

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**☐ **Initial Assessment**☒ **Annual Surveillance Assessment (3)**☐ **Recertification Assessment** (Choose an item.)☐ **Extension of Scope**

Client Company Name / Parent Company: Koperasi Sawit Jaya
Client Company / Parent Company Address: Jl. Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia
Certification Unit: Koperasi Sawit Jaya Location of Certification Unit: Jl. Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia
Date of Final Report: 10/07/2024

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Koperasi Sawit Jaya		
RSPO Membership Number	1-0289-20-000-00	Membership Approval Date	06 February 2020
Address	Jl. Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Koperasi Sawit Jaya		
Location / Address	Jl. Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia		
Website	-		
Management Representative	Afif M Nurudin	E-mail	sawitjayaics@gmail.com
Telephone	+62 813 7165 6847	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 733163	Certificate Start Date	03/05/2021
Date of First Certification	03/05/2021	Certificate Expiry Date	02/05/2026
Scope of Certification	Production of Sustainable Oil Palm Fresh Fruit Bunch of Independent Smallholders		
Visit Objectives	To conduct a certification assessment to ensure the elements of the proposed scope of registration and the requirements of the RSPO Independent Smallholder Standard – Indonesia NI February 2022 are effectively addressed by the organisation's management and to confirm the forward strategic plan.		
Assessment Cycle	<input type="checkbox"/> Pre-Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 3) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Indonesia National Interpretation 2020 of the RSPO P&C 2018		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	N/A
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input checked="" type="checkbox"/> Milestone B <input type="checkbox"/> Not Applicable		
Is this a remote audit or on-site audit	<input checked="" type="checkbox"/> On-site audit (Option AI)	<input type="checkbox"/> On-site audit (Option AII)	<input type="checkbox"/> Remote audit (Option B)

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

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	Jl. Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia	0° 46' 18.00" N	102° 03' 12.30" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	237.15	-	2.28	239.43	100%
Total	237.15	-	2.28	239.43	100%
Note: Only Mature area is considered as production area					

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	-	-	237.15	-	237.15	-
Total (ha)	-	-	237.15	-	237.15	-
Note: Only Mature area is considered as production area						

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7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (May 2023-April 2024)	Actual (Apr 2023-Jan 2024)		Forecast (May 2024-April 2025)
		Previous license period (Apr 2023 – July 2023)	Current license period (Aug 2023 – Jan 2024)	
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	4,493.00	1,751.56	2,651.66	5,489.76
Total	4,493.00	4,403.22		5,489.76
Note: For estimated last year (May 2023-April 2024): The FFB estimated is 5,391.58, due to the consequent after the suspension lifted, the certified volume of FFB production is based on the prorate while the FFB produced during the suspension period will not be taken into account. Therefore, the certified volume of FFB production during May 2023-April 2024 is 4,493 tons.				

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (May 2023-April 2024)	Actual (Apr 2023-Jan 2024)		Forecast (May 2024-April 2025)
		Previous license period (Apr 2023 – July 2023)	Current license period (Aug 2023 – Jan 2024)	
N/A		N/A	N/A	
Total		N/A		
Note: Not applicable for ISH				

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (May 2023-April 2024)	Actual (Apr 2023-Jan 2024)		Forecast (May 2024-April 2025)
		Previous license period (Apr 2023 – July 2023)	Current license period (Aug 2023 – Jan 2024)	
N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A		N/A
Note: Not applicable for ISH				

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9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
	N/A	N/A	N/A	N/A
TOTAL		N/A	N/A	N/A
Note: Not applicable for ISH				

10. Summary of Certified Tonnage (MT) (not applicable for ISS)			
Estimated last year (May 2023-April 2024)	Actual (Apr 2023-Jan 2024)		Forecast (May 2024-April 2025)
	Previous license period (Apr 2023 – July 2023)	Current license period (Aug 2023 – Jan 2024)	
FFB	FFB		FFB
NIL	NIL	NIL	NIL
	TOTAL	NIL	
CPO (OER: NIL %)	CPO (OER: NIL %)		CPO (OER: %)
NIL	NIL	NIL	NIL
	TOTAL	NIL	
PK (KER: NIL %)	PK (KER: NIL %)		PK (KER: %)
NIL	NIL	NIL	NIL
	TOTAL	NIL	
Note: Not applicable for ISH			

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
	N/A	N/A	N/A
TOTAL		N/A	N/A
Note: Not applicable for ISH			

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11. Summary of Actual Volume sold					
Current License period (N/A)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	-	-	-	-	-
PK (MT)	-	-	-	-	-
Credits	-	-	-	-	-
Previous License period (N/A)					
CPO (MT)	-	-	-	-	-
PK (MT)	-	-	-	-	-
Credits	-	-	-	-	-
Note: Not applicable for ISH					

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A
Note: Not applicable for ISH				

11B. Records of certified CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A
Note: Not applicable for ISH				

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
	N/A	N/A	N/A
TOTAL		N/A	N/A
Note: Not applicable for ISH			

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11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
	N/A	N/A	N/A
TOTAL			N/A
Note: Not applicable for ISH			

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (May 2023-April 2024)			Actual (Apr 2023-Jan 2024)			Forecast (May 2024-April 2025)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			4,493.00			4,403.22			5,489.76
IS-CSPO	-	-		-	-		-	-	
IS-CSPKO	-	-		-	-		-	-	
IS-CSPKE	-	-		-	-		-	-	
CSPK	-	-		-	-		-	-	

Note:

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
1	April 2023	432.46	86.49	21.62	9.73	11.89
2	May 2023	440.70	88.14	22.04	9.92	12.12
3	June 2023	438.30	87.66	21.92	9.86	12.06
4	July 2023	440.10	88.02	22.01	9.90	12.11
5	August 2023	436.50	87.30	21.83	9.82	12.01
6	September 2023	444.23	88.85	22.21	10.00	12.22
7	October 2023	448.67	89.73	22.43	10.10	12.34
8	November 2023	439.27	87.85	21.96	9.88	12.08
9	December 2023	436.51	87.30	21.83	9.82	12.01
10	January 2024	446.48	89.30	22.32	10.04	12.28
TOTAL		4,403.22	880.64	220.17	99.07	121.12
Note: -						

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13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
Current License period (Aug 2023 – Jan 2024)							
Credits				-	-	-	-
Physical	-	-	-				
Previous License period (Apr 2023 – July 2023)							
Credits				-	-	-	-
Physical	-	-	-				
Note:							

13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit							
No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
-	-	-	-	-	-	-	-
TOTAL			-	-	-	-	-
Note: -							

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
Tel +60 (3) 9212 9638; Fax +60 (3) 9212 9639
Representative: Dr. Chaiyaporn Seekao (Chaiyaporn.Seekao@bsigroup.com)
Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **26-28/02/2024**. The audit programme is included as Section 2.3. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the RSPO and BSI website on provide date.

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

The Critical NC close out on-site assessment was conducted on **29-30/04/2024**. The audit programs are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Independent Smallholder Standard 2019 Indonesia National Interpretation 2022 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

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The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk-based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	X	X	X	X	X

Tentative Date of Next Visit: February 26, 2025 - February 28, 2025

Total Number of Mandays: 7.5 mandays

2.2 BSI Assessment Team

Name	Role	Competency
Nanang Rusmana (NR)	Team Leader	<p>Education: Holds a Bachelor Degree of Forestry, Bogor Agricultural University (IPB)</p> <p>Work Experience: 5 years working experience in palm oil industry as SHE Assistant at PT. Astra Agro Lestari Tbk. 3 years working experience in mining industry as Environment Coordinator and SHE Coordinator with PT. Kapuas Prima Coal Group. 6 years working experience as RSPO/ISPO auditor</p> <p>Training attended: Completed ISO 9001:2015 Lead Auditor Course, ISPO Auditor Course, ISO 14001:2015 Lead Auditor Course, ISO 45001:2018 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, Endorsed RSPO Supply Chain Certification Lead Auditor Course, SMK3 Auditor Course, HCV Assessor Course, General OHS Expert Course, SMETA Requirements training, Endorsed RSPO Refresher Trainings and RSPO ISH Standard Training.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit:</p> <p><input checked="" type="checkbox"/> Good Agriculture Practice <input type="checkbox"/> Health and Safety <input type="checkbox"/> Supply chain requirements</p> <p><input type="checkbox"/> Social <input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Market Communication and claim requirements</p> <p><input checked="" type="checkbox"/> ISH context (ICS, internal audit, policy, business planning and trading system)</p>
Imam Fakhrurozi	Team Member	<p>Education: Holds a Bachelor Degree majoring in Agriculture Technology, Gadjah Mada University.</p>

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		<p>Work Experience: 2 years working experience oil palm industry, as a sustainability and HSE officer. 7 years working experience as RSPO Auditor / Lead Auditor</p> <p>Training attended: Completed ISO 9001:2008 Lead Auditor Course, 14001:2004 Lead Auditor Course, SMK3 Lead Auditor Course, Endorsed RSPO P&C Lead auditor course, ISO 45001:2018 Lead Auditor Course, SMETA requirements training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, RSPO ISH Standard Training and Endorsed RSPO Refresher Courses.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit:</p> <p><input type="checkbox"/> Good Agriculture Practice <input checked="" type="checkbox"/> Health and Safety <input type="checkbox"/> Supply chain requirements</p> <p><input type="checkbox"/> Social <input type="checkbox"/> Environmental <input type="checkbox"/> Market Communication and claim requirements</p> <p><input checked="" type="checkbox"/> ISH context (ICS, internal audit, policy, business planning and trading system)</p>
Yudwi Wisnu Rahmanto (YWR)	Team Member	<p>Education: Holds a Bachelor of Forestry with Silviculture, Faculty of Forestry, University of Gadjah Mada</p> <p>Work Experience: 7 months working experience in palm oil industry as Agronomy Field Assistant. 11 years working experience as sustainability auditor covering Sustainable Forest Management by FSC FM/COC Scheme, RSPO, ISPO, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile</p> <p>Training attended: Completed Endorsed RSPO P&C Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Training, SMETA Requirements Training, 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, High Conservation Value (HCV) Training, Sustainability Reporting Assurance Training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, RSPO ISH Standard Training and Endorsed RSPO Supply Chain Lead Auditor Training Course.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit:</p> <p><input type="checkbox"/> Good Agriculture Practice <input type="checkbox"/> Health and Safety <input type="checkbox"/> Supply chain requirements</p> <p><input checked="" type="checkbox"/> Social <input type="checkbox"/> Environmental <input type="checkbox"/> Market Communication and claim requirements</p> <p><input checked="" type="checkbox"/> ISH context (ICS, internal audit, policy, business planning and trading system)</p>

Accompanying Persons:

Name	Role
None	None

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2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

Date	Time	Subjects	NR	IF	YWR
Monday/ 26/02/2024	07.30 – 09.15	Flight Jakarta – Pekanbaru 07.30 – 09.15 (GA-172)	✓	✓	✓
	09.30 – 13.00	Travelling Pekanbaru – Koperasi Sawit Jaya	✓	✓	✓
	13.00 – 14.00	Opening Meeting - Presentation by Koperasi Sawit Jaya. - Presentation by BSI (Audit Plan detail, etc).	✓	✓	✓
	14.00 – 17.00	Document and records verification; Interview with Group Manager and ICS • A–ICS: Group entity and group management requirements. • B – ICS: Policies and management. • C– ICS: Group Business planning. • D – ICS: Group trading system for certified volumes.	✓	✓	✓
Tuesday / 27/02/2024	08.00 – 12.00	Onsite visit: Field observation to sample plots. Sample of farmers (13 farmers).	✓	✓	✓
	12.00 – 14.00	Break	✓	✓	✓
	14.00 – 15.00	Stakeholder consultation - Stakeholder consultation to relevant agencies of Siak Regency; - Stakeholder consultation with local community/villagers; previous landowners; NGO	✓	✓	✓
	14.00 – 17.00	Onsite visit continued Field observation to sample plots.	✓	✓	✓
Wednesday / 28/02/2024	08.00 – 10.00	Document and records verification; Interview with Group Manager and ICS continued	✓	✓	✓
	12.00 – 14.00	Break	✓	✓	✓
	14.00 – 15.00	Document and records verification; Interview with Group Manager and ICS continued	✓	✓	✓
	15.00 – 16.00	Report Preparation	✓	✓	✓
	16.00 – 17.00	Closing Meeting	✓	✓	✓

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NCR Close Out Assessment Plan

Date	Time	Subjects	NR
Tuesday / 29/04/2024	08.00 – 08.30	Opening Meeting - Presentation by Koperasi Sawit Jaya. - Presentation by BSI (Audit Plan detail, etc).	✓
	08.30 – 12.00	Verifying of correction, root-cause and corrective action (interview, document review and field observation)	✓
	12.00 – 14.00	Break	✓
	14.00 – 17.00	Verifying of correction, root-cause and corrective action (interview, document review and field observation)	✓
Monday / 30/04/2024	08.00 – 12.00	Verifying of correction, root-cause and corrective action (interview, document review and field observation)	✓
	12.00 – 14.00	Break	✓
	14.00 – 16.00	Verifying of correction, root-cause and corrective action (interview, document review and field observation)	✓
	16.00 – 16.30	Report Preparation	✓
	16.30 – 17.00	Closing Meeting	✓

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have all the estates and mills certified within five (5) years after obtaining RSPO membership? If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available. If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	Not applicable as this is group certification for independent smallholders.	Not Applicable

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 smallholders.	Not Applicable
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	Not applicable as this is group certification for independent smallholders.	Not Applicable
Un-Certified Units or Holdings		
No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Not applicable as this is group certification for independent smallholders.	Not Applicable
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 4.4, 4.5, 4.6, 4.7 and 4.8.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Not applicable as this is group certification for independent smallholders.	Not Applicable
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 smallholders.	Not Applicable
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any stakeholder (including NGO) consultation conducted?	Not applicable as this is group certification for independent smallholders.	Not Applicable

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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.	Koperasi Sawit Jaya is an independent smallholder and does not receive FFB from outgrower.	Not Applicable

Approved Time Bound Plan

This is Independent Smallholder Certification, time bound plan is Not Applicable

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3.3 Details of Nonconformities

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

During this Assessment there were eleven (11) Critical or Major nonconformities raised and 1 (one) Opportunity for Improvements (OFI) raised. The Koperasi Sawit 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 minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2463105-202402-M1	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 1.1 MS-A; MS-B (Critical)		
Statement of Nonconformity:	Koperasi Sawit Jaya cannot provide evidence of training on mechanisms for determining palm oil prices and financial management for all members.		
Requirement Reference:	<p>MS-A: Group manager and group members have an Internal Control System (ICS) that meets all the ICS Eligibility and MS A requirements (section 3.2 below) and complete training on oil palm pricing mechanisms, financial management, and best practices for smallholder organisations as well as socialising the mechanism at which pricing is set for smallholder organisations.</p> <p>MS-B: Smallholder groups are operating in accordance to best management practices for groups, including:</p> <ul style="list-style-type: none"> Fair and transparent decision-making and governance Sustainable financial management 		
Objective Evidence:	Based on interview and document verification of the 13 sample farmers verified during ASA3, could not be shown evidence of training on palm oil price determination mechanisms and financial management.		
Corrections:	ICS Managers provide training related to mechanisms for determining palm oil prices and financial management for farmer members.		
Root Cause Analysis:	Training was not included in the previous Unit Penyuluhan work program, due to the Unit Penyuluhan did not understand the requirements for PIC training indicators and the ICS Manager did not provide socialization regarding the requirements for PIC training indicators as stated in the Structure and Main Duties & Functions of Group Managers and Units.		
Corrective Actions:	<ul style="list-style-type: none"> ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. ICS Manager will carry out refresh training regarding the mechanism for determining palm oil prices and financial management in 2024 as stated in the Unit Penyuluhan Program period Y2024. 		
Assessment Conclusion:	Evidence is available of training related to the oil palm pricing mechanisms, financial management, and best practices for smallholder organisations as well as		

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	<p>socialising the mechanism at which pricing is set for smallholder organisations, socialization was carried out on 17-19 April 2024, verified evidence is note of meeting, photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training Program for 2024 under the Unit Penyuluhan, verified evidence is the Koperasi Sawit Jaya Work Program for 2024 dated 19 April 2024 which was signed by the ICS Manager.</p> <p>There is evidence of socialization from the ICS Manager to the Unit Penyuluhan regarding the training requirements required by the indicators, socialization was carried out on 22 April 2024, evidence of socialization was available at the time of the NCR Close Out Audit in namely of minutes meeting, attendance list.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M1 can be closed.</p>
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Non-conformity			
NCR Ref #	2463105-202402-M2	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 1.2 MS-A (Critical)		
Statement of Nonconformity:	Smallholders do not complete training on farm business operations, monitoring and planning.		
Requirement Reference:	MS-A: Smallholders complete training on farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.		
Objective Evidence:	Based on document review and interview to the sample member and ICS, it was known that the smallholders members do not complete training on farm business operations, monitoring and planning.		
Corrections:	The ICS Manager conduct training related to farm business operations, monitoring and planning.		
Root Cause Analysis:	Training was not included in the previous Unit Penyuluhan work program, due to the Unit Penyuluhan did not understand the requirements for PIC training indicators and the ICS Manager did not provide socialization regarding the requirements for PIC training indicators as stated in the Structure and Main Duties & Functions of Group Managers and Units.		
Corrective Actions:	<ul style="list-style-type: none"> ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. ICS Manager will carry out refresh training regarding the mechanism for farm business operations, monitoring and planning in 2024 as stated in the Unit Penyuluhan Program period Y2024. 		
Assessment Conclusion:	<p>Evidence is available of training related to mechanism for farm business operations, monitoring and planning, socialization was carried out on 17-19 April 2024, verified evidence is note of meeting, photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training Program for 2024 under the Unit Penyuluhan, verified evidence is the Koperasi Sawit Jaya Work Program for 2024 dated 19 April 2024 which was signed by the ICS Manager.</p>		

	There is evidence of socialization from the ICS Manager to the Unit Penyuluhan regarding the training requirements required by the indicators, socialization was carried out on 22 April 2024, evidence of socialization was available at the time of the NCR Close Out Audit in namely of minutes meeting, attendance list and photos. Based on CAP's verification results, it was concluded that findings 2463105-202402-M2 can be closed.
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Non-conformity			
NCR Ref #	2463105-202402-M3	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 1.3 MS-B (Critical)		
Statement of Nonconformity:	Koperasi Sawit Jaya has not been able to show sufficient evidence of implementing GAP consistently.		
Requirement Reference:	MS-B: Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.		
Objective Evidence:	Based on the results of interviews with sample farmers, field visits, the following facts were found: <ul style="list-style-type: none"> - Blanket spraying was found on plots Abdul Karim - Uncontrolled weeds that cover the circle and harvesting paths. For example, plots Adnan (ID 7020021), Kartini (ID 7020081), M Azlansyah (ID 7020131). 		
Corrections:	<ul style="list-style-type: none"> • ICS Manager gave the first warning letter to the member on behalf of Abdul Karim regarding the blanket spraying. As well as giving warning letter to clean up uncontrolled weeds to Adnan (ID 7020021), Kartini (ID 7020081), M Azlan Syah (ID 7020131). • Relevant farmers (Adnan, Kartini and M Azlan Syah) carry out upkeep activity according to the procedures. 		
Root Cause Analysis:	<ul style="list-style-type: none"> • The land owner on behalf of Abdul Karim is currently sick, and the land is being worked on by workers who do not understand GAP. • Lack of understanding by members regarding good garden maintenance. • Due to high rainfall, it causes flooding on farmers' land and hinders land clearing. 		
Corrective Actions:	<ol style="list-style-type: none"> 1. The ICS Manager, through the Unit Penyuluhan work program will provide socialization regarding best management practises including prohibition of blanket spraying to farmer members and workers. 2. The Operations Manager through the K3 and NKT Unit monitors weed cleaning activities in the Adnan (ID 7020021), Kartini (ID 70200 81), M Azlan Syah (ID 7020131) channels and reports activities in the form of event reports and photo evidence of activities. 		
Assessment Conclusion:	<ul style="list-style-type: none"> • There is evidence that the ICS Manager gave a warning letter to Abdul Karim (Warning Letter No. 03/KSJ-BHL/ST/III/2024), Adnan (Rukmini), Kartini (Arivin) and M Azlansyah (Warning Letter No. 04/KSJ-BHL/ST/III /2024), a warning letter was given to the farmer concerned on 29 March 2024. • There is evidence of socialization to members from the ICS Manager on 17-19 April 2024 regarding good garden care in member farmer plots. • The results of interviews during NCR Close Out Visit with Abdul Karim, Adnan (Rukmini), Kartini (Arivin) and M Azlansyah during the NCR Close Out Visit 		

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	revealed that they already knew and understood the technicalities of good garden maintenance, including being prohibited from doing so. Based on CAP's verification results, it was concluded that findings 2463105-202402-M3 can be closed.
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Non-conformity			
NCR Ref #	2463105-202402-M4	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 4.4 MS-A (Critical)		
Statement of Nonconformity:	Smallholders do not complete training on best management practices (BMPs) for peat.		
Requirement Reference:	MS-A: Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimize risk of fire, to apply BMPs for plantings on peat and manage water systems in the certification unit.		
Objective Evidence:	Based on document review and interview to the sample member and ICS, it was known that the smallholders do not complete training on best management practices (BMPs) for peat.		
Corrections:	The ICS Manager conduct training related to best management practices (BMPs) for peat.		
Root Cause Analysis:	Training was not included in the previous Unit Penyuluhan work program, due to the Unit Penyuluhan did not understand the requirements for PIC training indicators and the ICS Manager did not provide socialization regarding the requirements for PIC training indicators as stated in the Structure and Main Duties & Functions of Group Managers and Units.		
Corrective Actions:	<ul style="list-style-type: none"> ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. ICS Manager will carry out refresh training regarding the best management practices (BMPs) for peat in 2024 as stated in the Unit Penyuluhan Program period Y2024. 		
Assessment Conclusion:	<p>Evidence is available of training related to the best management practices (BMPs) for peat, socialization was carried out on 17-19 April 2024, verified evidence is note of meeting, photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training Program for 2024 under the Unit Penyuluhan, verified evidence is the Koperasi Sawit Jaya Work Program for 2024 dated 19 April 2024 which was signed by the ICS Manager.</p> <p>There is evidence of socialization from the ICS Manager to the Unit Penyuluhan regarding the training requirements required by the indicators, socialization was carried out on 22 April 2024, evidence of socialization was available at the time of the NCR Close Out Audit in namely of minutes meeting, attendance list and photos.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M4 can be closed.</p>		

Non-conformity			
NCR Ref #	2463105-202402-M5	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 4.7 MS-A (Critical)		
Statement of Nonconformity:	Smallholders do not complete training on and are aware of riparian buffer zone management.		
Requirement Reference:	MS-A: Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.		
Objective Evidence:	Based on document review and interview to the sample member and ICS, it was known that the smallholders do not complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.		
Corrections:	ICS Manager through the Unit Penyuluhan will conduct training related to the riparian buffer zone management. K3 and HCV Units create warning signs regarding the maintenance of riparian buffer zone management as socialization tool.		
Root Cause Analysis:	The Koperasi Sawit Jaya has never conducted training related to riparian buffer zone management, the Unit Penyuluhan does not understand the requirements for PIC training indicators and the ICS Manager does not provide socialization regarding the requirements for PIC training indicators as stated in the Structure and Main Duties & Functions of Group Managers, Operational Managers and Units. This is also due to minimal assistance from PPL regarding the importance of riparian buffer zone management.		
Corrective Actions:	<ol style="list-style-type: none"> 1. ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. 2. The K3 and NKT Unit will monitor advisory signs related to the maintenance of to riparian buffer zone management and this is stated in the work program of the K3 and NKT Unit for the current year. 3. The Koperasi asks to the Plantation Service to direct the assistant to actually provide guidance and assistance in the assigned area. 4. ICS Manager will carry out refresh training related to the management of riparian buffer zone management in 2024 as stated in the 2024 Unit Penyuluhan work program. 		
Assessment Conclusion:	<p>Evidence is available of training related to the riparian buffer zone management, socialization was carried out on 19/04/2024, verified evidence is note of meeting, photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training Program for 2024 under the Unit Penyuluhan, verified evidence is the Koperasi Sawit Jaya Work Program for 2024 dated 19 April 2024 which was signed by the ICS Manager.</p> <p>There is evidence of socialization from the ICS Manager to the Unit Penyuluhan regarding the training requirements required by the indicators, socialization was carried out on 22 April 2024, evidence of socialization was available at the time of the NCR Close Out Audit in namely of minutes meeting, attendance list and photos.</p> <p>There is evidence that the organization installed warnings as a means of socializing the riparian buffer zone and its monitoring form on 20 April 2024.</p>		

