have adequate housing, water supplies, medical, educational and welfare amenities in their village.																												
Requirement for Group Manager																													
Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)	<p>Not Applicable.</p> <p>Group Manager already made decree related Payment as per "SK Group Manager No: 12/SK/ICS/KUD-MJ/II/2019", dated 3 Feb 2019. Within the document, reference of payment is Provincial Minimum Wage.</p> <p>Group Manager has calculating and calibration for applied wage in KUD Marga Jaya compare with Provincial Minimum Wage.</p>																												

Criterion / Indicator	Assessment Findings	Compliance
	Minimum Wage = IDR 2,630,126.13 or IDR 109,588.59/day or IDR 13,698.57/hour.	
<b>6.5.4</b> Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.		
Requirement for Individual Member with up to 50ha of plantation size		N/A
appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food	Individual member is resident in Petaling Jaya Village. The smallholder plantation area is origin from Government Program known as Transmigration Program since 1986. Therefore, members already have piece of land (0.25 Ha) to planting vegetables. Traditional market also available in this village, so access to food was not difficult.	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)	Not Applicable. Group Manager already made decree related Payment as per "SK Group Manager No: 12/SK/ICS/KUD-MJ/II/2019", dated 3 Feb 2019. Within the document, reference of payment is Provincial Minimum Wage. Group Manager has calculating and calibration for applied wage in KUD Marga Jaya compare with Provincial Minimum Wage. Minimum Wage = IDR 2,630,126.13 or IDR 109,588.59/day or IDR 13,698.57/hour.	
<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.		
<b>6.6.1</b> A published statement in local languages recognising freedom of association shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
If individual members employ workers: • A published statement shall be available in local languages recognising freedom of association (to form and join trade unions)	Published statement recognizing the freedom of association were available in "Surat keputusan No.10/SK/KUD-MJ/II/2019 regarding "Kebebasan Berpendapat dan Berserikat" dated 03 February 2019. The policy stipulates: - "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; - "Pekerja dan buruh berhak untuk berkumpul dan berserikat dalam wadah organisasi" – worker have right to cooperate and united in an organization; - "Pekerja dan buruh bebas dalam menyatakan hak politiknya" – worker have right for political freedom; 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: - "Tanda Terima Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242	



Criterion / Indicator	Assessment Findings	Compliance
	<p>smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</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/KUD-MJ/II/2019 regarding "Kebebasan Berpendapat dan Berserikat" dated 03 February 2019, "Manager Operasional" aware of the decree letter and the meaning.	
<b>6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		
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, KUD Marga Jaya listed worker in its smallholder member's premise.	N/A
<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>		
Member shall be aware of the child labour policy and implement it.	<p>Unit Sertifikasi ICS KUD Marga Jaya, Petaling Jaya, Kecamatan Sungai Gelam Kabupaten Muara Jambi has had a Policy regarding chil labour in the form of "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, is based on SK Keputusan ICS No.02/SK/ICS/KUD-MJ/II/2019" dated 03 February 2019. The policy described: "Bagi anggota KUD Marga Jaya untuk tidak memperkerjakan anak dibawah umur 18 Tahun".</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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> </ul>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</p> <p>Based on interview with sampled smallholder, Mrs. Saliah (MJ.09.003), Sariman (MJ.09.006), Suwandi (MJ.09.021) – 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 KUD Marga Jaya". Based on verification upon all registered worker in KUD Marga Jaya – no worker under 18 years old, for example:</p> <ul style="list-style-type: none"> <li>- Karmin Reg. No. MJ.09.007, Kelompok Tani Tunas Muda, workers (harvester and manuring): Suryadi 27 years old.</li> <li>- Hartati Reg. No. MJ.10.001, Kelompok Tani Sumber Rejeki, workers (harvester and manuring): Parno 36 years old and Supri 32 years old.</li> <li>- Nailis Solehah Reg. No. MJ.10.002, Kelompok Tani Sumber Rejeki, workers (harvester and manuring): Sabar 45 years old.</li> <li>- Semi Reg. No. MJ.10.004, Kelompok Tani Sumber Rejeki, workers (harvester and manuring): Purwadi 26 years old.</li> </ul>	
<p><b>Requirement for Group Manager</b></p>		
<p>Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour</p>	<p>Unit Sertifikasi ICS KUD Marga Jaya, Petaling Jaya, Kecamatan Sungai Gelam Kabupaten Muara Jambi has had a Policy regarding chil labour in the form of "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, is based on SK Keputusan ICS No.02/SK/ICS/KUD-MJ/II/2019" dated 03 February 2019.</p> <p>The decree stipulates: "Anggota KUD Marga Jaya untuk tidak mempekerjakan anak dibawah umur 18 tahun" – Smallholder member of KUD Marga Jaya will not employ worker under 18 years old;</p> <p>"bagi anak-anak umur 13-17 tahun, jika bekerja di kebun dengan tujuan membantu orangtua, maka haruslah dalam pengawasan orang tua dan tidak melakukan pekerjaan-pekerjaan beresiko tinggi" – for children age 13-17 years old, if working in plantation, shall be under parent supervision and not conducting high-risk activity;</p> <p>The policy has been communicated to all member of Kelompok Tani. 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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
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<p>The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work</p>	<p>Unit Sertifikasi ICS KUD Marga Jaya, Petaling Jaya, Kecamatan Sungai Gelam Kabupaten Muara Jambi has had a Policy regarding child labour in the form of "Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur, is based on SK Keputusan ICS No.02/SK/ICS/KUD-MJ/II/2019" dated 03 February 2019.</p> <p>The decree stipulates: "Anggota KUD Marga Jaya untuk tidak mempekerjakan anak dibawah umur 18 tahun" – Smallholder member of KUD Marga Jaya will not employ worker under 18 years old;</p> <p>"bagi anak-anak umur 13-17 tahun, jika bekerja di kebun dengan tujuan membantu orangtua, maka haruslah dalam pengawasan orang tua dan tidak melakukan pekerjaan-pekerjaan beresiko tinggi" – for children age 13-17 years old, if working in plantation, shall be under parent supervision and not conducting high-risk activity.</p>	
<p><b>Criterion 6.8:</b></p>		
<p>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/ICS/KUD-MJ/II/2019, dated 3 February 2019 Regarding "Larangan Diskriminasi, Kerja Paksa dan Perdagangan Orang".</p> <p>The decree stipulates:</p> <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 KUD Marga Jaya dilarang melakukan tindakan diskriminasi (warna kulit, suku, jenis kelamin, afiliasi politik, dan lain-lain) atas dasar apapun" – smallholder member KUD Marga Jaya 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> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>- "Dilarang melakukan tindakan perdagangan orang/tenaga kerja dalam bentuk apapun" -Prohibit to conduct human/worker trafficking in any form;</p> <p>Female member of KUD Marga Jaya: 63 smallholder members;</p> <p>Male members of KUD Marga Jaya: 179 smallholder members;</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>	
<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, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) – they understand equal opportunity policy. The example sets out by interviewed smallholder member: they are Java-descendant, but the local melayu-Jambi tribe welcomes them to work together, cooperates to develop oil palm plantation.</p>	
<p><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.</p>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
<p>Members shall be aware of the equal opportunities policies and implement it</p>	<p>The policy has been communicated to all member of Group Farmer. 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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
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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, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) – they understand equal opportunity policy. The example sets out by interviewed smallholder member: they are Java-descendant, but the local melayu-Jambi tribe welcomes them to work together, cooperates to develop oil palm plantation.</p>	
Requirement for Group Manager		
N/A	N/A	