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	<p>There is evidence that the Koperasi has asked the Plantation Service to direct the assistant (PPL) to actually provide guidance and assistance in the assigned area. Requests are submitted via Letter.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M5 can be closed.</p>
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Non-conformity			
NCR Ref #	2463105-202402-M6	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 4.8 MS-A & MS-B (Critical)		
Statement of Nonconformity:	Smallholders do not complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions (and in compliance with 3.5). Furthermore, there is an inconsistency on implementation of prohibition of paraquat usage for weed control.		
Requirement Reference:	<p>MS-A: Smallholders complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions (and in compliance with 3.5).</p> <p>MS-B: Smallholders implement BMPs for all pesticide use, including prohibiting use of pesticides by pregnant and breastfeeding women and young workers, and exclusion of paraquat and pesticides that are categorized as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions, unless when authorized by relevant authorities for pest outbreaks.</p>		
Objective Evidence:	<p>Based on document review and interview to the sample member and ICS, it was known that the smallholders do not complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions.</p> <p>Furthermore, during the field visit, there is still a member who use paraquat as a pesticide to control epiphytic weeds and some others weeds (ID 7020021).</p>		
Corrections:	<ol style="list-style-type: none"> ICS Manager will carry out refresh training related to the training regarding BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions. ICS Manager gave the first warning letter to farmer Adnan (Rukmini) (ID 7020021). 		
Root Cause Analysis:	<ol style="list-style-type: none"> Lack of accuracy and communication between the Extension unit and PPL in applying for re-training, resulting in farmer members not receiving repetition of the training regarding BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions. The land owner (ID 7020021) has passed away and the land management is 		

	carried out by his granddaughter (Rukmini) who does not understand or receive training on GAP.
Corrective Actions:	<ul style="list-style-type: none"> ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. ICS Manager will carry out refresh training regarding the mechanism for farm business operations, monitoring and planning in 2024 as stated in the Unit Penyuluhan Program period Y2024. The Koperasi asks to the Plantation Service to direct the assistant to actually provide guidance and assistance in the assigned area.
Assessment Conclusion:	<p>Evidence is available of training related to the BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions, socialization was carried out on 17-19 April 2024, verified evidence is note of meeting, photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training Program for 2024 under the Unit Penyuluhan, verified evidence is the Koperasi Sawit Jaya Work Program for 2024 dated 19 April 2024 which was signed by the ICS Manager.</p> <p>There is evidence that the ICS Manager gave a warning letter to Abdul Karim (Warning Letter No. 03/KSJ-BHL/ST/III/2024). A warning letter was given to the farmer concerned on 29 March 2024.</p> <p>There is evidence that the Koperasi has asked the Plantation Service to direct the assistant (PPL) to actually provide guidance and assistance in the assigned area. Requests are submitted via Letter.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M6 can be closed.</p>

Non-conformity			
NCR Ref #	2463105-202402-M7	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator 4.9 MS-A (Critical)		
Statement of Nonconformity:	Smallholders do not complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.		
Requirement Reference:	MS-A: Smallholders complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.		
Objective Evidence:	Based on document review and interview to the sample member and ICS, it was known that the Smallholders do not complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.		
Corrections:	ICS Managers provide training regarding on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management for farmer members.		
Root Cause Analysis:	Training was not included in the previous Unit Penyuluhan work program, due to the Unit Penyuluhan did not understand the requirements for PIC training indicators and the ICS Manager did not provide socialization regarding the		

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	requirements for PIC training indicators as stated in the Structure and Main Duties & Functions of Group Managers and Units.
Corrective Actions:	<ul style="list-style-type: none"> ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. ICS Manager will carry out refresh training regarding the on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management in 2024 as stated in the Unit Penyuluhan Program period Y2024.
Assessment Conclusion:	<p>Evidence is available of training related to the on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management, socialization was carried out on 17-19 2024, verified evidence is note of meeting, photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training Program for 2024 under the Unit Penyuluhan, verified evidence is the Koperasi Sawit Jaya Work Program for 2024 dated 19 April 2024 which was signed by the ICS Manager.</p> <p>There is evidence of socialization from the ICS Manager to the Unit Penyuluhan regarding the training requirements required by the indicators, socialization was carried out on 22 April 2024, evidence of socialization was available at the time of the NCR Close Out Audit in namely of minutes meeting, attendance list.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M7 can be closed.</p>

Non-conformity			
NCR Ref #	2463105-202402-M8	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator ICS A.1.4 E, MS-A, MS-B (Critical) - Recurrence		
Statement of Nonconformity:	Smallholder member unable to demonstrate understanding of signed smallholder declaration as membership requirements.		
Requirement Reference:	E: All members have signed and acknowledged membership requirements. MS-A 7 MS-B: All members can demonstrate understanding of membership requirements.		
Objective Evidence:	Not all smallholder sampled is attending the audit to interview related understanding of membership requirements on behalf ID 7020161 and ID 7020051.		
Corrections:	The ICS Manager will follow up with members or plantation managers who do not attend the ASA3 audit by: - Provided a warning letter to land managers in the names of Said ID 7020161 and Akamudin ID 7020051 for not attending the ASA3 Audit. - ICS Manager provides understanding to land managers about the importance of attending audits because it is a membership requirement stated in the grower's statement letter.		
Root Cause Analysis:	1. The land owner in the name of Said ID 7020161 has handed over the management of the land to the manager but the manager is also unable to attend		

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	<p>because the manager does not understand the membership requirements and the manager has not received direction and understanding of the membership requirements.</p> <p>2. The land owner in the name of Akamudin ID 7020051 understands the membership requirements and has also received understanding and direction from the socialization that has been carried out. Due to the age factor, the land owner hands over all management of his land to managers who do not understand and have not received direction regarding membership requirements. the other is willing to be audited.</p>
Corrective Actions:	ICS Manager provides outreach regarding membership requirements (grower's statement letter) to managers who fully manage land owned by farmers who have domicile and age factors, which are stated in the 2024 Counselling unit work program.
Assessment Conclusion:	<p>There is evidence that the ICS Manager has followed up on members who were not present at the time of the audit by providing a Warning Letter to land managers ID 7020161 and ID 7020051 on 16 April 2024 (Warning Letter No. 09/KSJ-BHL/ST/IV/2024 dated 16 April 2024 Warning Letter No. 10/KSJ-BHL/ST/IV/2024 dated 16 April 2024).</p> <p>There is evidence that the ICS Manager will provide land managers with an understanding of the importance of attending audits because it is a membership requirement (point 8) stated in the grower's statement letter. The socialization will be carried out at the same time as member training, namely 17-19 April 2024.</p> <p>Interviews were conducted with Suyono and Hendra as empowered person of Said ID 7020161 and AkamudinID 7020051 plantations at the time of the NCR Close Out, it was concluded that they already understood the membership requirements, one of which was related to membership requirements, namely having to be willing to be present when the audit was carried out.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M8 can be closed.</p>

Non-conformity			
NCR Ref #	2463105-202402-M9	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator A.2.3, MS-A, MS-B (Critical) - Recurrence		
Statement of Nonconformity:	Not all members attended the training of ISH Standard, thus awareness of several aspect within the standard is less understanding.		
Requirement Reference:	<p>MSA: The group manager implements a phased approach to ensure members have progressively attended training on the ISH Standard, group management and other topics as outlined in the ISH Standard according to the group annual training plan.</p> <p>MS-B: All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including</p>		

	awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.
Objective Evidence:	<p>There are several trainings not carried out in 2023, related to:</p> <ol style="list-style-type: none"> 1. Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); 2. Training on free and fair labour (3.1); 3. Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); 4. Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); 5. Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8);
Corrections:	<p>Koperasi Sawit Jaya conduct training related to:</p> <ol style="list-style-type: none"> 1. Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); 2. Training on free and fair labour (3.1); 3. Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); 4. Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); 5. Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8);
Root Cause Analysis:	<p>The Koperasi Sawit Jaya has not carried out related training due to:</p> <ol style="list-style-type: none"> 1. The Unit Penyuluhan does not understand the PIC training requirements. 2. Lack of coordination between the ICS manager and the units in the organizational structure, including a lack of communication competence in carrying out the duties of the Unit Penyuluhan.
Corrective Actions:	<ul style="list-style-type: none"> • ICS Manager provides socialization to the Unit Penyuluhan regarding indicator requirements related to training. • ICS Manager will carry out repeated training regarding best management practices (BMP) for peat in 2024 as stated in the 2024 Unit Penyuluhan work program.
Assessment Conclusion:	<p>There is available evidence of training related to training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); Training on free and fair labour (3.1); Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8), socialization will be carried out on 17-19 April 2024, verified evidence is Activity Attendance, Photos, and attendance list of member farmers.</p> <p>There is evidence that the organization has prepared a training work program for 2024 under the Unit Penyuluhan, the verified evidence is the Sawit Jaya Cooperative Work Program for 2024 dated 22 April 2024 which was signed by the ICS Manager.</p> <p>There is evidence of socialization from the ICS Manager to the Unit Penyuluhan regarding the training requirements required by the indicators. The socialization</p>

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	<p>was carried out on 22 April 2024. Evidence of the socialization was available at the time of the NCR Close Out Audit in the form of minutes and attendance lists.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M9 can be closed.</p>
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Non-conformity			
NCR Ref #	2463105-202402-M10	Issued Date	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 Indicator B.1.1 E, MS-A, MS-B (Critical) – Recurrence		
Statement of Nonconformity:	<ul style="list-style-type: none"> - Standard Operational Procedures for Member Counselling and Registration Units regarding Member Exiting and Rejoining No.5/UPP/ICS-KSJ/X/2018" does not cover mechanisms for regulating members who are no longer active. - Evidence of the implementation of internal audits for all members and their completeness cannot yet be shown. 		
Requirement Reference:	<p>E: A group Internal Control System is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits.</p> <p>MS-A: The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed</p> <p>MS-B: The ICS is implemented and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.</p>		
Objective Evidence:	<p>Standard Operational Procedures for Member Counselling and Registration Units regarding Member Exiting and Rejoining No.5/UPP/ICS-KSJ/X/2018" does not cover mechanisms for managing members who are no longer active due to death or other circumstances.</p> <p>Samples:</p> <ul style="list-style-type: none"> • The sample in the name of Adnan (ID 702002) has been deceased since 2019 and the land management is actually carried out by his grandson in the name of Kusren, but there is no documentation or updating of farmer data. • The sample in the name of Kartini (ID 702008) has been deceased since 2019 and the land management is actually carried out by her son in the name of Bahtiar, but there is no documentation or updating of farmer data. <p>Evidence of the implementation of internal audits and their completeness for all members in 2023 has not yet been shown.</p>		
Corrections:	<ol style="list-style-type: none"> 1. The organization revised the SOP regarding Member Exiting and Rejoining Keluar dan Bergabung Kembali Anggota No.5/UPP/ICS-KSJ/X/2018." 2. The ICS Manager provides direction to the Counseling and Registration Unit regarding members leaving and joining as members of the cooperative, as well as providing instructions on how to fill in the member exit and entry books. 3. The internal audit unit will carry out a repeat internal audit of several members and the relevant unit will make a report on the results of the internal audit carried out on these members. 		

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Root Cause Analysis:	<ol style="list-style-type: none"> 1. The Member Counseling and Registration Unit does not understand the SOP regarding Member Exiting and Rejoining in accordance with SOP No.5/UPP/ICS-KSJ/X/2018." 2. The internal audit has been carried out by the Internal Audit Unit and supervised by the ICS Manager, however the Internal Audit results report was not prepared by the relevant Unit, because: <ol style="list-style-type: none"> a. The Internal Audit Unit does not understand how to create an audit report form, b. The ICS Manager does not provide direction according to the Manager and ICS task guidebook to the Internal Audit Unit regarding performance and work programs that must be implemented. c. Limitations of age factors and educational factors as well as technological insufficiency.
Corrective Actions:	<p>ICS Manager provides socialization related to SOP No.5/UPP/ICS-KSJ/X/2018" revision 1 dated 24 April 2024 to appointed assistants according to the units being accompanied (Counselling Units and Heads of Farmer Groups)</p> <p>ICS Manager provides socialization related to Internal Audit and includes documentation of complete internal audit data (audit report results, member attendance, and photo documentation of internal audit implementation).</p>
Assessment Conclusion:	<p>There is evidence that the organization has revised the SOP regarding Leaving and Rejoining Members No.5/UPP/ICS-KSJ/X/2018" _revision 1 dated 24 April 2024 by adding a statement stating that if a member is permanently absent (dead), membership can be passed on by the Heir appointed by the family (page 2).</p> <p>Minutes of meeting from the ICS Manager to the Counselling Unit and Member Registration regarding the SOP for Leaving and Rejoining Members is available. The socialization will be carried out on 24 April 2024.</p> <p>There is evidence that an internal audit was carried out by the Internal Audit Unit, the documents were available at the time of the NCR Close Out Visit.</p> <p>Based on the CAP verification results, it was concluded that finding 2463105-202402-M10 could be closed.</p>

Non-conformity			
NCR Ref #	2463105-202402-M11	Date Issued	28/02/2024
Due Date	27/05/2024	Closure Date	30/04/2024
Clause & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 indicator B.1.2 – MS-B (Critical) - recurrence		
Statement of Nonconformity:	Basic information on land ownership and farmer management status is not updated.		
Requirement Reference:	MS-B: Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager		
Objective Evidence:	Based on a review of documents during the ASA3 audit process, it was found that basic information on land ownership and farmer management status had not been updated. Samples:		

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	<ul style="list-style-type: none"> The sample in the name of Adnan (ID 702002) has been deceased since 2019 and the land management is actually carried out by his grandson in the name of Kusren, however there is no updating of farmer data. The sample in the name of Kartini (ID 702008) has been deceased since 2019 and the land management is actually carried out by her son in the name of Bahtiar, however there is no updating of farmer data.
Corrections:	ICS Manager updated land management documentation in the names of Adnan (ID 702002) and Kartini (ID 702008), and made changes to data related to the history of land disclosures in those names.
Root Cause Analysis:	<p>The land owner did not submit or report to the cooperative regarding changes to documents related to the land owned by Adnan (ID 702002) and Kartini (ID 702008), because:</p> <ol style="list-style-type: none"> ICS (Registration Unit) never provides counseling and outreach. ICS (Registration Unit) does not evaluate farmer data and documents.
Corrective Actions:	<ol style="list-style-type: none"> ICS Manager re-checks data on all farmers regarding buying and selling, land management and heirs. The ICS Manager carries out counseling or socialization regarding the basics of land ownership and the management status of farmers in the current year as stated in the ICS Manager work program.
Assessment Conclusion:	<p>There is evidence that the ICS Manager has updated data related to land management documentation in the name of Adnan (ID 702002) to the heirs in the name of Rukmini and Kartini (ID 702008) to the heirs in the name of Arivin. Letter of change in land ownership is available as well as a letter signed by the ICS Manager regarding Adnan and Kartini's membership status.</p> <p>There is evidence that ICS has carried out re-checks as stated in the Minutes of checking data on all farmers relating to buying and selling, land management and heirs, the verified document is the Minutes dated 24 April 2024.</p> <p>There is evidence that training has been carried out related to socialization regarding the basics of land ownership and farmer management status. The socialization was carried out on 17- 19 2024, verified evidence is activity attendance, photos and attendance list of member farmers.</p> <p>There is a 2024 Work Program available which conveys socialization regarding the basics of land ownership and farmer management status which will be carried out in the 2024 period dated 22 April 2024.</p> <p>Based on CAP's verification results, it was concluded that findings 2463105-202402-M11 can be closed.</p>

Opportunity for Improvements	
OFI #	Description
OFI 1	The Koperasi Sawit Jaya already has legal documents, one of which is Business Place Permit No 08.13/KEC.MPR/PATEN/47/2016, SITU Koperasi Sawit Jaya issued by the Head of Mempura District dated 30th December 2016. The NIB document can be processed through the OSS system (One Single Submission).

Positive Findings	
PF #	Description
PF 1	-

3.3.1 Status of Nonconformities Previously Identified and Opportunity for Improvement

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M1	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	2.1 MS B Critical		
Statement of Nonconformity:	Audit team found 3 smallholder blocks in which boundary marker cannot found.		
Requirement Reference:	Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.		
Objective Evidence:	<p>From field visit, the audit team found some boundary marker cannot be found:</p> <ul style="list-style-type: none"> - Sudirwan plot No.7050121, 1 boundary marker cannot be found; - Zulfa plot No.7050161, 3 boundary markers cannot be found; - Marwanto No.702012, 1 boundary marker cannot be found; <p>This is a recurring NC Critical.</p>		
Corrections:	<p>Correction taken:</p> <ol style="list-style-type: none"> 1. Group Manager provide suggestion to smallholder member to re-monitor their boundary poles and following up by replacing missing or broken boundary poles. Verified: Minutes "Berita Acara Sosialisasi Patok Batas Kebun" – socialization on smallholder plantation boundary poles installation; dated 4 June 2023. The awareness session attended by 28 smallholder members and smallholder group leader. 2. Group Manager giving instruction to ICS and smallholder group leader to prepare list of plantation boundary poles in all smallholder member planation. Verified: Ceklist Kelompok Pinang Hijau (Sudirwan, Zulfa), Ceklist Kelompok Pinang Merah, Ceklist Kelompok Sido Makmur, Ceklist Kelompok Sido Mulyo, Ceklist Kelompok Sido Rejo (Marwanto), Ceklist Kelompok Sido Rukun. 3. Group Manager giving instruction to ICS and smallholder group leader to monitor the plantation boundary poles for each smallholder member plantation minimum 2x per year. Verified: Minutes "Berita Acara Himbauan Monitoring Ulang Patok Batas Kebun Dua Kali Setahun" – socialization on smallholder plantation boundary poles monitoring 2 times per year; dated 11 June 2023. The awareness session attended by 11 committee members and smallholder group leader. 4. Field verification to Sudirwan, Katemin and Zulfa's smallholder plantation block the boundary poles have been reinstalled and/or cleaned – during NCR Close Out visit all can be located and visibly maintained. 		
Root Cause Analysis:	<p>Boundary poles have been installed but Koperasi Sawit Jaya has not monitored properly the boundary poles; hence missing boundary poles cannot identified. The monitoring process not optimized due to: lack of monitoring officer to cover all smallholder block/land parcel; lack of awareness from smallholder/block owner on boundary poles presence; the boundary poles monitoring not properly carried out.</p>		

Corrective Actions:	<ol style="list-style-type: none"> 1. Group Manager installing reminder signboard to maintain boundary poles in 2 locations. Verified: Minutes "Berita Acara Pemasangan Plang Himbauan Pentingnya Patok Batas" installation signboard reminder importance boundary poles – dated 10 June 2023. Verified: Signboard installed on smallholder member plantation: Ngatina No.ID706009; Adnan No.ID702002; 2. Group Manager evaluating 2x per year the boundary poles and the maintenance of boundary poles. Verified: Record "Monitoring Patok dan ID Kebun Tahap Satu Koperasi Sawit Jaya" dated 2-6 July 2023. Sampled smallholder Sudirwan, Marwanto and Zulfa from Pinang Hijau smallholder group boundary poles installed and plantation block ID maintained. 3. Internal Audit checklist "Formulir Internal Audit Internal Koperasi Sawit Jaya Kepatuhan Praktik Lapangan di Kebun" for sample Nurwati No.ID701009 – point 14 stated boundary poles "Yes".
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During ASA3 audit, there is no issue related to this indicator. The corrective action has been implemented consistently.

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M2	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	2.2 Eligibility, MS-A, MS-B Critical		
Statement of Nonconformity:	Smallholder members have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard-Indonesia National Interpretation 2022.		
Requirement Reference:	<p>Eligibility</p> <p>For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of indigenous peoples, local communities or other users (refer to indicator 1.1E / Appendix 1).</p> <p>Note: For the first time, Free, Prior and Informed Consent (FPIC) is applicable under the RSPO Independent Smallholder (ISH) Standard and RSPO is developing a simplified FPIC guide for independent smallholders. Pending the finalisation of the simplified FPIC, fulfilling Indicator 2.2 E must refer to the Generic 2015 FPIC with relevant restrictions in place for meeting 2.2.E Indicators. This includes only matters under point 4 of Indicator 1.1. E and point D9 of Appendix 1.</p> <p>Independent smallholders will sign a smallholder declaration covering information on the history of their land acquisition and land clearing (see Annex 3 of the RSPO ISH Standard Indonesia National Interpretation 2022).</p> <p>MS-A</p> <p>For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).</p> <p>MS-B</p> <p>For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).</p>		

Objective Evidence:	Smallholder members Koperasi Sawit Jaya have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPo ISH Standard-Indonesia National Interpretation 2022;
Corrections:	<ol style="list-style-type: none"> 1. Operational Manager evaluate the smallholder member database. Verified: record evaluation "Ceklist Kelengkapan Data Anggota Kelompok" for smallholder group/KT Pinang Hijau, Pinang Merah, Sido Makmur, Sido Mulyo, Sido Rejo, Sido Rukun. 2. Operational Manager provide socialization on how to filling the form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: Minutes "Berita Acara Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" – socialization on filling in form declaration covering information on the history of their land acquisition and land clearing; dated 7 June 2023. The socialization trainer from WRI attended by 37 smallholder members and smallholder group leaders. 3. Smallholder members filled in and handed over the form declaration covering information on the history of their land acquisition and land clearing – to ICS and signed/acknowledged by Operational Manager. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.
Root Cause Analysis:	Operational Manager has not received information on new requirement for "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" from Appendix 4 RSPo ISH Standard – Indonesia National Interpretation 2022.
Corrective Actions:	<ol style="list-style-type: none"> 1. Operational manager ensure new member has filled in and completed "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: So far, no new smallholder member applying for membership. But ISH organization prepare database for existing member "Ceklist Kelengkapan Data Anggota Kelompok" on last column indicating "Formulir Sejarah Lahan". 2. To ensure correct filling and complete information "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan", Operational Manager will conduct random sampling from Internal Audit process and ensure filing properly in Koperasi Sawit Jaya's office. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During ASA3 audit, there is no issue related to this indicator. The corrective action has been implemented consistently.

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M3	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023

Indicator & Category (Critical / Minor)	2.3 Eligibility, MS-A, MS-B Critical
Statement of Nonconformity:	Smallholder members have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard-Indonesia National Interpretation 2022.
Requirement Reference:	<p>Eligibility</p> <p>Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to indicator 1.1E / Appendix 1).</p> <p>Note: The Form on the History of Land Tenure and Conflict Disclosure of the RSPO ISH Standard Indonesia National Interpretation 2022 shall be completed to comply with this indicator</p> <p>MS-A</p> <p>There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.</p> <p>Note: Annex 4 of the RSPO ISH Standard Indonesia National Interpretation 2022 on Land Conflict Resolution Records shall be completed to comply with this Indicator</p> <p>MS-B</p> <p>There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.</p>
Objective Evidence:	Smallholder members Koperasi Sawit Jaya have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard-Indonesia National Interpretation 2022;
Corrections:	<ol style="list-style-type: none"> 1. Operational Manager evaluate the smallholder member database. Verified: record evaluation "Ceklist Kelengkapan Data Anggota Kelompok" for smallholder group/KT Pinang Hijau, Pinang Merah, Sido Makmur, Sido Mulyo, Sido Rejo, Sido Rukun. 2. Operational Manager provide socialization on how to filling the form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: Minutes "Berita Acara Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" – socialization on filling in form declaration covering information on the history of their land acquisition and land clearing; dated 7 June 2023. The socialization trainer from WRI attended by 37 smallholder members and smallholder group leaders. 3. Smallholder members filled in and handed over the form declaration covering information on the history of their land acquisition and land clearing – to ICS and signed/acknowledged by Operational Manager. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.
Root Cause Analysis:	Operational Manager has not received information on new requirement for "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" from Appendix 4 RSPO ISH Standard – Indonesia National Interpretation 2022.

Corrective Actions:	<ol style="list-style-type: none"> 1. Operational manager ensure new member has filled in and completed "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: So far, no new smallholder member applying for membership. But ISH organization prepare database for existing member "Ceklist Kelengkapan Data Anggota Kelompok" on last column indicating "Formulir Sejarah Lahan". 2. To ensure correct filling and complete information "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan", Operational Manager will conduct random sampling from Internal Audit process and ensure filing properly in Koperasi Sawit Jaya's office. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During ASA3 audit, there is no issue related to this indicator. The corrective action has been implemented consistently.

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M4	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	2.5 MS-A Critical		
Statement of Nonconformity:	ISH organization Koperasi Sawit Jaya has not complete training on how to conduct a simplified FPIC approach.		
Requirement Reference:	Smallholders complete training on how to conduct a simplified FPIC approach. Note: While the simplified FPIC guide that is being developed by RSPO, trainings to be delivered to independent smallholders should include phases in the FPIC in relation to fulfilling Indicator 2.1.E, 2.2.E and 2.3.E (on the History of Land Tenure and Conflict Disclosure and the Land Conflict Resolution Records of the RSPO ISH Standard Indonesia National Interpretation 2022).		
Objective Evidence:	Based on interview with sampled smallholder member: Katemin No.702009, Mardiah No.702010, Marwanto No.702011, Zaidin No.701020; the ISH organization Koperasi Sawit Jaya has not provide training on how to conduct a simplified FPIC approach nor fulfilment of History of Land Tenure and Conflict Disclosure and the Land Conflict Resolution Records of the RSPO ISH Standard Indonesia National Interpretation 2022.		
Corrections:	Operational Manager Koperasi Sawit Jaya provide re-training for FPIC to smallholder members including socialization on how to fill in and completing form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: Minutes "Berita Acara Pelatihan FPIC" with trainer Mr. Siswanto, dated 6 June 2023. Attended by 37 smallholder members. Training material related to FPIC evident.		
Root Cause Analysis:	Koperasi Sawit Jaya has not carried out re-training on FPIC for smallholder member and how to fill in: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan".		

	The Operational Manager did not prepare detailed training plan for annual ICS working plan, only attached information on latest training material for smallholder member.
Corrective Actions:	<ol style="list-style-type: none"> 1. Operational Manager will input training plan and re-training for FPIC material into annual working plan. 2. Koperasi Sawit Jaya will carry out training and make training report. Verified: Minutes "Berita Acara Pelatihan FPIC" with trainer Mr. Siswanto, dated 6 June 2023. Attended by 37 smallholder members. <p>Verified form that has been filled: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.</p> <p>Interview with Mardian, Katemin and Marwanto, for example, now they understood the information and filling in form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan"; they also admitted no new land bought/no new land acquisition.</p>
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During ASA3 audit, there is no issue related to this indicator. The corrective action has been implemented consistently.