Criterion / Indicator	Assessment Findings	Compliance
<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/policies and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights	<p>KUD Marga Jaya telah has established policy regarding to prevent sexual all other forms of harassment, violence and protection of reproductive rights as per No. 11/SK/ICS/KUD-MJ/II/2019" dated 3 February 2019 "Larangan Mempekerjakan Ibu Hamil dan Menyusui Terkait Pekerjaan Pengelolaan Bahan Kimia". Also KUD Marga Jaya has had policy regarding discrimination, forced labor and trafficking in persons as per Decree No. 14/SK/ICS/KUD-MJ/II/2019, dated 3 Februari 2019 "Larangan Diskriminasi, Kerja Paksa dan Perdagangan orang".</p> <p>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>KUD Marga Jaya telah has established policy regarding to prevent sexual all other forms of harassment, violence and protection of reproductive rights as per No. 11/SK/ICS/KUD-MJ/II/2019" dated 3 February 2019 "Larangan Mempekerjakan Ibu Hamil dan Menyusui Terkait Pekerjaan Pengelolaan Bahan Kimia". Also KUD Marga Jaya has had policy regarding discrimination, forced labor and trafficking in persons as per Decree No. 14/SK/ICS/KUD-MJ/II/2019, dated 3 Februari 2019 "Larangan Diskriminasi, Kerja Paksa dan Perdagangan orang".</p> <p>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>	
<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.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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	KUD Marga Jaya telah has established policy regarding to prevent sexual all other forms of harassment, violence and protection of reproductive rights as per No. 11/SK/ICS/KUD-MJ/II/2019" dated 3 February 2019	

Criterion / Indicator	Assessment Findings	Compliance
as well as of the policy of the protection of reproductive rights	<p>"Larangan Mempekerjakan Ibu Hamil dan Menyusui Terkait Pekerjaan Pengelolaan Bahan Kimia". The decree stipulates:</p> <ul style="list-style-type: none"> <li>- "Anggota KUD Marga Jaya 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" – KUD Marga Jaya 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 KUD Marga Jaya" – For delivery mother, provided with maternal leave for 2 months as per KUD Marga Jaya's regulation;</li> </ul>	
<b>Requirement for Group Manager</b>		
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>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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> <li>- Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) - they understand regarding policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights.</li> </ul>	
<b>6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</b>		
<b>Requirement for Individual Member with up to 50ha of plantation size</b>		Comply
Members shall be aware of the policy/policies and procedures for handling sexual and all other forms of harassment, violence and the protection	The policy has been communicated to all member of Kelompok Tani. In return, smallholder member signed	



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

Criterion / Indicator	Assessment Findings	Compliance
<p>of reproductive rights, in the language which the workers can understand</p>	<p>proof of communication, acknowledge, consent and document (Policy, SOP, regulation) handover:</p> <ul style="list-style-type: none"> <li>- "Tanda Terima Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> <li>- Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) - they understand regarding policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights.</li> </ul>	
<b>Requirement for Group Manager</b>		
<p>The Group Manager shall ensure members are aware of the policy/policies and procedure for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand</p>	<p>The policy, decree and other communication means available in Bahasa Indonesia.</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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> <li>- Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) - they understand regarding policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights.</li> </ul>	
<p><b>Criterion 6.10:</b></p>		
<p>Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p><b>6.10.1</b> Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p>		



Criterion / Indicator		Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size			N/A
N/A		N/A	
Requirement for Group Manager			
Where Group Managers sell the FFB on behalf of the group members, the Group Manager shall inform group members of the price of FFB obtained.		<p>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.</p> <p>The FFB price are agreed by two parties both smallholder member and Agen.</p>	
<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		<p>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.</p> <p>The FFB price are agreed by two parties both smallholder member and Agen.</p>	
Requirement for Group Manager			
The Group Manager shall record the general pricing mechanisms used by the purchaser/s of the FFB. The Group Manager shall record the corresponding information provided to the group members		<p>Group manager monitor the FFB price by kept the record of "Rekapitulasi Penerimaan &amp; Pembayaran TBS Petani Plasma Konversi Tahap III.A PJE".</p> <p>The procedure for sale of all certified FFB lined out in "SOP Penjualan TBS No: 10/SOP-KUD-MJ/III/2019" dated 20 March 2019.</p> <p>Procedure stipulated the FFB sale administration from smallholder member including FFB record (tonnage, origin, Certified/non certified), FFB delivery notes, FFB receipt and sales.</p> <p>The pricing mechanism and determination by Buyer was monitor by Group Manager.</p>	
<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			N/A
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		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	

Criterion / Indicator	Assessment Findings	Compliance
parties. These contracts shall also be fair, legal and transparent for the contractors		
<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		Comply
Agreed payments to local businesses shall be made in a timely manner	FFB payment was directly pay cash by Agen/Buyer to the KUD and 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.	Unit Pencatatan TBS as part of ICS KUD Marga Jaya 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, date and month of harvesting and number of kilogram FFB. The FFB harvesting production form all member and KT recap in "Rekapitulasi Hasil Produksi TBS Anggota KUD Marga Jaya Tahun 2019"  FFB Payment for each smallholder recap in "Rekapitulasi Penerimaan & Pembayaran TBS Petani Plasma Konversi Tahap III.A PJE".  During audit, the traceability of FFB origin and payment was inline and can be demonstrated.	
<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), which held on 5 <sup>th</sup> February 2019.  Details of social contributions that implemented by Group Manager KUD Marga Jaya in 2019, as follow:  There are 9 contributions for moslem worship construction in Petaling Jaya village dated 09-01-2019; College Students Internship at Cooperative office dated 26-02-2019; Poverty donation for student of Secondary school "SMP 40" dated 27-03-2019; Road maintenance at Group "KT. Karya Muda" dated 27-05-2019.  Each member/individual farmer adjusted deduction for Road Maintenance (IDR 1/kg); worship (IDR 2/kg); Social (IDR 1/kg).	

Criterion / Indicator	Assessment Findings	Compliance
<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	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.  Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they already aware regarding policy on no forms of forced or trafficked labour.  Group Manager has had documented Policy on no forms of forced or trafficked labour as per "SK Nomor: 14/SK/ICS/KUD-MJ/II/2019 tentang Larangan Diskriminasi, Kerja Paksa dan Perdagangan Orang", dated 3 Feb 2019.	
Members/workers shall be aware of the policy and ensure 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.  Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they already aware regarding policy on no forms of forced or trafficked labour.	
Requirement for Group Manager		
The Group Manager shall write a policy on no forms of forced or trafficked labour	Group Manager has had documented Policy on no forms of forced or trafficked labour as per "SK Nomor: 14/SK/ICS/KUD-MJ/II/2019 tentang Larangan Diskriminasi, Kerja Paksa dan Perdagangan Orang", dated 3 Feb 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.  Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members stated that they already aware regarding policy on no forms of forced or trafficked labour.	