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M5	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	4.6 MS-A, MS-B Critical		
Statement of Nonconformity:	Waste management and control was not monitored by ISH organization.		
Requirement Reference:	<p>MS-A: There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • Alternatives to fire for land preparation and farm waste management (where appropriate possible). • Alternatives to fire for pest control. Fire prevention and how to respond to and manage fires in their plots. <p>MS-B: Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e. where no other effective measures exist and with prior approval of relevant authority.</p>		
Objective Evidence:	<ol style="list-style-type: none"> 1. No evidence smallholder member Zulfa No.7050161 has attend training on waste management; 2. Based on field visit to smallholder block Zulfa No.7050161, audit team found plastic refuse from food and fertilizer inner bag spread around the oil palm block; 		

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	3. Smallholder member Katemin No.702009 stated the empty fertilizer inner bag and empty pesticide container sold to junkyard collector;
Corrections:	<ol style="list-style-type: none"> 1. Operational Manager issued a warning letter for Zulfa No.7050161 dan Katemin No.702009 for not managing the hazardous waste as per ISH Group SOP. Verified: "Surat Teguran No.02/KSJ-BHL/ST/VI/2023 Zulfa No.7050161 Membuang Limbah B3" signed by the smallholder and Group Manager. 2. The sampled smallholder made statement letter acknowledging their mistake and accepting the sanction from Group Manager. Verified: "Surat Pernyataan & Kesiapan Zulfa No.7050161 dan Katemin No.702009" signed by the smallholder and Group Manager. 3. Operational Manager provide training on hazardous waste management. Verified: Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members including Zulfa and Katemin.
Root Cause Analysis:	Some smallholder has not understand the SOP on hazardous waste management because not present during training session.
Corrective Actions:	<ol style="list-style-type: none"> 1. ICS Koperasi Sawit Jaya prepare warehouse to store hazardous waste. Verified: Cooperative chairman allocated warehouse behind office to function as hazardous waste storage. 2. ICS Koperasi Sawit Jaya refer back to SOP for handling hazardous waste and its empty container "SOP Unit K3 dan NKT tentang Pengelolaan Wadah Bekas Kimia No.4/SOP/UK3-NKT/ICS-KSJ/X/2018" dated 25 October 2018. 3. ICS Koperasi Sawit Jaya listing smallholder member that perform spraying and fertilizer application to monitor the hazardous waste disposal. List sighted. 4. Operational Manager perform random checking to monitor the smallholder member compliance to ISH regulation. 5. ICS and Internal Auditor carried out working program to monitor the smallholder member compliance related to hazardous waste management. Verified: Internal Audit checklist "Formulir Internal Audit Internal Koperasi Sawit Jaya Kepatuhan Praktik Lapangan di Kebun" for sample Nurwati No.ID701009 – point 16 stated waste disposal through burning/disposed of into river "No".
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During ASA3 audit, there is no issue related to this indicator. The corrective action has been implemented consistently.

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M6	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS A.1.4 Eligibility, MS-A, MS-B Critical		
Statement of Nonconformity:	Smallholder member unable to demonstrate understanding of signed smallholder declaration as membership requirements.		

Requirement Reference:	All members can demonstrate understanding of membership requirements.
Objective Evidence:	<ul style="list-style-type: none"> - Not all smallholder sampled is attending the audit to interview related understanding of membership requirements. - Smallholder sample under name Taufik No.7060181; Katemin No.702009; Marwanto No.702011; cannot demonstrate understanding of signed smallholder declaration as part of membership requirement. - Smallholder declaration does not equipped with date of signing.
Corrections:	<ol style="list-style-type: none"> 1. ICS conduct checking on smallholder declaration filled by smallholder members. Verified: Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members. 2. ICS assist smallholder member in reading and signed the smallholder declaration. Verified: Smallholder declaration "Surat Pernyataan Pekebun" for Arlinus Gulo, Katemin, Mardiah, Ngatina, Nurwati, Sudiono, Zainal Abidin dated 7 June 2023.
Root Cause Analysis:	<ol style="list-style-type: none"> 1. Some smallholder member has passed away and represented by next of kin. 2. Some smallholder member cannot describe smallholder declaration form they signed because lack of socialization.
Corrective Actions:	<ol style="list-style-type: none"> 1. Operational Manager through Registration Unit conduct socialization on smallholder declaration filling and signing. Verified: Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. 2. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members. 3. Operational manager check and verified result of filling in smallholder declaration during internal audit. Verified: Minutes "Berita Acara Hasil Pengisian Pernyataan Pekebun" – filling smallholder declaration and verification; dated 7 June 2023. Sampled for Arlinus Gulo, Katemin, Mardiah, Ngatina, Nurwati, Sudiono, Zainal Abidin dated 7 June 2023. 4. Interview with Katemin and Marwanto can demonstrate understanding on smallholder declaration.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During audit ASA3, auditor has found that the corrective action for this non-conformity has not effectively implemented. The NC is recurrence according to above details of non-conformity number 2463105-202402-M8 .

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M7	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS A.2.3 MS-B Critical		

Statement of Nonconformity:	Not all members attended the training of ISH Standard, thus awareness of several aspect within the standard is less understanding.
Requirement Reference:	All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.
Objective Evidence:	<p>There are a number of training not carried out in 2002, related to:</p> <ol style="list-style-type: none"> 1. Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); 2. Training on how to conduct a simplified FPIC approach (2.5); 3. Training on free and fair labour (3.1); 4. Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); 5. Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); 6. Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8);
Corrections:	<p>Operational Manager provide training related to Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); Training on how to conduct a simplified FPIC approach (2.5); Training on free and fair labour (3.1); Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8);</p> <p>Verified:</p> <ul style="list-style-type: none"> - Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members. - Minutes "Berita Acara Pelatihan FPIC" with trainer Mr. Siswanto, dated 6 June 2023. Attended by 37 smallholder members. Trainer Siswanto. - Minutes "Berita Acara Pelatihan Pekerja yang Adil dan Bebas; Hak Pekerja untuk Menyampaikan Pengaduan dan Keluhan; Diskriminasi; Pelecehan dan Kekerasan di Tempat Kerja" - free and fair labour; Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance; Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace, trainer Mrs. Erma Liza (WRI); dated 7 June 2023; attended 35 smallholder members.
Root Cause Analysis:	ICS did not implement the annual working program related to training provision for smallholder members.
Corrective Actions:	<p>Operational Manager update and monitor the monthly meeting to check achievement in each unit – in line with the "Program Kerja Manager Operasional Koperasi Sawit Jaya".</p> <p>Verified: "Program Kerja Manager Operasional Koperasi Sawit Jaya" indicated monitoring on socialization of SOP and ISH policy done as per July 2023.</p>

	Interview with Katemin and Marwanto, they now understand training explanation on hazardous waste disposal method.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During audit ASA3, auditor has found that the corrective action for this non-conformity has not effectively implemented. The NC is recurrence according to above details of non-conformity number 2463105-202402-M9 .

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M8	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS B.1.1 MS-B Critical		
Statement of Nonconformity:	Audit team found the internal audit was not effective to ensure all previous finding remains closed.		
Requirement Reference:	The ICS is implemented, and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.		
Objective Evidence:	<p>Internal audit report missing important information or does not cover actual condition or check previous NC CAP effectiveness:</p> <ul style="list-style-type: none"> - Internal audit report for Zulfa No.705016; does not indicate internal auditor name; - Internal audit report for Marwanto No.702011; Zulfa No.705016; Sudirwan No.705012 stated the boundary marker available, while based on field visit, the boundary marker cannot be found. - Internal audit report for Suwadi No.706015 carried out by internal auditor Suwadi. Internal auditor checking on his own plantation. This is violation against procedure for internal audit "Standar Operasional Prosedur Unit Penilai Internal tentang Pelaksanaan Penilaian Internal No.1/UPI/ICS-KSJ/X/2018" dated 24 October 2018. 		
Corrections:	<ol style="list-style-type: none"> 1. Operational Manager add personnel for Internal Auditor. Verified: "Surat Penunjukan Tugas Sutrisno sebagai Internal Audit, menggantikan Sadiman" dated 6 July 2023. conflict of interest declaration "Surat Pernyataan Konflik Kepentingan – Sutrisno, 6 July 2023". 2. Provide refreshment training for internal auditor related to technical process on raising finding and verification of finding. Verified: Minutes "Berita Acara Pelatihan Internal Auditor" - Training on internal auditor, trainer Mr. Ahmad Zuhdi and Mrs. Erma Liza (WRI); dated 7 June 2023; attended 35 smallholder members. 3. Internal audit team prepare and signed conflict of interest declaration. Verified: conflict of interest declaration "Surat Pernyataan Konflik Kepentingan – Suwadi, 31 May 2023"; 4. Internal auditor conduct internal audit for the scope of certification. Verified: Internal Audit checklist "Formulir Internal Audit Internal Koperasi Sawit Jaya Kepatuhan Praktik Lapangan di Kebun" for sample Nurwati No.ID701009 – point 14 stated boundary poles "Yes". <p>Interview with Suwadi, he now understood the meaning of conflict of interest and integrity of internal audit process. He can demonstrate sample of deviation from</p>		

	conflict of interest in simple manner such as perform internal audit to his son's plantation block, etc.
Root Cause Analysis:	Internal auditor lack of competence and currently only 2 person.
Corrective Actions:	Operational Manager evaluate the internal audit progress on regular basis. Verified: evaluation on internal audit checklist by Operational Manager evident.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During audit ASA3, auditor has found that the corrective action for this non-conformity has not effectively implemented. The NC is recurrence according to above details of non-conformity number 2463105-202402-M10

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M9	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS B.1.2 Eligibility, MS-A, MS-B Critical		
Statement of Nonconformity:	An updating of basic information with the actual site plot information is unavailable to the group manager.		
Requirement Reference:	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager.		
Objective Evidence:	Based on field visit to smallholder block Ariyanto No.706002 found the location and exact location of the oil palm block different with the smallholder map. In the map, block No.67 under other member Rohani Barus.		
Corrections:	Operational Manager revised the smallholder basic information for smallholder member name Ariyanto -> Rohani Barus. Verified: Minutes of Change "Berita Acara Pergeseran Lokasi Ariyanto kepada Rohani Barus" dated 13 June 2023.		
Root Cause Analysis:	Operational Manager has not updated the basic information related to smallholder member name and location map/sketch of smallholder plantation block/land parcel.		
Corrective Actions:	Operational Manager update working plan. Verified: Program Kerja Manager Operasional Koperasi Sawit Jaya Periode Tahun 2023" indicating "Update Patok dan ID Petani" – done July 2023.		
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.		
Effectiveness Closure (for previous audit closed Critical NC):	During audit ASA3, auditor has found that the corrective action for this non-conformity has not effectively implemented. The NC is recurrence according to above details of non-conformity number 2463105-202402-M11 .		

Previously Audit Critical (Major) Non-conformity			
NCR Ref #	2329472-202304-M10	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023

Indicator & Category (Critical / Minor)	ICS D.2.1 MS B Critical
Statement of Nonconformity:	Sales of 1,041 IS-CPO on December 2022 and 117 IS-CSPKO on November 2022 was not based on actual receipt and sales of certified volume (FFB quota).
Requirement Reference:	The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.
Objective Evidence:	<p>ISH organization Koperasi Sawit Jaya sold all PalmTrace credit allocation when the actual FFB production has not reach said figure:</p> <ul style="list-style-type: none"> - 1,041 IS-CPO (100% CSPO credit allocated from 5,209 MT FFB projected) - 117 IS-CSPKO (100% CSPKO credit allocated from 5,209 MT FFB projected) <p>Based on FFB production and sales database, the actual was lower:</p> <ul style="list-style-type: none"> - As at November 2022 the FFB production and sales volume 3,469 MT FFB (equal to 693.8 MT CSPO; 78.05 MT CSPKO) - As at December 2022 the FFB production and sales volume 3,889 MT FFB (equal to 777.8 MT CSPO 87.50 MT CSPKO)
Corrections:	Operational Manager matching the actual FFB production data with PalmTrace stock for Koperasi Sawit Jaya. As at April 2023 actual FFB production (May 2022 – April 2023) 5,756.45 MT; actual FFB production meet estimate and sold credit.
Root Cause Analysis:	Operational Manager lack knowledge on PalmTrace stock calculation.
Corrective Actions:	<ol style="list-style-type: none"> 1. Operational Manager evaluate the actual FFB production against PalmTrace stock – as of April 2023 actual FFB production (May 2022 – April 2023) 5,756.45 MT; actual FFB production meet estimate and sold credit. 2. Operational manager joined PalmTrace training 6 June 2023. 3. Communicate with RSPO on calculation PalmTrace stock calculation.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
Effectiveness Closure (for previous audit closed Critical NC):	During ASA3 audit, there is no issue related to this indicator. The corrective action has been implemented consistently.

Previous Audit Opportunity for Improvement	
OFI#	Description
OFI 1	<p>OFI Statement:</p> <ul style="list-style-type: none"> - <p>Verification / Follow-up actions:</p> <ul style="list-style-type: none"> -

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
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2179521-202203-M1	Critical	2.1 MS B	19 March 2022	Closed; 4 June 2022
2179521-202203-M2	Critical	4.1 MS B	19 March 2022	Closed; 4 June 2022
2179521-202203-M3	Critical	4.8 MS B	19 March 2022	Closed; 4 June 2022
2179521-202203-M4	Critical	D.2.1 MS B	19 March 2022	Closed; 4 June 2022
2329472-202304-M1	Critical	2.1 MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M2	Critical	2.2 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M3	Critical	2.3 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M4	Critical	2.5 MS-A	5 April 2023	Closed; 12 July 2023
2329472-202304-M5	Critical	4.6 MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M6	Critical	A.1.4 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M7	Critical	A.2.3 MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M8	Critical	B.1.1 MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M9	Critical	B.1.2 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M10	Critical	D.2.1 MS-B	5 April 2023	Closed; 12 July 2023
2463105-202402-M1	Critical	1.1 MS-A; MS-B	28 February 2024	Closed: 30 April 2024
2463105-202402-M2	Critical	1.2 MS-A	28 February 2024	Closed: 30 April 2024
2463105-202402-M3	Critical	1.3 MS-B	28 February 2024	Closed: 30 April 2024
2463105-202402-M4	Critical	4.4 MS-A	28 February 2024	Closed: 30 April 2024
2463105-202402-M5	Critical	4.7 MS-A	28 February 2024	Closed: 30 April 2024
2463105-202402-M6	Critical	4.8 MS-A & MS-B	28 February 2024	Closed: 30 April 2024
2463105-202402-M7	Critical	4.9 MS-A	28 February 2024	Closed: 30 April 2024
2463105-202402-M8	Critical	ICS A.1.4 E, MS-A, MS-B	28 February 2024	Closed: 30 April 2024
2463105-202402-M9	Critical	A.2.3, MS-A, MS-B	28 February 2024	Closed: 30 April 2024
2463105-202402-M10	Critical	B.1.1 E, MS-A, MS-B	28 February 2024	Closed: 30 April 2024
2463105-202402-M11	Critical	B.1.2 – MS-B	28 February 2024	Closed: 30 April 2024

3.4 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Koperasi Sawit 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 ISH standard 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.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Governmental Department	<ul style="list-style-type: none"> Dinas Pertanian dan Perikanan (Agriculture and Fisheries Department), Siak Regency Dinas Koperasi (Cooperative Department), Siak Regency Dinas Lingkungan Hidup (Environmental Department), Siak Regency 	Face to face interview
Communities	Village Head of Benteng Hulu	Face to face interview
NGO	Manggala Agni Region Sumatera VI – Siak Regency	Face to face interview

Stakeholders comment	
1	<p>Feedbacks: Dinas Pertanian dan Perikanan (Agriculture and Fisheries Department), Siak Regency</p> <ul style="list-style-type: none"> Communication has gone well between Koperasi Sawit Jaya and Dinas Pertanian dan Perikanan, Siak Regency. There is no issue related to the pest and disease infestation. All member of Koperasi Sawit Jaya has equipped with STD-B (Surat Tanda Daftar Budidaya) The smallholder Crops License (STDB) for existing members has already registered in e-STDB application developed by the Siak Government. Implementation of e-STDB will be coordinating with smallholders, smallholders organization and the Agriculture extension officer to input the basic data of smallholders plot, such as GPS coordinate and land measurement.

	<ul style="list-style-type: none"> - Until this ASA3, there is no report to Dinas Pertanian dan Perikanan Siak Regency related to land conflict in Koperasi Sawit Jaya area.
	Audit Team verification and response: This is positive comment from Dinas Pertanian dan Perikanan, Siak Regency, for the implementation of STDB the organization commit to facilitate related to the data required from the department.
2	Feedbacks: Dinas Koperasi (Cooperative Department), Siak Regency <ul style="list-style-type: none"> - Koperasi Sawit Jaya have not conducted Annual Meeting (RAT), it will planned after RSPO audit. - Existing business scope of cooperatives is selling FFB. Wishing the business scope can increase in the future. - There is no issue related to the Koperasi licensing.
	Audit Team verification and response: This is positive comment from Dinas Koperasi Siag Regency, suggestion from Dinas Koperasi Siak Regency will be considered for increase the business scope.
3	Feedbacks: Dinas Lingkungan Hidup (Environmental Department), Siak Regency <ul style="list-style-type: none"> - Environmental Statement (SPPL) is responsibility of One-Stop Integrated Licensing Department (PTSP) since 2017, therefore Environmental Department was no longer issued and granted SPPL. - No issue on Environmental aspect for both smallholders cooperative since last 12 months
	Audit Team verification and response: This is positive comment from Dinas Lingkungan Hidup Siak Regency, no follow up necessary.
4	Feedbacks: Benteng Hulu Village <ul style="list-style-type: none"> - There is no issue regarding the boundary between the members of Koperasi Sawit Jaya - There is no issue regarding the environmental issue, social issue. - Koperasi Sawit Jaya has provided assistance for the Benteng Hulu Village.
	Audit Team verification and response: Positive comment, no follow up necessary.
5	Feedbacks: Manggala Agni Region Sumatera VI <ul style="list-style-type: none"> - There is no fire incident at Koperasi Sawit Jaya during period Y2023/2024. - Communication has gone well between Koperasi Sawit Jaya and Manggala Agni. - There is no issue regarding the environmental issue, social issue. - Socialization regarding to the fire has been carried out by Manggala Agni to Koperasi Sawit Jaya's members.
	Audit Team verification and response: Positive comment, no follow up necessary.

List of landowner / user contacted

Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Yasmidar	1995	2	Yes	Yes	Complied

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Previous land owner / user comment	
1#	<p>Feedbacks:</p> <ul style="list-style-type: none"> • In 1995 the land belonged to Yasmidar of 2 ha located in Bulian Jaya Village has been sold to Nurwati (RSPO Certification member of Koperasi Sawit Jaya). • The sale of land was witnessed by the village apparatus (Development Officer) of Benteng Hulu Village and from the village side issued a No Dispute Statement. • In the process of buying and selling land there was no coercion or intimidation and threats from any party, the sale was carried out voluntarily and agreed, and witnessed by several witnesses (area around the location, village officials and closest family). • Several documents at the time of the sale and purchase of land, including: sales and purchase receipts, ID cards and Family Cards. • Up to now there have been no conflicts in the process of buying and selling land. <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> • Until now there has been no conflict related to land ownership. • There is no negative issue to be followed up.

3.5 Impartiality and conflict of interest

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

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The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Koperasi Sawit Jaya has complied with the Indonesia National Interpretation 2022 of the Independent Smallholder Standard 2019 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Koperasi Sawit Jaya is remain certified.	
Report prepared by	Acceptance of Assessment Conclusion
Name: Nanang Rusmana	Name: Afif M. Nurudin
Company Name: on behalf BSI Malaysia Services Sdn Bhd.	Company Name: Koperasi Sawit Jaya
Title: Lead Auditor	Title: ICS Manager
Signature: 	Signature: 
Date: 29 June 2024	Date: 29 June 2024

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Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Optimise productivity, efficiency, positive impacts and resilience Implement professional and transparent operations to secure sustainable livelihood improvements.			
Criteria 1.1: Smallholders establish a legal entity which has organizational capacity to comply with the RSPO Independent Smallholder Standard.			
Eligibility	<p>Legally registered entities have documented evidence to include:</p> <ol style="list-style-type: none"> 1. Legal formation (as per country requirements) 2. Fair and transparent decision making and governance 3. Additional documents per requirements for Group Formation and Management. 4. Signed or thumb printed Smallholder Declaration from all smallholder Declaration from all smallholder members (Reference to Appendix 1). 	<p>Since ASA-3 the ISH organization have no changes on legal documents. Documented evidence of legal the organization is demonstrated during the audit, as below:</p> <ol style="list-style-type: none"> 1. Deed of establishment of a cooperative based on a notary deed Yoni Sudarti, S.H No. 86 dated 26 April 2010 and has been registered to the related agency - Dinas Perindustrian dan Perdagangan, Koperasi dan UMKM Kabupaten Siak on 30 June 2010. 2. Decree of Establishment of Koperasi Sawit Jaya (located at Benteng Hulu Village, Mempura District, Siak Regency) from The State Minister for Cooperatives and Small Medium Enterprises of the Republic of Indonesia, u.b Head of the Siak Regency Industry and Trade, Cooperatives and Small Medium Enterprise Office No.06/BH/IV.8/VI/2010 dated 30 June 2010. <p>Fair and transparent decision making and governance is regulated in deed establishment act ""Akta Pendirian Perkumpulan Koperasi Sawit Jaya No.86 – oleh Kantor Notaris Yoni Sudarti, SH" dated 26 April 2010", in article 13 stated that the highest decision making authority is with member meeting, minimum once per annum. The member annual meeting is to determine the statute, organization policy, selection of committee, working plan and budget, establishment of committee report, exclusion of member. Minimum quorum 1/2 of all members shall attend.</p>	Complied

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		<p>Fair and Transparent Decision making process determined through Annual Member Meeting or "Rapat Anggota Tahunan" which conducted in annual basis.</p> <p>The Annual Meeting of Financial year 2022 has been conducted in 16 Feb 2023 as per Minutes Meeting "Berita Acara RAT Koperasi Sawit Jaya Tahun 2022".</p> <p>While, for fair and transparent decision making regarding FFB selling at smallholder level is freely chosen by individual member (it's member rights), but cooperative facilitated receiving FFB from its member and non-members.</p> <p>Signed printed Smallholder Declaration as per sample ASA-3, 13 smallholders have signed undername:</p> <ol style="list-style-type: none"> 1. Adnan (702002), signed on 10 Dec 2023. 2. Akamudin (702005), signed on 11 Dec 2023. 3. Kartini (702008), signed on 11 Dec 2023. 4. M. Azlansyah (702013), signed on 12 Dec 2023. 5. Susiati (702017), signed on 20 Dec 2023 6. Said (702016), signed on 12 Dec 2023. 7. Sangidah (703009), signed on 15 Dec 2023. 8. Nurwati (701009), signed on 20 Dec 2023. 9. M Syarif (701005), signed on 20 Dec 2023. 10. Faizatul Jannah (704006), signed on 5 Dec 2023 11. Zainal Abidin (705007), signed on 5 Dec 2023. 12. Darlan (705004), signed on 16 Dec 2023. 13. Sudarwanto (705011), signed on 17 Dec 2023. <p>Signed declaration was new in December 2023, whilst the member</p>	
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		joined since 2020.	
Milestone A	Group manager and group members have an Internal Control System (ICS) that meets all the ICS Eligibility and MS A requirements (section 3.2 below) and complete training on oil palm pricing mechanisms, financial management, and best practices for smallholder organisations as well as socialising the mechanism at which pricing is set for smallholder organisations.	<p>Organization structure of group manager and ICS have no changes from previous assessment. The structure of Koperasi Sawit Jaya as below:</p> <p>Appointed Group Manager is Mr. Afif M. Nurudin.</p> <ul style="list-style-type: none"> - Cooperative Chairman: Sutrisno - Secretary: Komari - Treasury: Mardiah <p>Internal Control System (ICS):</p> <ul style="list-style-type: none"> - Operational Manager (Group Manager): Afif M Nurudin - Secretary to ICS: Dadang Sofyanto - Treasury to ICS: Sukeni - Approval Committee: Jaya Masra, Suanda - Trainer and Pest Management Unit: Dadang Sofyanto and Sagiyanto; - Registration Unit: Joko Paryanto, Dadang Sofyanto, Akamudin; - Internal Auditor: Joko Paryanto, Suradi, Sadiman, Suwadi; - Health and Safety & HCV Unit: Subiakto, Taufik, Ridho, Lukman; - Sales and Marketing Unit: Komari, H Sudirwan; - Fire Fighting Unit: M. Bachtiar, Risky Kurniawan, Selamat; <p>Based on interview with Group Manager, training on oil palm pricing mechanism and financial management have not conducted and socialized to the members.</p> <p>This is raise as Non-Conformity.</p>	Non-compliance

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Milestone B	<p>Smallholder groups are operating in accordance to best management practices for groups, including:</p> <ul style="list-style-type: none"> Fair and transparent decision-making and governance Sustainable financial management 	<p>Fair and Transparent Decision-making process determined through Annual Member Meeting or "Rapat Anggota Tahunan" which conducted in annual basis.</p> <p>While, for fair and transparent decision making regarding FFB selling at smallholder level is freely chosen by individual member (it's member rights), but cooperative facilitated receiving FFB from its member and non-members.</p> <p>ISH Organisation of Koperasi Sawit Jaya cannot demonstrate sustainable financial management, at least for the Financial Budget 2024 for its smallholder/organisation operation.</p> <p>This is raise as Non-Conformity.</p>	Non-compliance
Criteria 1.2: Smallholders have the capacity to effectively manage their farm.			
Eligibility	Not Applicable	Not Applicable	Not Applicable
Milestone A	<p>Smallholders complete training on farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.</p>	<p>The Smallholders have been given complete training on farm business operations, monitoring and planning; during the preparation of RSPO initial certification:</p> <ul style="list-style-type: none"> External Training of Sustainable Palm Oil: Supply and Demand on 28 October 2021 by PT. Kualitas Sertifikasi Indonesia, attended by Cooperative Officials, Group Manager and ICS team. External Training of Effective Manuring on 06 January 2022 by PPKS (Indonesian Oil Palm Research institute), attended by Cooperative Officials, Group Manager and ICS team. Internal training of good agricultural practices conducted regularly for smallholder in Sub-Group level. For instance, training of Tani Makmur Sub-Group conducted on 5 October 2021, Jaya Bersama Sub-Group conducted on 04 November 	Non-compliance