Criterion / Indicator	Assessment Findings	Compliance																											
<b>6.12.2</b> Where applicable, it shall be demonstrated that no contract substitution has occurred.																													
Requirement for Individual Member with up to 50ha of plantation size		Comply																											
Members shall keep relevant records of employment contracts.	<p>Workers for smallholders are casual workers and not working daily at the blocks. However, some of farmers making worker agreement with the worker.</p> <p>Sample individual member:</p> <table border="1"> <thead> <tr> <th>Farmer</th> <th>ID Member</th> <th>Workers Name</th> <th>Contract Date</th> </tr> </thead> <tbody> <tr> <td>Kasimun</td> <td>MJ.11.02</td> <td>Triasono</td> <td>5-10-2019</td> </tr> <tr> <td>Rohmad</td> <td>MJ.11.09</td> <td>Purwadi</td> <td>5-10-2019</td> </tr> <tr> <td>Muhammad</td> <td>MJ.11.018</td> <td>Asep</td> <td>5-10-2019</td> </tr> <tr> <td>Suyatmi</td> <td>MJ.07.06</td> <td>Topa</td> <td>5-10-2019</td> </tr> <tr> <td>Sungkono</td> <td>MJ.07.09</td> <td>Agus Susilo</td> <td>5-10-2019</td> </tr> <tr> <td>Sutarto</td> <td>MJ.07.015</td> <td>Nadi</td> <td>5-10-2019</td> </tr> </tbody> </table> <p>Total individual members of KUD Marga Jaya is 242 farmers, there is 207 farmers that employed workers on their plots.</p> <p>Agreement contracts kept by Group Manager to preventing missing or damage.</p>		Farmer	ID Member	Workers Name	Contract Date	Kasimun	MJ.11.02	Triasono	5-10-2019	Rohmad	MJ.11.09	Purwadi	5-10-2019	Muhammad	MJ.11.018	Asep	5-10-2019	Suyatmi	MJ.07.06	Topa	5-10-2019	Sungkono	MJ.07.09	Agus Susilo	5-10-2019	Sutarto	MJ.07.015	Nadi
Farmer	ID Member	Workers Name	Contract Date																										
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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		N/A																											
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	Workers for smallholders are casual workers, local resident of Petaling Jaya village and some of them is family members. Casual workers was not working daily at the same blocks.																												
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 No. 06/ICS-KUD.MJ/II/2019" dated 3 February 2019, regarding "Hak Asasi Manusia" dated 12 May 2019. The policy stipulates prohibition to violates human rights:</p> <p>1."Hak untuk hidup, mempertahankan hidup dan meningkatkan taraf kehidupan" – right to live, preserve life and improve livelihood;</p>																												

Criterion / Indicator	Assessment Findings	Compliance
	<p>2. "Hak untuk tidak disiksa, diperbudak dan dilecehkan" – right to be unharmed, free from slavery, free from harassment;</p> <p>3. "Hak untuk bekerja dan mendapatkan upah yang layak" – right for work and to get decent wage;</p> <p>4. "Hak untuk beragama dan beribadat sesuai ketentuan undang-undang" – right to have religion and pray, as guided in the regulation;</p> <p>5. "Hak untuk menyatakan pendapat, berserikat dan hak berpolitik" – right for freedom of speech, freedom of organizing and freedom to politic;</p> <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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) – they understand the human right policy.</p>	
<p>Requirement for Group Manager</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 No. 06/ICS-KUD.MJ/II/2019" dated 3 February 2019, regarding "Hak Asasi Manusia" dated 12 May 2019. The policy stipulates prohibition to violates human rights:</p> <p>1. "Hak untuk hidup, mempertahankan hidup dan meningkatkan taraf kehidupan" – right to live, preserve life and improve livelihood;</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>2. "Hak untuk tidak disiksa, diperbudak dan dilecehkan" – right to be unharmed, free from slavery, free from harassment;</p> <p>3. "Hak untuk bekerja dan mendapatkan upah yang layak" – right for work and to get decent wage;</p> <p>4. "Hak untuk beragama dan beribadat sesuai ketentuan undang-undang" – right to have religion and pray, as guided in the regulation;</p> <p>5. "Hak untuk menyatakan pendapat, berserikat dan hak berpolitik" – right for freedom of speech, freedom of organizing and freedom to politic;</p> <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 Notulensi Kelompok Tani Tunas Harapan, Karya Makmur, Bakti Pertiwi, Tunas Muda" for 242 smallholder member dated 15 February 2019; sample: Saliah (MJ.09.003), Suyono (MJ.05.005).</li> <li>- "Tanda Terima Berkas Kelompok Tani Cahaya Tani" for 22 smallholder members dated 15 February 2019; sample: Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009);</li> <li>- "Tanda Terima Berkas Kelompok Tani Sumber Usaha" for 17 smallholder members dated 15 February 2019; sample: Tugiman (MJ.05.001), Suyono (MJ.05.005), Mursaid (MJ.05.012);</li> </ul> <p>Based on interview with sampled smallholder, S Saliah (MJ.09.003), Suyono (MJ.05.005), Kaimun (MJ.11.002), Muhammad (MJ.11.018), Rohmad (MJ.11.009) – they understand the human right policy.</p>	

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		Comply

Criterion / Indicator	Assessment Findings	Compliance																												
Individual members shall demonstrate an understanding of the environmental and social risks of their operations	Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members 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 interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members already understood the environmental risks and impact of their operations, including management plan to avoid social and environmental impact. Such as following spraying team which develop by Group Manager.	Comply																												
Where applicable, individual members shall help to address negative social and environmental impacts in a consultative manner.	Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), individual members can explain the social and environmental impacts of their operations.	Comply																												
<b>Requirement for Group Manager</b>																														
A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).	<p>KUD Marga Jaya has identify the environmental impacts from their operations. Identification of these impact already described within Environmental Impact Analysis or as per mention on "Analisis Dampak Lingkungan" dated 3<sup>rd</sup> October 2019. Environmental Impact Analysis consisting Source of Impact, Type of Impact and Impact Ratio.</p> <p>Significant environmental impact from independent smallholders activities are Fertilizer and Herbicide/Pesticide Use, Soil Erosion and Land Fire.</p> <p>As per legal requirement, each individual smallholders already had Environmental Management Statement or "Surat Pernyataan Pengelolaan Lingkungan (SPPL)" which issued by Plantation Department. According to sample taken, the environmental management statement as follow:</p> <table border="1"> <thead> <tr> <th>Petani / Member</th> <th>ID Member</th> <th>No. SPPL</th> <th>date</th> </tr> </thead> <tbody> <tr> <td>Kasimun</td> <td>MJ.11.002</td> <td>660.04/64.BUN/SPPL/II.I /DLH</td> <td>31-10-2019</td> </tr> <tr> <td>Rohmad</td> <td>MJ.11.009</td> <td>660.04/70.BUN/SPPL/II.I /DLH</td> <td>31-10-2019</td> </tr> <tr> <td>Muhammad</td> <td>MJ.11.018</td> <td>660.04/60.BUN/SPPL/II.I /DLH</td> <td>31-10-2019</td> </tr> <tr> <td>Suyatmi</td> <td>MJ.07.006</td> <td>660.04/196.BUN/SPPL/II.I /DLH</td> <td>31-10-2019</td> </tr> <tr> <td>Sungkono</td> <td>MJ.07.009</td> <td>660.04/183.BUN/SPPL/II.I /DLH</td> <td>31-10-2019</td> </tr> <tr> <td>Sutarto</td> <td>MJ.07.015</td> <td>660.04/187.BUN/SPPL/II.I /DLH</td> <td>31-10-2019</td> </tr> </tbody> </table>	Petani / Member	ID Member	No. SPPL	date	Kasimun	MJ.11.002	660.04/64.BUN/SPPL/II.I /DLH	31-10-2019	Rohmad	MJ.11.009	660.04/70.BUN/SPPL/II.I /DLH	31-10-2019	Muhammad	MJ.11.018	660.04/60.BUN/SPPL/II.I /DLH	31-10-2019	Suyatmi	MJ.07.006	660.04/196.BUN/SPPL/II.I /DLH	31-10-2019	Sungkono	MJ.07.009	660.04/183.BUN/SPPL/II.I /DLH	31-10-2019	Sutarto	MJ.07.015	660.04/187.BUN/SPPL/II.I /DLH	31-10-2019	Comply
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Criterion / Indicator	Assessment Findings	Compliance																												
Group Managers shall confirm land ownership and user rights within the new planting area.	No new planting area is presence for all members of KUD Marga Jaya. Year of Planting since 1996.																													
Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.	KUD Marga Jaya has identify the environmental impacts from their operations. Identification of these impact already described within Environmental Impact Analysis or as per mention on "Analisis Dampak Lingkungan" dated 3 <sup>rd</sup> October 2019. Environmental Impact Analysis consisting Source of Impact, Type of Impact and Impact Ratio.  Significant environmental impact from independent smallholders activities are Fertilizer and Herbicide/Pesticide Use, Soil Erosion and Land Fire.  As per legal requirement, each individual smallholders already had Environmental Management Statement or "Surat Pernyataan Pengelolaan Lingkungan (SPPL)".	Comply																												
Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties.	Within Environmental Impact Analysis or as per mention on "Analisis Dampak Lingkungan" dated 3 <sup>rd</sup> October 2019, Group Manager also has developed Mitigation Plan to Reduce Negative Impact from Environmental Impact Analysis. It was already described in "Laporan Pengurangan Dampak Negative".	Comply																												
Group Managers shall organise training for members on environmental and social risks and mitigation measures	Group Manager has had Annual Training Program as per "Rencana Kerja Pelatihan Anggota dan Pengurus KUD Marga Jaya Tahun 2019".  <ol style="list-style-type: none"> <li>1. BMP training for 12 Farmer Group (January).</li> <li>2. OSH training, including environmental training (Feb, Mar).</li> <li>3. HCV training (Feb, Mar, Apr)</li> <li>4. Socialization on Ethical Conduct and Prohibition of Forced Labour (Feb)</li> <li>5. Training on Foliar and Soil Analysis (Oct)</li> <li>6. Sosialization on Procedure and Policies (Feb-May)</li> <li>7. Sosialization on Gender Committee (May, Jun)</li> <li>8. Sosialization on RSPO P&amp;C (Jan, Feb)</li> </ol>	Comply																												
Group Managers shall monitor implementation of SEIA management plan	Group Manager has been monitor through internal audit in monthly basis. Date of internal audit for sample of individual smallholders as follow: <table border="1" data-bbox="638 1724 1332 2004"> <thead> <tr> <th>Group Member</th> <th>Farmer</th> <th>ID Member</th> <th>Internal Audit Visited</th> </tr> </thead> <tbody> <tr> <td>Cahaya Tani</td> <td>Kasimun</td> <td>MJ.11.002</td> <td>03-08-2019</td> </tr> <tr> <td></td> <td>Rohmad</td> <td>MJ.11.009</td> <td>03-06-2019</td> </tr> <tr> <td></td> <td>Muhammad</td> <td>MJ.11.018</td> <td>03-05-2019</td> </tr> <tr> <td>Karya Muda</td> <td>Suyatmi</td> <td>MJ.07.006</td> <td>23-05-2019</td> </tr> <tr> <td></td> <td>Sungkono</td> <td>MJ.07.009</td> <td>23-06-2019</td> </tr> <tr> <td></td> <td>Sutarto</td> <td>MJ.07.015</td> <td>23-06-2019</td> </tr> </tbody> </table>	Group Member	Farmer	ID Member	Internal Audit Visited	Cahaya Tani	Kasimun	MJ.11.002	03-08-2019		Rohmad	MJ.11.009	03-06-2019		Muhammad	MJ.11.018	03-05-2019	Karya Muda	Suyatmi	MJ.07.006	23-05-2019		Sungkono	MJ.07.009	23-06-2019		Sutarto	MJ.07.015	23-06-2019	Comply
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<b>Criterion 7.2:</b>																														

Criterion / Indicator	Assessment Findings	Compliance
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.		
<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.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
individuals' members can show appropriate understanding of soil type and suitability	Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type are consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%).	
Requirement for Group Manager		Comply
Group Manager shall: • compile and maintain an overall soil map for the group • provide required information and or training for individual members	Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type in KUD Marga Jaya at all Kelompok Tani are consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%).  The soil maps are kept by KUD Marga Jaya at Office.	
<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.		
Requirement for Individual Member with up to 50ha of plantation size		Comply
individuals' members can show appropriate understanding of soil type and suitability	According to Topography Map KUD Marga Jaya with scale 1 : 40,000 indicated that the topography area at KUD Marga Jaya are consist of 0 – 15%. Based on field observation can be demonstrated that all area of smallholder member are flat.	
Requirement for Group Manager		Comply
overall soil map to include topographic information	Group Manager KUD Marga Jaya has develop the procedure to minimize and control the soil erosion as per "SOP Pengendalian Erosi Tanah No. 25/SOP-KUD-MJ/III/2019 dated 20 March 2019.  Topography Map KUD Marga Jaya with scale 1 : 40,000 indicated that the topography area at KUD Marga Jaya are consist of 0 – 15%.	
<b>Criterion 7.3:</b> New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
<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).		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas.	According to Reporting for Disclosure of Areas Cleared without Prior HCV Assessment since November 2005 by KUD Marga Jaya, shown that all palm oil planted 486,89 ha comprise of 242 smallholder member was planted since 1996. There is no planting after November 2005.	