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		<p>2021.raining of HCV management, mapping, and financial management by WRI (World Resources Institute) were conducted on 30 July 2021.</p> <ul style="list-style-type: none">• Training of general RSPO ISH Standard of 2019 by FORTASBI was conducted on 12 December 2021.• Online training of RSPO ISH Standard for smallholders has been conducted on 29 December 2022. <p>However, for Y2023 smallholders do not complete training on farm business operations, monitoring and planning. This is raised as noncompliance.</p>																																									
Milestone B	Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sales.	<p>In general, smallholder member put consideration on best management practices for the oil palm plantation, since its located on peat soil:</p> <ul style="list-style-type: none">- Water management and the related infrastructure is monitored and reported every semester;- Access management to avoid accident and arson in peat area;- Fertilizer application to improve soil condition;- Production data for FFB production and FFB sales for period April 2023 – January 2024 is available. The data has been shown during ASA3 per farmer group as follows: <table><tr><th>Month</th><th>Sido Mulyo (MT)</th><th>Sido Rejo (MT)</th><th>Sido Makmur (MT)</th><th>Sido Rukun (MT)</th><th>Pinang Hijau (MT)</th><th>Pinang Merah (MT)</th><th>Per Month (MT)</th></tr><tr><td>Apr-23</td><td>66.37</td><td>77.15</td><td>69.91</td><td>71.80</td><td>69.20</td><td>78.03</td><td>432.46</td></tr><tr><td>May-23</td><td>71.60</td><td>80.52</td><td>74.34</td><td>72.06</td><td>67.70</td><td>74.48</td><td>440.70</td></tr><tr><td>Jun-23</td><td>70.65</td><td>75.79</td><td>74.64</td><td>71.42</td><td>68.78</td><td>77.02</td><td>438.30</td></tr><tr><td>Jul-23</td><td>69.52</td><td>80.43</td><td>73.18</td><td>71.28</td><td>69.48</td><td>76.21</td><td>440.10</td></tr></table>	Month	Sido Mulyo (MT)	Sido Rejo (MT)	Sido Makmur (MT)	Sido Rukun (MT)	Pinang Hijau (MT)	Pinang Merah (MT)	Per Month (MT)	Apr-23	66.37	77.15	69.91	71.80	69.20	78.03	432.46	May-23	71.60	80.52	74.34	72.06	67.70	74.48	440.70	Jun-23	70.65	75.79	74.64	71.42	68.78	77.02	438.30	Jul-23	69.52	80.43	73.18	71.28	69.48	76.21	440.10	Complied
Month	Sido Mulyo (MT)	Sido Rejo (MT)	Sido Makmur (MT)	Sido Rukun (MT)	Pinang Hijau (MT)	Pinang Merah (MT)	Per Month (MT)																																				
Apr-23	66.37	77.15	69.91	71.80	69.20	78.03	432.46																																				
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Jul-23	69.52	80.43	73.18	71.28	69.48	76.21	440.10																																				

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		Aug-23	69.43	80.48	75.13	70.46	67.65	73.35	436.50
		Sep-23	70.74	82.60	73.60	71.96	71.65	73.68	444.23
		Oct-23	70.60	88.33	74.64	71.48	69.46	74.16	448.67
		Nov-23	69.73	84.84	73.48	70.36	69.93	70.93	439.27
		Dec-23	71.56	79.59	71.66	70.86	69.46	73.38	436.51
		Jan-24	73.11	77.57	75.06	75.28	67.30	78.16	446.48
		Total	703.31	807.30	735.64	716.96	690.61	749.40	4,403.22
		Sample of FFB sales for period Y2023 as follows:							
		<ul style="list-style-type: none">- M Syarif, period June 2023, the total of FFB sales was 3,025Kg- Nurwati, period June 2023, the total of FFB sales was 3,285Kg- Susiati, period June 2023, the total of FFB sales was 4,085Kg							
		Based on field observation to the sample of smallholder during ASA3, can be concluded that the smallholder has implemented good agricultural practices, such conducting water management, most of them weeding manually rather than chemically. Moreover, for IPM they have understood not to hunt eagle, because eagle has a role as natural predator of rats. Smallholders said that the eagles naturally controlled the rat infestation. Verified during field visit in harvesting activity, that there is no significant rat infestation symptom in the FFBs that have been collected in harvesting platform.							

Criteria 1.3: Smallholders implement good agricultural practices (GAP) on their farms.			
Eligibility	Smallholders commit to implementing good agricultural practices on their farms. (Reference Smallholder Declaration, 1.1.E / Appendix 1).	Smallholders have stated their commitment related to the implementation of good agricultural practices in the document "Surat Pernyataan Pekebun: Kesediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip. Persyaratan dan Indikator RSPO" which	Complied

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		<p>was declared on 5 February 2020 and all members have signed the declaration. It is stated in the document that:</p> <p>"Farmers are committed to optimizing productivity and yields by implementing good and sustainable plantation practices in accordance with the training provided by the Koperasi Sawit Jaya".</p> <p>Example of document verification is taken:</p> <ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Adnan (ID 7010201) dated 10 December 2023 • Statement letter of farmers to commit on behalf of Kartini (ID 7020081) dated 11 December 2023 • Statement letter of farmers to commit on behalf of Said (ID 7020161) dated 12 December 2023 • Statement letter of farmers to commit on behalf of Akamuddin (ID 7020151) dated 11 December 2023 <p>Statement letter of farmers to commit on behalf of M Azlansah (ID 7020131) dated 12 December 2023</p>	
Milestone A	Smallholders complete training on Good Agriculture Practices (GAP).	<p>All members of the Koperasi Sawit Jaya have received training related to Good Agriculture Practices (GAP) organized by Penyuluh Lapangan (Field Extension Officer) Mempura District, Siak Regency on 22 May 2023 that has attended by all members.</p> <p>Based on interviews with sampled farmers during field observations known that in general farmers understand enough about GAP and in practice it has been implemented, for example: crop quality, weed control etc.)</p>	Complied
Milestone B	Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.	<p>Records of the activities of the farmers have been carried out by the ICS staff of the Koperasi Sawit Jaya through a daily activity book "Diary and monthly" which includes harvesting, fertilizing, maintenance and IPM activities. The following is an example of recording and monitoring plant production and maintenance.</p>	Non-compliance

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		<p>It was known that FFB production and sales, fertilizer inputs, weeding rotations are recorded and traceable and control of pests and plant diseases as well.</p> <p>The recording flow diagram starts from the farmer's personal records (harvest, fertilization, etc.), then will be recapitulated by the Head of the Farmer Group. After that, the Farmer Group data will be recapitulated by the cooperative. The sample data of smallholder farmers, sub-groups and at the cooperative level have been reviewed. Data at the Sub-Group level includes details of each member, code number, year planted, hectare area, and production.</p> <p>For example:</p> <p>Production data for April 2023 to January 2024 for each farmer group, as follows:</p> <ol style="list-style-type: none"> 1. Production on Sido Mulyo Farmer Group was as 704.96 MT 2. Production on Sido Rejo Farmer Group was as 813.19 MT 3. Production on Sido Makmur Farmer Group was as 737.32 MT 4. Production on Sido Rukun Farmer Group was as 718.61 MT 5. Production on Pinang Hijau Farmer Group was 693.76 MT 6. Production on Pinang Merah Farmer Group was as 5752.00 MT <p>Fertilizer/manuring data for April 2023 to December 2023 for each farmer group, as follows:</p> <ul style="list-style-type: none"> - NPK fertilization at the Sido Mulyo Farmer Group in June 2023 covering an area of 40 hectares with 10 tons of NPK fertilizer. - NPK fertilization at the Sido Rejo Farmer Group in June 2023 covering an area of 46 hectares with 12 tons of NPK fertilizer. - NPK fertilization at the Sido Makmur Farmer Group in June 2023 covering an area of 39.5 hectares with 10 tons of NPK fertilizer. 	
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		<p>C. Realization of pruning of oil palm plantations in December 2023, as follows:</p> <ul style="list-style-type: none"> - Oil palm pruning in the Sidomulyo Farmers Group covering an area of 30 Ha. - Oil palm pruning in the Sidomulyo Farmers Group covering an area of 35 Ha. - Oil palm pruning in the Sidomulyo Farmers Group covering an area of 35 Ha. <p>Koperasi Sawit Jaya also keeps a record of every sale of FFB supplied by farmers to PT Budi Tani Kembang Jaya (PT BTKJ). The evidence of selling FFB to PT BTKJ has been verified during ASA3.</p> <p>Based on field visits to farmers as many as 13 sample farmers during ASA3, some of the farmers are not consistent in implementing good agricultural practices in accordance with the declared commitment for example blanket spraying was found and there is uncontrolled weeds that cover the circle and harvesting paths. This is raised as noncompliance.</p>	
Principle 2: Ensure Legality, Respect for Land Rights and Community Wellbeing Comply with the law and respect communities' rights			
Criteria 2.1: Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices			
Eligibility	Smallholders provide the coordinates or maps of their plots and evidence of ownership, or rights to use the land (refer to indicator 1.1E / Appendix 1).	Koperasi Sawit Jaya has provide the coordinates or maps of their plots and evidence of ownership, or rights to use the land.	Complied

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Milestone A	Smallholders can demonstrate legal ownership or native and/or customary rights to use the land or demonstrate that they are in the process of legalisation of that right.	<p>Koperasi Sawit Jaya can demonstrate legal ownership and documented in Smallholder members list of Koperasi Sawit Jaya 2023 file.</p> <p>Based on sample during ASA-3, legal ownership verified are below table:</p> <table><tr><th>No</th><th>Smallholder</th><th>SH ID</th><th>Land Title</th><th>Ha</th></tr><tr><td>01</td><td>Adnan</td><td>702002</td><td>12/07/SKRP/DS/2004</td><td>2.00</td></tr><tr><td>02</td><td>Akamudin</td><td>702005</td><td>81/SKT/1992</td><td>2.00</td></tr><tr><td>03</td><td>Kartini</td><td>702008</td><td>106/07/SKRP/DS/VI/2004</td><td>2.00</td></tr><tr><td>04</td><td>M. Azlansyah</td><td>702013</td><td>06/07/SKRP/DS/VI/2004</td><td>2.00</td></tr><tr><td>05</td><td>Susiati</td><td>702017</td><td>66/07/SKRP/DS/IV/2004</td><td>2.00</td></tr><tr><td>06</td><td>Said</td><td>702016</td><td>92/04/SKRPPT/XII/2014</td><td>2.00</td></tr><tr><td>07</td><td>Sangidah</td><td>703009</td><td>70/03/SKRPPT/X/2007</td><td>2.00</td></tr><tr><td>08</td><td>Nurwati</td><td>701009</td><td>93/07/SKRPPT/2004</td><td>2.00</td></tr><tr><td>09</td><td>M Syarif</td><td>701005</td><td>105/07/SKRP/DS/VI/2004</td><td>2.00</td></tr><tr><td>10</td><td>Faizatul Jannah</td><td>704006</td><td>08/04/SKGR/II/2012</td><td>2.00</td></tr><tr><td>11</td><td>Zainal Abidin</td><td>705007</td><td>104/2019/6-95</td><td>2.00</td></tr><tr><td>12</td><td>Darlan</td><td>705004</td><td>142/07/SKRP/DS/XII/2004</td><td>2.00</td></tr><tr><td>13</td><td>Sudarwanto</td><td>705011</td><td>94/04/SKRPPT/XII/2014</td><td>2.00</td></tr></table>	No	Smallholder	SH ID	Land Title	Ha	01	Adnan	702002	12/07/SKRP/DS/2004	2.00	02	Akamudin	702005	81/SKT/1992	2.00	03	Kartini	702008	106/07/SKRP/DS/VI/2004	2.00	04	M. Azlansyah	702013	06/07/SKRP/DS/VI/2004	2.00	05	Susiati	702017	66/07/SKRP/DS/IV/2004	2.00	06	Said	702016	92/04/SKRPPT/XII/2014	2.00	07	Sangidah	703009	70/03/SKRPPT/X/2007	2.00	08	Nurwati	701009	93/07/SKRPPT/2004	2.00	09	M Syarif	701005	105/07/SKRP/DS/VI/2004	2.00	10	Faizatul Jannah	704006	08/04/SKGR/II/2012	2.00	11	Zainal Abidin	705007	104/2019/6-95	2.00	12	Darlan	705004	142/07/SKRP/DS/XII/2004	2.00	13	Sudarwanto	705011	94/04/SKRPPT/XII/2014	2.00	Complied
No	Smallholder	SH ID	Land Title	Ha																																																																					
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02	Akamudin	702005	81/SKT/1992	2.00																																																																					
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13	Sudarwanto	705011	94/04/SKRPPT/XII/2014	2.00																																																																					
Milestone B	Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.	<p>Based on field visit to sample of smallholder plots, the boundaries is visibly and well demarcated. GPC Coordinates for smallholder sample plots based on ground check is below:</p> <ul style="list-style-type: none">• Adnan (ID 7010201), GPS: 00 45' 20.736" N, 1020 4' 9.006" E• Akamuddin (ID 7020151), GPS:00 45' 20.988" N, 1020 4' 9.168" E• Kartini (ID 7020081), GPS: 00 45' 8.196" N, 1020 4' 4.982" E	Complied																																																																						

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		<ul style="list-style-type: none"> • Said (ID 7020161), GPS: 00 45' 14.598" N, 1020 4' 46.92" E • Muhammad Azlansyah (ID 7020131), GPS: 00 45' 7.914" N, 1020 4' 45.39" E • Susianti (ID 701017), GPS: 00 45' 12.096" N, 1020 4' 46.559" E • Sangidah (ID 703009), GPS: 00 44' 8.286" N, 1020 3' 43.23" E • Nurwati (ID 701009), GPS: 00 43' 58.86" N, 1020 3' 48.37" E • M Syarif (ID 701005), GPS: 00 44' 43.85" N, 1020 4' 35.75" E • Faizatul Jannah (ID 704006), GPS: 00 44'22.78" N, 1020 4' 17.41" E • Darlan (ID 705004), GPS: 00 44' 5.9" N, 1020 4' 454.16" E • Sudarwanto (ID 705011), GPS: 00 44' 8.52" N, 1020 3'56.51" E <p>The smallholder is operating only within the boundaries.</p>	
Criteria 2.2: Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent, based on a simplified FPIC approach.			
Eligibility	For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of indigenous peoples, local communities or other users (refer to indicator 1.1E / Appendix 1).	<p>Koperasi Sawit Jaya is an existing smallholders plot since 2005, where the development is programmed by the local government namely the "Siak I Project", which is a collaboration between the Siak Regency Government and PT. Permodalan Siak (Siak regency state enterprises/BUMD Siak) and PT. Perkebunan Nusantara (PTPN V) as the supported oil palm company in Riau.</p> <p>Therefore, the ownership of the land have been determined by the government to increase the circular economic of communities in sustainably ways.</p> <p>All the members have been signed a smallholder declaration which required by RSPO ISH standard.</p>	Complied
Milestone A	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).		Complied
Milestone B	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).		Complied

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		<p>Based on public consultation during ASA3 with Village Officials and Government Agencies, it has been verified that the smallholder's plots were officially appointed by government, and there was no indigenous people or local communities at that moment.</p> <p>Commitment to not acquiring land without FPIC of indigenous people, local communities or other user stipulated under the Smallholder Declaration "Surat Pernyataan Pekebun" in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. Point D.9 stipulated "Tidak membuka lahan atau mendapatkan lahan dari masyarakat adat, masyarakat setempat, atau pengguna lain tanpa FPIC dari mereka berdasarkan pendekatan FPIC yang disederhanakan" - Not clearing or acquiring land from indigenous people, local communities, or other users without their Free, Prior and Informed Consent (FPIC), based on a simplified FPIC approach. Sampled smallholder signed "Surat Pernyataan Pekebun". Verified signed smallholder declarations (no date):</p> <ul style="list-style-type: none"> • Adnan (702002), signed on 10 Dec 2023. • Akamudin (702005), signed on 11 Dec 2023. • Kartini (702008), signed on 11 Dec 2023. • M. Azlansyah (702013), signed on 12 Dec 2023. • Susiati (702017), signed on 20 Dec 2023 • Said (702016), signed on 12 Dec 2023. • Sangidah (703009), signed on 15 Dec 2023. • Nurwati (701009), signed on 20 Dec 2023. • M Syarif (701005), signed on 20 Dec 2023. • Faizatul Jannah (704006), signed on 5 Dec 2023 • Zainal Abidin (705007), signed on 5 Dec 2023. 	
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		<ul style="list-style-type: none"> • Darlan (705004), signed on 16 Dec 2023. - Sudarwanto (705011), signed on 17 Dec 2023. 	
Criteria 2.3: The right to use the land is not disputed by indigenous peoples, local communities or other users.			
Eligibility	Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to indicator 1.1E / Appendix 1).	<p>Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes by signing the Smallholder declaration.</p> <p>Based on interview with sampled smallholder member during ASA3, they confirmed signing the member declaration. Sampled smallholder signed the Smallholder Declaration "Pernyataan Pekebun" in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. Section C.7 stated "menginformasikan segala sengketa atas lahan yang masih ada saat ini" – informing any existing land dispute; Section D.10 stating "Menyelesaikan segala sengketa yang masih ada saat ini" – resolving any existing dispute.</p> <p>Signed printed Smallholder Declaration as per sample ASA-3, 13 smallholders have signed undername:</p> <ol style="list-style-type: none"> 1. Adnan (702002), signed on 10 Dec 2023. 2. Akamudin (702005), signed on 11 Dec 2023. 3. Kartini (702008), signed on 11 Dec 2023. 4. M. Azlansyah (702013), signed on 12 Dec 2023. 5. Susiati (702017), signed on 20 Dec 2023 6. Said (702016), signed on 12 Dec 2023. 7. Sangidah (703009), signed on 15 Dec 2023. 8. Nurwati (701009), signed on 20 Dec 2023. 9. M Syarif (701005), signed on 20 Dec 2023. 10. Faizatul Jannah (704006), signed on 5 Dec 2023 	Complied

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		11. Zainal Abidin (705007), signed on 5 Dec 2023. 12. Darlan (705004), signed on 16 Dec 2023. 13. Sudarwanto (705011), signed on 17 Dec 2023.	
Milestone A	There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.	Based on information gathered during interview with samples of member Koperasi Sawit Jaya, there was no disputes between smallholder members with other landowner regarding land hectarage, borders, border poles, cattle, crops, access rights or other things. And also based on interview with the Benteng Hulu Village during ASA3 there is the same results that there was no disputes at Koperasi Sawit Jaya.	Complied
Milestone B	There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.		Complied
Criteria 2.4: Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law or as specified in National Interpretation.			
Eligibility	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).	During ASA-3-year 2024, Koperasi Sawit Jaya has demonstrated the document to confirm that the smallholder member plots are located outsides of areas classified as national parks or protected areas. Data verified: <ul style="list-style-type: none">Document of Minister Decree of Environment and Forestry No. 130/MENLHK/SETJEN/PKL.0/2/2017 concerning the Establishment of the National Peat Ecosystem Function Map, this location is included in the Peat Hydrological Unit with protection functions covering an area of ± 38.72 Ha. This regulation using map with scale 1:250,000.Document of Minister of Environment and Forestry Decision Letter No. SK7099/MENLHK-PKTL/IPSDH/PLA.1/2019 related PIPPIB, this	Complied
Milestone A	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).		Complied
Milestone B	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).		Complied

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		<p>location is included in the Peat Hydrological Unit covering an area of \pm 39.39 Ha.</p> <ul style="list-style-type: none"> • Document of Spatial Planning (RTRW) of Riau Province 2018 - 2038, the location referred to is Agriculture with an area of \pm 240.85 Ha and Permanent Production Forest of \pm 4.93 Ha. • Document of Spatial Planning (RTRW) of Siak Regency from 2002 to 2011, this location is included in the plantation area and production forest. • Paying attention to letter number S.89 / IPSDH / JDSK / PLA.1 / 2/2018 concerning IUPK-HTI and Village Forest shapefile data (.shp) in Siak Regency, the location referred to is in the IUPHHK-HT Area of PT Ekawana Lestari number SK. 733 / Kpts-II / 1997 covering an area of \pm 55.38 Ha. • DRAFT document of Spatial Planning (RTRW) for Siak Regency for 2020-2040, the designation is for Plantation Areas with an area of \pm 240.85 Ha and Permanent Production Forest covering an area of \pm 4.93 Ha. <p>The additional information/data:</p> <ul style="list-style-type: none"> • Koperasi Sawit Jaya has been established since 2005. The oil palm plantation in the cooperative was developed by the government programme through the Siak I project, which is a collaboration between the Siak Regency Government and PT. Permodalan Siak (Siak owned enterprises/BUMD Siak) and PT. Perkebunan Nusantara (PTPN V) Riau. • Referred to Regulation of Environmental and Forestry Minister Decree No: P.10/MENLHK/SETJEN/KUM.1/3/2019 related Identification, Determination and Management of Peat Dome with Peat Hydrological Unit, on Article 8 Section 6.b it was stated that "For the protection function of peat ecosystem and cultivation 	
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		<p>function of peat ecosystem which has been utilized, it can still be continued while maintaining its hydrological function.”</p> <ul style="list-style-type: none"> • The map of Peat Hydrological Unit scale 1:50,000 as required in Article 8 Section 5 in this regulation was not determined/issued for Siak Regency. <p>Conclusion:</p> <p>Therefore, area of Koperasi Sawit Jaya located outside of areas classified as national parks or protected areas as defined by national, regional, or local law. The smallholders required to maintaining its hydrological function.</p> <p>GPS location for smallholder member sampling during ASA-3, year 2024 such as:</p> <ul style="list-style-type: none"> • Adnan (ID 7010201), GPS: 0° 45' 20.736" N, 102° 4' 9.006" E • Akamuddin (ID 7020151), GPS: 0° 45' 20.988" N, 102° 4' 9.168" E • Kartini (ID 7020081), GPS: 0° 45' 8.196" N, 102° 4' 4.982" E • Said (ID 7020161), GPS: 0° 45' 14.598" N, 102° 4' 46.92" E • Muhammad Azlansyah (ID 7020131), GPS: 0° 45' 7.914" N, 102° 4' 45.39" E • Susianti (ID 701017), GPS: 0° 45' 12.096" N, 102° 4' 46.559" E • Sangidah (ID 703009), GPS: 0° 44' 8.286" N, 102° 3' 43.23" E • Nurwati (ID 701009), GPS: 0° 43' 58.86" N, 102° 3' 48.37" E • M Syarif (ID 701005), GPS: 0° 44' 43.85" N, 102° 4' 35.75" E • Faizatul Jannah (ID 704006), GPS: 0° 44' 22.78" N, 102° 4' 17.41" E • Darlan (ID 705004), GPS: 0° 44' 5.9" N, 102° 4' 454.16" E • Sudarwanto (ID 705011), GPS: 0° 44' 8.52" N, 102° 3' 56.51" E 	
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Criteria 2.5: For new planting, smallholders do not clear or acquire any land without obtaining the free, prior and informed consent (FPIC), of indigenous people and/or local communities and/or other users , based on a simplified FPIC approach.			
Eligibility	For new oil palm planting, smallholders commit not to clear or acquire land from indigenous people, local communities, or other users without their FPIC, based on a simplified FPIC approach (refer to indicator 1.1E / Appendix 1).	Smallholders commit not to clear or acquire land from indigenous people, local communities, or other users without their FPIC, based on a simplified FPIC approach by signing the Smallholder declaration. However, during ASA-3 there is no new planting within the certification scope. This indicator is Not Applicable	Not Applicable
Milestone A	Smallholders complete training on how to conduct a simplified FPIC approach.	Smallholders commit not to clear or acquire land from indigenous people, local communities, or other users without their FPIC, based on a simplified FPIC approach by signing the Smallholder declaration. However, during ASA-3 there is no new planting within the certification scope. This indicator is Not Applicable	Not Applicable
Milestone B	Based on a simplified FPIC approach, smallholders jointly agree on a plan with the affected indigenous peoples and/or local communities and/or other rights holders, including vulnerable groups, for new oil palm developments, if these involve land-use change.	Smallholders commit not to clear or acquire land from indigenous people, local communities, or other users without their FPIC, based on a simplified FPIC approach by signing the Smallholder declaration. However, during ASA-3 there is no new planting within the certification scope. This indicator is Not Applicable	Not Applicable
Principle 3: Respect human rights, including workers' rights and conditions Safeguard human rights and protect workers' rights, ensuring safe and decent working conditions.			