Criterion / Indicator	Assessment Findings	Compliance
	<p>KUD Marga Jaya has deliver the Socialization and training related to HCV and RTE sepcies. Socialization and training performed on February - March 2019 with 10 times for 12 Kelompok Tani. Evidence of training in the form of minutes of training, attendant list and photo documentation were available.</p> <p>During interview they understand regarding the protection of HCV area, primary forest and the need to avoid clearing of such areas.</p> <p>All smallholder member has signed the statement letter as per "Surat Kesediaan Ikut Sertifikasi RSPO" which stated that there is no planting on primary forest conversion and HCV area conversion in their plantation.</p>	
Requirement for Group Manager		
<p>The Group Manager shall demonstrate basic understanding of primary forest and HCV and inform individual members of the need to avoid clearing of such areas.</p>	<p>Group Manager has 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 Taufik Hidayat.</p> <p>Group manager also demonstrate the overlay maps of smallholder plantation with forest area according to SK.863/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><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.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
<p>Individual members shall check with the Group Manager the primary forest and HCV status of their farm within the landscape (see guidance) based on the HCV assessment report.</p>	<p>According to Reporting for Disclosure of Areas Cleared without Prior HCV Assessment since November 2005 by KUD Marga Jaya, shown that all palm oil planted 486,89 ha comprise of 242 smallholder member was planted since 1996. There is no planting after November 2005.</p> <p>HCV assessment has been conducted by SNV cooperated with KUD Marga Jaya on March - April 2019 .</p> <p>Report of HCV assessment were available in "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019.</p> <p>Based on HCV assessment conclude that there is no HCV area identified at KUD Marga Jaya, most of the area are Palm Oil Plantation. There is also no RTE species identified, animal species identified such as: Phytton reticulatus, Naja sumatrana, Tyto alba, Burung perkutut.</p>	
Requirement for Group Manager		
<p>Prior to new plantings, a comprehensive HCV assessment shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager</p>	<p>HCV assessment has been conducted by SNV cooperated with KUD Marga Jaya on March - April 2019 .</p> <p>Report of HCV assessment were available in "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019.</p>	

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

Criterion / Indicator	Assessment Findings	Compliance
(refer to generic P&Cs or NIs where available).	Based on HCV assessment conclude that there is no HCV area identified at KUD Marga Jaya, most of the area are Palm Oil Plantation. There is also no RTE species identified, animal species identified such as: Phyton reticulatus, Naja sumatrana, Tyto alba, Burung perkutut.	
<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		Comply
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 "Daftar Identifikasi Awal Keberadaan Sumber dan Layanan Ekosistem Alami". 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.	
Requirement for Group Manager		
The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members.	Group Manager had develop the procedure: <ul style="list-style-type: none"> <li>• SOP Pembukaan Lahan Kelapa Sawit No. 20/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> <li>• SOP Pembibitan Kelapa Sawit No. 21/SOP-KUD-MJ/III/2019, dated 20 March 2019</li> </ul>	
The Group Manager shall collate dates of land preparation and commencement of individual farms.	According to Reporting for Disclosure of Areas Cleared without Prior HCV Assessment since November 2005 by KUD Marga Jaya, shown that all palm oil planted 486,89 ha comprise of 242 smallholder member was planted since 1996. There is no planting after November 2005.	
<b>7.3.4 (M)</b> 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		Comply
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. Action plan to manage HCV area has been developed and available in Rencana Kerja Pengelolaan Nilai Konservasi Tinggi Tahun 2019 according to "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019. HCV management plan consist of: <ul style="list-style-type: none"> <li>- SOP development for HCV magement and monitoring</li> <li>- HCV training</li> <li>- HCV assessment</li> <li>- HCV magement and monitoring reporting</li> <li>- Information and warning sign installation</li> </ul>	
Requirement for Group Manager		
The Group Manager shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.	Action plan to manage HCV area has been developed and available in Rencana Kerja Pengelolaan Nilai Konservasi Tinggi Tahun 2019 according to "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Swadaya" May 2019. HCV management plan consist of: <ul style="list-style-type: none"> <li>- SOP development for HCV magement and monitoring</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- HCV training</li> <li>- HCV assessment</li> <li>- HCV mangement and monitoring reporting</li> <li>- Information and warning sign installation</li> </ul> <p>SOP related to HCV has been developed as per "SOP Perlindungan Satwa Liar ata Langka No: 39/SOP-KUD-MJ/III/2019" dated 20 March 2019.</p>	
<p><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).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall record dates of land preparation and commencement of their own farm.	According to Reporting for Disclosure of Areas Cleared without Prior HCV Assessment since November 2005 by KUD Marga Jaya, shown that all palm oil planted 486,89 ha comprise of 242 smallholder member was planted since 1996.	
Requirement for Group Manager		
The Group Manager shall implement a mechanism for individual members to report on threats to HCVs.	Mechanism for individual members to report on threats to HCVs stipulated in "SOP related to HCV has been developed as per "SOP Perlindungan Satwa Liar ata Langka No: 39/SOP-KUD-MJ/III/2019" dated 20 March 2019 and SOP Pedoman Penanggulangan Konflik Antara Manusia dan Satwa Liar No. 37/SOP-KUD-MJ/III/2019 dated 20 March 2019.	
The Group Manager conducts training for their individual members and their workers about the status of HCV.	Training Program has been developed by Group Manager KUD Marga Jaya as per "Rencana KERJA PELatihan Anggoita dan PEngurus KUD MArga Jaya Tahun 2019". NKT training are plan on 2February – April 2019.  NKT Training has been performed on February - March 2019 with 10 times for 12 Kelompok Tani. Evidence of training in the form of minutes of training, attendant list and photo documentation were available.	
<p><b>Criterion 7.4</b> Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>		
<p><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</p>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP	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.  Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type are consist of: Kandiudults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%).	
Requirement for Group Manager		
Group Manager shall:	Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1:	

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> <li>• 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.</li> <li>• provide required information and or training for individual members</li> </ul>	<p>30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type in KUD Marga Jaya at all Kelompok Tani are consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%).</p> <p>The soil maps are kept by KUD Marga Jaya at Office.</p>	
<p><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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP</p>	<p>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.</p> <p>Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type are consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%).</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager maintains and oversees plans for new development based on overall soil map.</p>	<p>Map of soil type were provided by KUD Marga Jaya in "Overlay peta Jenis Tanah KUD Marga Jaya" with scale 1: 30,000. The maps produce by SNV Netherlands Development Organisation for KUD Marga Jaya. Generally the soil type in KUD Marga Jaya at all Kelompok Tani are consist of: Kandiuults (25%), Dystropepts (20%), Tropaquepts (50%), Haploperox (5%).</p> <p>The soil maps are kept by KUD Marga Jaya at Office.</p>	
<p><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.</p>		
<p><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.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall develop a documented system detailing how FPIC is implemented and shall ensure that new group members are included in this.</p>	<p>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. 30/SOP-KUD-MJ/III/2019 dated 20 March 2019. The SOP explains:</p> <ul style="list-style-type: none"> <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> </ul>	



Criterion / Indicator	Assessment Findings	Compliance
	<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>	
<p>The Group Manager shall retain documentary evidence of participation by affected local peoples and their understanding of the right to say ‘no’.</p>	<p>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. 30/SOP-KUD-MJ/III/2019 dated 20 March 2019. The SOP explains:</p> <ul style="list-style-type: none"> <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>Comply</p>
<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>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Comply</p>
<p>N/A</p>	<p>N/A</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall:  Document identification and assessment of demonstrable legal, customary and user rights</p>	<p>ICS KUD Marga Jaya has documentary evidence of legal ownership in te form of “Sertifikat Hak Milik”. All member joiden in the group has a land title of SHM and there is no SKT (Surat Keterangan). The document was kept and controlled by ICS.</p> <p>Examples of land ownership on behalf of:</p> <ol style="list-style-type: none"> <li>1. Saliah, Kelompok Tani Tunas Muda, Year Planting 1996, SHM no. 2363 for area 2.003 Ha, STDB no. 2468 and SPPL no. 26-BUN.</li> <li>2. Kasimun, Kelompok Tani Cahaya Tani, Year Planting 1996, SHM no. 2255 for area 2.006 Ha, STDB no. 2508 and SPPL no. 64-BUN.</li> <li>3. Muhammad, Kelompok Tani Cahaya Tani, Year Planting 1996, SHM no. 2250 for area 1.998 Ha, STDB no. 2512 and SPPL no. 60-BUN.</li> </ol>	



Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> <li>4. Tugiman, Kelompok Tani Sumber Usaha, Year Planting 1996, SHM no. 2297 for area 2.024 Ha, STDB no. 2392 and SPPL no. 97-BUN.</li> <li>5. Suyono, Kelompok Tani Sumber Usaha, Year Planting 1996, SHM no. 2300 for area 2.012 Ha, STDB no. 2391 and SPPL no. 82-BUN.</li> <li>6. Suyatmi, Kelompok Tani Karya Muda, Year Planting 1996, SHM no. 2357 for area 2.032 Ha, STDB no. 2424 and SPPL no. 196-BUN.</li> <li>7. Sungkono, Kelompok Tani Karya Muda, Year Planting 1996, SHM no. 2319 for area 1.996 Ha, STDB no. 2431 and SPPL no. 183-BUN.</li> <li>8. Sutarto, Kelompok Tani Karya Muda, Year Planting 1996, SHM no. 2358 for area 2.167 Ha, STDB no. 2434 and SPPL no. 187-BUN.</li> <li>9. Sukamto A., Kelompok Tani Bakti Pertiwi, Year Planting 1996, SHM no. 2334 for area 2.014 Ha, STDB no. 2414 and SPPL no. 55-BUN.</li> </ol>	
<b>7.6.2 (M) A system for identifying people entitled to compensation shall be in place</b>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
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. 30/SOP-KUD-MJ/III/2019 dated 20 March 2019. The SOP explains:</p> <ul style="list-style-type: none"> <li>. The procedure stipulates:               <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>- "Pergantian 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>- "Pergantian hak legal atau hak adat juga meliputi pergantian 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> </ul> </li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Ketua kelompok atau anggota yang bersangkutan, harus melapor kepada Manager Operasional KUD Marga Jaya 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>	
<b>7.6.3 (M) A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</b>		
Requirement for Individual Member with up to 50ha of plantation size		Comply
N/A		
Requirement for Group Manager		
<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. 30/SOP-KUD-MJ/III/2019 dated 20 March 2019. The SOP explains:</p> <ul style="list-style-type: none"> <li>. The procedure stipulates:               <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 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 KUD Marga Jaya tentang Pelimpahan Hak" – The smallholder group</li> </ul> </li> </ul>	

**RSP0 Public Summary Report**  
**Revision 9 (Nov /2019)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>or respective member shall report to "Manager Operasional" should transfer of ownership occurred;</p> <ul style="list-style-type: none"> <li>- "Pergantian hak legal atau hak adat dilakukan tanpa paksaan pihak manapun" - Transfer of ownership, legal and/or customary; shall be free from any form of coercion;</li> <li>- "Jika terjadi perpindahan 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>	
<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		
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>7.6.5</b> The process and outcome of any compensation claims shall be documented and made publicly available		
Requirement for Individual Member with up to 50ha of plantation size		Comply
Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims.	<p>See 2.2.1</p> <p>The documented information related to compensation paid and/or transfer of legal right to next of kin; was kept and controlled by ICS:</p> <ul style="list-style-type: none"> <li>- Asril Syam (MJ.01.006), Kelompok Tani Tritunggal Makmur can demonstrate land purchase process from previous land owner, for example: "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Suparman to Asril Syam for land of 2,940 m<sup>2</sup> located in Desa Petaling Jaya, Kec. Sungai Gelam, Kab. Muara Jambi has been paid by "Surat Perjanjian Jual Beli" dated 1 August 2013. Witnessed by all neighbouring entity, hamlet leader (with map).</li> <li>- Suwondo (MJ.04.025), Kelompok Tani Karya Jaya Trimukti can demonstrate land purchase process from previous land owner, for example: "Surat Penyerahan Hak/Ganti Rugi Tanah" land acquisition letter from Darno to Suwondo for land of 20,180 m<sup>2</sup> located in Desa Petaling Jaya, Kec. Sungai Gelam, Kab. Muara Jambi has been paid by "Surat Perjanjian Jual Beli" dated 2 April 2015. Witnessed by all neighbouring entity, hamlet leader (with map).</li> </ul>	
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.	

Criterion / Indicator	Assessment Findings	Compliance
<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		Comply
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.	KUD Marga Jaya 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, NGO AHI (alam Hijau), Dinas Pertanian, Bidang Perkebunan – Kabupaten Muaro Jambi (Plantation Service), Dinas Lingkungan Hidup – Kabupaten Muaroi Jambi (Environmental Service).	
<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 (M)</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 interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), there is no use of fire in their blocks since the beginning of planting (1995-1996).  Individual smallholder already understand that fire use and burning at farm is prohibited.	
Requirement for Group Manager		
The Group Manager shall: ▪ Provide evidence of a no use of fire policy in group SOPs. ▪ Demonstrate that individual farms have been visited for this requirement. ▪ Explain how all the above is socialised to individual members of the Group.	Group Manager has develop the policy concerning no fire use within:  - Group Manager Decree: SK Nomor: 13/SK/ICS/KUD-MJ/II/2019, dated 3 Feb 2019. This policy related to No Land Burning, No Peat, No Forest, No Conflict.  - Land Clearing Procedure: "SOP Pembukaan Lahan Kelapa Sawit No: 20/SOP-KUD-MJ/III/2019", dated 20 March 2019. No fire use on land clearing.	
<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		Comply
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), there is no use of fire in their blocks since the beginning of planting (1995-1996).	
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:</p> <ul style="list-style-type: none"> <li>- Group Manager Decree: SK Nomor: 13/SK/ICS/KUD-MJ/II/2019, dated 3 Feb 2019. This policy related to No Land Burning, No Peat, No Forest, No Conflict.</li> <li>- Land Clearing Procedure: “SOP Pembukaan Lahan Kelapa Sawit No: 20/SOP-KUD-MJ/III/2019”, dated 20 March 2019. No fire use on land clearing.</li> </ul>	
<p><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.</p>		
<p><b>7.8.1 (M)</b> The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>N/A</p>
<p>Individual members shall be able to explain how you know where not to plant.</p>	<p>Based on field interview with sample of individual smallholder at Group Members KT. Cahaya Tani (ID 11.002; 11.009; 11.018) and KT. Karya Muda (ID 07.006; 07.009), farmers understood that planting on Peat, Forest, Land Conflict is prohibited. Year of planting in their blocks since 1995-1996, no new planting founded.</p>	
<p>Requirement for Group Manager</p>		
<p>Maps: The use of maps shall be expected which highlight the avoidance of peat areas and primary forests and where possible mineral soils have been selected for planting.</p>	<p>No new planting within the KUD Marga Jaya members. Year of planting in their blocks since 1995-1996.</p>	
<p>Reporting: Demonstrate to a third party that new plantings which occurred after April 2013 have where possible been designed to minimise GHG emissions.</p>	<p>No new planting within the KUD Marga Jaya members. Year of planting in their blocks since 1995-1996.</p>	
<p>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 &amp; 5.6</p>	<p>No new planting within the KUD Marga Jaya members. Year of planting in their blocks since 1995-1996.</p>	