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Criteria 3.1: There is no use of forced labour.		
Eligibility	<p>Smallholders commit to no use of forced labour and ensure that any use of forced labour on the farm is terminated at Eligibility.</p> <p>They provide information on the source of labour, including family members, working on the farm and hired labour including contract workers (refer to indicator 1.1E / Appendix 1).</p>	<p>Smallholders commit to no use of forced labour and ensure that any use of forced labour on the farm by signing the Smallholder declaration.</p> <p>Workers that hired by the smallholders are mostly family linked without official documented contract, only verbal agreement.</p> <p>However, the Koperasi Sawit Jaya and its members are very committed to the policies and commitments of the farmers that have been signed.</p> <p>Smallholders have stated their commitment related to the prohibited to the force labor in the document "Surat Pernyataan Pekebun: Kesiediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO" which was declared on 5 February 2020 and all members have signed the declaration. It is stated in the document that: [3] "Farmers are committed to ensuring there are no forced labor practices in plantation operations and stopping the remaining practice of forced labor".</p> <p>Example of document verification is taken:</p> <ol style="list-style-type: none"> 1. Adnan (702002), signed on 10 Dec 2023. 2. Akamudin (702005), signed on 11 Dec 2023. 3. Kartini (702008), signed on 11 Dec 2023. 4. M. Azlansyah (702013), signed on 12 Dec 2023. 5. Susiati (702017), signed on 20 Dec 2023 6. Said (702016), signed on 12 Dec 2023. 7. Sangidah (703009), signed on 15 Dec 2023. 8. Nurwati (701009), signed on 20 Dec 2023. 9. M Syarif (701005), signed on 20 Dec 2023.
		Complied

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		<p>10. Faizatul Jannah (704006), signed on 5 Dec 2023</p> <p>11. Zainal Abidin (705007), signed on 5 Dec 2023.</p> <p>12. Darlan (705004), signed on 16 Dec 2023.</p> <p>13. Sudarwanto (705011), signed on 17 Dec 2023.</p>	
Milestone A	<p>Smallholders complete training on free and fair labour and implement measures to ensure that all work is voluntary, and the following practices are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents including but not limited to passports; • Payment of recruitment fees by workers; • Contract substitution; • Involuntary overtime; • Lack of freedom of workers to resign; • Penalty for termination of employment; • Debt bondage; • Withholding of wages 	<p>The ICS has established ICS Policy of Sustainable Palm Oil, "Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya" document no.1/ICS-KSJ/X/2020, Revision 1, dated 20 October 2020. The policy stated in Chapter IV (Best Governance in Social Relations), Article 12 (Protection of Labour and Fair Wages), stipulate:</p> <ol style="list-style-type: none"> The ICS Koperasi Sawit Jaya is committed to protect workers who work within cooperative or workers who work in member's farm. The remuneration system is based on the government's minimum wage standard or in accordance with the agreement of the two parties, which is the workers and the farm owner in the following categories: <ul style="list-style-type: none"> • The salary is based on the volume of FFB, or • The salary is based on land area worked on, or • The salary is based on the man days. Work is carried out according to the agreement and carried out without any compulsion. d. No contracts substitution forced salary cuts and withholding of salary without a clear reason. <p>All farmers of the Koperasi Sawit Jaya have received training related to employment (free and fair labor and to ensure that all work is voluntary) on 22 May 2023 by PPL Siak.</p> <p>Sample of smallholder name Nurwati where plot activities are employed neighbor persons. The worker's name is Bambang dan</p>	Complied

		<p>Enan. According to the interview with the workers, it was clear that no withholding any documents to start the works.</p> <p>Based on this information, the training on the policy of free and fair labour which determined by the smallholder organisation and RSPO was effectively understood.</p> <p>Based on interviews with thi other sample farmers during ASA3 field observations, revealed the sampe information that farmers guarantee workers' rights voluntarily and there are no practices as follows:</p> <ul style="list-style-type: none"> e. Withhold identity documents that are withheld (KTP or Family Card or others); f. Provide clear work in accordance with the agreement. g. There is no compulsion to work outside the set working hours. h. Forcing workers and not giving them the freedom to resign; i. Carry out punishment in the form of deductions from work wages; j. Hiring workers with a background of debt; k. Give punishment to workers up to resignation. 	
Milestone B	Workers on the farm, including their families, have unrestricted access to their identity documents, have freedom of movement and can declare that their employment is freely chosen.	<p>Koperasi Sawit Jaya and its members are very committed to the policies and commitments of the farmers that have been signed.</p> <p>According to the interview with the sample of workers (Bambang dan Enan) for Nurwati plot, it was clear that no restricted access to their identity documents, have freedom of movement and can declare that their employment is freely chosen.</p>	Complied
Criteria 3.2: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.			
Eligibility	<p>Smallholders are aware of what defines child labour and ensure that any child labour in the farm operations is terminated at Eligibility. Awareness of child labour and commitment to no child labour includes:</p> <ol style="list-style-type: none"> 1. Compliance with the minimum age of workers at 18 years old. 2. Not exposing children to hazardous work. 	<p>Smallholders are able to explain the defines of child labour and it is prohibited by themselves to involve child for farm activities.</p> <p>As a commitment on this, 13 sample of smallholders have signed the Smallholder declaration as required by RSPO.</p>	Complied

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	<p>3. Providing adult supervision of children working on the farm.</p> <p>4. Ensuring the practice of children's rights to education is unrestricted and respected. (refer to indicator 1.1E / Appendix 1).</p>	<p>Signed printed Smallholder Declaration as per sample ASA-3, 13 smallholders have signed underneath:</p> <ol style="list-style-type: none"> 1. Adnan (702002), signed on 10 Dec 2023. 2. Akamudin (702005), signed on 11 Dec 2023. 3. Kartini (702008), signed on 11 Dec 2023. 4. M. Azlansyah (702013), signed on 12 Dec 2023. 5. Susiati (702017), signed on 20 Dec 2023 6. Said (702016), signed on 12 Dec 2023. 7. Sangidah (703009), signed on 15 Dec 2023. 8. Nurwati (701009), signed on 20 Dec 2023. 9. M Syarif (701005), signed on 20 Dec 2023. 10. Faizatul Jannah (704006), signed on 5 Dec 2023 11. Zainal Abidin (705007), signed on 5 Dec 2023. 12. Darlan (705004), signed on 16 Dec 2023. <p>Sudarwanto (705011), signed on 17 Dec 2023.</p>	
Milestone A	<p>Group managers and smallholders implement measures to protect children as follows:</p> <ol style="list-style-type: none"> 1. There are no workers on smallholder farms under the age of 18. 2. Children are only permitted to help on family farms and are not permitted to perform hazardous work that may be physically or mentally harmful and that may intervene with the educational activities at school. 3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. (Young workers are not permitted in Indonesia). 	<p>Based on field visit to smallholders sample plot during the audit, auditor did not find any use of child labor. When interview with 13 sample of smallholders, stated that they are never engage or support for child labor use on plot activities. Child are disallowed entering the plots, even during off-school, holiday or any circumstances. The smallholders acknowledge that too many hazard when involving children on smallholder activities.</p>	Complied
Milestone B	<p>Group managers and smallholders implement measures to protect children as follows:</p>	<p>Based on field visit to smallholders sample plot during the audit, auditor did not find any use of child labor. When interview with 13</p>	Complied

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	<ol style="list-style-type: none"> 1. There are no workers on smallholder farms under the age of 18. 2. Children are only permitted to help on family farms and are not permitted to perform hazardous work that may be physically or mentally harmful and that may intervene with the educational activities at school. 3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. (Young workers are not permitted in Indonesia). 	sample of smallholders, stated that they are never engage or support for child labor use on plot activities. Child are disallowed entering the plots, even during off-school, holiday or any circumstances. The smallholders acknowledge that too many hazard when involving children on smallholder activities.	
Criteria 3.3: Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.			
Eligibility	Smallholders commit to pay workers according to at least equal to the Minimum Wage based on the smallholder's location as applicable by law (refer to indicator 1.1E / Appendix 1).	<p>Smallholders commit to pay workers according to at least equal to the Minimum Wage based on applicable law.</p> <p>As a commitment on this, 13 sample of smallholders have signed the Smallholder declaration as required by RSPO.</p> <p>Signed printed Smallholder Declaration as per sample ASA-3, 13 smallholders have signed undername:</p> <ol style="list-style-type: none"> 1. Adnan (702002), signed on 10 Dec 2023. 2. Akamudin (702005), signed on 11 Dec 2023. 3. Kartini (702008), signed on 11 Dec 2023. 4. M. Azlansyah (702013), signed on 12 Dec 2023. 5. Susiati (702017), signed on 20 Dec 2023 6. Said (702016), signed on 12 Dec 2023. 7. Sangidah (703009), signed on 15 Dec 2023. 8. Nurwati (701009), signed on 20 Dec 2023. 9. M Syarif (701005), signed on 20 Dec 2023. 10. Faizatul Jannah (704006), signed on 5 Dec 2023 11. Zainal Abidin (705007), signed on 5 Dec 2023. 	Complied

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		12. Darlan (705004), signed on 16 Dec 2023. Sudarwanto (705011), signed on 17 Dec 2023.	
Milestone A	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.	Based on interview with sample of smallholder workers Bambang dan Enan (workers of Mrs. Nurwati plot), the payment receives in after activities are completed. During harvesting time, the payment will be given by the landowner after FFB's weighed.	Complied
Milestone B	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups including women.	The payment is piece-rate basis where the price for harvesting FFB's is IDR 150/kg. The harvester can harvesting the FFB's 700 kg up to 2 tonnes per harvesting day per smallholder plot (every 15 days cycle), it depending the fruit seasons (low or peak). If the peak season, the harvester can get more output. Many harvester not only working at one plot, but several smallholders plot. They stated that everyday they harvesting in different plots within 6 working days. After comparing the harvester income, the amount of harvester wages is already met the minimum wage.	Complied
Criteria 3.4: Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.			
Eligibility	Smallholders commit to respect the rights of workers to file a complaint/grievance (refer to indicator 1.1E / Appendix 1).	During ASA-3, years 2024, the auditor has reviewed the document Smallholders Declaration to join RSPO certification and commitment to comply with the RSPO Principles, Criteria, and Indicators. Chapter D, Article 5 of the declaration stated that member commit to respect the rights of workers to file a complaint/grievance – "menghormati hak pekerja untuk menyampaikan pengaduan" Sample document of smallholder commitment, such as: <ul style="list-style-type: none"> • Susianti (ID 701017), • Sangidah (ID 703009), • Nurwati (ID 701009), 	Complied

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		<ul style="list-style-type: none"> • M Syarif (ID 701005), • Faizatul Jannah (ID 704006), <p>Koperasi Sawit Jaya has also established the Cooperative Policy, number: 1/SK/HAM/ICS-KSJ/VIII/2023 regarding the Kebijakan Hak Asasi Manusia.</p> <p>The policy has displayed at the ICS Office.</p>	
Milestone A	Smallholders complete training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.	<p>The smallholder sample has attended training on workers' rights to file a complaints/grievance prior to signing the declaration letter.</p> <p>Sample verified: Training document, attendance list and training material dated 21st December 2023. The training was attended by 37 smallholder members.</p> <p>Based on interview with sample smallholder, Susianti (ID 701017), Sangidah (ID 703009), Nurwati (ID 701009), M Syarif (ID 701005), Faizatul Jannah (ID 704006), they understood the member commit to respect the rights of workers to file a complaint/grievance</p>	Complied
Milestone B	Workers are aware of and have access to an effective means for filing a complaint/grievance.	<p>Based on interview with sample smallholder (dated 27 February 2024), e.g., Susianti (ID 701017), Sangidah (ID 703009), Nurwati (ID 701009), M Syarif (ID 701005), Faizatul Jannah (ID 704006), they understood the member commit to respect the rights of workers to file a complaint/grievance</p> <p>Based observation visit in Office of Koperasi Sawit Jaya also provides box to accommodate outpourings/suggestions from farmers or from workers.</p> <p>Up to ASA 3-year 2024, there were no complaints submitted through the suggestion and complaint box at the Cooperative office.</p>	Complied

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Criteria 3.5: Working conditions and facilities are safe and meet minimum legal requirements.			
Eligibility	Smallholders commit to providing safe working conditions and facilities (refer to indicator 1.1E / Appendix 1).	<p>Koperasi Sawit Jaya has established the ICS Policy of Sustainable Palm Oil, "Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya" document no.1/ICS-KBJ/VII/2020, Revision 1, dated 9 July 2020. Commitment stated in Chapter III, Article 9 (Occupational Health and Safety), Verse:</p> <ul style="list-style-type: none"> ICS Koperasi Sawit Jaya has a training plan on OHS for members and workers who work for member. ICS Koperasi Sawit Jaya appoints a work unit that handles OHS. ICS Koperasi Sawit Jaya ensures that workers who work at high risk (harvesting, spraying, slashing, and pruning) get good health services by cooperation with the Public Health Centre (PUSKESMAS) to conduct routine checks on the health of workers. ICS Koperasi Sawit Jaya provides information in the form of information boards regarding OHS and procedures for handling work accidents, placed at strategic locations in the farm. <p>During ASA-3, years 2024, the auditor has reviewed the document Smallholders Declaration to join RSPO certification and commitment to comply with the RSPO Principles, Criteria, and Indicators. Chapter D, Article 6 of the declaration stated that member commit to providing safe working conditions and facilities.</p> <p>Sample document of smallholder commitment, such as:</p> <ul style="list-style-type: none"> Susianti (ID 701017), Sangidah (ID 703009), Nurwati (ID 701009), M Syarif (ID 701005), Faizatul Jannah (ID 704006), 	Complied

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		Based on interview with sample smallholder (dated 27 February 2024), they understood on commit to providing safe working conditions and facilities	
Milestone A	Smallholders, workers, and family members who work at the farm complete training and are aware of health and safety risks associated with farm work, (including that of pesticide use) and how to mitigate them.	<p>During ASA3 year 2024, the auditor has field visit at Plot namely Nurwati (ID 701009), and interview with harvester (dated 27th February 2024), there was found that the workers in filed (harvester) has completed with PPE (boot, safety helmet).</p> <p>ICS has shown the document of training records on health and safety risks associated with farm work, (including that of pesticide use), e.g.: dated 21st December 2023. The training was attended by 37 smallholder members & workers.</p> <p>Smallholders have given awareness on health and safety risks associated with farm work prior to signing the declaration letter.</p>	Complied
Milestone B	<p>Workers, including smallholder family members, have access to safe working conditions and amenities that include:</p> <ul style="list-style-type: none"> • Safe and adequate housing, where applicable, • Access to basic first aid supplies • Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work. • Adequate drinking water • Access to toilets 	<p>The auditor team has field visit at Plot namely Nurwati (ID 701009), and interview with harvester (dated 27th February 2024), they stated that worders, including smallholder family members, have access to safe working conditions and amenities.</p> <p>Awareness training related health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work, e.g.: dated 21st December 2023. The training was attended by 37 smallholder members & workers.</p>	Complied
Criteria 3.6: There is no discrimination, harassment, or abuse on the farm.			
Eligibility	Smallholders commit to no discrimination, harassment or abuse on the farm (refer to indicator 1.1E / Appendix 1).	During ASA3 year 2024, the smallholders commit to no discrimination, harassment or abuse on the farm refer to the ICS Policy of Sustainable Palm Oil, "Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya" document no.1/ICS-KBJ/VII/2020, Revision 1, dated 9 July 2020. Commitment stated in Chapter IV (Best	Complied

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		Governance in Social Relations), Article 14 (Human Right Protection), Verse b (No discrimination against race, religion, and ethnicity; No harassment and intimidation of workers).	
Milestone A	Smallholders complete training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace.	<p>Based on interview with sample of smallholder member and harvester in Plot namely Nurwati (ID 701009), and interview with harvester (dated 27th February 2024), they have understood with workplace discrimination, harassment and abuse and are aware of need for a safe workspace.</p> <p>ASA3 year 2024, there was no workplace discrimination, harassment and abuse reported.</p> <p>Awareness training related training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace, e.g.: dated 21st December 2023. The training was attended by 37 smallholder members & workers.</p>	Complied
Milestone B	Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.	<p>Based on interview with sample of smallholder member and harvester in Plot namely Nurwati (ID 701009), and interview with harvester (dated 27th February 2024), they have understood with workplace discrimination, harassment and abuse and are aware of need for a safe workspace.</p> <p>ASA3 year 2024, there was no workplace discrimination, harassment and abuse reported.</p>	Complied
<p>Principle 4: Protect, conserve and enhance ecosystems and the environment Protect the environment, conserve biodiversity, enhance ecosystems and ensure sustainable management of natural resources.</p> <p>Preamble High Conservation Value (HCVs) and High Carbon Stock (HCS) forests</p>			

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This ISH Standard is pursuing the objective of the RSPO Smallholder Strategy to increase smallholder inclusion, prioritise improved practices that also benefit smallholder livelihoods, whilst also upholding the core sustainability requirements. This includes the protection of areas of HCV and HCS forests. The RSPO has developed a simplified HCV methodology for identifying, protecting and managing HCVs that provides guidance for both existing and new planting.

Aligned with the new HCS requirements in the RSPO P&C 2018, the RSPO, in consultation with the HCSA Steering Group, intends to develop a simplified combined HCV-HCS approach to identify and protect HCS forests. The simplified and combined HCV-HCS approach for independent smallholders will be open to public consultation and will be published no later than November 2020.

In the meantime, independent smallholders are not allowed to clear any primary forests, and/or any areas required to protect or enhance HCV and HCS forests, as committed by signing the Smallholder Declaration. Until the simplified combined HCV-HCS approach and tool for independent smallholders is available, new planting will only be permitted in low risk areas. The definition and procedure for identification of low risk areas will be defined by a Smallholder No Deforestation Task Force.

Remediation and Compensation Procedure (RaCP)

Remediation and compensation are required for any clearance since November 2005 without prior HCV assessment (see criterion 4.2) and any clearance since November 2019 without prior HCS assessment.

The requirements as outlined in the RaCP (2015) is not fully applicable for independent smallholders. For independent smallholders, this RSPO ISH Standard is focused on developing an appropriate RaCP mechanism such as on-site remediation (with funding mechanisms to be determined) as this is contextually appropriate to the scale of independent smallholder production and enables independent smallholders to maximise positive environmental impact on-site. The requirement means that quantified liability is disclosed and assessed through a land use change analysis (LUCA) fully supported and funded by the RSPO Secretariat.

Procedural Note: The RaCP mechanism for independent smallholder will not be an obstacle to the independent smallholder certification process since it is not yet available.

Criteria 4.1: High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach, are managed to ensure that they are maintained and/or enhanced.

Eligibility	Smallholders commit to protect HCVs and HCS forests through the precautionary practices approach (refer to indicator 1.1E / Appendix 1).	All members of Koperasi Sawit Jaya have signed the smallholder declaration that commit to protect HCVs and HCS forests through the precautionary practices approach.	Complied
Milestone A	Smallholders complete training on and are aware of: <ul style="list-style-type: none"> The importance of maintaining and conserving HCVs and HCS forests Human-wildlife conflict and mitigation efforts; Rare, threatened and endangered species and important 	First HCV training was conducted in February 2020 and attended with all smallholder members and refresh on 22 May 2023. Context of the training is introduction of HCV, maintaining conserving HCVs, RTE species and important ecosystem, how to manage if wildlife-human conflict is arise.	Complied

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	ecosystems.	Based on document verification to 13 sample of smallholders members, all the smallholder have attend and understand the training context.	
Milestone B	Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS forests, where applicable.	<p>The implemented practices by the smallholders related to HCV, including RTE species are their understand to disallowing capture, harm, hunting, kill the animals within their plots.</p> <p>During interview with 13 smallholder sample stated that smallholders and their workers (if any) found or seeing the unfamiliar animal, they will be report to the ICS and the Group Manager. Burning practices and polluting the water sources also prohibited, because they understand that peatland is vulnerable to fire.</p>	Complied
Criteria 4.2: Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a RaCP process appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).			
Eligibility	Smallholders provide information on all smallholder plots converted and planted with oil palm after November 2005, through use of the simplified combined HCV-HCS approach for Smallholders (refer to indicator 1.1E / Appendix 1).	<p>No changes of information on smallholders plots until this ASA3. Group manager keep and maintained the Identification HCV Assessment Report that conducted on March 2020 by WRI. Based on HCV assessment, only HCV4 that were identified in form of peat area. While there is no riparian that identified.</p> <p>HCV area identified as for its ecosystem functions or called "Fungsi Ekosistem Gambut" and refer to the Minister Decree of Environment and Forestry No. 130/MENLHK/SETJEN/PKL.0/2/2017 concerning the Establishment of the National Peat Ecosystem Function Map dated 28 February 2017. Coverage of HCV area identified is 65.13 ha (HCV 4) at 31 plot smallholder member.</p> <p>However, the group manager has already setup the Policy of Sustainable Palm Oil within "Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya, No.1/ICS-KSJ/2020", dated 20 October 2020.</p> <p>Commitment of smallholder member to protect the HCV and HCF forests stated in "Surat Pernyataan Pekebun" point D.12 "Melindungi</p>	Complied

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		<p>NKT dan hutan SKT melalui pendekatan praktik kehati-hatian," witnessed by Group Manager Koperasi Sawit Jaya.</p> <p>The declaration also stated member committed shall inform to ICS – Koperasi Sawit Jaya</p> <ol style="list-style-type: none"> 1. All the land ownership 2. Location of their oil palm plots 3. Information of converted plots after November 2005 using HCV-HCS approach. 4. Every plot located on steep area. 5. Every plot located on peat area. 6. Details on replanting programme and extension area. 7. Every land dispute occurs. 8. Land use and ownership status. 9. Source of manpower used. <p>Smallholders provide information on all smallholder plots converted and planted with oil palm after November 2005 by signing Smallholder declaration.</p> <p>Signed printed Smallholder Declaration as per sample ASA-3, 13 smallholders have signed undername:</p> <ol style="list-style-type: none"> 1. Adnan (702002), signed on 10 Dec 2023. 2. Akamudin (702005), signed on 11 Dec 2023. 3. Kartini (702008), signed on 11 Dec 2023. 4. M. Azlansyah (702013), signed on 12 Dec 2023. 5. Susiati (702017), signed on 20 Dec 2023 6. Said (702016), signed on 12 Dec 2023. 7. Sangidah (703009), signed on 15 Dec 2023. 8. Nurwati (701009), signed on 20 Dec 2023. 9. M Syarif (701005), signed on 20 Dec 2023. 	
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		<p>10. Faizatul Jannah (704006), signed on 5 Dec 2023</p> <p>11. Zainal Abidin (705007), signed on 5 Dec 2023.</p> <p>12. Darlan (705004), signed on 16 Dec 2023.</p> <p>13. Sudarwanto (705011), signed on 17 Dec 2023.</p> <p>Statement of Free Liability – Koperasi Sawit Jaya based on based on email form RSPO dated 27th February 2020, the statement that Koperasi Sawir Jaya is free liability and no need to go LUCA.</p>	
Milestone A	Group members develop a plan to identify the maximum area for on-site remediation of HCVs lost since November 2005 and HCS forests lost since November 2019, through a participatory process and the plan is submitted to RSPO.	<p>The HCV Assessment Report have been conducted on March 2020 by WRI. Based on HCV assessment, only HCV4 that were identified in form of peat area and no riparian that identified.</p> <p>HCV area identified as for its ecosystem functions or called “Fungsi Ekosistem Gambut” and refer to the Minister Decree of Environment and Forestry No. 130/MENLHK/SETJEN/PKL.0/2/2017 concerning the Establishment of the National Peat Ecosystem Function Map dated 28 February 2017. Coverage of HCV area identified is 65.13 ha (HCV 4) at 31 plot smallholder members. But the HCV located out of smallholder plots.</p> <p>Statement of Free Liability – Koperasi Sawit Jaya based on based on email form RSPO dated 27th February 2020, the statement that Koperasi Sawir Jaya is free liability and no need to go LUCA.</p>	Complied
Milestone B	An RSPO-approved plan to remediate for HCVs lost since November 2005 and HCS forests lost since November 2019 is implemented.	<p>The organization have been approved by RSPO regarding zero liability. The information on this is refer to email from RSPO dated 27th February 2020, the statement that Koperasi Sawit Jaya is free liability and no need to go LUCA. Therefore, Koperasi Sawit Jaya no need to submit remediate for HCV lost.</p> <p>Statement of Free Liability – Koperasi Sawit Jaya based on based on email form RSPO dated 27th February 2020, the statement that</p>	Complied

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		Koperasi Sawir Jaya is free liability and no need to go LUCA.	
Criteria 4.3: New planting of independent smallholders, since November 2019: <ul style="list-style-type: none"> Do not replace any HCVs Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach Are not on steep slopes (more than 22 degrees or as in the National Interpretation) in reference to Indonesian regulations (Minister of Agriculture No. 47/2006 on Guide to Agriculture on Mountainous Areas). Slope must not be more than or equal to 40%. Are not on peat areas of any depth - In reference to the definition of peat in Government Regulation No. 57/206 on Peat Ecosystem Protection and Management. 			
Eligibility	Smallholders provide information on all planned new planting and commit to no new planting are on HCVs or HCS forests, on steep slopes (more than 22 degrees or as in the National Interpretation) or on peat (refer to indicator 1.1E / Appendix 1).	Koperasi Sawit Jaya has a commitment to no new planting are on HCV area by signing the smallholder declaration. Year of planting the smallholders palm is in November 2005, therefore no replanting was commenced. No plans for new planting within the organisation members plot.	Not Applicable
Milestone A	Before any land preparation commences, group members develop an integrated management plan through a participatory approach to maintain or enhance HCVs as well as HCS forests identified after November 2019, as identified by the simplified combined HCV-HCS approach, before any land preparation commences.	Year of planting the smallholders palm is in November 2005, therefore no replanting was commenced. No plans for new planting within the organisation members plot.	Not Applicable
Milestone B	Smallholders have an RSPO approved integrated management plan for their planned new planting and share a notice of this plan with those involved in the participatory mapping before any land preparation commences.	Year of planting the smallholders palm is in November 2005, therefore no replanting was commenced. No plans for new planting within the organisation members plot.	Not Applicable
Criteria 4.4: Where smallholder plots exist on peat, subsidence and degradation of peat soils is minimised by use of best management practices.			
Eligibility	Group manager confirms presence of peat on existing plots within the group and smallholders on peat commit to using best management practices (BMPs), and minimizing subsidence and degradation of peat soils (refer to indicator 1.1E / Appendix 1).	HCV assessment has been conducted in March 2020 by World Resources Institute (WRI). Coverage of HCV area identified is 65.13 ha (HCV 4) at 31 plot smallholder member. The group and the smallholders commit to action plan:	Complied