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.	Involvement of members to gathering input and consultation and the Group Action Plan for continual improvement is conducted during Members Annual Meeting (Rapat Anggota Tahunan). In 2019 the Annual Meeting was held on 5 <sup>th</sup> February 2019.	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 – November 2019 can be demonstrated.	
Discuss with the Group Manager the timing of the replanting programme.	Replanting program has been plan by KUD Marga Jaya as per ""Rencana Kerja Replanting"". Planting year of all member KUD Marga Jaya was 1996 and the nearest replanting activity was plane on 2026 – 2028.  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 1993 and the nearest replanting program was 2024.  Socialization and discussion regarding repolanting program has been caired out by KUD Maraga Jaya. It was also confirmed with smallholder member.	
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 at KUD Makarti, because KUD Makarti that has agreement with the company which has permission for collecting and stored of hazardous waste.</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>Date of internal audit for sample of individual smallholders as follow:</p> <table border="1" data-bbox="639 770 1331 1086"> <thead> <tr> <th>Group Member</th> <th>Farmer</th> <th>ID Member</th> <th>Internal Audit Visited</th> </tr> </thead> <tbody> <tr> <td>Cahaya Tani</td> <td>Kasimun</td> <td>MJ.11.002</td> <td>03-08-2019</td> </tr> <tr> <td></td> <td>Rohmad</td> <td>MJ.11.009</td> <td>03-06-2019</td> </tr> <tr> <td></td> <td>Muhammad</td> <td>MJ.11.018</td> <td>03-05-2019</td> </tr> <tr> <td>Karya Muda</td> <td>Suyatmi</td> <td>MJ.07.006</td> <td>23-05-2019</td> </tr> <tr> <td></td> <td>Sungkono</td> <td>MJ.07.009</td> <td>23-06-2019</td> </tr> <tr> <td></td> <td>Sutarto</td> <td>MJ.07.015</td> <td>23-06-2019</td> </tr> </tbody> </table>	Group Member	Farmer	ID Member	Internal Audit Visited	Cahaya Tani	Kasimun	MJ.11.002	03-08-2019		Rohmad	MJ.11.009	03-06-2019		Muhammad	MJ.11.018	03-05-2019	Karya Muda	Suyatmi	MJ.07.006	23-05-2019		Sungkono	MJ.07.009	23-06-2019		Sutarto	MJ.07.015	23-06-2019	
Group Member	Farmer	ID Member	Internal Audit Visited																											
Cahaya Tani	Kasimun	MJ.11.002	03-08-2019																											
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	Muhammad	MJ.11.018	03-05-2019																											
Karya Muda	Suyatmi	MJ.07.006	23-05-2019																											
	Sungkono	MJ.07.009	23-06-2019																											
	Sutarto	MJ.07.015	23-06-2019																											
<p>Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.</p>	<p>Involvement of members to gathering input and consultation and the Group Action Plan for continual improvement is conducted during Members Annual Meeting (Rapat Anggota Tahunan). In 2019 the Annual Meeting was held on 5<sup>th</sup> February 2019.</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.

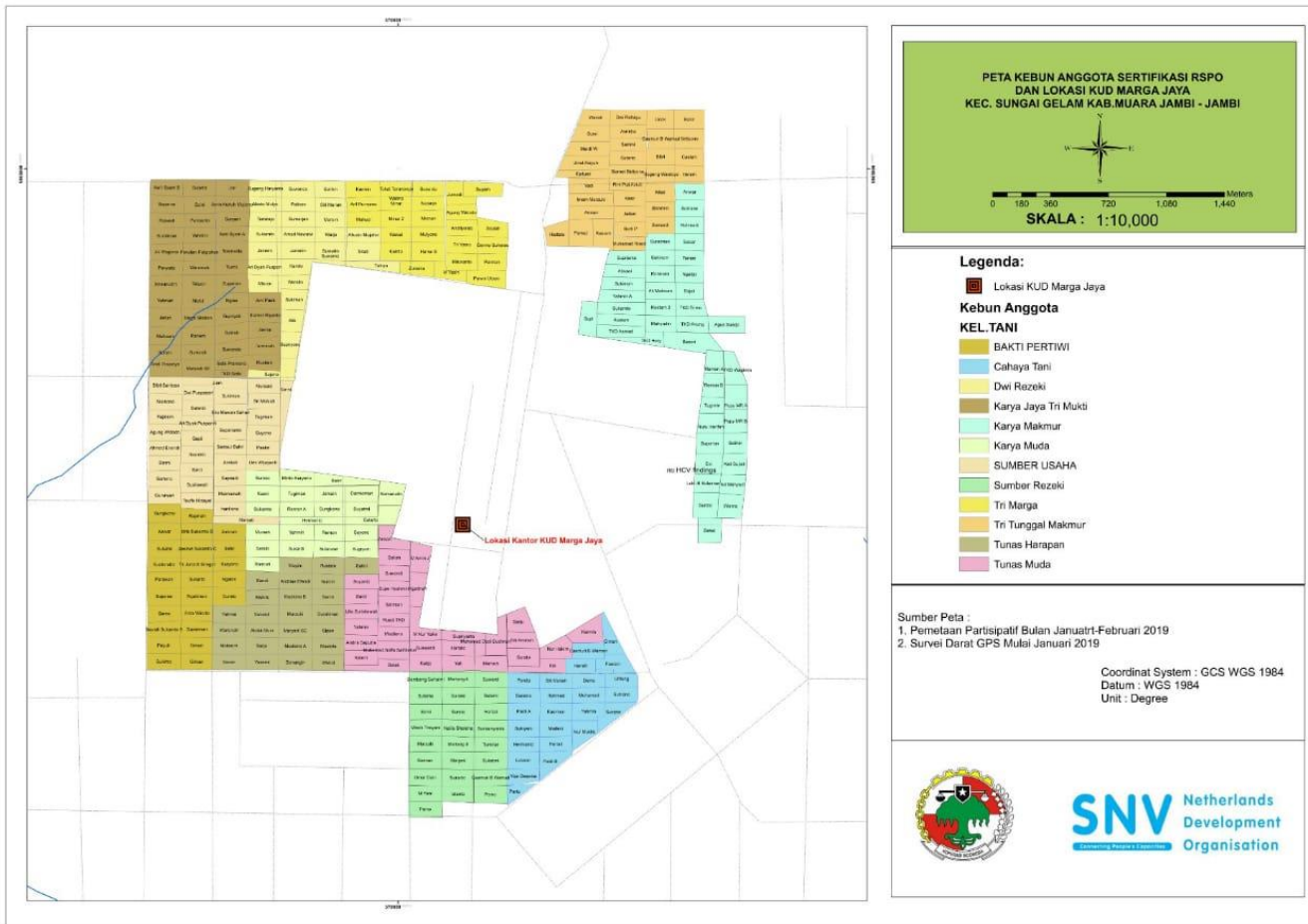
**Appendix D: General Chain of Custody Requirements for the Supply Chain**

Not Applicable.

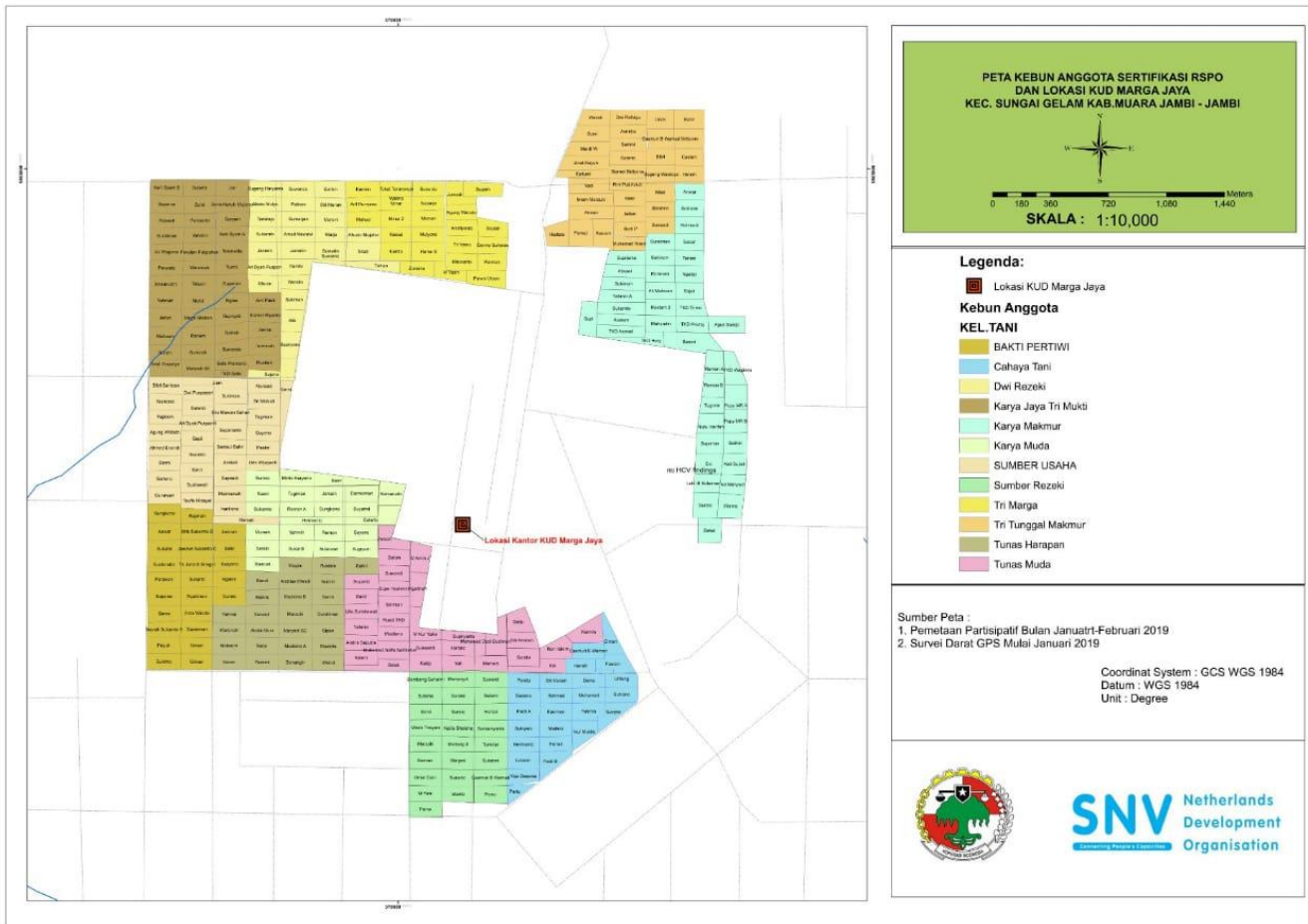
**Appendix E: CPO Mill Supply Chain Assessment Report**

Not Applicable.

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



**Appendix G: Estate Field Map**



**Appendix H: List of Smallholder Sampled**

No.	ID Number	Smallholder Name	Farmer Group (KT)	Hectarage	SHM Number	STDB Number	Year Planted
1	MJ.05.001	TUGIMAN	SUMBER USAHA	2.024	2297	2392	1996
2	MJ.05.005	SUYONO	SUMBER USAHA	2.012	2300	2391	1996
3	MJ.05.012	MURSAID	SUMBER USAHA	1.999	2291	2401	1996
4	MJ.06.004	SUKAMTO	BAKTI PERETIWI	2.153	2249	2413	1996
5	MJ.06.015	KARYONO	BAKTI PERETIWI	2.002	2338	2409	1996
6	MJ.06.018	NGATINI	BAKTI PERETIWI	2.019	2345	2417	1996
7	MJ.07.009	SUNGKONO	KARYA MUDA	1.996	2319	2431	1996
8	MJ.07.010	SUTARWAN	KARYA MUDA	2.010	2330	2432	1996
9	MJ.07.015	SUTARTO	KARYA MUDA	2.167	2358	2434	1996
10	MJ.09.003	SALIAH	TUNAS MUDA	2.003	2363	2468	1996
11	MJ.09.006	SARIMAN	TUNAS MUDA	2.013	2172	2458	1996
12	MJ.09.021	SUWANDI	TUNAS MUDA	2.039	2366	2476	1996
13	MJ.11.002	KASIMUN	CAHAYA TANI	2.006	2255	2508	1996
14	MJ.11.009	ROHMAD	CAHAYA TANI	2.048	2617	2502	1996
15	MJ.11.019	MUHAMMAD	CAHAYA TANI	1.998	2250	2512	1996

**Appendix I: List of Abbreviations**

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
KUD	Koperasi Unit Desa (Village Unit Cooperative)
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
SHM	Sertifikat Hak Milik (Land Title)
SIA	Social Impact Assessment
SOP	Standard Operating Procedure