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		<ol style="list-style-type: none"> 1. Implement peat and water management plan to maintain surface and ground water level at 40 – 60 cm; 2. Stop chemical treatment at the border of main canal; 3. Maintenance of natural vegetation quality at riparian; <p>Based on interview to the Group Manager and field visit it was known that peat was presence on existing plots of members.</p> <p>Commitment to use best management practice (BMPs) on peat has also stated in "Surat Pernyataan Pekebun" point D.14 "Penggunaan pengelolaan terbaik untuk sawit yang berada di atas gambut" witnessed by Group Manager Koperasi Sawit Jaya.</p> <p>Sample of smallholder declaration sighted during this surveillance are:</p> <ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Adnan (ID 7010201) dated 10 December 2023 • Statement letter of farmers to commit on behalf of Kartini (ID 7020081) dated 11 December 2023 • Statement letter of farmers to commit on behalf of Said (ID 7020161) dated 12 December 2023 • Statement letter of farmers to commit on behalf of Akamuddin (ID 7020151) dated 11 December 2023 • Statement letter of farmers to commit on behalf of M Azlansah (ID 7020131) dated 12 December 2023 	
Milestone A	Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimize risk of fire, to apply BMPs for plantings on peat and manage water systems in the certification unit.	<p>Smallholder members have knowledge BMP's on peat areas.</p> <p>Koperasi Sawit Jaya has conducted groundwater level monitoring (TMAT) and peat subsidence refers to the Minister of Environment and Forestry Regulation (Permen LHK) No.15 of 2017 which is regulated in more detail in the Regulation of the Director General of Pollution and Environmental Damage Control (PPKL) No. 3 of 2019.</p>	Non-compliance

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		<p>The tools used in Koperasi Sawit Jaya are manual tools, in the form of monitoring wells. This tool is made by inserting a PVC pipe into the peat soil until the bottom of pipe passes through the groundwater level below.</p> <p>The subsidence level is measured by installing a stake or stick made of PVC to 1 meter depth below the mineral soil boundary (substratum). Peat depth identification is required prior to stake installation.</p> <p>Monitoring targets are:</p> <ol style="list-style-type: none"> 1. Minimizing subsidence below the threshold. 2. Ensure the presence of protective vegetation in the canals to protect erosion. 3. Ensure that there is no spraying or fertilization in the canal border area. 4. Ensuring the water flow is running well, clean from rubbish. <p>The last training for BMPs for peat was conducted on 29 December 2021. However for Y2023, they did not conducted the training. This is raised as noncompliance.</p>	
Milestone B	Smallholders implement the group's action plan based on BMPs, including fire and water management, and monitoring of subsidence rate for existing planting on peat.	<p>Koperasi Sawit Jaya has conducted groundwater level monitoring (TMAT) and peat subsidence refers to the Minister of Environment and Forestry Regulation (Permen LHK) No.15 of 2017 which is regulated in more detail in the Regulation of the Director General of Pollution and Environmental Damage Control (PPKL) No. 3 of 2019.</p> <p>Koperasi Sawit Jaya have a procedure regarding peat management, which is SOP Pemantauan Subsistensi Gambut No : 14/SOP-UPPA/ICS-KSJ/X/2018 dated 24 Oktober 2018. Last dissemination was on 29 December 2021. There is no change of the SOP until this ASA3.</p> <p>Monitoring of subsidence rate for existing planting on peat conducted weekly period and recorded in "Laporan Pemantauan Tinggi Muka Air dan Tinggi Muka Air Kanal periode Januari – Desember 2023".</p>	Complied

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		<p>Piezometer and subsidence stick installed in 5 plots. Water level installed in 14 points.</p> <p>The result of monitoring as follows:</p> <ul style="list-style-type: none"> Plot 1 on behalf Suwadi: June 2023: Piezometer 41 cm, Subsidence 0 cm; Dec 2023: Piezometer 45 cm, Subsidence 0 cm. Plot 2 on behalf Ahmad Yugo: June 2023: Piezometer 40 cm, Subsidence 0 cm; Dec 2023: Piezometer 43 cm, Subsidence 0 cm. Plot 3 on behalf Sumedi: June 2023: Piezometer 43 cm, Subsidence 0 cm; Dec 2023: Piezometer 44 cm, Subsidence 0 cm. Plot 4 on behalf Sadiman: June 2023: Piezometer 45 cm, Subsidence 0 cm; Dec 2023: Piezometer 44 cm, Subsidence 0 cm. Plot 5 on behalf Suharno: June 2023: Piezometer 41 cm, Subsidence 0 cm; Dec 2023: Piezometer 43 cm, Subsidence 0 cm. 	
Criteria 4.5: Plots on peat are replanted only on areas with low risk of flooding or saline intrusion as demonstrated by a risk assessment.			
Eligibility	Smallholders commit to provide information on all plans for replanting and commit that replanting will only be in areas with low risk of flooding or saline intrusion (refer to indicator 1.1E / Appendix 1).	During ASA3 audit, it was verified that year of planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030.	Complied
Milestone A	Smallholders with plots on peat complete training on identification of future risks of flooding or saline intrusion and alternate land development strategies.	Based on document review and filed visit during ASA3, it was known that Year of Planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030. No replanting for smallholder's plot in nearest year, therefore training on identification of future risks of flooding or saline intrusion and alternate land development strategies was not held.	Complied
Milestone B	Prior to replanting on peat smallholders complete a risk assessment related to flooding or saline intrusion and, where there is high risk, present a plan that includes alternate land development strategies,	Based on document review and filed visit during ASA3, it was known that Year of Planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030. Based on interview with ICS during ASA3, it was known that replanting planned to be started in 2030. Currently, a	Complied

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	referencing alternative livelihood planning.	<p>peat assessment has been carried out resulting in mapping based on the depth of the peat.</p> <p>Based on HCV identification report – “Laporan Identifikasi Areal dengan Nilai Konservasi Tinggi (NKT) Koperasi Sawit Jaya Tahun 2020”, Koperasi Sawit Jaya has developed drainage network in the area.</p> <p>The group and the smallholders commit to action plan:</p> <ul style="list-style-type: none"> • Implement peat and water management plan to maintain surface and ground water level at 40 – 60 cm; • Stop chemical treatment at the border of main canal; • Maintenance of natural vegetation quality at riparian; 	
Criteria 4.6: Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.			
Eligibility	Smallholders commit to no burning for preparing land or for pest control, nor open fire for waste management. Group manager records evidence of prior burning of members joining the group (refer to indicator 1.1E / Appendix 1).	<p>Each member of Koperasi Sawit Jaya has signed the Cooperation Policy, dated 9 July 2020. In Article 8 was mentioned no burning for preparing land or pest control. Besides that, the members also have signed the Farmers Commitment.</p> <p>Sample of smallholder declaration sighted during this surveillance are:</p> <ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Adnan (ID 7010201) dated 10 December 2023 • Statement letter of farmers to commit on behalf of Kartini (ID 7020081) dated 11 December 2023 • Statement letter of farmers to commit on behalf of Said (ID 7020161) dated 12 December 2023 • Statement letter of farmers to commit on behalf of Akamuddin (ID 7020151) dated 11 December 2023 • Statement letter of farmers to commit on behalf of M Azlansah (ID 7020131) dated 12 December 2023 	Complied

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		Based on interview with ICS during ASA3, there was no plan for expansion area and recruit/added new member. Koperasi Sawit Jaya focusing to maintain the existing members for sustainability implementation in a way of enhancing knowledge to be more excellence.	
Milestone A	There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of: <ul style="list-style-type: none"> Alternatives to fire for land preparation and farm waste management (where appropriate possible). Alternatives to fire for pest control. Fire prevention and how to respond to and manage fires in their community and village. 	All smallholder member of Koperasi Sawit Jaya has signed the commitment letter which stated in point D.15 that "No burning for preparing land or pest control". Based on interview with head of Koperasi Sawit Jaya, there is no land preparing by burning. Land preparation conducted mechanically without burning. This also confirmed with smallholder member sampled during ASA3 field visit and interview.	Complied
Milestone B	Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e. where no other effective measures exist and with prior approval of relevant authorities.	During field observation on sample of smallholders plots at ASA3, it was known that smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm.	Complied
Criteria 4.7: Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.			
Eligibility	Group manager identifies riparian buffer zones within the group and smallholders commit to no new planting in riparian zones (refer to indicator 1.1E / Appendix 1).	Commitment of smallholder member regarding no new planting are on HCVs or HCS forests, on steep slopes stated in "Surat Pernyataan Pekebun" point D.11 "Tidak melakukan penanaman baru atau perluasan kebun yang ada saat ini di hutan primer, kawasan NKT, hutan SKT, kawasan sempadan sungai atau lereng curam (lebih dari 25 derajat atau sebagaimana diatur di dalam Interpretasi Nasional". witnessed by Group Manager Koperasi Sawit Jaya. Sample of smallholder declaration sighted during this surveillance are: <ul style="list-style-type: none"> Statement letter of farmers to commit on behalf of Adnan (ID 7010201) dated 10 December 2023 	Complied

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		<ul style="list-style-type: none"> Statement letter of farmers to commit on behalf of Kartini (ID 7020081) dated 11 December 2023 Statement letter of farmers to commit on behalf of Said (ID 7020161) dated 12 December 2023 Statement letter of farmers to commit on behalf of Akamuddin (ID 7020151) dated 11 December 2023 Statement letter of farmers to commit on behalf of M Azlansah (ID 7020131) dated 12 December 2023 <p>Riparian area in Koperasi Sawit Jaya documented in "Rencana Pengelolaan Sumber Daya Air dan Lahan Gambut Perkebunan Rakyat Koperasi Sawit Jaya, 2023/2024". Map of Sungai Jernih riparian area was available.</p>	
Milestone A	Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	The last training for BMPs for peat was conducted on 29 December 2021. However for Y2023, they did not conducted the training. This is raised as noncompliance .	Non-compliance
Milestone B	Smallholders maintain and/or enhance riparian buffer zone areas.	Based on field visit to sample plots of Azlansyah (canal); Akamudin (creek); the buffer zone are maintain consistently with enrichment, shrubs allowed to grow naturally and no agrochemical applies.	Complied
Criteria 4.8: Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.			
Eligibility	<p>Smallholders commit to phase out paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by:</p> <ul style="list-style-type: none"> Immediately stopping purchasing of these pesticides Phasing out use of remaining stock by MS A Providing information for the group manager to keep record of pesticide purchase and use. 	<p>Koperasi Sawit Jaya have established a policy/procedure regarding use of pesticide such as :</p> <ol style="list-style-type: none"> SOP Pengendalian Hama Terpadu No: 1/SOP-UDA-PHT/ICS-KSJ/X/2018 dated 24 October 2018. SOP Penggunaan Bahan Kimia No : 4/UK3-NKT/ICS-KSJ/VIII/2020 dated 12 August 2020 	Complied

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	(refer to indicator 1.1E / Appendix 1)	<p>Commitment to not use paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions was stated in point 8 in SOP Penggunaan Bahan Kimia.</p> <p>The Sample of smallholder declaration sighted during this surveillance are:</p> <ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Adnan (ID 7010201) dated 10 December 2023 • Statement letter of farmers to commit on behalf of Kartini (ID 7020081) dated 11 December 2023 • Statement letter of farmers to commit on behalf of Said (ID 7020161) dated 12 December 2023 • Statement letter of farmers to commit on behalf of Akamuddin (ID 7020151) dated 11 December 2023 • Statement letter of farmers to commit on behalf of M Azlansah (ID 7020131) dated 12 December 2023 	
Milestone A	Smallholders complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions (and in compliance with 3.5).	Based on document review and interview to the sample member and ICS, it was known that the smallholders do not complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions. This is raised as noncompliance .	Non-compliance
Milestone B	Smallholders implement BMPS for all pesticide use, including prohibiting use of pesticides by pregnant and breastfeeding women and young workers, and exclusion of paraquat and pesticides that are categorized as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions, unless when authorized by relevant authorities for pest outbreaks.	During the field visit, there is still a member who use paraquat as a pesticide to control epiphytic weeds and some others weeds (ID 7020021). This is raised as noncompliance .	Non-compliance

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	Note: The relevant authority in this context is The Commission of Fertiliser and Pesticide Monitoring at District or department office that handles plantation issues.		
Criteria 4.9: The group and smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.			
Eligibility	Not applicable	Not applicable	Not Applicable
Milestone A	Smallholders complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.	Based on document review and interview to the sample member and ICS, it was known that the Smallholders do not complete training For Y2023 on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management. This is raised as noncompliance .	Non-compliance
Milestone B	The group and smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm.	<p>Koperasi Sawit Jaya have established a policy/procedure regarding use of pesticide such as :</p> <ul style="list-style-type: none">a. SOP Pengendalian Hama Terpadu No: 1/SOP-UDA-PHT/ICS-KSJ/X/2018 dated 24 October 2018.b. SOP Penggunaan Bahan Kimia No : 4/UK3-NKT/ICS-KSJ/VIII/2020 dated 12 August 2020 <p>Record of pest and disease monitoring can be shown during ASA3 audit in document "Form Monitoring Hama dan Penyakit". Pest and disease monitor including rats, Oryctes, Caterpillar, termite, Ganoderma (fungi). According to census result in December 2023, confirmed that there is no pest attack that need to control by chemical application.</p> <p>Another action for integrated pest management is conserving the pest biological enemy namely introduction of barn owl as enemy of rats. smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm. To prevent the caterpillar attack, Koperasi Sawit Jaya also planting the beneficial plant <i>Turnera</i></p>	Complied

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		<i>subulate</i> along of the main road (1,200 plant) as per “Berita Acara Pengangkutan dan Penanaman Turnera” in August 2023. To reduce herbicide usage smallholder member using mechanics way to control the weeds and reduce the herbicide usage.	
Internal Control System requirements for smallholder groups.			
A – ICS: Group entity and group management requirements			
A.1 The Group demonstrates that they are legally formed.			
A.1.1			
Eligibility	The Group has appointed a group manager	During ASA-3, year 2024, Koperasi Sawit Jaya has demonstrated the appointed a group manager letter. Group Manager name is Mr Afifi M Nurudin (there was no change since initial assessment until ASA 3-year 2024) as per Surat Keputusan Penunjukan Manajer Operasional ICS Koperasi Sawit Jaya untuk Implementasi Minyak Sawit Berkelanjutan, dated 23 October 2018. ICS Manager responsible for all certification process of sustainable for independent smallholder; group manager has no conflict of interest; group manager able to check, monitors and evaluate all member; group manager develops good system and documentation (mission and objective, policy and procedure for operational management and decision making, communication); group manager have fair and transparent marketing system (purchasing and sales from group, complaint upon certification of sustainable FFB, market dispersion and price information); group manager develops internal control system manual; group manager communicates with third party external certification body; group manager shall supervise Internal Control System; group manager shall be able to control and organize registration and internal inspection.	Complied
Milestone A	The Group has appointed a group manager		Complied
Milestone B	The Group has appointed a group manager		Complied
A.1.2			

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Eligibility	The group manager has evidence of legal identity.	<p>During ASA-3, year 2024, Koperasi Sawit Jaya has demonstrated the document of legal entity, such as:</p> <ol style="list-style-type: none"> 1. Akta Pendirian Koperasi Sawit Jaya, Nomor 06/BN/IV.8/VI/2010, dated 30 June 2020. Issued by Dinas Perindustrian Perdagangan Koperasi dan UMKM Kabupaten Siak 2. Surat Izin Tempat Usaha No 08.13/KEC.MPR/PATEN/47/2016, SITU Koperasi Sawit Jaya, issued by Camat Mempura dated 30th December 2016 3. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/0 namely Susianti (ID 701017), dated 27 April 2020 4. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Sangidah (ID 703009), dated 27 April 2020 5. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Nurwati (ID 701009), dated 27 April 2020 6. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/2 namely M Syarif (ID 701005), dated 27 April 2020 7. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/2 namely Faizatul Jannah (ID 704006), dated 27 April 2020 <p>Koperasi Sawit Jaya and their smallholder member bound by contractual agreement as group member. The contract explains commitment in organization; commitment to implement sustainable oil palm production; commitment to fulfil administrative requirement; allowing ICS and external auditor to perform field inspection; commitment to obey group manager rules and sanction; contract valid during membership period.</p>	Complied
Milestone A	The group manager has evidence of legal identity.		Complied
Milestone B	The group manager has evidence of legal identity.		Complied

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		Group Manager is local resident, the ID card also available in place.	
A.1.3			
Eligibility	The group has membership requirements.	Koperasi Sawit Jaya has procedure for member application, member application assessment, expulsion and member reinstatement: "Standar Operasional Prosedur Pendaftaran Anggota No.1/SOP/UPA/ICS-KSJ/X/2018" dated 24 October 2018. The group explains the process for member receiving. "Standard Operasional Prosedur Penilaian Kesenjangan Awal Anggota Baru No.2/SOP/UPA/ICS-KSJ/X/2018" dated 24 October 2018. The procedure explains assessment process, before any potential member joining group manager. There is no change related to the SOP until this audit. "Standar Operasional Prosedur Unit Penyuluhan dan Pendaftaran Anggota tentang Keluar dan Bergabung Kembali Anggota No.5/UPP/ICS-KSJ/X/2018" dated 24 October 2018. For resigning member: provide resignation letter to ICS and Operational Manager; Registration Unit and Operational Manager and Approval committee with meet and make decision; Approval committee issue letter on resigning member. For expelled member: Based on violation by member; Conducting heavy violation and/or defamation; Violate rules and regulation; does not improve field condition for 3 consecutive years; does not improve and/or rectify issues from internal audit process for 3 semester; Operational Manager after coordinating with Approval Committee issued expulsion letter for member. For reinstating member: treated as new member, filling in application form; reviewed upon status of correction and corrective action.	Complied
Milestone A	The group has membership requirements.		Complied
Milestone B	The group has membership requirements.		Complied
A.1.4			
Eligibility	All members have signed and acknowledged membership requirements.	Sampled smallholder signed "Surat Pernyataan Pekebun". Verified signed smallholder declarations (no date):	Non-compliance

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Milestone A	All members can demonstrate understanding of membership requirements.	<ul style="list-style-type: none">• Statement letter of farmers to commit on behalf of Adnan (ID 7010201) dated 10 December 2023• Statement letter of farmers to commit on behalf of Kartini (ID 7020081) dated 11 December 2023• Statement letter of farmers to commit on behalf of Said (ID 7020161) dated 12 December 2023• Statement letter of farmers to commit on behalf of Akamuddin (ID 7020151) dated 11 December 2023• Statement letter of farmers to commit on behalf of M Azlansah (ID 7020131) dated 12 December 2023 <p>Not all smallholder sampled is attending the audit to interview related understanding of membership requirements on behalf ID 7020161 and ID 7020051. This is raised as noncompliance.</p>	Non-compliance
Milestone B	All members can demonstrate understanding of membership requirements.		Non-compliance
A.2 The Group Manager is responsible for managing the Group for certification.			
A.2.1			
Eligibility	The group manager has planned for the implementation of the ICS.	Group Manager of Koperasi Sawit Jaya have appointed the Internal Control System, prepared the manpower for information officer (penyuluh) as well as Interview with group manager, field visit and observation to group office, audit team seen the sufficient resources in term of human capital, financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles, and office utensils. Identification and regulation of roles and responsibility for group manager and the staff has been defined clearly under each appointment letter.	Complied
Milestone A	The group manager can demonstrate compliance of the ICS by individual members.		Complied
Milestone B	The group manager can demonstrate compliance of the ICS by individual members.		Complied

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		<p>Rules of group member has been established by group manager – regulating receiving member, assessing potential member, exiting member, internal audit procedure, non-conformity handling and other procedures, such as:</p> <ol style="list-style-type: none"> 1. Receiving member: "Standar Operasional Prosedur Unit Pendaftaran Anggota No: 3/SOP/UPA/ICS-KSJ/X/2018 tentang Kriteria dan Syarat Anggota" updated and effective 24th October 2018. The group explains the process for member receiving. 2. Potential member: "Standar Operasional Prosedur Unit No: 4/SOP/UPA/ICS-KSJ/X/2018 tentang Penilaian Kesenjangan Awal Anggota Baru. The procedure explains assessment process, before any potential member joining group manager. 3. Exiting member: "Standar Operasional Prosedur Unit No: 5/SOP/UPA/ICS-KSJ/X/2018 tentang Ketentuan Keluar dan Bergabung Kembali Anggota updated and effective 24th October 2018. The procedure explains process for member resignation. 4. Procedure of expulsion and sanctions for members who fail to comply: Standar Operasional Prosedur Unit Penyuluhan dan Pendaftaran Anggota, No: 6/UPP/ICS-KSJ/X/2018 tentang Pemberiaan peringatan dan sanksi anggota. <p>Group Manager of Koperasi Sawit Jaya has prepared the documented procedure and human resources to regulate the organization structure.</p> <p>Koperasi Sawit Jaya can demonstrate member's Joint Declaration to participates in RSPO certification dated 7-8 June 2020. Appointed Group Manager is Mr. Afif M. Nurudin. Organization Structure available under "Struktur dan Tugas Pokok & Fungsi Group Manager Operasional dan Unit Koperasi Sawit Jaya" dated 24 October 2018. There were 17 staff in Kopeasi Sawit Jaya.</p>	
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		<p>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint a Group Manager of Koperasi Sawit Jaya working unit. 4. Together with the Council of Extension Officers, the Unit of Registration Approval Commission, and other units, drafted the registration and membership requirements. 5. Provide input to the approval commission in member approval. 6. Coordinating the work units within the Group Manager of Koperasi Sawit Jaya 7. Make requests for external and internal audits to ensure compliance with the RSPO principles and criteria by members. 8. Sales RSPO certificates virtually to buyers after consulting with members. 9. Communicating with stakeholders (other parties) related to certification. 10. Ensure that all Group Manager of Koperasi Sawit Jaya documents related to the implementation of sustainable palm oil are well maintained for a period of 5 years. 11. Ensure that Group Manager of Koperasi Sawit Jaya documents are well structured, in accordance with the classification and nature of the document. <p><u>B. Authority</u></p> <ol style="list-style-type: none"> 1. To appoint, deactivate and dismiss the chairman of Working Unit. 2. To form, add or reduce work units in Group Manager of Koperasi Sawit Jaya. 3. To impose sanctions in accordance with the discipline that have been set jointly for work units that do not carry out their duties. 	
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		<p>4. To impose sanctions on members who do not comply with the regulations, either internal Group Manager of Koperasi Sawit Jaya regulations or the RSPO Principles and Criteria.</p> <p>5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress.</p> <p>6. To delegate authority to Group Manager of Koperasi Sawit Jaya to represent the Operations Manager in activities that cannot be attended by the manager</p> <p>To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya.</p>	
A.2.2			
Eligibility	The group manager demonstrates understanding of the ISH Standard, and related topics and has sufficient resources to manage the group.	<p>During the ASA3 audit, Operational Manager (Group Manager) has understood the implementation of RSPO ISH standard, group certification, and how to manage the group. During interview with cooperative officials, ICS teams, and members, can be concluded that the effectiveness of the ICS system and implementation in the field is because of the result of effective management system conducted by the Operational Manager.</p> <p>Operational Manager (Group Manager) Koperasi Sawit Jaya has appointed the Internal Control System, prepared the manpower for information officer (penyuluh). Based on interview and observation in the cooperative office and smallholder's plots, can be concluded that the group manager has sufficient resources in term of human capital (organization structure and job description), financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.</p>	Complied
Milestone A	The group manager can demonstrate capacity to manage and operate ISH Standard and certification requirements.	Operational Manager (Group Manager) Koperasi Sawit Jaya can demonstrate capacity to manage and operate group certification and certification requirements based on these evidences:	Complied
Milestone B	The group manager can demonstrate capacity to manage and operate ISH Standard and certification requirements.	<ul style="list-style-type: none"> - has developed Internal Control System: including human resources (internal auditor) and system (SOPs). 	Complied

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		<ul style="list-style-type: none"> - Has formed organization structure and job descriptions. - Has an annual plan and conducted internal and external training. - Has an annual plan and conducted internal audit. <p>Based on interview with sample of smallholders, as well as RSPO standard implementation in the field, can be concluded that the Group Manager have sufficient capacity to manage and implement the RSPO standard in the field.</p>	
A.2.3			
Eligibility	A group annual training plan is available covering the RSPO Independent Smallholder Standard, group management (which includes group objectives, structure, relevant procedures and the certification process) and other topics as outlined in the ISH Standard.	<p>Training plan for Koperasi Sawit Jaya year 2023 is available:</p> <ul style="list-style-type: none"> • Good Agriculture Practices training planned June 2023; • Integrated Pest Management training planned July 2023; • FFB quality training planned August 2023; • Internal audit training planned 1 time in 2023; • HCV training planned May 2023; • Traceability training planned 1 time in 2023; • Land and forest fire prevention and firefighting training planned August 2023 • Socialization of RSPO ISH 2019 to smallholder member – planned 1 time in 2023; • Health and Safety training planned June 2023 • Mapping training planned May 2023 • - Financial reporting planned December 2023. <p>For period Y2024 also has observed during ASA3.</p>	Complied
Milestone A	The group manager implements a phased approach to ensure members have progressively attended training on the ISH Standard,		Non-compliance

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	group management and other topics as outlined in the ISH Standard according to the group annual training plan.	Not all members attended the training of ISH Standard, thus awareness of several aspect within the standard is less understanding. There are several trainings not carried out in 2023, related to:	
Milestone B	All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.	<ol style="list-style-type: none"> 1. Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); 2. Training on free and fair labour (3.1); 3. Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); 4. Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); 5. Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8); <p>This is raised as noncompliance.</p>	Non-compliance
B – ICS: Policies and management			
B.1 The group Internal Control System contains documented policies and procedures for operational management.			
B.1.1			
Eligibility	A group Internal Control System is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits	<p>Koperasi Sawit Jaya has procedure for member expulsion and member reinstatement "Standar Operasional Prosedur Unit Penyuluhan dan Pendaftaran Anggota tentang Keluar dan Bergabung Kembali Anggota No.5/UPP/ICS-KSJ/X/2018" dated 24 October 2018. For resigning member: provide resignation letter to ICS and Operational Manager; Registration Unit and Operational Manager and Approval committee with meet and make decision; Approval committee issue letter on resigning member.</p> <p>However, the SOP was not describes the mechanism of inactive members management. Where based on sample found that:</p>	Non-compliance

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		<ul style="list-style-type: none">- Sample in the name of Adnan (702002) has passed away since 2019 and the actual management of the land is carried out by his grandson in the name of Kusren, but there is no documentation of the transfer of management rights or updates to farmer data.- Sample in the name of Kartini (702008) has passed away since 2019 and the actual management of the land is carried out by his son in the name of Bahtiar, but there is no documentation of the transfer of management rights or updates to farmer data.- Sample in the name of M. Azlansyah (702013) current status as the manager and owner of the land in the name of Sasmito according to the Land Certificate (sale and purchase results), but there is no documentation of information that establishes the current ownership rights by M. Azlansyah. <p>This is non-conformity. Recurring NC.</p>																																									
Milestone A	The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed	Based on sample during ASA-3, annual internal audit for smallholder are below table:	Non-compliance																																								
Milestone B	The ICS is implemented and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.	<table><tr><th>No</th><th>Smallholder</th><th>SH ID</th><th>Internal Audit</th><th>NC</th></tr><tr><td>01</td><td>Adnan</td><td>702002</td><td></td><td></td></tr><tr><td>02</td><td>Akamudin</td><td>702005</td><td></td><td></td></tr><tr><td>03</td><td>Kartini</td><td>702008</td><td></td><td></td></tr><tr><td>04</td><td>M. Azlansyah</td><td>702013</td><td></td><td></td></tr><tr><td>05</td><td>Susiati</td><td>702017</td><td></td><td></td></tr><tr><td>06</td><td>Said</td><td>702016</td><td></td><td></td></tr><tr><td>07</td><td>Sangidah</td><td>703009</td><td></td><td></td></tr></table>	No	Smallholder	SH ID	Internal Audit	NC	01	Adnan	702002			02	Akamudin	702005			03	Kartini	702008			04	M. Azlansyah	702013			05	Susiati	702017			06	Said	702016			07	Sangidah	703009			Non-compliance
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		<table><tr><td>08</td><td>Nurwati</td><td>701009</td><td></td><td></td></tr><tr><td>09</td><td>M Syarif</td><td>701005</td><td></td><td></td></tr><tr><td>10</td><td>Faizatul Jannah</td><td>704006</td><td></td><td></td></tr><tr><td>11</td><td>Zainal Abidin</td><td>705007</td><td></td><td></td></tr><tr><td>12</td><td>Darlan</td><td>705004</td><td></td><td></td></tr><tr><td>13</td><td>Sudarwanto</td><td>705011</td><td></td><td></td></tr></table> <p>The ICS cannot demonstrate the evidence of internal audit to all members year 2023. This is non-conformity. Recurring NC.</p>	08	Nurwati	701009			09	M Syarif	701005			10	Faizatul Jannah	704006			11	Zainal Abidin	705007			12	Darlan	705004			13	Sudarwanto	705011			
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B.1.2																																	
Eligibility	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	Basic information related to legal documentation available. Koperasi Sawit Jaya has had legally registered as follows: 1. Deed of establishment of a cooperative based on a notary deed Yoni Sudarti, S.H No.86 dated 26 April 2010 and has been registered to the related agency - Dinas Perindustrian dan Perdagangan, Koperasi dan UMKM Kabupaten Siak on 30 June 2010. 2. Decree of Establishment of Koperasi Sawit Jaya (located at Benteng Hulu Village, Mempura District, Siak Regency) from The state minister for Cooperatives and Small and Medium Enterprises of the Republic of Indonesia, u.b Head of the Siak Regency Industry and Trade, Cooperatives and UMKM Office No.06/BH/IV.8/VI/2010 dated 30 June 2010. 3. Taxpayer Identification Number (NPWP) has been issued No.15.988.216.6-222.000 on behalf Sutrisno (Chairman of Koperasi Sawit Jaya) in accordance with the Proof of Taxpayer Registration signed by the Head of the Tax Counseling and		Complied																													
Milestone A	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager																																

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		<p>Consulting Office of Siak Sri Indrapura regency dated 21 February 2011.</p> <p>4. Trading Business License (SIUP) No.16/04.12/KEC.MPR-PATEN/XII/2016 issued by Distrcit Head of Mempura on 30 December 2016.</p> <p>5. Business Location Permit (SITU) No.08.13/KEC.MPR/PATEN/47/2016 issued by Distrcit Head of Mempura on 30 December 2016.</p> <p>6. Company Registration Certificate (TDP) No.04 12 264 00 0028 dated 23 January 2017 issued by Head of the Siak Regency One Stop Investment and Integrated Services.</p> <p>7. Nuisance permit (HO) No.01/KEC.MEMPURA-PATEN/HO/I/2017 issued by District Head of Mempura dated 13 January 2017.</p> <p>8. Advertising License No. 49/KEC.MPR/PATEN/2016 issued by District Head of Mempura dated 30 December 2016.</p> <p>9. Koperasi Sawit Jaya can demonstrate member's Joint Declaration to participates in RSPO certification dated 7-8 June 2020. Appointed Group Manager is Mr. Afif M. Nurudin. Organization Structure available under "Struktur dan Tugas Pokok & Fungsi Group Manager Operasional dan Unit Koperasi Sawit Jaya" dated 24 October 2018.</p> <p>Production Data period April 2023 – January 2024</p> <table><tr><th>Month</th><th>Total Production (MT)</th></tr><tr><td>April 2023</td><td>432.46</td></tr><tr><td>May 2023</td><td>440.70</td></tr><tr><td>June 2023</td><td>438.30</td></tr></table>	Month	Total Production (MT)	April 2023	432.46	May 2023	440.70	June 2023	438.30	
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		<table><tr><td>July 2023</td><td>440.10</td></tr><tr><td>August 2023</td><td>436.50</td></tr><tr><td>September 2023</td><td>444.23</td></tr><tr><td>October 2023</td><td>448.67</td></tr><tr><td>November 2023</td><td>439.27</td></tr><tr><td>December 2023</td><td>436.51</td></tr><tr><td>January 2024</td><td>446.48</td></tr><tr><td>Total</td><td>4,403.22</td></tr></table>	July 2023	440.10	August 2023	436.50	September 2023	444.23	October 2023	448.67	November 2023	439.27	December 2023	436.51	January 2024	446.48	Total	4,403.22	
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Total	4,403.22																		
Milestone B	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	<p>NC:</p> <p>Based on a review of documents during the 3rd surveillance audit process, in 2024, it was found that basic information on land ownership and farmer management status had not been updated.</p> <p>Objective:</p> <ul style="list-style-type: none">• The sample name of Adnan (702002) has passed away since 2019 and the land management is carried out by his grandson in the name of Kusren, but there is no documentation of the transfer of management rights or updating farmer data.• The sample name of Kartini (702008) has been deceased since 2019 and the land management is carried out by her son in the name of Bahtiar, but there is no documentation of the transfer of management rights or updating farmer data.	Non-compliance																

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		<ul style="list-style-type: none"> The sample name of M. Azlansyah (702013) status as land management and owner in the name of Sasmito according to the Land Certificate (sale and purchase proceeds), but there is no documentation of information that determines the current ownership rights of M. Azlansyah. 	
C – ICS: Group Business planning			
C.1 The group has a Business Plan prepared with the participation and contributions of all group members			
C.1.1			
Eligibility	An annual group business plan is available, which includes <ul style="list-style-type: none"> Production and income forecasting based on historical records Plans for expansion 	The business plan year 2023 discussed during the meeting in December 2023. The business plan informing FFB projection 2023. There is no plan for new planting or new acquisition for oil palm plantation.	Complied
Milestone A	The group business plan is implemented and reviewed at least annually.	The business plan for year 2023 and its achievement has been reported and reviewed in December 2023, the review meeting has attended by the head of Farmer Group, ICS Team, and members.	Complied
Milestone B	The group demonstrates financial stability and growth, and is able to support itself financially.	Financial report has been compiled for financial year 2023, indicating income, cost, cash status, account receivable, assets status, etc. The financial report shown the ISH organization's activity in form of FFB trading is profiting; in addition, the RSPO premium from PalmTrace credit sold enable ISH organization runs RSPO Certification process: provide training, supply incentive/premium to smallholder member, etc.	Complied
C.2 The ICS of the group is integrated with the group's management plan.			
C.2.1			
Eligibility	A group management plan is available which includes: <ul style="list-style-type: none"> Training/capacity building plans to improve productivity of group 	Group management plan available in form of "Program Kerja Koperasi Sawit Jaya Tahun 2023/2024". The program consist of: <ul style="list-style-type: none"> Annual Member Meeting "Rapat Anggota Tahunan" – planned 1 	Complied

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	<p>members.</p> <ul style="list-style-type: none"> • An approach to strengthen links within the supply chain. • Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any. 	<p>time per annum;</p> <ul style="list-style-type: none"> - Meeting to prepare Group Management Plan – planned 1 time per annum; - Meeting for Cooperative Working Program Evaluation – planned 1 time per annum; - Prepare program for HCV management and monitoring - HCV management and monitoring – planned 2 times per annum; - Prepare business program for cooperative – planned 1 time per annum; - Implement business program – planned implementation per month; - Improve legality of smallholder member – if there is TORA program from government; - Prepare health and safety cooperation with Health Facility “Pusat Kesehatan Masyarakat” – 2023. - PPE provision for smallholder member and its worker – planned 1 time per annum; - Creating suggestion box to gather information, input, complaint – planned 1 time per annum; - FFB sales/trading – implemented every month; - Monitoring of water level – planned every month; - Monitoring and maintaining boundary markers in smallholder members block – planned 2 times per annum; - Internal audit – planned 1 time per annum; - Finding rectification – planned 1 time per annum; <p>Training plan for Koperasi Sawit Jaya year 2023 is available:</p> <ul style="list-style-type: none"> - Good Agriculture Practices training planned June 2023; - Integrated Pest Management training planned July 2023; - FFB quality training planned August 2023; - Internal audit training planned 1 time in 2023; 	
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		<ul style="list-style-type: none"> - HCV training planned May 2023; - Traceability training planned 1 time in 2023; - Land and forest fire prevention and firefighting training planned August 2023 - Socialization of RSPO ISH 2019 to smallholder member – planned 1 time in 2023; - Health and Safety training planned June 2023 - Mapping training planned May 2023 - Financial reporting planned December 2023. <p>Continuous improvement plan sighted in form of infrastructure construction: bridge, harvesting path, peat area infrastructure repair.</p>	
Milestone A	The group management plan is implemented and reviewed at least annually.	The group management plan for year 2023 and its achievement has been reported and reviewed has conducted in December 2023.	Complied
Milestone B	The group manager demonstrates the group's compliance with this ISH Standard.	ISH organization Koperasi Sawit Jaya has implemented the group management plan 2023, The group management plan for year 2023 and its achievement has been reported and reviewed in December 2023. The sample that have been reviewed for example The Group Manager has carried out the continues improvement to make it easier to present data of FFB production, providing several supporting computer devices to make the work of ICS staff easier and there have been additional work accident warning signs on the maid road and land fire danger signs. Based on the data of land fire Y2023 is known that there is no incidents of land fires on members plots, it is also confirmed by the data from Fire Divison "Manggala Agni Divisioan" Siak Regency.	Complied
D – ICS: Group trading system for certified volumes			
D.1 The group has a procedure and system in place for the tracking of FFB.			
D.1.1			

Eligibility	Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.	<div>Actual FFB production of Koperasi Sawit Jaya 2023 have been recorded per members and Farmer Group. Total production is 5,293,928 Kg.</div> <div>Annual Production for Smallholder Group “Kelompok Tani – KT” (MT) month April 2023 – January 2024</div> <table><tr><th>Month</th><th>Sido Mulyo (MT)</th><th>Sido Rejo (MT)</th><th>Sido Makmur (MT)</th><th>Sido Rukun (MT)</th><th>Pinang Hijau (MT)</th><th>Pinang Merah (MT)</th><th>Per Month (MT)</th></tr><tr><td>Apr-23</td><td>66.37</td><td>77.15</td><td>69.91</td><td>71.80</td><td>69.20</td><td>78.03</td><td>432.46</td></tr><tr><td>May-23</td><td>71.60</td><td>80.52</td><td>74.34</td><td>72.06</td><td>67.70</td><td>74.48</td><td>440.70</td></tr><tr><td>Jun-23</td><td>70.65</td><td>75.79</td><td>74.64</td><td>71.42</td><td>68.78</td><td>77.02</td><td>438.30</td></tr><tr><td>Jul-23</td><td>69.52</td><td>80.43</td><td>73.18</td><td>71.28</td><td>69.48</td><td>76.21</td><td>440.10</td></tr><tr><td>Aug-23</td><td>69.43</td><td>80.48</td><td>75.13</td><td>70.46</td><td>67.65</td><td>73.35</td><td>436.50</td></tr><tr><td>Sep-23</td><td>70.74</td><td>82.60</td><td>73.60</td><td>71.96</td><td>71.65</td><td>73.68</td><td>444.23</td></tr><tr><td>Oct-23</td><td>70.60</td><td>88.33</td><td>74.64</td><td>71.48</td><td>69.46</td><td>74.16</td><td>448.67</td></tr><tr><td>Nov-23</td><td>69.73</td><td>84.84</td><td>73.48</td><td>70.36</td><td>69.93</td><td>70.93</td><td>439.27</td></tr><tr><td>Dec-23</td><td>71.56</td><td>79.59</td><td>71.66</td><td>70.86</td><td>69.46</td><td>73.38</td><td>436.51</td></tr><tr><td>Jan-24</td><td>73.11</td><td>77.57</td><td>75.06</td><td>75.28</td><td>67.30</td><td>78.16</td><td>446.48</td></tr><tr><td>Total</td><td>703.31</td><td>807.30</td><td>735.64</td><td>716.96</td><td>690.61</td><td>749.40</td><td>4,403.22</td></tr></table>	Month	Sido Mulyo (MT)	Sido Rejo (MT)	Sido Makmur (MT)	Sido Rukun (MT)	Pinang Hijau (MT)	Pinang Merah (MT)	Per Month (MT)	Apr-23	66.37	77.15	69.91	71.80	69.20	78.03	432.46	May-23	71.60	80.52	74.34	72.06	67.70	74.48	440.70	Jun-23	70.65	75.79	74.64	71.42	68.78	77.02	438.30	Jul-23	69.52	80.43	73.18	71.28	69.48	76.21	440.10	Aug-23	69.43	80.48	75.13	70.46	67.65	73.35	436.50	Sep-23	70.74	82.60	73.60	71.96	71.65	73.68	444.23	Oct-23	70.60	88.33	74.64	71.48	69.46	74.16	448.67	Nov-23	69.73	84.84	73.48	70.36	69.93	70.93	439.27	Dec-23	71.56	79.59	71.66	70.86	69.46	73.38	436.51	Jan-24	73.11	77.57	75.06	75.28	67.30	78.16	446.48	Total	703.31	807.30	735.64	716.96	690.61	749.40	4,403.22	Complied
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Milestone A	Group manager maintains annual production records and sales of certified volumes.	<div>Group Manager has maintained monthly production records of FFB and sales volume.</div> <div>Annual Production for Smallholder Group “Kelompok Tani – KT” (MT) month April 2023 – January 2024</div> <table><tr><th>Month</th><th>Sido Mulyo (MT)</th><th>Sido Rejo (MT)</th><th>Sido Makmur (MT)</th><th>Sido Rukun (MT)</th><th>Pinang Hijau (MT)</th><th>Pinang Merah (MT)</th><th>Per Month (MT)</th></tr></table>	Month	Sido Mulyo (MT)	Sido Rejo (MT)	Sido Makmur (MT)	Sido Rukun (MT)	Pinang Hijau (MT)	Pinang Merah (MT)	Per Month (MT)	Complied																																																																																								
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Milestone B	Group Manager maintains annual production records and sales of certified volumes of all FFB sources.	<p>Group Manager has maintained annual production records and sales of certified volumes of all FFB sources.</p> <p>Annual Production for Smallholder Group “Kelompok Tani – KT” (MT) month April 2023 – January 2024</p> <table><tr><td>Month</td><td>Sido Mulyo (MT)</td><td>Sido Rejo (MT)</td><td>Sido Makmur (MT)</td><td>Sido Rukun (MT)</td><td>Pinang Hijau (MT)</td><td>Pinang Merah (MT)</td><td>Per Month (MT)</td></tr><tr><td>Apr-23</td><td>66.37</td><td>77.15</td><td>69.91</td><td>71.80</td><td>69.20</td><td>78.03</td><td>432.46</td></tr><tr><td>May-23</td><td>71.60</td><td>80.52</td><td>74.34</td><td>72.06</td><td>67.70</td><td>74.48</td><td>440.70</td></tr><tr><td>Jun-23</td><td>70.65</td><td>75.79</td><td>74.64</td><td>71.42</td><td>68.78</td><td>77.02</td><td>438.30</td></tr><tr><td>Jul-23</td><td>69.52</td><td>80.43</td><td>73.18</td><td>71.28</td><td>69.48</td><td>76.21</td><td>440.10</td></tr><tr><td>Aug-23</td><td>69.43</td><td>80.48</td><td>75.13</td><td>70.46</td><td>67.65</td><td>73.35</td><td>436.50</td></tr></table>	Month	Sido Mulyo (MT)	Sido Rejo (MT)	Sido Makmur (MT)	Sido Rukun (MT)	Pinang Hijau (MT)	Pinang Merah (MT)	Per Month (MT)	Apr-23	66.37	77.15	69.91	71.80	69.20	78.03	432.46	May-23	71.60	80.52	74.34	72.06	67.70	74.48	440.70	Jun-23	70.65	75.79	74.64	71.42	68.78	77.02	438.30	Jul-23	69.52	80.43	73.18	71.28	69.48	76.21	440.10	Aug-23	69.43	80.48	75.13	70.46	67.65	73.35	436.50	Complied																																								
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		Sep-23	70.74	82.60	73.60	71.96	71.65	73.68	444.23													
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.																						
D.2 The group documents and implements a system for the tracking of FFB																						
D.2.1																						
Eligibility	Not Applicable			Not Applicable						Not Applicable												
Milestone A	The group manager maintains annual production data and sales of certified volumes through Book and Claim for the group based on actual receipts for and sales by all members			Koperasi Sawit Jaya has demonstrated the document of annual production data. (Notes: until the audit in February 2024, there was no sales of certified volumes through Book and Claim). Production Data period April 2023 – January 2024 <table><tr><td>Month</td><td>Total Production (MT)</td></tr><tr><td>April 2023</td><td>432.46</td></tr><tr><td>May 2023</td><td>440.70</td></tr><tr><td>June 2023</td><td>438.30</td></tr><tr><td>July 2023</td><td>440.10</td></tr><tr><td>August 2023</td><td>436.50</td></tr></table>						Month	Total Production (MT)	April 2023	432.46	May 2023	440.70	June 2023	438.30	July 2023	440.10	August 2023	436.50	Complied
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		September 2023	444.23				
		October 2023	448.67				
		November 2023	439.27				
		December 2023	436.51				
		January 2024	446.48				
		Total	4,403.22				
		Forecast for Smallholder Group year February 2024 – January 2025:					
		Month	Total Production (Kg)				
		February 2024	367,998				
		March 2024	380,349				
		April 2024	375,210				
		May 2024	376,497				
		June 2024	373,880				
		July 2024	380,982				
		August 2024	378,562				
		September 2024	381,291				
		October 2024	389,403				
		November 2024	380,629				

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		<table><tr><td>December 2024</td><td>376,761</td></tr><tr><td>January 2025</td><td>384,573</td></tr><tr><td>Total</td><td>4,546,135</td></tr></table>	December 2024	376,761	January 2025	384,573	Total	4,546,135																																																																																											
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Milestone B	The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.	<p>Actual FFB production of Koperasi Sawit Jaya 2023 have been recorded per members and Farmer Group. Total production is 5,293,928Ton.</p> <p>Annual Production for Smallholder Group “Kelompok Tani – KT” (MT) month April 2023 – January 2024</p> <table><tr><td>Month</td><td>Sido Mulyo (MT)</td><td>Sido Rejo (MT)</td><td>Sido Makmur (MT)</td><td>Sido Rukun (MT)</td><td>Pinang Hijau (MT)</td><td>Pinang Merah (MT)</td><td>Per Month (MT)</td></tr><tr><td>Apr-23</td><td>66.37</td><td>77.15</td><td>69.91</td><td>71.80</td><td>69.20</td><td>78.03</td><td>432.46</td></tr><tr><td>May-23</td><td>71.60</td><td>80.52</td><td>74.34</td><td>72.06</td><td>67.70</td><td>74.48</td><td>440.70</td></tr><tr><td>Jun-23</td><td>70.65</td><td>75.79</td><td>74.64</td><td>71.42</td><td>68.78</td><td>77.02</td><td>438.30</td></tr><tr><td>Jul-23</td><td>69.52</td><td>80.43</td><td>73.18</td><td>71.28</td><td>69.48</td><td>76.21</td><td>440.10</td></tr><tr><td>Aug-23</td><td>69.43</td><td>80.48</td><td>75.13</td><td>70.46</td><td>67.65</td><td>73.35</td><td>436.50</td></tr><tr><td>Sep-23</td><td>70.74</td><td>82.60</td><td>73.60</td><td>71.96</td><td>71.65</td><td>73.68</td><td>444.23</td></tr><tr><td>Oct-23</td><td>70.60</td><td>88.33</td><td>74.64</td><td>71.48</td><td>69.46</td><td>74.16</td><td>448.67</td></tr><tr><td>Nov-23</td><td>69.73</td><td>84.84</td><td>73.48</td><td>70.36</td><td>69.93</td><td>70.93</td><td>439.27</td></tr><tr><td>Dec-23</td><td>71.56</td><td>79.59</td><td>71.66</td><td>70.86</td><td>69.46</td><td>73.38</td><td>436.51</td></tr><tr><td>Jan-24</td><td>73.11</td><td>77.57</td><td>75.06</td><td>75.28</td><td>67.30</td><td>78.16</td><td>446.48</td></tr><tr><td>Total</td><td>703.31</td><td>807.30</td><td>735.64</td><td>716.96</td><td>690.61</td><td>749.40</td><td>4,403.22</td></tr></table> <p>Forecast for Smallholder Group “Kelompok Tani – KT”</p>	Month	Sido Mulyo (MT)	Sido Rejo (MT)	Sido Makmur (MT)	Sido Rukun (MT)	Pinang Hijau (MT)	Pinang Merah (MT)	Per Month (MT)	Apr-23	66.37	77.15	69.91	71.80	69.20	78.03	432.46	May-23	71.60	80.52	74.34	72.06	67.70	74.48	440.70	Jun-23	70.65	75.79	74.64	71.42	68.78	77.02	438.30	Jul-23	69.52	80.43	73.18	71.28	69.48	76.21	440.10	Aug-23	69.43	80.48	75.13	70.46	67.65	73.35	436.50	Sep-23	70.74	82.60	73.60	71.96	71.65	73.68	444.23	Oct-23	70.60	88.33	74.64	71.48	69.46	74.16	448.67	Nov-23	69.73	84.84	73.48	70.36	69.93	70.93	439.27	Dec-23	71.56	79.59	71.66	70.86	69.46	73.38	436.51	Jan-24	73.11	77.57	75.06	75.28	67.30	78.16	446.48	Total	703.31	807.30	735.64	716.96	690.61	749.40	4,403.22	Complied
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		No.	Farmer Group	FFB Production (Kg)	
		1	Sido Mulyo	867,147	
		2	Sido Rejeki	998,243	
		3	Sido Makmur	902,928	
		4	Sido Rukun	886,700	
		5	Pinang Hijau	829,528	
		6	Pinang Merah	928,736	
			Total	4,546,135	
D.3 The group has a procedure and system for premium distribution.					
D.3.1					
Eligibility	The group and group manager have agreed on how the premiums should be used and the agreement is recorded and communicated to the group members. Prices, premiums, and timing of premium payment are clearly communicated and transparent to all group members. Premiums disbursed to members at all stages are recorded and the premiums are paid in a timely and convenient manner.	Koperasi Sawit Jaya established procedure for RSPO premium sharing "Standar Operasional Prosedur Sistem Pembagian dan Penggunaan Premi RSPO No.1/SOP/UPA/ICS-KSJ/XI/2021" dated 15 November 2021. There is no change of the SOP until this ASA3. The SOP stated the sales of RSPO credit carry out by Operational Manager; Allocation of the premium: ICS welfare 38% (management and ICS operation); organization 10%; surveillance cost 27%; smallholder member 24%; social activity 1%; realization of premium disbursement is adjusted with situation and condition of sales.			Complied
Milestone A	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	Koperasi Sawit Jaya has established SOP for premium distribution, named "SOP Pembagian dan Penggunaan Premi RSPO" document No.1/SOP/UPA/ ICS-KSJ/XI/2021, Revision 0, dated 15 November			Complied
Milestone B	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.				Complied

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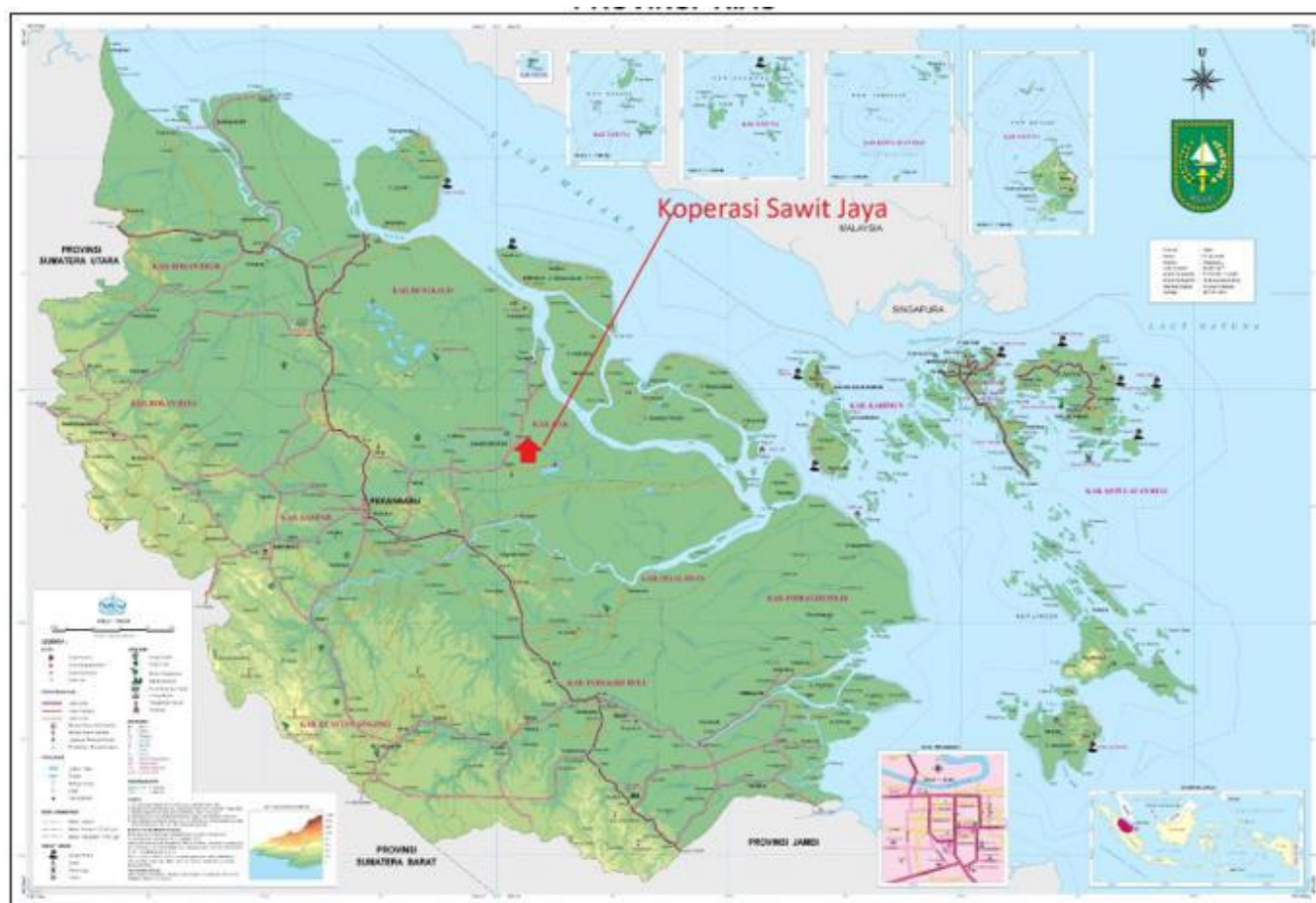
		<p>2021. Last socialization was conducted on in January 2023 attended by all members.</p> <p>The last of disbursement of premium sharing is for period Y2022. For period Y2023 until this ASA3, the credit volume has not yet been sold. The ICS team has communicated with FORTASBI in the process of offering credit to buyers both on market and off market.</p>	
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Appendix B: GHG Reporting Executive Summary

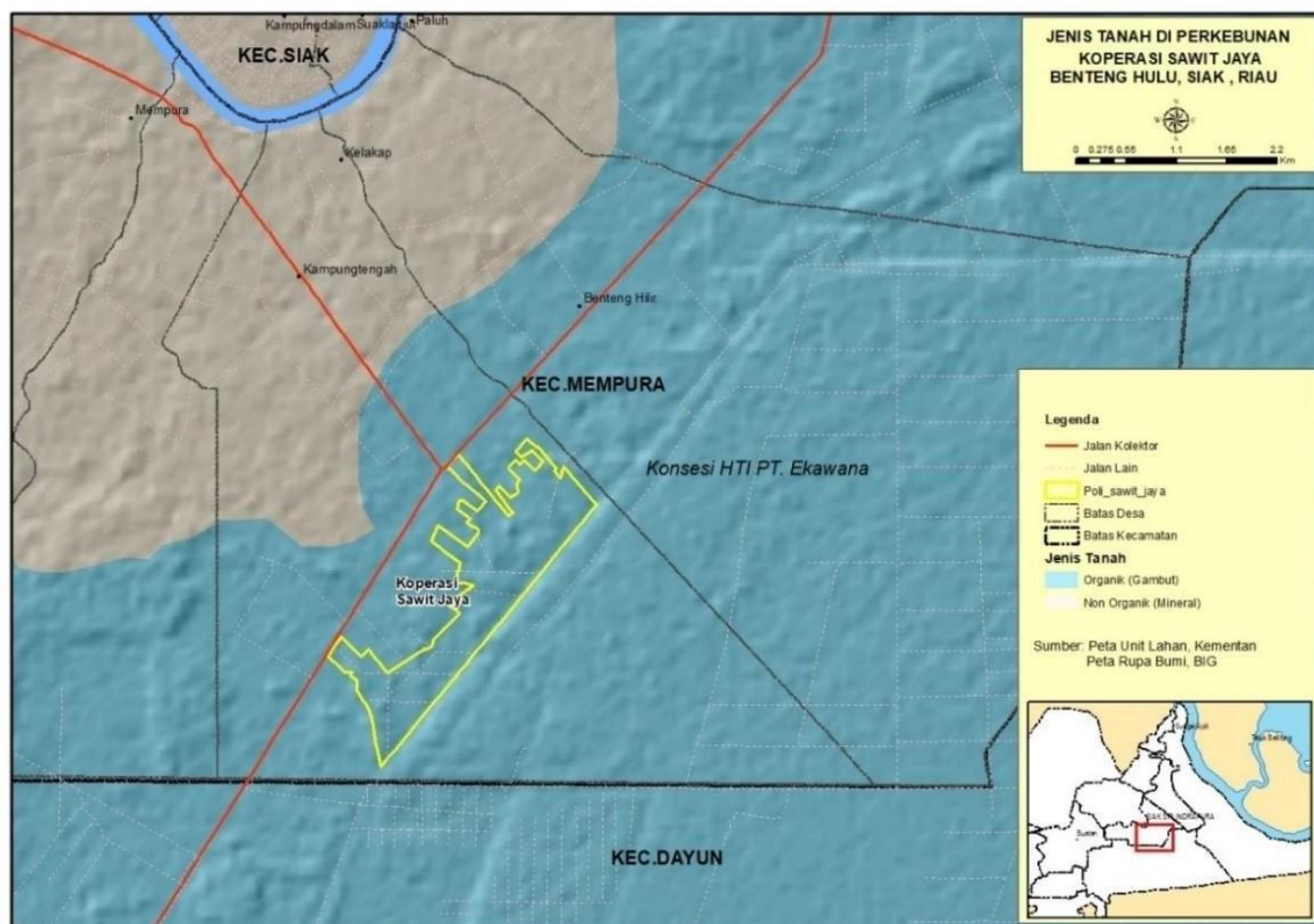
N/A (Not Applicable)

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Appendix C: Location Map of Certification Unit and Supply bases



Appendix D: Estate Field Map



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Appendix E: List of Smallholder Registered and/or sampled

Sampling Group	Current Certification	Scope Extension	Other: <i>Please specify</i>
Risk Factor Applied	1.2 (medium risk)	Choose an item.	Choose an item.
Justification of Risk Factor Applied	Groups are those where there is some geographical and socioeconomic homogeneity (similarity) but it is not uniform across the Group. There is no replanting and or expansion, but the Group management has a history of non-conformance.	-	-
Number of samples	13 samples	-	-
Remarks	-	-	-

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
1.	Asmawati	Benteng Hulu Village	0°45'10.32"	102°4'58.80"	2.00	1.98	44.36	30/06/2010	7010011
2.	Erlinda	Benteng Hulu Village	0°44'57.28"	102°4'51.60"	2.00	1.98	40.53	06/08/2019	7010021
3.	Heri Purwanto	Benteng Hulu Village	0°44'56.80"	102°4'37.20"	2.00	1.98	41.52	30/06/2010	7010031
4.	M. Bachtiar*	Benteng Hulu Village	0°45'04.89"	102°4'48.00"	2.00	1.98	44.93	01/02/2017	7010041
5.	M. Syarif***	Benteng Hulu Village	0°44'56.47"	102°4'44.40"	2.00	1.98	39.92	30/06/2010	7010051
6.	Mansur Salim	Benteng Hulu Village	0°44'56.26"	102°4'44.40"	2.00	1.98	46.81	30/06/2010	7010061
7.	Mursidi	Benteng Hulu Village	0°44'48.09"	102°4'40.80"	2.00	1.98	45.60	30/06/2010	7010071
8.	Mustafa	Benteng Hulu Village	0°45'02.07"	102°4'48.00"	2.00	1.98	42.05	30/06/2010	7010081
9.	Nurwati***	Benteng Hulu Village	0°44'56.08"	102°4'48.00"	2.00	1.98	46.79	30/06/2010	7010091
10.	Sadiman	Benteng Hulu Village	0°45'14.37"	102°4'55.20"	2.00	1.98	48.83	30/06/2010	7010101
11.	Sadin	Benteng Hulu Village	0°44'48.21"	102°4'37.20"	2.00	1.98	50.36	30/06/2010	7010111
12.	Samion	Benteng Hulu Village	0°44'56.65"	102°4'40.80"	2.00	1.98	44.79	30/06/2010	7010121
13.	Subarkah	Benteng Hulu Village	0°44'48.18"	102°4'40.80"	1.50	1.48	36.94	30/06/2010	7010131
14.	Sumarti	Benteng Hulu Village	0°45'07.36"	102°4'51.60"	2.00	1.98	41.50	30/06/2010	7010141
15.	Supriadi	Benteng Hulu Village	0°44'49.68"	102°4'44.40"	1.50	1.48	37.28	30/06/2010	7010151
16.	Suryana S.*	Benteng Hulu Village	0°45'01.96"	102°4'55.20"	2.00	1.98	37.91	30/06/2010	7010161
17.	Susiati***	Benteng Hulu Village	0°45'10.05"	102°4'51.60"	3.00	2.98	55.16	30/06/2010	7010171
18.	Tantiana	Benteng Hulu Village	0°45'17.99"	102°4'51.60"	2.00	1.98	41.06	25/01/2018	7010181
19.	Tri Sambodo*	Benteng Hulu Village	0°45'13.46"	102°4'51.60"	2.00	1.98	48.67	30/06/2010	7010191
20.	Zaidin**	Benteng Hulu Village	0°45'06.22"	102°4'58.80"	2.00	1.98	42.44	02/09/2019	7010201
21.	Abdul Karim	Benteng Hulu Village	0°45'02.38"	102°4'40.80"	2.00	1.98	44.72	30/06/2010	7020011
22.	Adnan***	Benteng Hulu Village	0°45'23.64"	102°4'12.00"	2.00	1.98	41.57	30/06/2010	7020021

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No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
23.	Afif M. Nurudin	Benteng Hulu Village	0°45'14.71"	102°4'40.80"	3.00	2.98	74.94	30/06/2010	7020031
24.	Agustina	Benteng Hulu Village	0°45'24.46"	102°4'44.40"	2.00	1.98	38.68	30/06/2010	7020041
25.	Akamuddin***	Benteng Hulu Village	0°45'18.07"	102°4'15.60"	2.00	1.98	47.45	30/06/2010	7020051
26.	Apriani	Benteng Hulu Village	0°45'05.38"	102°4'33.60"	2.00	1.98	39.26	30/06/2010	7020061
27.	Ishak	Benteng Hulu Village	0°45'10.56"	102°4'22.80"	2.00	1.98	40.23	30/06/2010	7020071
28.	Kartini***	Benteng Hulu Village	0°45'12.07"	102°4'40.80"	2.00	1.98	44.31	30/06/2010	7020081
29.	Katemin**	Benteng Hulu Village	0°45'19.75"	102°4'44.40"	2.00	1.98	45.78	30/06/2010	7020091
30.	Mardiah**	Benteng Hulu Village	0°45'28.02"	102°4'37.20"	2.00	1.98	44.32	30/06/2010	7020101
31.	Marwanto**	Benteng Hulu Village	0°45'21.95"	102°4'33.60"	2.00	1.98	44.07	30/06/2010	7020111
32.	Miswanto	Benteng Hulu Village	0°45'17.81"	102°4'33.60"	2.00	1.98	43.56	30/06/2010	7020121
33.	Muhammad Azlansyah***	Benteng Hulu Village	0°45'09.84"	102°4'40.80"	2.00	1.98	42.05	30/06/2010	7020131
34.	Mursida	Benteng Hulu Village	0°45'07.47"	102°4'40.80"	2.00	1.98	44.23	14/07/2014	7020141
35.	Nur Eviyani	Benteng Hulu Village	0°45'10.71"	102°4'30.00"	2.00	1.98	41.79	30/06/2010	7020151
36.	Said***	Benteng Hulu Village	0°45'17.79"	102°4'40.80"	3.00	2.98	74.09	29/12/2014	7020161
37.	Saliyem	Benteng Hulu Village	0°45'05.14"	102°4'26.40"	2.00	1.98	40.29	30/06/2010	7020171
38.	Sobirin	Benteng Hulu Village	0°45'11.96"	102°4'33.60"	2.00	1.98	40.56	30/06/2010	7020181
39.	Sudiono	Benteng Hulu Village	0°45'04.98"	102°4'40.80"	2.00	1.98	48.68	30/06/2010	7020191
40.	Suharno	Benteng Hulu Village	0°45'20.99"	102°4'12.00"	2.00	1.98	42.61	30/06/2010	7020201
41.	Sukatmi	Benteng Hulu Village	0°45'05.69"	102°4'33.60"	2.00	1.98	42.85	30/06/2010	7020211
42.	Wartini	Benteng Hulu Village	0°45'14.77"	102°4'19.20"	2.00	1.98	43.97	30/06/2010	7020221
43.	Ahmad Arif	Benteng Hulu Village	0°44'49.23"	102°4'19.20"	3.00	2.98	78.04	30/06/2010	7030011
44.	Ali Amran	Benteng Hulu Village	0°44'57.51"	102°4'30.00"	2.00	1.98	41.28	30/06/2010	7030021
45.	Arianto	Benteng Hulu Village	0°43'52.51"	102°3'54.00"	2.00	1.98	41.87	30/06/2010	7030031
46.	Beza Erwansyah	Benteng Hulu Village	0°44'57.32"	102°4'33.60"	2.00	1.98	38.91	30/06/2010	7030041
47.	Ikhwandi	Benteng Hulu Village	0°45'40.40"	102°4'19.20"	3.00	2.98	76.24	30/06/2010	7030051
48.	Komari	Benteng Hulu Village	0°44'57.71"	102°4'26.40"	2.00	1.98	42.08	30/06/2010	7030061
49.	Muhammad Ghofur	Benteng Hulu Village	0°44'45.09"	102°4'19.20"	1.50	1.48	39.34	30/04/2019	7030071
50.	Parsono	Benteng Hulu Village	0°44'56.86"	102°4'22.80"	2.00	1.98	42.01	22/04/2019	7030081
51.	Sangidah***	Benteng Hulu Village	0°44'53.08"	102°4'19.20"	2.00	1.98	42.85	30/06/2010	7030091
52.	Sidik	Benteng Hulu Village	0°44'57.06"	102°4'33.60"	2.00	1.98	48.93	30/06/2010	7030101
53.	Sri Hastuti	Benteng Hulu Village	0°44'46.65"	102°4'19.20"	2.00	1.98	44.66	30/06/2010	7030111
54.	Sukeni**	Benteng Hulu Village	0°44'48.32"	102°4'33.60"	2.00	1.98	51.92	30/06/2010	7030121
55.	Sumedi	Benteng Hulu Village	0°44'49.94"	102°4'26.40"	3.00	2.98	74.15	30/06/2010	7030131
56.	Suryani	Benteng Hulu Village	0°45'01.27"	102°4'22.80"	3.00	2.98	77.03	30/06/2010	7030141
57.	Sutarso	Benteng Hulu Village	0°45'06.34"	102°4'15.60"	2.50	2.48	55.29	30/06/2010	7030151
58.	Sutrisno	Benteng Hulu Village	0°44'48.54"	102°4'30.00"	1.50	1.48	36.57	30/06/2010	7030161

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No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
59.	Yumailis	Benteng Hulu Village	0°44'57.46"	102°4'26.40"	2.00	1.98	39.24	30/06/2010	7030171
60.	Zar'ah**	Benteng Hulu Village	0°44'48.45"	102°4'33.60"	2.00	1.98	43.27	30/06/2010	7030181
61.	Ahmad Yugo Prasetyo	Benteng Hulu Village	0°44'24.77"	102°4'22.80"	3.00	2.98	67.86	10/07/2017	7040011
62.	Antoni	Benteng Hulu Village	0°44'40.02"	102°4'33.60"	2.00	1.98	42.74	30/06/2010	7040021
63.	Arlinus Gulo	Benteng Hulu Village	0°44'41.13"	102°4'37.20"	1.93	1.91	45.87	21/10/2019	7040031
64.	Edi Priono	Benteng Hulu Village	0°44'32.78"	102°4'12.00"	2.00	1.98	46.58	30/06/2010	7040041
65.	Eko Satriono*	Benteng Hulu Village	0°44'39.93"	102°4'33.60"	2.00	1.98	42.66	30/06/2010	7040051
66.	Faizatul Jannah***	Benteng Hulu Village	0°44'21.38"	102°4'19.20"	2.00	1.98	34.31	30/06/2010	7040061
67.	Nurhayati	Benteng Hulu Village	0°44'28.04"	102°4'22.80"	2.00	1.98	37.59	30/06/2010	7040071
68.	Parwoto**	Benteng Hulu Village	0°44'30.46"	102°4'26.40"	2.50	2.48	55.65	30/06/2010	7040081
69.	Rabiun	Benteng Hulu Village	0°44'40.57"	102°4'19.20"	3.00	2.98	60.93	30/06/2010	7040091
70.	Rodiyah	Benteng Hulu Village	0°44'29.57"	102°4'15.60"	1.50	1.48	34.21	30/06/2010	7040101
71.	Sanah	Benteng Hulu Village	0°44'33.27"	102°4'19.20"	2.00	1.98	49.88	30/06/2010	7040111
72.	Selamat**	Benteng Hulu Village	0°44'40.28"	102°4'26.40"	2.00	1.98	46.62	30/06/2010	7040121
73.	Siti	Benteng Hulu Village	0°44'33.85"	102°4'30.00"	3.00	2.98	69.99	30/06/2010	7040131
74.	Suanda**	Benteng Hulu Village	0°44'40.53"	102°4'22.80"	2.00	1.98	40.03	30/06/2010	7040141
		Benteng Hulu Village	0°44'33.86"	102°4'33.60"	1.00	0.98	28.54	30/06/2010	7040142
75.	Suparman	Benteng Hulu Village	0°44'40.16"	102°4'30.00"	2.00	1.98	43.11	30/06/2010	7040151
76.	Suradi*	Benteng Hulu Village	0°44'27.66"	102°4'19.20"	3.00	2.98	67.53	30/06/2010	7040161
77.	Warsi	Benteng Hulu Village	0°44'42.30"	102°4'15.60"	2.00	1.98	41.03	30/06/2010	7040171
78.	Zainal Abidin***	Benteng Hulu Village	0°44'35.73"	102°4'19.20"	2.00	1.98	42.28	30/06/2010	7040181
79.	Asmawi**	Benteng Hulu Village	0°44'21.46"	102°4'15.60"	2.00	1.98	44.62	30/06/2010	7050011
80.	Chadirin	Benteng Hulu Village	0°44'02.68"	102°4'1.20"	2.00	1.98	40.83	30/06/2010	7050031
81.	Darlan***	Benteng Hulu Village	0°44'02.89"	102°3'54.00"	2.00	1.98	45.09	30/06/2010	7050041
82.	Farid M Farauk Al Wahid	Benteng Hulu Village	0°44'11.10"	102°3'54.00"	1.00	0.98	29.82	30/06/2010	7050051
83.	Heva Widiyan	Benteng Hulu Village	0°44'03.28"	102°3'43.20"	2.00	1.98	48.13	29/12/2014	7050061
84.	Lukman	Benteng Hulu Village	0°44'18.78"	102°4'8.40"	3.00	2.98	79.27	30/06/2010	7050071
85.	Mansur	Benteng Hulu Village	0°44'22.56"	102°4'12.00"	3.00	2.98	79.08	30/06/2010	7050081
86.	Mujibur Rohman	Benteng Hulu Village	0°44'11.12"	102°3'54.00"	1.00	0.98	28.82	30/06/2010	7050091
87.	Rafida	Benteng Hulu Village	0°44'14.09"	102°4'12.00"	2.00	1.98	44.48	29/12/2014	7050101
88.	Sudarwanto**	Benteng Hulu Village	0°44'10.82"	102°3'57.60"	2.00	1.98	47.22	30/06/2010	7050111
89.	Sudirwan**	Benteng Hulu Village	0°44'02.70"	102°3'57.60"	3.00	2.98	78.18	30/06/2010	7050121
90.	Yusrina*	Benteng Hulu Village	0°44'10.61"	102°4'12.00"	2.00	1.98	48.73	30/06/2010	7050131
91.	Yusup	Benteng Hulu Village	0°44'15.63"	102°4'8.40"	3.00	2.98	69.53	30/06/2010	7050141
92.	Zahara*	Benteng Hulu Village	0°44'16.84"	102°4'15.60"	2.00	1.98	51.86	30/06/2010	7050151

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No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
93.	Zulfa**	Benteng Hulu Village	0°44'02.81"	102°3'54.00"	2.00	1.98	45.44	30/06/2010	7050161
94.	Zulnaidi*	Benteng Hulu Village	0°44'02.96"	102°3'50.40"	3.00	2.98	69.68	30/06/2010	7050171
95.	Agus Waluyo	Benteng Hulu Village	0°43'53.38"	102°3'57.60"	2.00	1.98	45.80	30/06/2010	7060011
96.	Ariyanto**	Benteng Hulu Village	0°44'48.67"	102°4'30.00"	2.00	1.98	51.83	12/12/2016	7060021
97.	Bakri	Benteng Hulu Village	0°44'18.21"	102°3'32.40"	2.00	1.98	45.99	30/06/2010	7060031
98.	Candra	Benteng Hulu Village	0°43'41.96"	102°3'46.80"	1.00	0.98	26.35	30/06/2010	7060041
99.	Firdaus	Benteng Hulu Village	0°43'52.89"	102°3'50.40"	2.00	1.98	49.62	30/06/2010	7060051
100.	Jasnimar	Benteng Hulu Village	0°44'09.52"	102°3'36.00"	1.50	1.48	41.13	30/06/2010	7060061
101.	Jaya Masra	Benteng Hulu Village	0°43'57.07"	102°3'43.20"	2.00	1.98	50.62	30/06/2010	7060071
102.	Mukhtar*	Benteng Hulu Village	0°44'03.42"	102°3'39.60"	3.00	2.98	77.62	30/06/2010	7060081
103.	Ngatina	Benteng Hulu Village	0°44'12.62"	102°3'32.40"	2.00	1.98	43.46	30/06/2010	7060091
104.	Radiman	Benteng Hulu Village	0°43'50.80"	102°3'43.20"	2.00	1.98	45.98	30/06/2010	7060101
105.	Rohani Barus	Benteng Hulu Village	0°43'53.04"	102°3'50.40"	1.80	1.78	44.09	30/06/2010	7060112
		Benteng Hulu Village	0°43'44.84"	102°3'50.40"	1.20	1.18	35.74	30/06/2010	7060111
106.	Sainah*	Benteng Hulu Village	0°43'46.07"	102°3'46.80"	2.00	1.98	49.11	30/06/2010	7060131
107.	Sofyan	Benteng Hulu Village	0°44'04.48"	102°3'36.00"	2.00	1.98	50.46	30/06/2010	7060141
108.	Suwadi	Benteng Hulu Village	0°44'03.20"	102°3'46.80"	3.00	2.98	75.24	10/04/2014	7060151
109.	Suwandi	Benteng Hulu Village	0°43'54.32"	102°3'43.20"	2.00	1.98	46.75	12/12/2016	7060161
110.	Tasmi	Benteng Hulu Village	0°43'52.66"	102°3'54.00"	2.00	1.98	49.47	30/06/2010	7060171
111.	Taufik**	Benteng Hulu Village	0°44'13.38"	102°3'39.60"	2.50	2.48	60.84	30/06/2010	7060181
112.	Upik	Benteng Hulu Village	0°44'14.42"	102°3'36.00"	2.00	1.98	50.33	30/06/2010	7060191
Total					239.43	237.15	5,489.76		

Note:

* smallholders sampled of ASA-1 (Year 2022)

** smallholders sampled of ASA-2 (Year 2023)

*** smallholders sampled of ASA-3 (Year 2024)

Appendix F: 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
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure