

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment** (Choose an item.)
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

Client Company name (Parent Company): Koperasi Sawit Jaya
Client company Address: JI Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia
Certification Unit: Koperasi Sawit Jaya Location of Certification Unit: JI Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia
Date of Final Report: 03 rd May 2021

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Section 1: Scope of the Certification Assessment

1. Company Details			
Parent Company	Koperasi Sawit Jaya		
RSPO Membership Number	1-0255-18-000-00	Membership Approval Date	06/02/2020
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 (Chairman)	E-mail	sawitjaya.ics@gmail.com
Telephone	+62 813 7165 6847	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 733163	Date of First Certification	03/05/2021
		Certificate Start Date	03/05/2021
		Certificate Expiry Date	02/05/2026
Scope of Certification	Production of Fresh Fruit Bunch of Independent Smallholder Group FFB's production from Independent Smallholders land of Koperasi Sawit Jaya with 114 smallholders members.		
Visit Objectives	Conduct initial assessment to determination of the conformity against the RSPO Independent Smallholder Standard, 6 November 2019.		
Assessment Cycle	<input checked="" type="checkbox"/> Initial Assessment <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Annual Surveillance Assessment (RA Choose an item. ; ASA Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> (<i>Insert Country</i>) National Interpretation (<i>Insert year</i>) for RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Group Certification 2016 <input checked="" type="checkbox"/> RSPO Independent Smallholders Standard 2019		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved <input type="checkbox"/> Mass Balance		
ISH certification status	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input checked="" type="checkbox"/> Milestone B <input type="checkbox"/> Not Applicable		

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

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
Koperasi Sawit Jaya (114 smallholders)	Jl Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia	0°43'34" N	102°03'25.73" E

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

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Koperasi Sawit Jaya	243.10	0	2.33	245.43	100
Total (ha)	243.10	0	2.33	245.43	100

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Koperasi Sawit Jaya	0	0	243.10	0	0	243.10	0
Total (ha)	0	0	243.10	0	0	243.10	0

7. Certified Tonnage of FFB (Own Certified Scope)				
Estate	Tonnage / year			
	Estimated	Actual		Forecast (May 2021-April 2022)
		Previous license period	Current license period	

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		(key in period covered)	(key in period covered)	
Koperasi Sawit Jaya	-	-	-	4,850.78 MT
Total	-	-	-	4,850.78 MT

Note: This is Initial Certification, therefore no certified FFB's were produced from current time.

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

Estate	Tonnage / year			Forecast (May 2021-April 2022)
	Estimated	Actual		
	N/A	<i>Previous license period</i> (key in period covered)	<i>Current license period</i> (key in period covered)	N/A
-		-	-	
-		-	-	
Total				

Note:

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

Independent FFB Supplier	Tonnage / year			Forecast (May 2021-April 2022)
	Estimated	Actual		
		<i>Previous license period</i> (key in period covered)	<i>Current license period</i> (key in period covered)	
-	-	-	-	-
-	-	-	-	-
Total	-	-	-	-

Note:

10. Certified Tonnage

Mill Capacity: XX MT/hr	Estimated	Actual		Forecast (May 2021-April 2022)
	FFB	FFB		FFB
			<i>Previous license period</i> (key in period covered)	<i>Current license period</i> (key in period covered)

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	CPO (OER: %)	CPO (OER: %)	%	CPO (OER: 20 %)
	n/a	n/a	n/a	n/a
	PK (KER: %)	PK (KER: %)	%	PK (KER: 5 %)
	n/a	n/a	n/a	n/a
TOTAL	N/A			N/A
Note: This is Initial Certification, therefore no certified FFB's were produced from current time.				

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

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

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

Section 2: Assessment Process

Certification Body:

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

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **19 – 21 November 2020**. The audit programme is included as Section 2.3.

The approach to the audit was to treat the independent smallholders as an RSPO Certification Unit. 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 methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Independent Smallholders Standard 2019 was used to guide the assessment of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (and smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each

of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 3)
Koperasi Sawit Jaya	√	√	√	√	√

Tentative Date of Next Visit: January 3, 2022 - January 5, 2022

Total No. of Mandays: 7.5 mandays

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Imam Fakhrurozi (IF)	Team Leader/ Lead Auditor	Imam holds a degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Imam has completed a number of relevant trainings, the training includes ISO 9001:2008 and EMS 14001:2004 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.
Yudwi Wisnu Rahmanto (YW)	Team Member	Yudwi holds a Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices

		(Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute, long term aspect, social aspect and stakeholder consultations.
Eko Purwanto	Team Member	Eko, holds a Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Institute of Agriculture (IPB) in 2001. He has working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implementing good agricultural practice including integrated pest management and limited pesticides uses. He has completed lead auditor training courses for RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012), and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). For the last 2 years, he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) audit for several plantations and mills since October 2012. During this assessment, he assessed on the aspects of estate best management practices. He is fluent in both verbal/written in English.

Accompanying Persons:

Name	Role
Nil	

2.3 Assessment Plan

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

Date	Time	Subjects	IF	YWR	EP
Thursday, 19/11/20	08.00 – 08.30	Opening Meeting <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan 	√	√	√

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Date	Time	Subjects	IF	YWR	EP
	08.30 – 12.00	<p>Document Review and Verification, Interview</p> <p><i>A – ICS: Group entity and group management requirements</i></p> <p><i>A.1 The Group demonstrates that they are legally formed.</i></p> <p><i>A.1.1</i></p> <p><i>A.1.2</i></p> <p><i>A1.3</i></p> <p><i>A1.4</i></p> <p><i>A.2 The Group Manager is responsible for managing the Group for certification.</i></p> <p><i>A.2.1</i></p> <p><i>A.2.2</i></p> <p><i>A.2.3</i></p> <p><i>B – ICS: Policies and management</i></p> <p><i>B.1 The group Internal Control System contains documented policies and procedures for operational management.</i></p> <p><i>B.1.1</i></p> <p><i>B.1.2</i></p> <p><i>C – ICS: Group Business planning</i></p> <p><i>C.1 The group has a Business Plan prepared with the participation and contributions of all group members</i></p> <p><i>C.1.1</i></p> <p><i>C.2 The ICS of the group is integrated with the group's management plan.</i></p> <p><i>C.2.1</i></p> <p><i>D – ICS: Group trading system for certified volumes</i></p> <p><i>D.1 The group has a procedure and system in place for the tracking of FFB.</i></p> <p><i>D.1.1</i></p> <p><i>D.2 The group documents and implements a system for the tracking of FFB</i></p> <p><i>D.2.1</i></p> <p><i>D.3 The group has a procedure and system for premium distribution.</i></p> <p><i>D.3.1</i></p>	√	√	√
		<p><i>Principle 1: Optimise productivity, efficiency, positive impacts and resilience</i></p> <p><i>Criteria 1.1:</i></p> <p><i>Criteria 1.2:</i></p> <p><i>Criteria 1.3</i></p>	√	√	√

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Date	Time	Subjects	IF	YWR	EP
		<p><i>Principle 2: Ensure Legality, Respect for Land Rights and Community Wellbeing</i></p> <p><i>Criteria 2.1</i></p> <p><i>Criteria 2.3</i></p> <p><i>Criteria 2.4</i></p> <p><i>Criteria 2.5</i></p> <p><i>Principle 3: Respect human rights, including workers' rights and conditions</i></p> <p><i>Criteria 3.1</i></p> <p><i>Criteria 3.2</i></p> <p><i>Criteria 3.3</i></p> <p><i>Criteria 3.4</i></p> <p><i>Criteria 3.5</i></p> <p><i>Criteria 3.6</i></p> <p><i>Principle 4: Protect, conserve and enhance ecosystems and the environment</i></p> <p><i>Criteria 4.1</i></p> <p><i>Criteria 4.2</i></p> <p><i>Criteria 4.3</i></p> <p><i>Criteria 4.4</i></p> <p><i>Criteria 4.5</i></p> <p><i>Criteria 4.6</i></p> <p><i>Criteria 4.8</i></p> <p><i>Criteria 4.9</i></p>			
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Continue Document Review and Verification, Interview	√	√	√
Friday, 20/11/20	08.00 – 11.00	<p>Field Visit:</p> <p>Inspection to Independent smallholder plot (Optimise productivity, efficiency, positive impacts and resilience, Ensure Legality, Respect for Land Rights and Community Wellbeing, Respect human rights, including workers' rights and conditions, Protect, conserve and enhance ecosystems and the environment)</p> <p>Sampled individual members is 13 smallholder member</p> <p>Stakeholder Interview:</p> <p>Stakeholders meeting with partnering mill, contractors, local communities who are not member and NGO.</p>	√	√	√
	12.00 –	Break	√	√	√

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	14.00				
	14.00 – 15.30	Continue field visit	✓	✓	✓
Saturday, 21/11/20	08.00 – 12.00	Document review Requirement for RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019	✓	✓	✓
	12.00 – 14.00	Break	✓	✓	✓
	14.00 – 15.30	Document review (continue) Requirement for RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019			
	15.30 – 16.00	Preparation for Closing Meeting	✓	✓	✓
	16.00 – 17.00	Closing Meeting	✓	✓	✓

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- [Click here to enter name of certified organization.](#) Multiple Management Units / Time Bound Plan
- RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
- RSPO Group Certification Standard 2016
- (*Insert Country*) National Interpretation (*Insert Year*) for RSPO P&C 2018
- Independent Smallholder Standard 2019

3.2 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	Not Applicable as this is an independent smallholder group.	N/A
Have all the estates and mills certified within five years after obtaining RSPO membership?	Not Applicable as this is an independent smallholder group.	N/A
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	Not Applicable as this is an independent smallholder group.	N/A
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Not Applicable as this is an independent smallholder group.	N/A
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 an independent smallholder group.	N/A
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	Not Applicable as this is an independent smallholder group.	N/A
Un-Certified Units or Holdings (<i>any non-compliance against the below shall be raised as Major Non-compliance</i>)		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	Not Applicable as this is an independent smallholder group.	N/A
Any new plantings since January 1 st 2010 shall	Not Applicable as this is an independent	N/A

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comply with the RSPO New Plantings Procedure.	smallholder group.	
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	Not Applicable as this is an independent smallholder group.	N/A
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Not Applicable as this is an independent smallholder group.	N/A
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not Applicable as this is an independent smallholder group.	N/A
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Not Applicable as this is an independent smallholder group.	N/A
Have there been any stakeholder (including NGO) consultation conducted?	Not Applicable as this is an independent smallholder group.	N/A

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

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

3.4 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were no Critical; and 4 (four) Opportunity For Improvement raised.

Non-conformity			
NCR Ref #		Clause & Category (Critical / Minor)	
	-		-

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Date Issued	-	Due Date	-
Closed (Yes / No)	-	Date of nonconformity Closure	-
Statement of Nonconformity:	-		
Requirement Reference:	-		
Objective Evidence:	-		
Corrections:	-		
Root Cause Analysis:	-		
Corrective Actions:	-		
Assessment Conclusion:	-		

Opportunity for Improvements	
OFI #	Description
OFI 1	Principle 2. Ensure Legality, Respect for Land Rights and Community Wellbeing. Criteria 2.1 – (Milestone B) There was needs to be considered for the management of the boundary that has been made, including the type of material used for the boundary and the method of installation.
OFI 2	Principle 3: Respect human rights, including workers’ rights and conditions. Criteria 3.5 (Milestone B) Further understanding is needed for farmers of existing water facilities according to their proper designation and use.
OFI 3	Principle 4: Protect, conserve, and enhance ecosystems and the environment. Criteria 4.1 (Milestone B) Implementation of precautionary practices and manage RTE species and HCV area is by frequent socialisation and monitoring and the riparian zone are maintained and enriched. The smallholders could further improve on the below areas 1. During garden maintenance activities in the HCV area. 2. Information on the status of HCV areas to the public at an appropriate location. 3. Gathering information on protected species from direct and indirect encounters.
OFI 4	Principle 4: Protect, conserve and enhance ecosystems and the environment. Criteria 4.9 (Milestone B) Based on field visits and interviews with farmer members, there was none of the members used chemicals to control weeds and pests, and there were no significant reports of attacks. However, to prevent and improve IPM system especially for rat control, consider using an owl (Tyto alba) and starting with making owl drums

Positive Findings	
PF #	Description

PF 1	-
------	---

3.4.1 Status of Nonconformities Previously Identified and Observations

There was no NC and OFI previously identified and observations

Non-conformity			
NCR Ref #	-	Clause & Category (Critical / Minor)	-
Closed (Yes / No)	-	Date of nonconformity Closure	-
Statement of Nonconformity:	-		
Requirement Reference:	-		
Objective Evidence:	-		
Corrective Actions:	-		
Assessment Conclusion:	-		

Opportunity for Improvement	
OFI#	Description
OFI 1	

3.4.2 Summary of the Nonconformities and Status

There was no NC previously identified and observations

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)

3.5 Stakeholders and previous land owner / user consultation

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

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meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

List of Stakeholders contacted	
Internal Stakeholders 12 smallholder sample	Union/Contractors 1. PT Budi Tani Kembang Jaya (Independent Mill that receives FFB from Koperasi Sawit Jaya) 2. Village Head of Koto Ringin 3. PT Permodalan Siak (PERSI) as Smallholders developer.
Government Departments 1. Cooperative Department of Siak Regency 2. Environmental Department of Siak Regency 3. Plantation Department of Siak Regency 4. Land Fire Controller Organization "Manggala Agni" Region Sumatera VI, Siak Regency	NGO WRI Indonesia (World Resources Institute)

Stakeholders comment	
01	<p>Feedbacks: Village Head of Koto Ringin</p> <ol style="list-style-type: none"> In 2017 WRI start to running the development project in Koperasi Sawit Jaya to assist the independent smallholders program. Koperasi Sawit Jaya is one of local (regency) government program towards Green Sustainable Siak program. At the beginning, land status of Koperasi Sawit Jaya is owned by communities which current status is owned by cooperative members. Village government is totally support Koperasi Sawit Jaya to achieve RSPO certification that can make the village proud through the sustainability certification. <p>Management Responses:</p> <ol style="list-style-type: none"> We as the Sawit Jaya Cooperative management, thankful to WRI which has assist us with sustainable program through capacity building, increasing knowledge for how to cultivate oil palm crops sustainably, respect to the environment, respect to the people and concern to social aspect. also assist smallholders to manage their plots in agronomy best practice, because we cultivate oil palm in peatlands area. Koperasi Sawit Jaya is one of Siak government project in oil palm development sector with aims to increasing communities welfare. To be RSPO certified is one of cooperative management target. But the important things are we as

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	<p>independent smallholders can managed our land sustainably.</p> <p>Audit Team Findings: Feedback from stakeholder already verified during the smallholders organisation.</p>
02	<p>Feedbacks: PT Budi Tani Kembang Jaya (Independent Mill that receives FFB from Koperasi Sawit Jaya)</p> <ol style="list-style-type: none"> 1. Collaboration with Koperasi Sawit Jaya started from 2017-2018 through the FFB sales agreement/contract in annual basis. 2. FFB’s quality from Koperasi Sawit Jaya is good category and its maturity level is excellence rather than other sources. 3. FFB prices following the market trends and we as Mill very pleased to collaborate with Koperasi Sawit Jaya. <p>Management Responses: There are several independent mill around the Kotoringin Village, however the FFB price is much cheaper than the market price and the penalty deduction is greater. Only Budi Tani Mill buys at a stable price and the deduction is small, even though the mill located forest.</p> <p>Audit Team Findings: Feedback from stakeholder already verified during the smallholders organisation.</p>
03	<p>Feedbacks: Land Fire Controller Organization “Manggala Agni” Region Sumatera VI, Siak Regency.</p> <ol style="list-style-type: none"> 1. Manggala Agni giving training and land fire management to communities, members of Manggala Agni Team includes smallholders member of Koperasi Sawit Jaya. 2. Area of Koperasi Sawit Jaya categorized peatlands then high risk for land fire. Due to collaborative management between Manggala Agni and communities, based on data recorded there was no fire occurs since last 7 years in Siak Regency particularly in peat area of Kotoringin Village. <p>Management Responses: smallholders member of Koperasi Sawit Jaya is part of the Manggala Agni team with assigned to monitor peatland area frequently. Since collaborative in Land fire management and monitoring, cooperative managed area which peatland are well monitored and no fire issues occurs.</p> <p>Audit Team Findings: Feedback from stakeholder already verified during the smallholders organisation. This is positive feedback.</p>
04	<p>Feedbacks: Cooperative Department of Siak Regency</p> <ol style="list-style-type: none"> 1. Koperasi Sawit Jaya plantation area build and developed by Siak government. 2. Most of cooperative plantation that developed by Siak government is located in Peatland. 3. Cooperative Annual Meeting (RAT) in 2020 was cancelled due to Covid-19 pandemic. 4. Positive value from WRI assistance is improving organisation development and administration. <p>Management Responses: Annual meeting Koperasi Sawit Jaya in 2020 was cancelled due to prohibition of people gather caused Covid-19 pandemic. In previous Annual Meeting, usually witnessed by representative of Cooperative Department, but not for this year.</p> <p>Audit Team Findings:</p>

	<p>Feedback from stakeholder already verified during the smallholders organisation. This is positive feedback.</p>
05	<p>Feedbacks: Environmental Department of Siak Regency</p> <ol style="list-style-type: none"> 1. Koperasi Sawit Jaya is one of local (regency) government program towards Green Sustainable Siak program. 2. Environment Department is fully support in this program and monitor frequently, because this RSPO certification is witnessed and monitor by Regent of Siak and Governor of Riau to become to become a successful pilot and bring a good name to the district in the Green Siak program. 3. Environmental Statement (SPPL) for all members of Koperasi Sawit Jaya is in progress to be issued by the government. <p>Management Responses:Koperasi Sawit Jaya frequently contact and consult to Environmental Department of Siak Regency in mentoring and they are very supportive to assist, including assistance on submitting Environmental Statement (SPPL).</p> <p>Audit Team Findings: Feedback from stakeholder already verified during the smallholders organisation. This is positive feedback.</p>
06	<p>Feedbacks: Plantation Department of Siak Regency</p> <ol style="list-style-type: none"> 1. This program aims to Improve People's Economy from Siak Regency Government. 2. Plantation development started in 2005 with assisted by PT Permodalan Siak as Funding Support 3. Oil Palm Cultivation Registration Letter (STD-B) for all members of Koperasi Sawit Jaya already submitted and waiting for issuance. <p>Management Responses:</p> <p>Audit Team Findings: Feedback from stakeholder already verified during the smallholders organisation. This is positive feedback.</p>
07	<p>Feedbacks: PT Permodalan Siak (PERSI) as Smallholders developer and funding organisation.</p> <ol style="list-style-type: none"> 1. PT Permodalan Siak (PERSI) is regency-owned enterprise (BUMD) that aims to supporting in communities development in Siak Regency. 2. Koperasi Sawit Jaya is one of pilot project in oil palm cultivation on peatland area which started develop in 2005. 3. PERSI is fully support to Koperasi Sawit Jaya in RSPO certification program, to increase smallholders economic welfare. <p>Management Responses:</p> <ol style="list-style-type: none"> 1. Koperasi Sawit Jaya very thankful to PERSI for supporting in funding and plantation development. 2. PERSI still assist Koperasi Sawit Jaya in consulting related organisation management and financial administration. <p>Audit Team Findings: Feedback from stakeholder already verified during the smallholders organisation. This is positive feedback.</p>
08	<p>Feedbacks: WRI Indonesia (World Resources Institute)as Smallholders developer.</p> <ol style="list-style-type: none"> 1. WRI Indonesia (World Resources Institute) that aims to supporting in communities development in ISH

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	<p>2. WRI Indonesia (World Resources Institute) is fully support to Koperasi Sawit Jaya in RSPO certification program, to increase smallholders economic welfare.</p>
	<p>Management Responses:</p> <p>1. Koperasi Sawit Jaya very thankful to WRI Indonesia (World Resources Institute for supporting in funding and plantation development.</p> <p>2. WRI Indonesia (World Resources Institute) still assist Koperasi Sawit Jaya in consulting related organisation management.</p>
	<p>Audit Team Findings:</p> <p>Feedback from stakeholder already verified during the smallholders organisation. This is positive feedback.</p>

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
N/A					

Assessor Notes:

1. The FPIC agreement shall be reviewed and identified the terms and conditions. The assessor shall assess if the terms and conditions are fulfilled by the grower. If the terms and conditions are not fulfilled, justification from the grower shall be available and the justification has been agreed with the land owner / user. If such justification is not available, non-conformance shall be raised against 2.3.2 and/or 7.5.1.


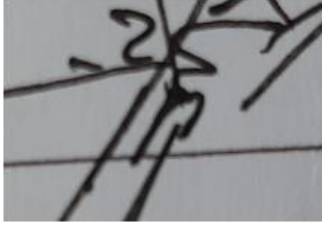
Previous land owner / user comment	
	Feedbacks:
	Management Responses:
	Audit Team Findings:

3.6 Impartiality and conflict of interest

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

Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Koperasi Sawit Jaya has complied with the RSPO Independent Smallholders Standards 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 the certification of Koperasi Sawit Jaya.

Report prepared by	Acceptance of Assessment Conclusion
Name: Imam Fakhrurozi	Name: Afif M. Nurudin
Company Name: PT BSI Group Indonesia	Company Name: Koperasi Sawit Jaya
Title: Lead Auditor	Title: Group Manager
Signature: 	Signature:  <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i>
Date: 27/03/2021	Date: 27/03/2021

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
<p>Principle 1: Optimise productivity, efficiency, positive impacts and resilience Implement professional and transparent operations to secure sustainable livelihood improvements.</p>			
<p>Criteria 1.1 Smallholders establish a legal entity which has organizational capacity to comply with the RSPO Independent Smallholder Standard.</p>			
Eligibility	<p>E 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 members, reference Annex 2 (see appendix 1 for details needed in declaration). 	<p>Group Manager of Koperasi Sawit Jaya has demonstrated the document of legal entity, such as:</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 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 Consulting Office of Siak Sri Indrapura regency dated 21 February 2011. 4. Trading Business License (SIUP) No.16/04.12/KEC.MPR-PATEN/XII/2016 issued by District Head of Mempura on 30 December 2016. 	Complied

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		<ol style="list-style-type: none"> 5. Business Location Permit (SITU) No.08.13/KEC.MPR/PATEN/47/2016 issued by Distrcit Head of Mempura on 30 December 2016. 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. 7. Nuisance permit (HO) No.01/KEC.MEMPURA-PATEN/HO/I/2017 issued by District Head of Mempura dated 13 January 2017. 8. Advertising License No. 49/KEC.MPR/PATEN/2016 issued by District Head of Mempura dated 30 December 2016. 9. Cultivation Registration Certificate (STD-B) of Community Plantation signed by the Head of the Siak Regency Agriculture Office on April 27, 2020. For examples: <ul style="list-style-type: none"> • Wartini (No: STDB-04-14.08-52-2020-210), covers 1.99 Ha. • Adnan (No: STDB-04-14.08-52-2020-211), covers 2 Ha. • Mursida (No: STDB-04-14.08-52-2020-212), covers 2 Ha. • Sobirin (No: STDB-04-14.08-52-2020-213), covers 2 Ha. • Mhd Azlan Sah (No: STDB-04-14.08-52-2020-214), covers 2 Ha. <p>Group Manager of 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>	
<p>Milestone A</p>	<p>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.</p>	<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</p>	<p>Complied</p>

		<p>available under "Struktur dan Tugas Pokok & Fungsi Group Manager Operasional dan Unit Koperasi Sawit Jaya" dated 24 October 2018.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint an 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>	
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		<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. 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. 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 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 7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya. <p>In addition, related training has also been carried out, with the following evidence:</p> <ol style="list-style-type: none"> 1. Good Agriculture Practice training from 25 January to 8 March 2018 for each farmer group in turn. This activity was attended by all farmers who are members of the group, the Department of Agriculture and farmer assistants. The material presented is related to the maintenance of land fertility, erosion control, IPM control, land clearing, nurseries and replanting. 2. Koperasi Sawit Jaya has shown the SOP document for the RSPO Premium Distribution and Use System (No.1/SOP/ICS-KSJ/VII/2020) which was established by the Group Manager since 15 July 2020. The SOP has been disseminated to members of the Koperasi Sawit Jaya on 2 and 3 August 2020. 	
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<p>Milestone B</p>	<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>Group Manager of Koperasi Sawit Jaya has established procedures related Best Management Practices for fair and transparent decision-making and governance, and sustainable financial management as well. Based on SOP No.1/SOP/UPA/ICS-KSJ/VII/2020 concerning the RSPO Premium Distribution and Use System, the allocation of the profit-sharing post is as follows:</p> <ol style="list-style-type: none"> a. Group Manager welfare 20%; <ul style="list-style-type: none"> • 40% are awarded based on absence from activities • 60% is divided equally into Group Manager of Koperasi Sawit Jaya b. Organization 10%; used for office shopping and construction. c. 15% Surveillance Cost; for RSPO, ISPO audit fees and operational costs for these activities. d. Training 5%; ICS and member training. e. 2.5% tax. f. Group Management 5%. g. Farmers 30%; <ul style="list-style-type: none"> • 30% for the purchase of fertilizer and distributed to members of the Koperasi Sawit Jaya. • 30% distributed among members of the Koperasi Sawit Jaya according to the size of their respective gardens. • 40% is deposited in the farmer's account for replanting costs. h. 5% stakeholder. i. Spray Unit Team (TUS) 5%; for work equipment, PPE and B3 waste handling. j. Social Activities 2.5%. 	<p>Complied</p>
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Criteria 1.2

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Smallholders have the capacity to effectively manage their farm.			
Eligibility	Not Applicable		N/A
Milestone 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.	<p>Koperasi Sawit Jaya been able to demonstrate evidence of Good Agriculture Practice training from 25 January to 8 March 2018 for each farmer group in turn. This activity was attended by all farmers who are members of the group, the Department of Agriculture and farmer assistants. The material presented is related to the maintenance of land fertility, erosion control, IPM control, land clearing, nurseries and replanting.</p> <p>The latest training was conducted in the form of field day of best agriculture practice for sustainable oil palm plantations and oil palm growers which was carried out as follows:</p> <ol style="list-style-type: none"> 1. Fire Prevention and Management Training delivered by Manggala Agni on 22 January 2020. 2. Limited pesticide use training, Hazardous and toxic material, and Occupational Health and Safety delivered by the Siak Regency Agriculture and Manpower Office on 11 February 2020. 3. Focus Group Discussion (FGD) related to traceability of Fresh Fruit Bunches in collaboration with the Asian Agri team which was held on 13 February 2020. 	Complied
Milestone B	Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sale	The document for the FFB production report of Koperasi Sawit Jaya for the period January - October 2020 has been shown. In the report shown the factory net weight, deduction, factory price and revenue in IDR. Attached with the document is the FFB yield payment slip, the document is known and signed by the cooperative management (chairman, secretary, treasurer), group manager and head of Farmer Group.	Complied

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 appendix 1).	<p>Proof of ownership in the form of a Certificate of Land Ownership History (SKRP) and / or a Certificate of Compensation / SKGR issued by the village head (including a map of the land situation). Consists of:</p> <ul style="list-style-type: none"> • Group I: 20 farmers • Group II: 22 farmers • Group III: 18 farmers • Group IV: 19 farmers • Group V: 17 farmers • Group VI: 21 farmers <p>Total: 117 farmers.</p> <p>As part of the distribution that is still in the form of forest (non-area), another part of the buying / selling process between residents. Until now, there is no freehold certificate.</p> <ul style="list-style-type: none"> • At this time, the HGU certificate processing process is ongoing at the Siak Regency Land Office with the help of PT Permodalan Siak (PERSI). 	Complied
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.	The sample of smallholder member has demonstrated 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. Data verified has provided in explanation of criteria 1.1 (E)	Complied
Milestone	Smallholder plots are clearly and visibly demarcated and maintained,	Proof of ownership in the form of a Certificate of Land Ownership History (SKRP) and / or a Certificate of Compensation / SKGR issued	OFI

B	and the smallholders are operating only within these boundaries.	<p>by the village head (including a map of the land situation). Consists of:</p> <ul style="list-style-type: none"> • Group I: 20 farmers • Group II: 22 farmers • Group III: 18 farmers • Group IV: 19 farmers • Group V: 17 farmers • Group VI: 21 farmers <p>Total: 117 farmers.</p> <p>As part of the distribution that is still in the form of forest (non-area), another part of the buying / selling process between residents. Until now, there is no freehold certificate.</p> <p>At this time, the HGU certificate processing process is ongoing at the Siak Regency Land Office with the help of PT Permodalan Siak (PERSI).</p> <p>Based on field visit in sample of independent smallholders plots in KT.5, there are: Mr. Mansur, Mr. Lukman, Mr. Chadirin. KT.6: Mr. Suwadi, the smallholders boundary pegs are visible and well maintained</p>	
<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.</p>			
Eligibility	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).	Oil Palm Plantation of 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.	Complied

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		<p>The smallholders land/blocks/plots are state ownership and due to Siak Regency programme, the process of land use rights ownership also facilitated by the government.</p> <p>Based on landownership of smallholders database, the members have Land Historical Statement or "Surat Keterangan Riwayat Pemilikan Penguasaan Tanah" and/or Ownership Certificate (SHM). During Initial Certification visit, smallholders can demonstrate these document.</p>	
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).	<p>Oil Palm Plantation of 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.</p> <p>The smallholders land/blocks/plots are state ownership and due to Siak Regency programme, the process of land use rights ownership also facilitated by the government.</p> <p>Based on landownership of smallholders database, the members have Land Historical Statement or "Surat Keterangan Riwayat Pemilikan Penguasaan Tanah" and/or Ownership Certificate (SHM). During Initial Certification visit, smallholders can demonstrate these document.</p>	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).	<p>Oil Palm Plantation of 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.</p> <p>The smallholders land/blocks/plots are state ownership and due to Siak Regency programme, the process of land use rights ownership</p>	Complied

		<p>also facilitated by the government.</p> <p>Based on landownership of smallholders database, the members have Land Historical Statement or "Surat Keterangan Riwayat Pemilikan Penguasaan Tanah" and/or Ownership Certificate (SHM). During Initial Certification visit, smallholders can demonstrate these document.</p>	
<p>Criteria 2.3 The right to use the land is not disputed by indigenous peoples, local communities or other users</p>			
Eligibility	<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 appendix 1).</p>	<p>Smallholders commit to declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) through the Smallholder Declaration was signed 18th April 2018, under "Surat Pernyataan Pekebun Kesiediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO".</p> <p>The declaration stated member committed shall inform to Group Manager of Koperasi Sawit jaya</p> <ul style="list-style-type: none"> • All the land ownership • Location of their oil palm plots • Information of converted plots after November 2005 using HCV-HCS approach. • Every plot located on steep area. • Every plot located on peat area. • Details on replanting programme and extension area. • Every land dispute occurs. • Land use and ownership status. <p>Source of manpower used.</p>	Complied

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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 involve	Based on interview with local government (village head), relevant agencies of Siak Regency, there is no land disputes occurs within Koperasi Sawit Jaya area since the first time developed in 2005. Also, the area of Koperasi Sawit Jaya is developed through Siak Regency project. Group Manager of Koperasi Sawti Jaya ensure that group members lands are not claimed or contested by any third parties or local communities and there is no violation of customary rights. If any land dispute will be go through "SOP Pengaduan dan Keluhan Anggota No: 06/Sekretaris/ICSA-SJ/X?2018.	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 involve	Based on interview with local government (village head), relevant agencies of Siak Regency, there is no land disputes occurs within Koperasi Sawit Jaya area since the first time developed in 2005. Also, the area of Koperasi Sawit Jaya is developed through Siak Regency project. ICS – Koperasi Sawti Jaya ensure that group members lands are not claimed or contested by any third parties or local communities and there is no violation of customary rights. If any land dispute will be go through "SOP Pengaduan dan Keluhan Anggota No: 06/Sekretaris/ICSA-SJ/X?2018.	Complied
<p>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.</p>			
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 appendix 1).	1. 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.	Complied

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		<p>2. Based on the correspondence between the cooperative and the Public Works Office for Spatial Planning for Public Housing and Settlement Areas in Siak Regency (reply letter on March 31, 2020) it is stated that based on technical studies and regulations that:</p> <ul style="list-style-type: none"> a. Based on 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, 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. b. Considering Minister of Environment and Forestry Decision Letter No. SK7099 / MENLHK-PKTL / IPSDH / PLA.1 / 2019 related PIPPIB, this location is included in the Peat Hydrological Unit covering an area of ± 39.39 Ha. c. Based on the Spatial Planning (RTRW) of Riau Province 2018 - 2038, the location referred to is Agriculture with an area of ± 240.85 Ha and Permanent Production Forest of ± 4.93 Ha. d. Considering the Spatial Planning (RTRW) of Siak Regency from 2002 to 2011, this location is included in the plantation area and production forest. e. 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 ± 55.38 Ha. f. Considering the draft of the Siak Regency Regional Regulation regarding the RTRW for Siak Regency for 2020-2040, the designation is for Plantation Areas with an area of ± 240.85 Ha and Permanent Production Forest covering an 	
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		<p>area of ± 4.93 Ha.</p> <p>According to information gathered from Environmental and Forestry Agency of Siak Regency and Riau Province during stakeholder consultation, if 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 function of Peat Ecosystem which has been utilized, it can still be continued while maintaining its hydrological function."</p> <p>Whereas, until this Initial Certification conducted, 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. 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.</p>	
<p>Milestone A</p>	<p>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 appendix 1).</p>	<ol style="list-style-type: none"> 1. 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. 2. Based on the correspondence between the cooperative and the Public Works Office for Spatial Planning for Public Housing and Settlement Areas in Siak Regency (reply letter on March 31, 2020) it is stated that based on technical studies and regulations that: <ol style="list-style-type: none"> a. Based on 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, 	<p>Complied</p>

		<p>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.</p> <ul style="list-style-type: none"> b. Considering Minister of Environment and Forestry Decision Letter No. SK7099 / MENLHK-PKTL / IPSDH / PLA.1 / 2019 related PIPPIB, this location is included in the Peat Hydrological Unit covering an area of ± 39.39 Ha. c. Based on the Spatial Planning (RTRW) of Riau Province 2018 - 2038, the location referred to is Agriculture with an area of ± 240.85 Ha and Permanent Production Forest of ± 4.93 Ha. d. Considering the Spatial Planning (RTRW) of Siak Regency from 2002 to 2011, this location is included in the plantation area and production forest. e. 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 ± 55.38 Ha. f. Considering the draft of the Siak Regency Regional Regulation regarding the RTRW for Siak Regency for 2020-2040, the designation is for Plantation Areas with an area of ± 240.85 Ha and Permanent Production Forest covering an area of ± 4.93 Ha. <p>According to information gathered from Environmental and Forestry Agency of Siak Regency and Riau Province during stakeholder consultation, if 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 function of</p>	
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		<p>Peat Ecosystem which has been utilized, it can still be continued while maintaining its hydrological function.”</p> <p>Whereas, until this Initial Certification conducted, 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. 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.</p>	
<p>Milestone B</p>	<p>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 appendix 1).</p>	<ol style="list-style-type: none"> 1. 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. 2. Based on the correspondence between the cooperative and the Public Works Office for Spatial Planning for Public Housing and Settlement Areas in Siak Regency (reply letter on March 31, 2020) it is stated that based on technical studies and regulations that: <ol style="list-style-type: none"> a. Based on 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, 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. b. Considering Minister of Environment and Forestry Decision Letter No. SK7099 / MENLHK-PKTL / IPSDH / PLA.1 / 2019 related PIPPIB, this location is included in the Peat Hydrological Unit covering an area of ± 39.39 Ha. c. Based on the Spatial Planning (RTRW) of Riau Province 2018 - 	<p>Complied</p>

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		<p>2038, the location referred to is Agriculture with an area of ± 240.85 Ha and Permanent Production Forest of ± 4.93 Ha.</p> <ul style="list-style-type: none"> d. Considering the Spatial Planning (RTRW) of Siak Regency from 2002 to 2011, this location is included in the plantation area and production forest. e. 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 ± 55.38 Ha. f. Considering the draft of the Siak Regency Regional Regulation regarding the RTRW for Siak Regency for 2020-2040, the designation is for Plantation Areas with an area of ± 240.85 Ha and Permanent Production Forest covering an area of ± 4.93 Ha. <p>According to information gathered from Environmental and Forestry Agency of Siak Regency and Riau Province during stakeholder consultation, if 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 function of Peat Ecosystem which has been utilized, it can still be continued while maintaining its hydrological function."</p> <p>Whereas, until this Initial Certification conducted, 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. 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.</p>	
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Criteria 2.5			
<p>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.</p> <p>Note: Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p>			
Eligibility	<p>For new oil palm planting, smallholders commit not to clear or acquire land from indigenous people, local communities, or other users without their free, prior and informed consent, based on a simplified FPIC approach (refer to appendix 1).</p>	<p>Each member of Group Manager - Koperasi Sawit Jaya has signed the Member Declaration dated 18th April 2018. Within the declaration, each member committed to: not to clear or acquire land from indigenous people, local communities, or other users without their free, prior and informed consent.</p> <p>Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members that join to certification with similar year of planting. Therefore, this indicator is Not Applicable.</p>	Complied
Milestone A	<p>A Smallholders complete training on how to conduct a simplified FPIC approach.</p> <p>Note: Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p>	<p>Each member of Group Manager - Koperasi Sawit Jaya has signed the Member Declaration dated 18th April 2018. Within the declaration, each member committed to: not to clear or acquire land from indigenous people, local communities, or other users without their free, prior and informed consent.</p> <p>Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members that join to certification with similar year of planting. Therefore, this indicator is Not Applicable.</p>	Complied
Milestone B	<p>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.</p> <p>Note: Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p>	<p>Each member of Group Manager - Koperasi Sawit Jaya has signed the Member Declaration dated 18th April 2018. Within the declaration, each member committed to: not to clear or acquire land from indigenous people, local communities, or other users without their free, prior and informed consent.</p> <p>Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members</p>	Complied

		that join to certification with similar year of planting. Therefore, this indicator is Not Applicable.	
<p>Principle 3: Respect human rights, including workers’ rights and conditions Safeguard human rights and protect workers’ rights, ensuring safe and decent working conditions.</p> <p>Note: This Independent Smallholder Standard is applicable to a large variety of independent smallholders in terms of geography, type, size and demographic characteristics. The use of labour on the oil palm plantations from outside the household is more common in several countries, because of the average age of the farmers who own the land or because of the average economic size of land holdings. An increased risk of not following safe and decent labour practices exists in smallholder farms that use workers from outside the household. Notably, these risks exist in situations where the smallholder landowner is not actively farming the land but hires others to do so.</p> <p>Therefore, the Independent Smallholder Standard presents rigorous requirements on labour to prevent labour abuses and make these practices applicable to groups across all regions. This approach will increase adoption of better labour practices at a larger scale and increase RSPO’s impact.</p> <p>For those farmers that only use family labour within one household, this standard uses a ‘skip-logic’ for several labour requirements. In order to skip indicators, farmers must declare their source of labour, determining which criteria apply to them and which do not. (see also paragraph 3.1.3).</p>			
<p>Criteria 3.1 There is no use of forced labour.</p>			
Eligibility	Smallholders commit to no use of forced labour and ensure that any use of forced labour on the farm is terminated at Eligibility. They provide information on the source of labour on the farm, including family, contract and hired labour (refer to appendix 1).	<p>Each farmer (member) have signed declaration to join RSPO certification and commitment to comply with the RSPO Principles, Criteria and Indicators. Chapter D, Article 8 of the declaration stated that member commit to ensures no forced labour on farm operations and ending any existing forced labour. Smallholders have given awareness prior to signing the declaration letter.</p> <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-KBJ/VII/2020, Revision 1, dated 9 July 2020. The policy stated in Chapter IV (Best Governance in Social Relations), Article 12 (Protection of Labour and Fair Wages), Verse:</p> <p>a) The ICS Koperasi Sawit Jaya is committed to protect workers</p>	Complied

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		<p>who work within cooperative or workers who work in members farm.</p> <p>b) 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:</p> <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. <p>c) Work is carried out according to the agreement and carried out without any compulsion.</p> <p>d) No contracts substitution, forced salary cuts and withholding of salary without a clear reason.</p> <p>The smallholders provide contract describing name and address of the workers, agreement, work type, pay and condition, OHS.</p>	
<p>Milestone A</p>	<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>Smallholders have given awareness regarding free and fair labour agreement prior to signing the declaration letter.</p> <p>The smallholders provide contract describing name and address of the workers, agreement, work type, pay and condition, OHS.</p> <p>Based on mutual agreement and interview with smallholder members, all farmers who are members of Koperasi Sawit Jaya apply the same wage value for each job such as harvesting, pruning, fertilizing. There is no workers dispute until stage 2 audit.</p>	<p>Complied</p>

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<p>Milestone B</p>	<p>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>	<p>According to the interview with board of smallholder member in Koperasi Sawit Jaya obtain information that there is no migrant worker employed in their operational activity. The farmers usually manage their own land or hiring their family member. Working agreement usually based on verbal agreement based on kinship closeness.</p> <p>Based on mutual agreement, all farmers who are members of the Koperasi Sawit Jaya apply the same wage value for each job such as harvesting, pruning, fertilizing and so on. There is no workers dispute until now. All worker is freely chosen.</p>	<p>Complied</p>
<p>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.</p>			
<p>Eligibility</p>	<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 and as defined by local, state, or national law, 2. Not exposing children to hazardous work. 3. Providing adult supervision of young people working on the farm. 4. Ensuring the practice of children’s rights to education is unrestricted and respected. <p>(Refer to appendix 1).</p>	<p>Each farmer (member) have signed declaration to join RSPO certification and commitment to comply with the RSPO Principles, Criteria and Indicators. Chapter D, Article 8 of the declaration stated that member commit to ensures that no child labour in oil palm operation and ending any existing child labour. Smallholders have given awareness prior to signing the declaration letter.</p> <p>Group Manager has established 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. The policy stated in Chapter IV (Best Governance in Social Relations), Article 10 (Prohibition of the Use of Child Labour), Verse:</p> <ol style="list-style-type: none"> a) Members of the ICS Koperasi Sawit Jayaare committed not to use child labour in any practice in farm. b) If a child is brought into the farm with a view to maximizing supervision, then the child must be under adult supervision. 	<p>Complied</p>

		<p>c) What is meant by child labour is to employ children under 17 years of age, or in accordance with existing regulations.</p> <p>Awareness training related ICS Policy of Sustainable Palm Oil has been conducted on 12 July 2020.</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 15 or under the minimum age defined by local, state or national law, whichever is higher. 2. Children are only permitted to help on family farms and are not permitted to perform dangerous, hazardous or heavy work. 3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. 	<p>Group Manager of Koperasi Sawit Jaya has implemented the policy related to protect children.</p> <p>Based on interview with sample of smallholder member during visit audit, there was no workers on smallholder farm under the age of 15 or the minimum age.</p> <p>Based on review of document of workers list "Daftar Pekerja", updated in November 2020, the youngest worker Mr Boy - harvester (29 years old, birth in 1992)</p> <p>In addition, based on field visit and interview with ICS Manager, there was no children workers.</p>	Complied
Milestone B	<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 15 or under the minimum age defined by local, state or national law, whichever is higher. 2. Children are only permitted to help on family farms and are not permitted to perform dangerous, hazardous or heavy work. 3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. 	<p>Group Manager Koperasi Sawit Jaya has implemented the policy related to protect children.</p> <p>Based on interview with sample of smallholder member during visit audit, there was no workers on smallholder farm under the age of 15 or the minimum age.</p> <p>Based on review of document of workers list "Daftar Pekerja", updated in November 2020, the youngest worker Mr Boy - harvester (29 years old, birth in 1992)</p> <p>In addition, based on field visit and interview with ICS Manager, there was no children workers.</p>	Complied

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.

Note: Are there workers on the farm? If no, SKIP

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Eligibility	Smallholders commit to pay workers according to minimum legal requirements or mandatory industry standards (Refer to appendix 1).	Each farmer (member) have signed declaration to join RSPO certification and commitment to comply with the RSPO Principles, Criteria and Indicators. Chapter D, Article 4 of the declaration stated that member commit to pay workers according to minimum legal requirements or mandatory industry standards.	Complied
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.	<p>Not applicable.</p> <p>According to the interview with board of smallholder member in Koperasi Sawit Jaya obtain information that there is no migrant worker employed in their operational activity. The farmers usually manage their own land or hiring their family member. Working agreement usually based on verbal agreement based on kinship closeness.</p> <p>Group Manager has also shown the document an Regency Minimum Wage (UMK) is stated by the Decree of the Governor of Riau Number: Kpts. 1198/XI/2019 dated 21 November 2019 concerning District/City Minimum Wages in Riau Province in 2020 where the Minimum Wage for Siak Regency is set at IDR 3,048,527.42/month.</p> <p>Also, based on the Regulation of the Minister of Manpower Number 15 of 2018 concerning Minimum Wages, the daily wage of workers can be calculated by dividing the monthly wage by 25 (for 6 working days a week), so based on this calculation the daily minimum wage in Siak district in 2020 is Rp. 121,941.08 / Working Day.</p> <p>Based on interviews and verification of wage documents (Nota – Payslip), dated 9th October 2020 namely Mr Jono (harvester), the wage that the Koperasi Sawit Jaya has given her is IDR. 366.666-/day (quantity: 1,465 ton FFB). The data shows that workers have received wages above the daily minimum wage for Siak Regency.</p>	Complied
Milestone B	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime	<p>Not applicable.</p> <p>According to the interview with board of smallholder member in</p>	Complied

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	<p>premiums) and without discrimination against vulnerable groups including women.</p>	<p>Koperasi Sawit Jaya obtain information that there is no migrant worker employed in their operational activity. The farmers usually manage their own land or hiring their family member. Working agreement usually based on verbal agreement based on kinship closeness.</p> <p>Group Manager hasl also shown the document an Regency Minimum Wage (UMK) is stated by the Decree of the Governor of Riau Number: Kpts. 1198/XI/2019 dated 21 November 2019 concerning District/City Minimum Wages in Riau Province in 2020 where the Minimum Wage for Siak Regency is set at IDR 3,048,527.42/month.</p> <p>Also, based on the Regulation of the Minister of Manpower Number 15 of 2018 concerning Minimum Wages, the daily wage of workers can be calculated by dividing the monthly wage by 25 (for 6 working days a week), so based on this calculation the daily minimum wage in Siak district in 2020 is Rp. 121,941.08 / Working Day.</p> <p>Based on interviews and verification of wage documents (Nota – Payslip), dated 9th October 2020 namely Mr Jono (harvester), the wage that the Koperasi Sawit Jaya has given her is IDR. 366.666-/day (quantity: 1,465 ton FFB). The data shows that workers have received wages above the daily minimum wage for Siak Regency.</p>	
<p>Criteria 3.4 Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO. <i>Note: Are there workers on the farm? If no, SKIP</i></p>			
<p>Eligibility</p>	<p>Smallholders commit to respect the rights of workers to file a complaint/grievance (Refer to appendix 1).</p>	<p>Each farmer (member) have signed 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.</p>	<p>Complied</p>
<p>Milestone</p>	<p>Smallholders complete training on workers’ rights to file a</p>	<p>Smallholders have given awareness on workers’ rights to file a</p>	<p>Complied</p>

A	complaints/grievance and communicate to workers the means to file a complaint/grievance.	complaints/grievance prior to signing the declaration letter.	
Milestone B	Workers are aware of and have access to an effective means for filing a complaint/grievance.	Based on interview with sample of smallholder member, they have understand that group manager has established the procedure for dealing with complaint and grievances.	Complied
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 appendix 1).	<p>Smallholders commit to providing safe working conditions and facilities 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 III, Article 9 (Occupational Health and Safety), Verse:</p> <ul style="list-style-type: none"> a) ICS Koperasi Sawit Jaya has a training plan on OHS for members and workers who work for member. b) ICS Koperasi Sawit Jaya appoints a work unit that handles OHS. c) 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 Center (PUSKESMAS) to conduct routine checks on the health of workers. d) 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>Each farmer (member) have signed 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</p>	Complied

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		facilities.	
Milestone A	Smallholders, workers, and family members complete training and aware of health and safety risks associated with farm work, (including that of pesticide use) and how to mitigate them	<p>Awareness training related ICS Policy of Sustainable Palm Oil that contain commitment to no discrimination, harassment or abuse on the farm conducted on 12 July 2020.</p> <p>Training on Pesticide handling, hazardous waste management, Health and Safety conducted on 11 February 2020, attended by member of ICS Koperasi Sawit Jaya. Trainer are from Plantation Agency, Labour Office and Health Agency of Riau Province.</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>Awareness training related ICS Policy of Sustainable Palm Oil that contain commitment to no discrimination, harassment or abuse on the farm conducted on 12 July 2020.</p> <p>Training on Pesticide handling, hazardous waste management, Health and Safety conducted on 11 February 2020, attended by member of Group Manager of Koperasi Sawit Jaya. Trainer are from Plantation Agency, Labour Office and Health Agency of Riau Province.</p> <p>Smallholders have given awareness on health and safety risks associated with farm work prior to signing the declaration letter.</p> <p>Group Manager of Koperasi Sawit Jaya has prepared the document of hazard identification and risk control under document "SOP: 3/UK3-NK3/ICS-KSJ/X/2018 tentang Pengendalian Resiko dan Penggunaan APD, last updated on 12th March 2020. Risk assessment has covered all activities in smallholder plot, e.g: harvesting, manuring, transport of FFB.</p> <p>Based on interview with sample of smallholder member and harvester in farming group Sido Mulyo during field visit, they were stated all workers in Koperasi Sawit Jaya has provided the PPE as</p>	OFI

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		required at document of hazard identification and risk control.	
Criteria 3.6			
There is no discrimination, harassment, or abuse on the farm. Note: Are there workers on the farm? If no, SKIP			
Eligibility	Smallholders commit to no discrimination, harassment or abuse on the farm (Refer to appendix 1).	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 Governance in Social Relations), Article 14 (Human Right Protection), Verse b (No discrimination against race, religion and ethnicity; No harassment and intimidation of workers).	Complied
Milestone A	Smallholders complete training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace.	Awareness training related ICS Policy of Sustainable Palm Oil that contain commitment to no discrimination, harassment or abuse on the farm conducted on 12 July 2020. Based on interview with sample of smallholder member and harvester in farming group Sido Mulyo during field visit, they were stated all workers in Koperasi Sawit Jaya has understand with workplace discrimination, harassment and abuse and are aware of need for a safe workspace. Until audit of stage 2, there was no workplace discrimination, harassment and abuse reported.	Complied
Milestone B	Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.	Based on interview with sample of smallholder member and harvester in farming group Sido Mulyo during field visit, they were stated all workers in Koperasi Sawit Jaya freely express that they are working in a place that is free from discrimination, harassment or abuse.	Complied
Principle 4: Protect, conserve and enhance ecosystems and the environment			

Protect the environment, conserve biodiversity, enhance ecosystems and ensure sustainable management of natural resources.

Preamble

High Conservation Value (HCVs) and High Carbon Stock (HCS) forests

This Independent Smallholder Standard is pursuing the objective of the RSPO Smallholder Strategy to increase smallholder inclusion, prioritise improved practices which 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 (see here).

Aligned with the new HCS requirements in the RSPO 2018 P&Cs, 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 or any areas required to protect or enhance HCVs 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 plantings 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) supported by the RSPO Secretariat.

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 appendix 1).	Smallholders commit to protect HCVs and HCS forests through the Smallholder Declaration was signed 18 th April 2018, under "Surat Pernyataan Pekebun Kesediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO". The declaration stated member committed shall inform to Group	Complied
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		<p>Manager – Koperasi Sawit jaya</p> <ul style="list-style-type: none"> • All the land ownership • Location of their oil palm plots • Information of converted plots after November 2005 using HCV-HCS approach. • Every plot located on steep area. • Every plot located on peat area. • Details on replanting programme and extension area. • Every land dispute occurs. • Land use and ownership status. • Source of manpower used. 	
Milestone A	<p>Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • The importance of maintaining and conserving HCVs and HCS forests • Human-wildlife conflict; and • Rare, threatened and endangered species and important ecosystems. 	<p>Smallholders have received awareness / training on HCV management since 2017 with the assistance of Siak Regency Agriculture Office.</p> <p>The last training was conducted in the form of a best practice field school for sustainable oil palm plantations and sustainable training for oil palm growers (including material on HCV) which was carried out as follows:</p> <ol style="list-style-type: none"> 1. Fire Prevention and Management Training delivered by Manggala Agni on January 22, 2020. 2. Limited pesticide use training, B3 and K3 delivered by the Siak Regency Agriculture and Manpower Office on 11 February 2020. 3. Focus Group Discussion (FGD) related to traceability of Fresh Fruit Bunches in collaboration with the Asian Agri team which was held on February 13, 2020. 	Complied
Milestone B	<p>Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS</p>	<p>Implementation of precautionary practices and manage RTE species and HCV area is by frequent socialisation and monitoring.</p>	OFI

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	forests, where applicable	Based on interview with sample smallholders visited blocks/plots owned by Mr. Mansur (KT.5) where located near Jernih Creek, there was clearly sighted that riparian are maintain with enrichment planting of woody plants, shrubs allowed to grow naturally and no agrochemical applies. Even though this riparian are not identified as HCV, but the smallholders keep maintained properly.	
<p>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).</p>			
Eligibility	Smallholders provide information on all smallholder plots converted and planted with oil palm after 2005, through use of the simplified combined HCV- HCS approach for Smallholders (Refer to appendix 1).	<p>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>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>Smallholders commit to protect HCVs and HCS forests through the Smallholder Declaration was signed 18th April 2018, under "Surat Pernyataan Pekebun Kesediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO".</p> <p>The declaration 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. 	Complied

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		<p>5. Every plot located on peat area.</p> <p>6. Details on replanting programme and extension area.</p> <p>7. Every land dispute occurs.</p> <p>8. Land use and ownership status.</p> <p>9. Source of manpower used.</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 2005 and HCS forests lost since November 2019, through a participatory process and the plan is submitted to RSPO.	Statement of Free Liability – Koperasi Sawit Jaya based on email from RSPO dated 27 th 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.	Complied
Milestone B	An RSPO-approved plan to remediate for HCVs lost since 2005 and HCS forests lost since November 2019 is implemented.	Statement of Free Liability – Koperasi Sawit Jaya based on email from RSPO dated 27 th February 2020, the statement that Koperasi Sawir Jaya is free liability and no need to go LUCA. Therefore, Koperasi Sawit Jaya no need to submit remediate for HCV lost.	Complied
<p>Criteria 4.3</p> <p>New planting of independent smallholders, since November 2019:</p> <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 25 degrees or as in the National Interpretation) • Are not on peat areas of any depth. <p>Note: Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP</p>			
Eligibility	Smallholders provide information on all planned new plantings and commit that no new planting are on HCVs or HCS forests, on steep slopes (more than 25 degrees or as in the National Interpretation) or	Smallholders commit to protect HCVs and HCS forests through the Smallholder Declaration was signed 18 th April 2018, under "Surat Pernyataan Pekebun Kesiediaan Mengikuti Sertifikasi RSPO dan	Complied

	on peat (Refer to appendix 1).	<p>Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO”.</p> <p>The declaration 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. 	
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 and HCS approach, before any land preparation commences	Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members that join to certification with similar year of planting. Therefore, this indicator is Not Applicable.	Complied
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.	Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members that join to certification with similar year of planting. Therefore, this indicator is Not Applicable.	Complied
<p>Criteria 4.4</p> <p>Where smallholder plots exist on peat, subsidence and degradation of peat soils is minimised by use of best management practices.</p> <p>Note: Do any smallholders within the group have existing plots on peat? If no, SKIP</p>			
Eligibility	Group manager confirms presence of peat on existing plots	Koperasi Sawit Jaya in cooperation with WRI has confirm the present	Complied

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	<p>within the group and smallholders on peat commit to using best management practices (BMPs), and minimizing subsidence and degradation of peat soils (Refer to appendix 1).</p>	<p>of peat on existing plots based on HCV Identification Report (<i>Laporan Identifikasi Areal dengan Nilai Konservasi Tinggi Koperasi Sawit Jaya Tahun 2020</i>). According to the report, there are area categorized as HCV covers 0.9 Ha of riparian area and 37 Ha of with depth > 3 m, located at southern part of Koperasi Sawit Jaya area.</p> <p>The group and the smallholders commit to action plan:</p> <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>Commitment to use best management practice (BMPs) on peat has also stated in declaration of member to follow the RSPO certification (Surat Pernyataan Pekebun, Kesedian Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO), signed by members on 7 Jun 20.</p> <p>The location of the peat area is in the southern part of the plantation, bordering with PT Ekawana which covers 17 parcels of land for cooperative members with a total area of about 37 Ha.</p>	
<p>Milestone A</p>	<p>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>	<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>The tools used in the Sawit Jaya Cooperative 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>For every 20 TMAT monitoring points, 1 subsidence monitoring location is established. The subsidence level is measured by installing</p>	<p>Complied</p>

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		<p>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>Evidence of training on Best Management Practices activities on peat areas has been shown by Minamas staff in collaboration with WRI Indonesia on 25 – 26 September 2018 at the Grand Mempura Siak Hotel. This activity was attended by cooperative managers and farmer representatives.</p>	
<p>Milestone B</p>	<p>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>	<p>PIC of peat and Farmer Group leader have received training regarding Best Management Practices of oil palm cultivation on peat trained by by Minamas staff in collaboration with WRI Indonesia on 25 – 26 September 2018 at the Grand Mempura Siak Hotel.</p> <p>Smallholder members are also have received training of Forest and Land Fire Control in Siak Regency, dated 22 January 2020.</p> <p>Piezometer, subsidence pole and water level pole have been installed in peat in member area. During field visit to smallholder plot, Sudirwan, verified that water level was 42 cm. Available data of ground water monitoring - “Tabel Pencatatan Tinggi Muka Air (TMA)” as monitoring data of piezometer. Based on the record, ground water level on 25 October 2020 ranges from 35 - 67 cm. Available data of surface/canal water monitoring - “Tabel Pencatatan Tinggi Muka Air</p>	<p>Complied</p>

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		Kanal (TMAK) as monitoring data of surface water level at peat canal. Based on the record, surface water level on 25 October 2020 ranges from 39 - 63 cm.	
<p>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. Note: Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP</p>			
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 appendix 1).	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.	Year of Planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030.	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, referencing alternative livelihood planning.	<p>Replanting planned to be started in 2030. Currently, a 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. According to the report, there are area categorized as HCV covers 0.9 Ha of riparian area and 37 Ha of with depth > 3 m, located at southern part of Koperasi Sawit Jaya area.</p> <p>The group and the smallholders commit to action plan:</p> <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; 	Complied

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		<p>Commitment to use best management practice (BMPs) on peat has also stated in declaration of member to follow the RSPO certification (Surat Pernyataan Pekebun, Kesedian Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO), signed by members on 7 Jun 20.</p> <p>The location of the peat area is in the southern part of the plantation, bordering with PT Ekawana which covers 17 parcels of land for cooperative members with a total area of about 37 Ha.</p>	
<p>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.</p>			
Eligibility	<p>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 appendix 1).</p>	<p>Each member of Koperasi Sawit Jaya has signed the Cooperation Policy, No: 1/ICS-KSJ/X/2020 dated 20 October 2020. In Article 8 was mentioned no burning for preparing land or pest control.</p> <p>Based on interview with ICS, 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.</p> <p>Based on interview with 12 smallholders' sample during onsite audit, the members aware that use of fire for land preparation, for pest control and/or farm waste management is forbidden. Auditor did not find any physical evidence of burning or fire use in their plots.</p>	Complied
Milestone A	<p>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 	<p>Each member of Koperasi Sawit Jaya has signed the Cooperation Policy, No: 1/ICS-KSJ/X/2020 dated 20 October 2020. In Article 8 was mentioned no burning for preparing land or pest control.</p> <p>Based on interview with ICS, 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.</p> <p>Based on interview with 12 smallholders' sample during onsite audit,</p>	Complied

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	plots.	the members aware that use of fire for land preparation, for pest control and/or farm waste management is forbidden. Auditor did not find any physical evidence of burning or fire use in their plots. Sample of smallholder member has attended training of fire prevention and how to respond to and manage fires in their plots, dated 22 nd January 2020,	
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 authority.	Based on interview with 12 smallholders' sample during onsite audit, the members aware 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 appendix 1).	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. 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. Also, the smallholder members already committed to conserve and protect riparian/buffer zone as Smallholder Declaration that was signed 18 th April 2018, under "Surat Pernyataan Pekebun Kesediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO".	Complied
Milestone A	Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain	Smallholders complete training on and are aware of riparian buffer zone management	Complied

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	and/or enhance riparian buffer zones.	Data seen: Absensi Sosialisasi SOP Kelompok, dated 7 th March 2019 was attended by 15 smallholder members, dated 10 th March 2019 was attended 12 smallholder members, dated 13 th March 2019 was attended by 10 smallholder members and dated 15 th March 2019 was attended by 15 smallholder member	
Milestone B	Smallholders maintain and/or enhance riparian buffer zone areas.	Based on field visit to Mr. Mansur (KT.5) smallholder block/plot which located in riparian areas, the buffer zone of Jernih Creek are maintain with enrichment planting of woody plants, 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	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: <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. (Refer to appendix 1)	SOP of Extension and Integrated Pest Management regarding uses of agrochemical (No.4/UK3-NKT/ICS-KSJ/VIII/2020, Rev.4) dated 12 August 2020, Chapter 8 stated that "It is prohibited for all members to use chemicals with active ingredients of paraquat or WHO class 1A or 1B pesticides and those listed by the Stockholm or Rotterdam Conventions because they are dangerous for the environment and a risk to health". Based on statement letter of smallholders – " <i>Surat Pernyataan Kesiediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO</i> ", the smallholder member committed to implement best management practices on oil palm cultivation in peat. Based on field observation and interview with smallholders, verified that all sample blocks use manual and mechanical for weeding activity. There is only small quantity of smallholder member uses chemical for weeding and pest control.	Complied

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<p>Milestone A</p>	<p>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>Smallholders complete training on Best Management Practices for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers. Evidence of training were available, such as training attendance list:</p> <ul style="list-style-type: none"> dated 7 March 2019, attended by 15 smallholder members; dated 10 March 2019, attended by 12 smallholder members; dated 13 March 2019, attended by 10 smallholder members; dated 15 March 2019, attended by 15 smallholder members. <p>Based on interview with smallholders, verified that all members are aware regarding Best Management Practices 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>Complied</p>
<p>Milestone B</p>	<p>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>	<p>The organisation has prepared form "<i>Aktifitas Pemeliharaan</i>" to record upkeep activity including pesticide uses. The document mentioned block number; smallholder name; date; activity types (weeding, pruning, upkeep drainage); type of weed (grass, wood, etc); weeding control (circle, path, market place, selective); agrochemical used (if applicable, brand, volume, cost); total cost.</p> <p>Based on field observation and interview with smallholders, verified that all sample blocks use manual and mechanical for weeding activity. There is other member uses chemical for weeding and pest control in small quantity. Based on interview with smallholders, verified that all members are aware regarding Best Management Practices 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,</p>	<p>Complied</p>

		the Stockholm or Rotterdam Conventions.	
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	N/A	N/A
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.	Smallholders have completed training on and are aware of Best Management Practices, including, but not limited to safe chemical use, IPM, weed and invasive species management. Evidence of training were available, such as training attendance list: <ul style="list-style-type: none"> dated 7 March 2019, attended by 15 smallholder members; dated 10 March 2019, attended by 12 smallholder members; dated 13 March 2019, attended by 10 smallholder members; dated 15 March 2019, attended by 15 smallholder members. Based on interview with smallholders, verified that all members are aware regarding Best Management Practices, including, but not limited to safe chemical use, IPM, weed and invasive species management.	Complied
Milestone B	The group and smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm.	Based on field observation and interview with smallholders, verified that all sample blocks use manual and mechanical for weeding activity. There is only small quantity of smallholder member uses chemical for weeding and pest control. The smallholder are maximising IPM approach by manual or mechanical method.	OFI
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			

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Eligibility	The Group has appointed a group manager	<p>The appointment of ICS Manager was regulated as per Surat Keputusan Penunjukan Manajer Operasional ICS Koperasi Sawit Jaya untuk Implementasi Minyak Sawit Berkelanjutan, that appoints Mr Afifi M Nurudin as the ICS Manager, dated 23 October 2018.</p> <p>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.</p>	Complied
Milestone A	The Group has appointed a group manager	<p>The appointment of ICS Manager was regulated as per Surat Keputusan Penunjukan Manajer Operasional ICS Koperasi Sawit Jaya untuk Implementasi Minyak Sawit Berkelanjutan, that appoints Mr Afifi M Nurudin as the ICS Manager, dated 23 October 2018.</p> <p>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</p>	Complied

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		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.	
Milestone B	The Group has appointed a group manager	The appointment of ICS Manager was regulated as per Surat Keputusan Penunjukan Manajer Operasional ICS Koperasi Sawit Jaya untuk Implementasi Minyak Sawit Berkelanjutan, that appoints Mr Afifi M Nurudin as the ICS Manager, 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.	Comply
A.1.2			
Eligibility	The group manager has evidence of legal identity.	Koperasi Sawit Jaya has demonstrated the document of legal entity, such as: <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 	Complied

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		<ol style="list-style-type: none"> 3. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/0 namely Wartini, 1.99 Ha dated 27 April 2020 4. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Adnan, 2 Ha dated 27 April 2020 5. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Adnan, 2 Ha dated 27 April 2020 6. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/2 namely Mursida, 2 Ha dated 27 April 2020 <p>ICS 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> <p>Group Manager is local resident , the ID card also available in place.</p>	
Milestone A	The group manager has evidence of legal identity.	<p>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 	Complied

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		<p>No: STDB-04-14.08-52-2020-02/0 namely Wartini, 1.99 Ha dated 27 April 2020</p> <p>4. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Adnan, 2 Ha dated 27 April 2020</p> <p>5. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Adnan, 2 Ha dated 27 April 2020</p> <p>6. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/2 namely Mursida, 2 Ha dated 27 April 2020</p> <p>ICS 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> <p>Group Manager is local resident , the ID card also available in place.</p>	
Milestone B	The group manager has evidence of legal identity.	<p>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 Wartini, 1.99 Ha dated 	Complied

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		<p>27 April 2020</p> <ol style="list-style-type: none"> 4. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Adnan, 2 Ha dated 27 April 2020 5. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/1 namely Adnan, 2 Ha dated 27 April 2020 6. Surat Tanda Daftar Budidaya (STD-B) Perkebunan Masyarakat No: STDB-04-14.08-52-2020-02/2 namely Mursida, 2 Ha dated 27 April 2020 <p>ICS 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> <p>Group Manager is local resident , the ID card also available in place.</p>	
A1.3			
Eligibility	The group has membership requirements.	<p>Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> 1. Receiving member: "Standar Operasional Prosedur Unit Pendaftaran Anggota No: 1/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: 2/SOP/UPA/ICS-KSJ/X/2018 tentang Penilaian Kesenjangan Awal Anggota Baru. The procedure explains assessment process, before any potential member joining group manager. 	Complied

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		<p>3. Exiting member: "Standar Operasional Prosedur Unit No: 3/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.</p> <p>There is a documentary evidence to demonstrate that group members have formally joined the group under "Kontrak Petani". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement.</p>	
Milestone A	The group has membership requirements.	<p>Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> 1. Receiving member: "Standar Operasional Prosedur Unit Pendaftaran Anggota No: 1/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: 2/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: 3/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. <p>There is a documentary evidence to demonstrate that group members have formally joined the group under "Kontrak Petani". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement.</p>	Complied
Milestone B	The group has membership requirements.	<p>Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> 1. Receiving member: "Standar Operasional Prosedur Unit 	Complied

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		<p>Pendaftaran Anggota No: 1/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.</p> <p>2. Potential member: “Standar Operasional Prosedur Unit No: 2/SOP/UPA/ICS-KSJ/X/2018 tentang Penilaian Kesenjangan Awal Anggota Baru. The procedure explains assessment process, before any potential member joining group manager.</p> <p>3. Exiting member: “Standar Operasional Prosedur Unit No: 3/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.</p> <p>There is a documentary evidence to demonstrate that group members have formally joined the group under “Kontrak Petani”. Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement.</p>	
A.1.4			
Eligibility	All members have signed and acknowledged membership requirements.	<p>Sample seen:</p> <p>Member name Mr M Bachtiar – Group Farmer Sido Mulyo</p> <ul style="list-style-type: none"> • Information Data farmer • Daftar Kunjungan Petugas, dated 8th April 2018 • Surat Tanda Keanggotaan Kelompok Tani, dated 8th April 2018 • Surat Pernyataan Kesiapan Ikut Sertifikasi RSPO, dated 8th April 2018 • Surat Pernyataan Kelompok Tani, dated 8th April 2018 • Form Pendaftaran Survey Perkebunan Rakyat • Surat Keterangan Riwayat Pemilikan Penguasaan Tanah no: 0807/SKRP/2004, dated 21 July 2014 	Complied

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		<p>Member name Mr Yusuf – Group Farmer Pinang Hijau</p> <ul style="list-style-type: none"> • Information Data farmer • Daftar Kunjungan Petugas, dated 8th April 2018 • Surat Tanda Keanggotaan Kelompok Tani, dated 8th April 2018 • Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO, dated 8th April 2018 • Surat Pernyataan Kelompok Tani, dated 8th April 2018 • Form Pendaftaran Survey Perkebunan Rakyat • Surat Keterangan Kepala Desa No 06/819/69, dated June 1995, issued by Head of Benteng Hulu Village. 	
<p>Milestone A</p>	<p>All members can demonstrate understanding of membership requirements.</p>	<p>Sample seen:</p> <p>Member name Mr M Bachtiar – Group Farmer Sido Mulyo</p> <ul style="list-style-type: none"> • Information Data farmer • Daftar Kunjungan Petugas, dated 8th April 2018 • Surat Tanda Keanggotaan Kelompok Tani, dated 8th April 2018 • Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO, dated 8th April 2018 • Surat Pernyataan Kelompok Tani, dated 8th April 2018 • Form Pendaftaran Survey Perkebunan Rakyat • Surat Keterangan Riwayat Pemilikan Penguasaan Tanah no: 0807/SKRP/2004, dated 21 July 2014 <p>Member name Mr Yusuf – Group Farmer Pinang Hijau</p> <ul style="list-style-type: none"> • Information Data farmer • Daftar Kunjungan Petugas, dated 8th April 2018 • Surat Tanda Keanggotaan Kelompok Tani, dated 8th April 2018 • Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO, dated 8th April 	<p>Complied</p>

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		<p>2018</p> <ul style="list-style-type: none"> • Surat Pernyataan Kelompok Tani, dated 8th April 2018 • Form Pendaftaran Survey Perkebunan Rakyat • Surat Keterangan Kepala Desa No 06/819/69, dated June 1995, issued by Head of Benteng Hulu Village. 	
Milestone B	All members can demonstrate understanding of membership requirements.	<p>Sample seen:</p> <p>Member name Mr M Bachtiar – Group Farmer Sido Mulyo</p> <ul style="list-style-type: none"> • Information Data farmer • Daftar Kunjungan Petugas, dated 8th April 2018 • Surat Tanda Keanggotaan Kelompok Tani, dated 8th April 2018 • Surat Pernyataan Kesiapan Ikut Sertifikasi RSPO, dated 8th April 2018 • Surat Pernyataan Kelompok Tani, dated 8th April 2018 • Form Pendaftaran Survey Perkebunan Rakyat • Surat Keterangan Riwayat Pemilikan Penguasaan Tanah no: 0807/SKRP/2004, dated 21 July 2014 <p>Member name Mr Yusuf – Group Farmer Pinang Hijau</p> <ul style="list-style-type: none"> • Information Data farmer • Daftar Kunjungan Petugas, dated 8th April 2018 • Surat Tanda Keanggotaan Kelompok Tani, dated 8th April 2018 • Surat Pernyataan Kesiapan Ikut Sertifikasi RSPO, dated 8th April 2018 • Surat Pernyataan Kelompok Tani, dated 8th April 2018 • Form Pendaftaran Survey Perkebunan Rakyat • Surat Keterangan Kepala Desa No 06/819/69, dated June 1995, issued by Head of Benteng Hulu Village. 	Complied

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.	<p>Group Manager of Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, 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. 5. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-267, namely Mr Katmin dated 27th April 2020, issued by Agriculture Agency in Siak Regency 6. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-290, namely Mr Suanda dated 27th April 2020, issued by Agriculture Agency in Siak Regency 7. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-205, namely Mr Sadiman dated 	Complied

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		27 th April 2020, issued by Agriculture Agency in Siak Regency	
Milestone A	The group manager can demonstrate compliance of the ICS by individual members.	<p>Group Manager of Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, 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. 5. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-267, namely Mr Katmin dated 27th April 2020, issued by Agriculture Agency in Siak Regency 6. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-290, namely Mr Suanda dated 27th April 2020, issued by Agriculture Agency in Siak Regency 7. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-205, namely Mr Sadiman dated 27th April 2020, issued by Agriculture Agency in Siak Regency <p>There is a documentary evidence to demonstrate that group</p>	Complied

		<p>members have formally joined the group under "Kontrak Petani". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement.</p> <p>Based on interview with Group Manager of Koperasi Sawit Jaya (Mr Afif) has confirmed that group manager can demonstrate compliance of the ICS by individual members.</p> <p>Data verified:</p> <ol style="list-style-type: none"> 1. Member name Mr Sadin – Farmer ID 701011 <ul style="list-style-type: none"> - Information Data farmer - Daftar Kunjungan Petugas, dated 31st March 2018 - Surat Tanda Keanggotaan Kelompok Tani, dated 31st March 2018 - Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO - Surat Pernyataan Kelompok Tani, 30th April 2020 - Form Pendaftaran Survey Perkebunan Rakyat - Land Certificate Number 123/07/SKRP/DS/V/2004, namely Mr Sadin, 2. Member name Mr Yumailis – Farmer ID 703017 <ul style="list-style-type: none"> - Information Data farmer - Daftar Kunjungan Petugas, dated 31st March 2018 - Surat Tanda Keanggotaan Kelompok Tani, dated 31st March 2018 - Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO - Surat Pernyataan Kelompok Tani, 30th April 2020 - Form Pendaftaran Survey Perkebunan Rakyat - Land Certificate Number 109/SKRPT/DS/V/2004, namely Mr Yumailis 	
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		<p>The report internal audit has demonstrate compliance of the ICS by individual members -as the explained in criteria B.1.1 (MSA A & MSB).</p> <p>Internal audit was conducted on 13th May 2020. Team of internal auditor: Mr Joko Paryanto, Mr Suadi, Mr Suradi and Mr Sadiman. – referred to RSPO Independent Smallholder Standard for production of Sustainable Palm Oil 2019.</p> <p>Data verified:</p> <ol style="list-style-type: none"> 1. Form Internal Audit RSPO untuk Anggota Koperasi Sawit Jaya tahun 2020 Penilaian Praktek Lapangan, 2. Rekapitulasi Audit Internal Koperasi Sawit Jaya Tahun 2020 Penilaian Kepatuhan Praktek di Lapanngan, 3. Internal inspection program 2021 has prepared to conduct for all group members – to ensured demonstrate compliance of the ICS by individual members. 	
<p>Milestone B</p>	<p>The group manager can demonstrate compliance of the ICS by individual members.</p>	<p>Group Manager of Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, 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. 	<p>Complied</p>

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		<p>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> <p>5. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-267, namely Mr Katmin dated 27th April 2020, issued by Agriculture Agency in Siak Regency</p> <p>6. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-290, namely Mr Suanda dated 27th April 2020, issued by Agriculture Agency in Siak Regency</p> <p>7. Surat Tanda Daftar Usaha Budidaya (STD-B) Pekebun Masyarakat Nomor: STDB-04-14-08-52-2020-205, namely Mr Sadiman dated 27th April 2020, issued by Agriculture Agency in Siak Regency</p> <p>There is a documentary evidence to demonstrate that group members have formally joined the group under "Kontrak Petani". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original agreement.</p> <p>Based on interview with Group Manager of Koperasi Sawit Jaya (Mr Afif) has confirmed that group manager can demonstrate compliance of the ICS by individual members.</p> <p>Data verified:</p> <ol style="list-style-type: none"> 1. Member name Mr Sadin – Farmer ID 701011 <ul style="list-style-type: none"> - Information Data farmer - Daftar Kunjungan Petugas, dated 31st March 2018 - Surat Tanda Keanggotaan Kelompok Tani, dated 31st March 2018 - Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO - Surat Pernyataan Kelompok Tani, 30th April 2020 	
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		<ul style="list-style-type: none"> - Form Pendaftaran Survey Perkebunan Rakyat - Land Certificate Number 123/07/SKRP/DS/V/2004, namely Mr Sadin, <p>2. Member name Mr Yumailis – Farmer ID 703017</p> <ul style="list-style-type: none"> - Information Data farmer - Daftar Kunjungan Petugas, dated 31st March 2018 - Surat Tanda Keanggotaan Kelompok Tani, dated 31st March 2018 - Surat Pernyataan Kesediaan Ikut Sertifikasi RSPO - Surat Pernyataan Kelompok Tani, 30th April 2020 - Form Pendaftaran Survey Perkebunan Rakyat - Land Certificate Number 109/SKRPT/DS/V/2004, namely Mr Yumailis <p>The report internal audit has demonstrate compliance of the ICS by individual members -as the explained in criteria B.1.1 (MSA A & MSB).</p> <p>Internal audit was conducted on 13th May 2020. Team of internal auditor: Mr Joko Paryanto, Mr Suadi, Mr Suradi and Mr Sadiman. – referred to RSPO Independent Smallholder Standard for production of Sustainable Palm Oil 2019.</p> <p>Data verified:</p> <ol style="list-style-type: none"> 1. Form Internal Audit RSPO untuk Anggota Koperasi Sawit Jaya tahun 2020 Penilaian Praktek Lapangan, 2. Rekapitulasi Audit Internal Koperasi Sawit Jaya Tahun 2020 Penilaian Kepatuhan Praktek di Lapanngan, 3. Internal inspection program 2021 has prepared to conduct for all group members – to ensured demonstrate compliance of the ICS by individual members. 	
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A.2.1			
Eligibility	<p>The group manager demonstrates understanding of the ISH Standard, group certification and related topics and has sufficient resources to manage the group.</p>	<p>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.</p> <p>Identification and regulation of roles and responsibility for group manager and the staff has been defined clearly under each appointment letter.</p> <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 	Complied

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		<p>Pendaftaran Anggota, No: 6/UPP/ICS-KSJ/X/2018 tentang Pemberiaan peringatan dan sanksi anggota.</p> <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 was 17 staff in Kopeasi Sawit Jaya.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint an 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 	
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		<p>certification.</p> <p>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.</p> <p>11. Ensure that Group Manager of Koperasi Sawit Jaya documents are well structured, in accordance with the classification and nature of the document.</p> <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. 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. 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 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 7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya. 	
<p>Milestone A</p>	<p>The group manager can demonstrate capacity to manage and operate group certification and certification requirements.</p>	<p>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</p>	<p>Complied</p>

		<p>utensils.</p> <p>Identification and regulation of roles and responsibility for group manager and the staff has been defined clearly under each appointment letter.</p> <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</p>	
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		<p>available under "Struktur dan Tugas Pokok & Fungsi Group Manager Operasional dan Unit Koperasi Sawit Jaya" dated 24 October 2018. There was 17 staff in Koperasi Sawit Jaya.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint an 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>	
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		<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. 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. 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 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 7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya 	
<p>Milestone B</p>	<p>The unit of certification regularly reviews and publicly reports on the progress of the smallholder support program.</p>	<p>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.</p> <p>Identification and regulation of roles and responsibility for group manager and the staff has been defined clearly under each appointment letter.</p> <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>	<p>Complied</p>

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		<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 was 17 staff in Kopeasi Sawit Jaya.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 	
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		<ol style="list-style-type: none"> 3. Establish and appoint an 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. 4. To impose sanctions on members who do not comply with the regulations, either internal Group Manager of Koperasi Sawit 	
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		<p>Jaya regulations or the RSPO Principles and Criteria.</p> <ol style="list-style-type: none"> 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 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 7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya 	
A.2.2			
Eligibility	<p>The group manager demonstrates understanding of the ISH Standard, group certification and related topics and has sufficient resources to manage the group.</p>	<p>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.</p> <p>Identification and regulation of roles and responsibility for group manager and the staff has been defined clearly under each appointment letter.</p> <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 	Complied

		<p>Anggota Baru. The procedure explains assessment process, before any potential member joining group manager.</p> <p>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.</p> <p>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> <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 was 17 staff in Koperasi Sawit Jaya. The sufficient resources in term of human capital, financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint an Group Manager of Koperasi Sawit Jaya working unit 4. Together with the Council of Extension Officers, the Unit of 	
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		<p>Registration Approval Commission, and other units, drafted the registration and membership requirements</p> <ol style="list-style-type: none"> 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. 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. 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 	
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		<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>7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya.</p>	
<p>Milestone A</p>	<p>The group manager can demonstrate capacity to manage and operate group certification and certification requirements.</p>	<p>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.</p> <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 was 17 staff in Koperasi Sawit Jaya. The sufficient resources in term of human capital, financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint an Group Manager of Koperasi Sawit Jaya 	<p>Complied</p>

		<p>working unit</p> <ol style="list-style-type: none"> 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. 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. 	
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		<ol style="list-style-type: none"> 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 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 7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya 	
<p>Milestone B</p>	<p>The group manager can demonstrate capacity to manage and operate group certification and certification requirements.</p>	<p>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.</p> <p>Identification and regulation of roles and responsibility for group manager and the staff has been defined clearly under each appointment letter.</p> <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. 	<p>Complied</p>

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		<p>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.</p> <p>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> <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 was 17 staff in Koperasi Sawit Jaya.</p> <p><u>Main Duties and Functions of the Group Manager of Koperasi Sawit Jayar:</u></p> <ol style="list-style-type: none"> 1. As Group Manager of Koperasi Sawit Jaya 2. Designing Internal Policy 3. Establish and appoint an 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 	
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		<ol style="list-style-type: none"> 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. 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. 5. To receive reports from work units within Group Manager of Koperasi Sawit Jaya regarding documentation and work progress. 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 7. To reply when there is a unilateral termination by the Group Manager of Koperasi Sawit Jaya 	
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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.	Annual training plan available for 2020, covering the RSPO Independent Smallholder Standard. The document provide at "Rencana Pelatihan Koperasi Sawit Jaya dan Realisasi tahun 2020", consist of: <ol style="list-style-type: none"> 1. Training for handling of fire preparedness and emergency response (planned in January 2020) 2. Training of traceability for smallholder member (planned in February 2020) 3. Training of implementation OHS requirement (planned in February 2020) 4. Training of NKT (planned in August – September 2020) 5. Training for using of PPE and first aider (planned in November 2020) 	Complied
Milestone A	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.	ICS – Koperasi Sawit Jaya has also conducted refreshment training to ensuring all member following the stipulated procedures especially in Best Management Practices aspect. Record of implementation the training program year 2020, such as: <ol style="list-style-type: none"> 1. Record of training best management practices in peat land, dated 25 – 26 September 2018. 2. Training of traceability for smallholder member, dated 13th February 2020 3. Training of implementation OHS requirement , dated 11th February 2020 4. Training of NKT, dated 16th January 2019. 5. Training for using of PPE and first aider (planned in November 2020) 	Complied

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<p>Milestone B</p>	<p>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.</p>	<p>ICS – Koperasi Sawit Jaya has also conducted refreshment training to ensuring all member following the stipulated procedures especially in Best Management Practices aspect.</p> <p>Record of implementation the training program year 2020, such as:</p> <ol style="list-style-type: none"> 1. Record of training best management practices in peat land, dated 25 – 26 September 2018. 2. Training of traceability for smallholder member, dated 13th February 2020 3. Training of implementation OHS requirement , dated 11th February 2020 4. Training of NKT, dated 16th January 2019. 5. Training for using of PPE and first aider (planned in November 2020) 	<p>Complied</p>
<p>B – ICS: Policies and management</p>			
<p>B.1 The group Internal Control System contains documented policies and procedures for operational management.</p>			
<p>B.1.1</p>			
<p>Eligibility</p>	<p>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>Koperasi Sawit Jaya has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> 1. Receiving member: “Standar Operasional Prosedur Unit Pendaftaran Anggota No: 1/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: 2/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: 	<p>Complied</p>

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		<p>3/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.</p> <p>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> <p>5. SOP Unit Penilai Internal No: 1/UPI/ICS-KSJ/X/2018 tentang Pelaksanaan Penilaian Internal, dated 24 October 2020.</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	<p>Koperasi Sawit Jaya has implemented an internal audit at least half of the group members</p> <p>Internal audit was conducted on 13th May 2020. Team of internal auditor: Mr Joko Paryanto, Mr Suadi, Mr Suradi and Mr Sadiman. – referred to RSPO Independent Smallholder Standard for production of Sustainable Palm Oil 2019.</p> <p>Data verified:</p> <ol style="list-style-type: none"> 1. Form Internal Audit RSPO untuk Anggota Koperasi Sawit Jaya tahun 2020 Penilaian Praktek Lapangan, 2. Rekapitulasi Audit Internal Koperasi Sawit Jaya Tahun 2020 Penilaian Kepatuhan Praktek di Lapangan, 3. Internal inspection program 2021 has prepared to conduct for all group members 	Complied
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.	<p>Koperasi Sawit Jaya has implemented an internal audit at least half of the group members</p> <p>Internal audit was conducted on 13th May 2020. Team of internal auditor: Mr Joko Paryanto, Mr Suadi, Mr Suradi and Mr Sadiman. – referred to RSPO Independent Smallholder Standard for production of Sustainable Palm Oil 2019.</p>	Complied

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		<p>Data verified:</p> <ol style="list-style-type: none"> 4. Form Internal Audit RSPO untuk Anggota Koperasi Sawit Jaya tahun 2020 Penilaian Praktek Lapangan, 5. Rekapitulasi Audit Internal Koperasi Sawit Jaya Tahun 2020 Penilaian Kepatuhan Praktek di Lapanngan, 6. Internal inspection program 2021 has prepared to conduct for all group members 	
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	<p>Basic information related to legal documentation available.</p> <p>ICS – Koperasi Sawit Jaya has had legally registered as follows:</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 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 Consulting Office of Siak Sri Indrapura regency dated 21 February 2011. 4. Trading Business License (SIUP) No.16/04.12/KEC.MPR-PATEN/XII/2016 issued by Distrct Head of Mempura on 30 	Complied

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		<p>December 2016.</p> <ol style="list-style-type: none"> 5. Business Location Permit (SITU) No.08.13/KEC.MPR/PATEN/47/2016 issued by District Head of Mempura on 30 December 2016. 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. 7. Nuisance permit (HO) No.01/KEC.MEMPURA-PATEN/HO/I/2017 issued by District Head of Mempura dated 13 January 2017. 8. Advertising License No. 49/KEC.MPR/PATEN/2016 issued by District Head of Mempura dated 30 December 2016. 9. Koperasi Sawit Jaya can demonstrate member's Joint Declaration to participate 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>Production Data year 2020,</p> <table border="1" data-bbox="1131 1008 1955 1356"> <thead> <tr> <th>Months</th> <th>Budget (Tonnes)</th> <th>Actual (Tonnes)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>208.56</td> <td>263.05</td> </tr> <tr> <td>February</td> <td>200.94</td> <td>209.21</td> </tr> <tr> <td>March</td> <td>269.12</td> <td>266.97</td> </tr> <tr> <td>April</td> <td>320.00</td> <td>339.10</td> </tr> <tr> <td>May</td> <td>315.90</td> <td>324.01</td> </tr> <tr> <td>June</td> <td>341.28</td> <td>403.85</td> </tr> </tbody> </table>	Months	Budget (Tonnes)	Actual (Tonnes)	January	208.56	263.05	February	200.94	209.21	March	269.12	266.97	April	320.00	339.10	May	315.90	324.01	June	341.28	403.85	
Months	Budget (Tonnes)	Actual (Tonnes)																						
January	208.56	263.05																						
February	200.94	209.21																						
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April	320.00	339.10																						
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June	341.28	403.85																						

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		<table border="1"> <tr> <td>July</td> <td>490.80</td> <td>539.00</td> </tr> <tr> <td>August</td> <td>490.80</td> <td>521.75</td> </tr> <tr> <td>September</td> <td>490.80</td> <td>516.80</td> </tr> <tr> <td>October</td> <td>490.80</td> <td>538.5</td> </tr> <tr> <td>November</td> <td>490.80</td> <td></td> </tr> <tr> <td>December</td> <td>490.80</td> <td></td> </tr> <tr> <td>Total</td> <td>4,599.03</td> <td>3,922.24</td> </tr> </table>	July	490.80	539.00	August	490.80	521.75	September	490.80	516.80	October	490.80	538.5	November	490.80		December	490.80		Total	4,599.03	3,922.24	
July	490.80	539.00																						
August	490.80	521.75																						
September	490.80	516.80																						
October	490.80	538.5																						
November	490.80																							
December	490.80																							
Total	4,599.03	3,922.24																						
Milestone A	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	<p>Basic information related to legal documentation available.</p> <p>ICS – Koberasi Sawit Jaya has had legally registered as follows:</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 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 Consulting Office of Siak Sri Indrapura regency dated 21 February 2011. 	Complied																					

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		<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 year 2020,</p> <table border="1" data-bbox="1131 1072 1951 1369"> <thead> <tr> <th>Months</th> <th>Budget (Tonnes)</th> <th>Actual (Tonnes)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>208.56</td> <td>263.05</td> </tr> <tr> <td>February</td> <td>200..94</td> <td>209.21</td> </tr> <tr> <td>March</td> <td>269.12</td> <td>266.97</td> </tr> <tr> <td>April</td> <td>320.00</td> <td>339.10</td> </tr> <tr> <td>May</td> <td>315.90</td> <td>324.01</td> </tr> </tbody> </table>	Months	Budget (Tonnes)	Actual (Tonnes)	January	208.56	263.05	February	200..94	209.21	March	269.12	266.97	April	320.00	339.10	May	315.90	324.01	
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Milestone B	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	<p>Basic information related to legal documentation available.</p> <p>Koperasi Sawit Jaya has had legally registered as follows:</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 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 Consulting Office of Siak Sri Indrapura regency dated 21 	Complied																								

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		<p>February 2011.</p> <ol style="list-style-type: none"> 4. Trading Business License (SIUP) No.16/04.12/KEC.MPR-PATEN/XII/2016 issued by Distrcit Head of Mempura on 30 December 2016. 5. Business Location Permit (SITU) No.08.13/KEC.MPR/PATEN/47/2016 issued by Distrcit Head of Mempura on 30 December 2016. 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. 7. Nuisance permit (HO) No.01/KEC.MEMPURA-PATEN/HO/I/2017 issued by District Head of Mempura dated 13 January 2017. 8. Advertising License No. 49/KEC.MPR/PATEN/2016 issued by District Head of Mempura dated 30 December 2016. 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>Production Data year 2020,</p> <table border="1" data-bbox="1131 1114 1955 1361"> <thead> <tr> <th>Months</th> <th>Budget (Tonnes)</th> <th>Actual (Tonnes)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>208.56</td> <td>263.05</td> </tr> <tr> <td>February</td> <td>200..94</td> <td>209.21</td> </tr> <tr> <td>March</td> <td>269.12</td> <td>266.97</td> </tr> <tr> <td>April</td> <td>320.00</td> <td>339.10</td> </tr> </tbody> </table>	Months	Budget (Tonnes)	Actual (Tonnes)	January	208.56	263.05	February	200..94	209.21	March	269.12	266.97	April	320.00	339.10	
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		Total	4,599.03	3,922.24	

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

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<p>Eligibility</p>	<p>An annual group business plan is available, which includes</p> <ul style="list-style-type: none"> • Production and income forecasting based on historical records • Plans for expansion 	<p>Annual group business plan is available for year 2020, covers FFB production estimates. There is no plan for expansion for year 2020. Estimated production for 2020 is 4,600,625 Tons FFB.</p> <p>Estimansi dan realisasi produksi TBS Koperasi Sawit Jaya Tahun 2020:</p> <table border="1" data-bbox="1133 563 1895 1294"> <thead> <tr> <th>Bulan</th> <th>Estimasi Produksi TBS (kg)</th> <th>Realisasi Produksi TBS (kg)</th> </tr> </thead> <tbody> <tr><td>January</td><td>208,567</td><td>263,050</td></tr> <tr><td>February</td><td>200,947</td><td>209,210</td></tr> <tr><td>March</td><td>269,123</td><td>266,970</td></tr> <tr><td>April</td><td>320,004</td><td>339,100</td></tr> <tr><td>May</td><td>315,900</td><td>347,060</td></tr> <tr><td>June</td><td>341,284</td><td>403,850</td></tr> <tr><td>July</td><td>490,800</td><td>539,000</td></tr> <tr><td>August</td><td>490,800</td><td>521,750</td></tr> <tr><td>September</td><td>490,800</td><td>516,800</td></tr> <tr><td>October</td><td>490,800</td><td>538,500</td></tr> <tr><td>November</td><td>490,800</td><td>-</td></tr> <tr><td>December</td><td>490,800</td><td>-</td></tr> <tr><td>Total</td><td>4,600,625</td><td>3,945,290</td></tr> </tbody> </table>	Bulan	Estimasi Produksi TBS (kg)	Realisasi Produksi TBS (kg)	January	208,567	263,050	February	200,947	209,210	March	269,123	266,970	April	320,004	339,100	May	315,900	347,060	June	341,284	403,850	July	490,800	539,000	August	490,800	521,750	September	490,800	516,800	October	490,800	538,500	November	490,800	-	December	490,800	-	Total	4,600,625	3,945,290	<p>Complied</p>
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<p>Milestone A</p>	<p>The group business plan is implemented and reviewed at least annually.</p>	<p>Annual review carried out in cooperative level as "Rapat Anggota Tahunan" (RAT). Minutes of RAT 2018 that conducted April 2019 was</p>	<p>Complied</p>																																										

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		<p>available covering financial statement. Result of annual review, "Keputusan Rapat Anggota Koperasi Sawit Jaya".</p> <p>Due to pandemic COVID-19, "Rapat Anggota Tahunan" is not conducted yet up to this moment. Koperasi Sawit Jaya planned to conduct the annual meeting in end of 2020.</p>	
<p>Milestone B</p>	<p>The group demonstrates financial stability and growth, and is able to support itself financially.</p>	<p>Annual review carried out in cooperative level as "Rapat Anggota Tahunan" (RAT). Minutes of RAT 2018 that conducted April 2019 was available covering financial statement. Result of annual review, "Keputusan Rapat Anggota Koperasi Sawit Jaya".</p> <p>Due to pandemic COVID-19, "Rapat Anggota Tahunan" is not conducted yet up to this moment. Koperasi Sawit Jaya planned to conduct the annual meeting in end of 2020.</p> <p>Koperasi Sawit Jaya have established annual work program, consist of:</p> <ol style="list-style-type: none"> 1. Members Annual Meeting 2. Meeting of Cooperative work program development 3. Cooperative work program evaluation meeting 4. Development of an HCV management and monitoring program 5. Management and monitoring of HCVs 6. Compilation of an annual cooperative business plan 7. Carry out the cooperative's annual business plan 8. Management of SHM (land tittle) for members' blocks 9. Management of Occupational Health and Safety, collaboration with puskesmas 10. Purchase PPE and provides PPE loan facilities for members and workers 11. Establish facilities for submitting suggestions or complaints 	<p>Complied</p>

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		<ol style="list-style-type: none"> 12. Sales of FFB 13. Monitoring of water level (TMA) and subsidence in members block 14. Monitoring and maintenance of members' land boundary markers 15. Training of Good Agricultural Practices (GAP) 16. IPM training 17. FFB quality training 18. Internal audit training 19. High Conservation Value (HCV) Training 20. Traceability training 21. Training of Forest and land fire prevention and control 22. Dissemination of the RSPO Standard for Independent Smallholders 2019. 23. Dissemination of SOPs 24. Internal Audit 25. External Audit. 	
C.2 The ICS of the group is integrated with the group's management plan.			
C.2.1			
Eligibility	<p>A group management plan is available which includes:</p> <ul style="list-style-type: none"> • Training/capacity building plans to improve productivity of group members. • An approach to strengthen links within the supply chain. • Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any. 	<p>Koperasi Sawit jaya has prepared the relevant training, that attended by individual members.</p> <p>Individual members provided input to the development of the OHS policy and management plan, such as risk/danger in their farm site to head of kelompok tani/farmer group. The head of kelompok tani/farmer group then deliver the suggestion to group manager.</p> <p>Record of training on environmental risks and mitigation measures, sample record: e.g: Dissemination of Group's SOP, dated 7th March</p>	Complied

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		<p>2019 was attended by 15 smallholder members, dated 10th March 2019 was attended 12 smallholder members, dated 13th March 2019 was attended by 10 smallholder members and dated 15th March 2019 was attended by 15 smallholder members.</p> <p>One of effort to improve productivity of group member is perform fertilization at the right dose, on time and on target. Fertilizer recommendation for smallholder blocks of Koperasi Sawit Jaya issued by CV Susun Bentang Alam. Leaf analysis based on certificate of analysis No.A0104/CPS/IV/2019 dated 30 April 2019, consist of 5 leaf samples and 2 soil samples. Analysis Parameters of leaf samples consists of N Total, P, K, Mg, Ca, B, Cu, Zn and Analysis Parameters of soil samples consist of ash, pH (H₂O), C Organic, N Total, P Bray II Total P, K, Ca, Cu, Zn.</p> <p>An approach to strengthen links within the supply chain, e.g. annual member meeting, board meeting, counseling visit program, internal and external audit. Forum Group Discussion (FGD) Traceability dated 13 February 2020, attended by member of Koperasi Sawit Jaya and Koperasi Sawit Jaya.</p> <p>Plan for continuous improvement projects, i.e. improvements from internal and external audit result; Training of Occupational Health and Safety, limited pesticide uses dated 11 February 2020; training of HCV monitoring and management dated 15 February 2020; training of forest and land fire control dated 22 January 2020; training of Group Dynamics and Good Agriculture Practices dated 25 January – 18 March 2018; training of SOPs dated 22 October 2018; Workshop on Oil Palm Plantation Management on Peatlands dated 25 September 2018.</p>	
Milestone A	The group management plan is implemented and reviewed at least annually.	Review of Group Management Plan carried out during annual review (RAT – Rapat Anggota Tahunan). Last RAT conducted on 25 April 2019.	Complied

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		Due to pandemic COVID-19, "Rapat Anggota Tahunan" is not conducted yet up to this moment. Koperasi Sawit Jaya planned to conduct the annual meeting in January 2021.																						
Milestone B	The group manager demonstrates the group's compliance with this ISH Standard.	Koperasi Sawit Jaya has appointed Mr. Afif M. Nuruddin as the person in charge for the continuous improvement in key operations including to ensure the compliance with ISH standards. The group manager demonstrates compliance with ISH standard by showing compliance to legal requirements, annual business plan, annual work program, annual review, record of smallholder activity covering production, fertilizer input, upkeep, IPM and financial report. The group management plan being monitored by Group Manager.	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.	Actual FFB production of Koperasi Sawit Jaya 2019 have been recorded per members and Farmer Group. Total production is 2,621.746 Ton. <table border="1" data-bbox="1131 1005 1715 1383"> <thead> <tr> <th>No.</th> <th>Farmer Group</th> <th>FFB Production (Ton)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sido Mulyo</td> <td>479.329</td> </tr> <tr> <td>2</td> <td>Sido Rejeki</td> <td>483.774</td> </tr> <tr> <td>3</td> <td>Sido Makmur</td> <td>643.482</td> </tr> <tr> <td>4</td> <td>Sido Rukun</td> <td>365.447</td> </tr> <tr> <td>5</td> <td>Pinang Hijau</td> <td>339.284</td> </tr> <tr> <td>6</td> <td>Pinang Merah</td> <td>310.430</td> </tr> </tbody> </table>	No.	Farmer Group	FFB Production (Ton)	1	Sido Mulyo	479.329	2	Sido Rejeki	483.774	3	Sido Makmur	643.482	4	Sido Rukun	365.447	5	Pinang Hijau	339.284	6	Pinang Merah	310.430	Complied
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		Total	2,621.746	
Milestone A	Group manager maintains annual production records and sales of certified volumes.	Group Manager has maintained monthly production records of FFB and sales volume.		Complied
		Month	FFB Production Estimates (kg)	Actual FFB Production (kg)
		January	208,567	263,050
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		October	490,800	538,500
		November	490,800	-
		December	490,800	-
		Total	4,600,625	3,945,290
Milestone B	Group Manager maintains annual production records and sales of certified volumes of all FFB sources.	Group Manager has maintained monthly production records of FFB and sales volume.		Complied

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		Month	FFB Production Estimates (kg)	Actual FFB Production (kg)	
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		Total	4,600,625	3,945,290	
Currently Koperasi Sawit Jaya is not certified yet, however Koperasi Sawit Jaya has maintained monthly production records.					
D.2 The group documents and implements a system for the tracking of FFB					
D.2.1					
Eligibility	Not Applicable	N/A			N/A

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<p>Milestone A</p>	<p>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</p>	<p>Actual FFB production of Koperasi Sawit Jaya 2019 have been recorded per members and Farmer Group. Total production is 2,621.746 Ton.</p> <table border="1" data-bbox="1133 475 1715 906"> <thead> <tr> <th>No.</th> <th>Farmer Group</th> <th>FFB Production (Ton)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sido Mulyo</td> <td>479.329</td> </tr> <tr> <td>2</td> <td>Sido Rejeki</td> <td>483.774</td> </tr> <tr> <td>3</td> <td>Sido Makmur</td> <td>643.482</td> </tr> <tr> <td>4</td> <td>Sido Rukun</td> <td>365.447</td> </tr> <tr> <td>5</td> <td>Pinang Hijau</td> <td>339.284</td> </tr> <tr> <td>6</td> <td>Pinang Merah</td> <td>310.430</td> </tr> <tr> <td colspan="2">Total</td> <td>2,621.746</td> </tr> </tbody> </table>	No.	Farmer Group	FFB Production (Ton)	1	Sido Mulyo	479.329	2	Sido Rejeki	483.774	3	Sido Makmur	643.482	4	Sido Rukun	365.447	5	Pinang Hijau	339.284	6	Pinang Merah	310.430	Total		2,621.746	<p>Complied</p>
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<p>Milestone B</p>	<p>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>	<p>Group Manager has maintained monthly production records of FFB and sales volume.</p> <table border="1" data-bbox="1133 1011 1895 1391"> <thead> <tr> <th>Month</th> <th>FFB Production Estimates (kg)</th> <th>Actual FFB Production (kg)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>208,567</td> <td>263,050</td> </tr> <tr> <td>February</td> <td>200,947</td> <td>209,210</td> </tr> <tr> <td>March</td> <td>269,123</td> <td>266,970</td> </tr> <tr> <td>April</td> <td>320,004</td> <td>339,100</td> </tr> <tr> <td>May</td> <td>315,900</td> <td>347,060</td> </tr> <tr> <td>June</td> <td>341,284</td> <td>403,850</td> </tr> </tbody> </table>	Month	FFB Production Estimates (kg)	Actual FFB Production (kg)	January	208,567	263,050	February	200,947	209,210	March	269,123	266,970	April	320,004	339,100	May	315,900	347,060	June	341,284	403,850	<p>Complied</p>			
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Currently Koperasi Sawit Jaya is not certified yet, however Koperasi Sawit Jaya has maintained monthly production records.					

D.3 The group has a procedure and system for premium distribution.

D.3.1

Eligibility	<p>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.</p>	<p>Koperasi Sawit Jaya has established SOP for premium distribution, named "SOP Pembagian dan Penggunaan Premi RSPO" document No.1/SOP/UPA/ ICS-KSJ/X/2020, Revision 0, dated 15 July 2020. The SOP regulate as follow:</p> <ol style="list-style-type: none"> 1. Sales of RSPO credit carry out by Group Manager. 2. RSPO credit volume must be sold prior to expiry. 3. The allocation of the revenue sharing post is as follows: <table style="margin-left: 20px;"> <tr> <td>a. ICS Welfare</td> <td style="text-align: right;">: 20%</td> </tr> <tr> <td>b. Organization</td> <td style="text-align: right;">: 10%</td> </tr> <tr> <td>c. Surveillance Audit</td> <td style="text-align: right;">: 15%</td> </tr> <tr> <td>d. Training</td> <td style="text-align: right;">: 7.5%</td> </tr> <tr> <td>e. Tax</td> <td style="text-align: right;">: 2.5%</td> </tr> <tr> <td>f. Farmer Group Management</td> <td style="text-align: right;">: 5%</td> </tr> </table> 	a. ICS Welfare	: 20%	b. Organization	: 10%	c. Surveillance Audit	: 15%	d. Training	: 7.5%	e. Tax	: 2.5%	f. Farmer Group Management	: 5%	Complied
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f. Farmer Group Management	: 5%														

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		g. Farmer : 30% h. Stakeholder : 5% i. Spraying Team : 5% Realization of payment will take consideration on the situation and conditions.	
Milestone A	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	This is initial certification assessment, RSPO premiums is not applicable.	Not Applicable
Milestone B	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	This is initial certification assessment, RSPO premiums is not applicable.	Not Applicable

Appendix B: Approved Time Bound Plan

Not Applicable

Appendix C: GHG Reporting Executive Summary

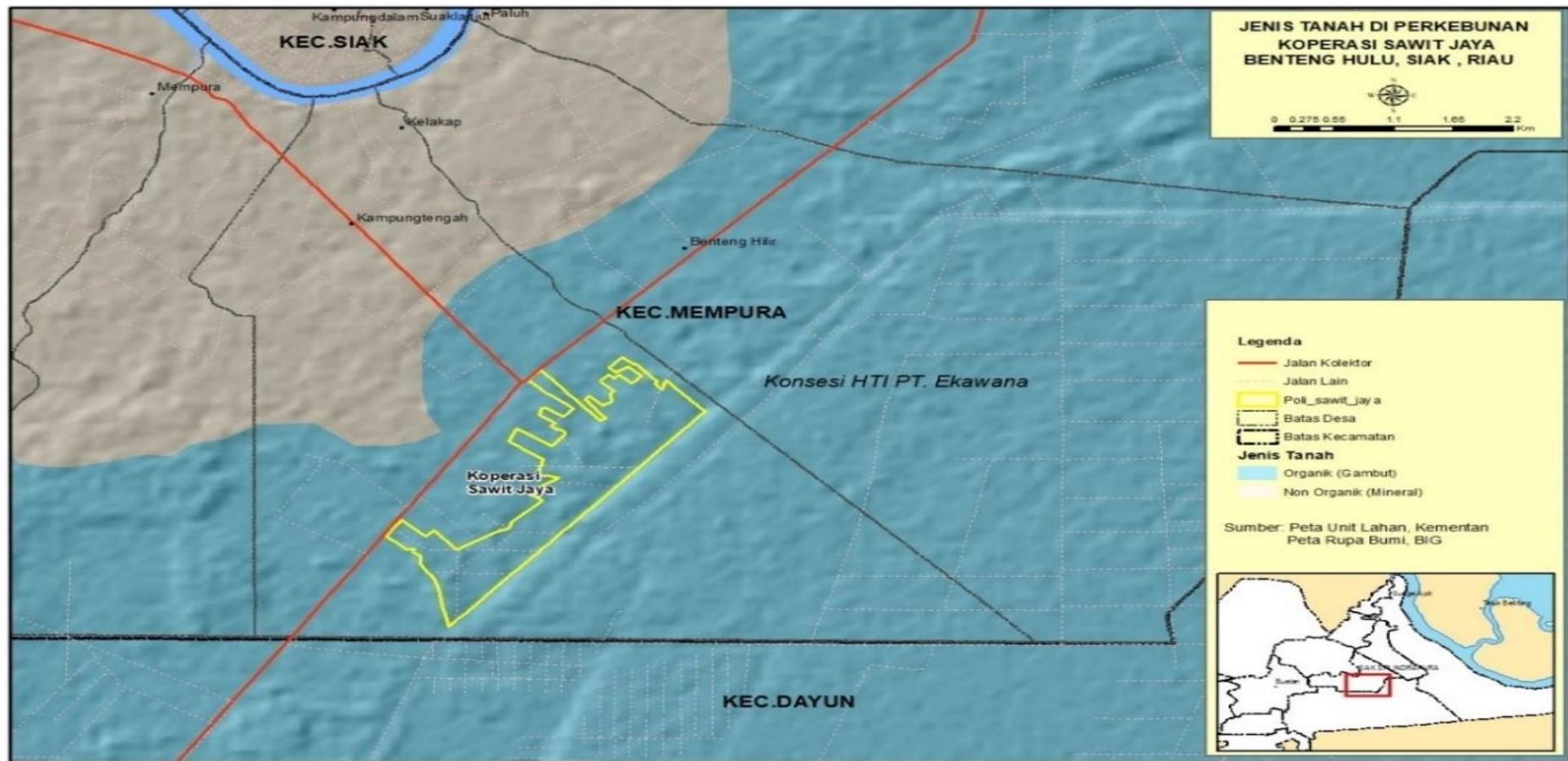
Not Applicable

Appendix D: Supply Chain Declaration

Not Applicable

Appendix E: Location Map of Certification Unit and Supply bases

Appendix F: Estate Field Map



Appendix G: List of Smallholder and Sampled smallholders

No.	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
1	Asmawati	Benteng Hulu Village	0°45'10.32"	102°4'58.80"	2.00	1.98	40.46	30/06/2010	7010011
2	Erlinda	Benteng Hulu Village	0°44'57.28"	102°4'51.60"	2.00	1.98	40.46	06/08/2019	7010021
3	Heri Purwanto	Benteng Hulu Village	0°44'56.80"	102°4'37.20"	2.00	1.98	40.46	30/06/2010	7010031
4	M. Bachtiar	Benteng Hulu Village	0°45'04.89"	102°4'48.00"	2.00	1.98	40.46	01/02/2017	7010041
5	M. Syarif	Benteng Hulu Village	0°44'56.47"	102°4'44.40"	2.00	1.98	40.46	30/06/2010	7010051
6	Mansur Salim	Benteng Hulu Village	0°44'56.26"	102°4'44.40"	2.00	1.98	40.46	30/06/2010	7010061
7	Mursidi	Benteng Hulu Village	0°44'48.09"	102°4'40.80"	2.00	1.98	40.46	30/06/2010	7010071
8	Mustafa	Benteng Hulu Village	0°45'02.07"	102°4'48.00"	2.00	1.98	40.46	30/06/2010	7010081
9	Nurwati	Benteng Hulu Village	0°44'56.08"	102°4'48.00"	2.00	1.98	40.46	30/06/2010	7010091
10	Sadiman	Benteng Hulu Village	0°45'14.37"	102°4'55.20"	2.00	1.98	40.46	30/06/2010	7010101
11	Sadin*	Benteng Hulu Village	0°44'48.21"	102°4'37.20"	2.00	1.98	40.46	30/06/2010	7010111
12	Samion	Benteng Hulu Village	0°44'56.65"	102°4'40.80"	2.00	1.98	40.46	30/06/2010	7010121
13	Subarkah	Benteng Hulu Village	0°44'48.18"	102°4'40.80"	1.50	1.48	30.35	30/06/2010	7010131
14	Sumarti	Benteng Hulu Village	0°45'07.36"	102°4'51.60"	2.00	1.98	40.46	30/06/2010	7010141
15	Supriadi	Benteng Hulu Village	0°44'49.68"	102°4'44.40"	1.50	1.48	30.35	30/06/2010	7010151
16	Suryana S.	Benteng Hulu Village	0°45'01.96"	102°4'55.20"	2.00	1.98	40.46	30/06/2010	7010161
17	Susiati	Benteng Hulu Village	0°45'10.05"	102°4'51.60"	3.00	2.98	60.69	30/06/2010	7010171
18	Tantiana	Benteng Hulu Village	0°45'17.99"	102°4'51.60"	2.00	1.98	40.46	25/01/2018	7010181
19	Tri Sambodo	Benteng Hulu Village	0°45'13.46"	102°4'51.60"	2.00	1.98	40.46	30/06/2010	7010191
20	Zaidin	Benteng Hulu Village	0°45'06.22"	102°4'58.80"	2.00	1.98	40.46	02/09/2019	7010201
21	Abdul Karim	Benteng Hulu Village	0°45'02.38"	102°4'40.80"	2.00	1.98	37.92	30/06/2010	7020011
22	Adnan	Benteng Hulu Village	0°45'23.64"	102°4'12.00"	2.00	1.98	37.92	30/06/2010	7020021
23	Afif M. Nurudin	Benteng Hulu Village	0°45'14.71"	102°4'40.80"	3.00	2.98	56.88	30/06/2010	7020031
24	Agustina	Benteng Hulu Village	0°45'24.46"	102°4'44.40"	2.00	1.98	37.92	30/06/2010	7020041
25	Akamuddin	Benteng Hulu Village	0°45'18.07"	102°4'15.60"	2.00	1.98	37.92	30/06/2010	7020051
26	Apriani	Benteng Hulu Village	0°45'05.38"	102°4'33.60"	2.00	1.98	37.92	30/06/2010	7020061
27	Ishak	Benteng Hulu Village	0°45'10.56"	102°4'22.80"	2.00	1.98	37.92	30/06/2010	7020071
28	Kartini	Benteng Hulu Village	0°45'12.07"	102°4'40.80"	2.00	1.98	37.93	30/06/2010	7020081
29	Katmin	Benteng Hulu Village	0°45'19.75"	102°4'44.40"	2.00	1.98	37.92	30/06/2010	7020091
30	Mardiah	Benteng Hulu Village	0°45'28.02"	102°4'37.20"	2.00	1.98	37.92	30/06/2010	7020101
31	Marwanto	Benteng Hulu Village	0°45'21.95"	102°4'33.60"	2.00	1.98	37.92	30/06/2010	7020111
32	Miswanto	Benteng Hulu Village	0°45'17.81"	102°4'33.60"	2.00	1.98	37.93	30/06/2010	7020121
33	Muhammad Azlansyah	Benteng Hulu Village	0°45'09.84"	102°4'40.80"	2.00	1.98	37.92	30/06/2010	7020131
34	Mursida	Benteng Hulu Village	0°45'07.47"	102°4'40.80"	2.00	1.98	37.92	14/07/2014	7020141
35	Nur Eviyani*	Benteng Hulu Village	0°45'10.71"	102°4'30.00"	2.00	1.98	37.92	30/06/2010	7020151
36	Said	Benteng Hulu Village	0°45'17.79"	102°4'40.80"	3.00	2.98	56.88	29/12/2014	7020161
37	Saliyem	Benteng Hulu Village	0°45'05.14"	102°4'26.40"	2.00	1.98	37.92	30/06/2010	7020171
38	Sobirin	Benteng Hulu Village	0°45'11.96"	102°4'33.60"	2.00	1.98	37.92	30/06/2010	7020181
39	Sudiono*	Benteng Hulu Village	0°45'04.98"	102°4'40.80"	2.00	1.98	37.92	30/06/2010	7020191
40	Suharno*	Benteng Hulu Village	0°45'20.99"	102°4'12.00"	2.00	1.98	37.92	30/06/2010	7020201
41	Sukatmi	Benteng Hulu Village	0°45'05.69"	102°4'33.60"	2.00	1.98	37.92	30/06/2010	7020211
42	Wartini	Benteng Hulu Village	0°45'14.77"	102°4'19.20"	2.00	1.98	37.93	30/06/2010	7020221
43	Ahmad Ariep	Benteng Hulu Village	0°44'49.23"	102°4'19.20"	3.00	2.98	62.44	30/06/2010	7030011
44	Ali Amran	Benteng Hulu Village	0°44'57.51"	102°4'30.00"	2.00	1.98	41.63	30/06/2010	7030021
45	Arianto*	Benteng Hulu Village	0°43'52.51"	102°3'54.00"	2.00	1.98	41.63	30/06/2010	7030031

No.	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
46	Beza Erwansyah*	Benteng Hulu Village	0°44'57.32"	102°4'33.60"	2.00	1.98	41.63	30/06/2010	7030041
47	Ikhwandi	Benteng Hulu Village	0°45'40.40"	102°4'19.20"	3.00	2.98	62.44	30/06/2010	7030051
48	Komari	Benteng Hulu Village	0°44'57.71"	102°4'26.40"	2.00	1.98	41.63	30/06/2010	7030061
49	Muhammad Ghofur	Benteng Hulu Village	0°44'45.09"	102°4'19.20"	1.50	1.48	31.22	30/04/2019	7030071
50	Parsono	Benteng Hulu Village	0°44'56.86"	102°4'22.80"	2.00	1.98	41.62	22/04/2019	7030081
51	Sangidah	Benteng Hulu Village	0°44'53.08"	102°4'19.20"	2.00	1.98	41.63	30/06/2010	7030091
52	Sidik	Benteng Hulu Village	0°44'57.06"	102°4'33.60"	2.00	1.98	41.63	30/06/2010	7030101
53	Sri Hastuti	Benteng Hulu Village	0°44'46.65"	102°4'19.20"	2.00	1.98	41.63	30/06/2010	7030111
54	Sukeni	Benteng Hulu Village	0°44'48.32"	102°4'33.60"	2.00	1.98	41.63	30/06/2010	7030121
55	Sumedi	Benteng Hulu Village	0°44'49.94"	102°4'26.40"	3.00	2.98	62.44	30/06/2010	7030131
56	Suryani	Benteng Hulu Village	0°45'01.27"	102°4'22.80"	3.00	2.98	62.44	30/06/2010	7030141
57	Sutarso	Benteng Hulu Village	0°45'06.34"	102°4'15.60"	2.50	2.48	52.03	30/06/2010	7030151
58	Sutrisno*	Benteng Hulu Village	0°44'48.54"	102°4'30.00"	1.50	1.48	31.22	30/06/2010	7030161
59	Yumailis*	Benteng Hulu Village	0°44'57.46"	102°4'26.40"	2.00	1.98	41.62	30/06/2010	7030171
60	Zar'ah	Benteng Hulu Village	0°44'48.45"	102°4'33.60"	2.00	1.98	41.63	30/06/2010	7030181
61	Ahmad Yugo Prasetyo	Benteng Hulu Village	0°44'24.77"	102°4'22.80"	3.00	2.98	57.94	10/07/2017	7040011
62	Antoni	Benteng Hulu Village	0°44'40.02"	102°4'33.60"	2.00	1.98	38.63	30/06/2010	7040021
63	Arlinus Gulo	Benteng Hulu Village	0°44'41.13"	102°4'37.20"	1.93	1.91	37.34	21/10/2019	7040031
64	Edi Priono	Benteng Hulu Village	0°44'32.78"	102°4'12.00"	2.00	1.98	38.63	30/06/2010	7040041
65	Eko Satriono	Benteng Hulu Village	0°44'39.93"	102°4'33.60"	2.00	1.98	38.63	30/06/2010	7040051
66	Faizatul Janah	Benteng Hulu Village	0°44'21.38"	102°4'19.20"	2.00	1.98	38.63	30/06/2010	7040061
67	Nurhayati	Benteng Hulu Village	0°44'28.04"	102°4'22.80"	2.00	1.98	38.63	30/06/2010	7040071
68	Parwoto	Benteng Hulu Village	0°44'30.46"	102°4'26.40"	2.50	1.48	48.29	30/06/2010	7040081
69	Rabiun	Benteng Hulu Village	0°44'40.57"	102°4'19.20"	3.00	2.98	57.94	30/06/2010	7040091
70	Rodiyah	Benteng Hulu Village	0°44'29.57"	102°4'15.60"	1.50	1.48	28.97	30/06/2010	7040101
71	Sanah	Benteng Hulu Village	0°44'33.27"	102°4'19.20"	2.00	1.98	38.63	30/06/2010	7040111
72	Selamat	Benteng Hulu Village	0°44'40.28"	102°4'26.40"	2.00	1.98	38.63	30/06/2010	7040121
73	Siti	Benteng Hulu Village	0°44'33.85"	102°4'30.00"	3.00	2.98	57.94	30/06/2010	7040131
74	Suanda	Benteng Hulu Village	0°44'40.53"	102°4'22.80"	2.00	1.98	38.63	30/06/2010	7040141
		Benteng Hulu Village	0°44'33.86"	102°4'33.60"	1.00	1.98	19.31	30/06/2010	7040142
75	Suparman	Benteng Hulu Village	0°44'40.16"	102°4'30.00"	2.00	1.98	38.63	30/06/2010	7040151
76	Suradi	Benteng Hulu Village	0°44'27.66"	102°4'19.20"	3.00	2.98	57.94	30/06/2010	7040161
77	Warsi	Benteng Hulu Village	0°44'42.30"	102°4'15.60"	2.00	1.98	38.62	30/06/2010	7040171
78	Zainal Abidin	Benteng Hulu Village	0°44'35.73"	102°4'19.20"	2.00	1.98	38.63	30/06/2010	7040181
79	Asmari	Benteng Hulu Village	0°44'21.46"	102°4'15.60"	2.00	1.98	38.63	30/06/2010	7050011
80	Asmawi	Benteng Hulu Village	0°44'09.57"	102°4'1.20"	2.00	1.98	43.80	30/06/2010	7050021
81	Chadirin	Benteng Hulu Village	0°44'02.68"	102°4'1.20"	2.00	1.98	43.80	30/06/2010	7050031
82	Darlan	Benteng Hulu Village	0°44'02.89"	102°3'54.00"	2.00	1.98	43.80	30/06/2010	7050041
83	Farid M Farauk Al wahid	Benteng Hulu Village	0°44'11.10"	102°3'54.00"	1.00	0.98	21.90	30/06/2010	7050051
84	Heva Widiyani*	Benteng Hulu Village	0°44'03.28"	102°3'43.20"	2.00	1.98	43.80	29/12/2014	7050061
		Benteng Hulu Village	0°44'12.43"	102°4'21.32"	2.00	1.98	43.80	29/12/2014	7050062
85	Lukman	Benteng Hulu Village	0°44'18.78"	102°4'8.40"	3.00	1.98	65.71	30/06/2010	7050071
86	Mansur*	Benteng Hulu Village	0°44'22.56"	102°4'12.00"	3.00	1.98	65.71	30/06/2010	7050081
87	Mujibur Rohman	Benteng Hulu Village	0°44'11.12"	102°3'54.00"	1.00	0.98	21.90	30/06/2010	7050091

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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	Longitude	Total Certified Area	Planted Area			
88	Rafida	Benteng Hulu Village	0°44'14.09"	102°4'12.00"	2.00	1.98	43.80	29/12/2014	7050101
89	Sudarwanto	Benteng Hulu Village	0°44'10.82"	102°3'57.60"	2.00	1.98	43.80	30/06/2010	7050111
90	Sudirwan	Benteng Hulu Village	0°44'02.70"	102°3'57.60"	3.00	1.98	65.71	30/06/2010	7050121
91	Yusrina	Benteng Hulu Village	0°44'10.61"	102°4'12.00"	2.00	1.98	43.80	30/06/2010	7050131
92	Yusup	Benteng Hulu Village	0°44'15.63"	102°4'8.40"	3.00	0.98	65.71	30/06/2010	7050141
93	Zahara	Benteng Hulu Village	0°44'16.84"	102°4'15.60"	2.00	1.98	43.80	30/06/2010	7050151
94	Zulfa	Benteng Hulu Village	0°44'02.81"	102°3'54.00"	2.00	1.98	43.80	30/06/2010	7050161
95	Zulnaidi	Benteng Hulu Village	0°44'02.96"	102°3'50.40"	3.00	2.98	65.71	30/06/2010	7050171
96	Agus Waluyo	Benteng Hulu Village	0°43'53.38"	102°3'57.60"	2.00	1.98	41.58	30/06/2010	7060011
97	Ariyanto	Benteng Hulu Village	0°44'48.67"	102°4'30.00"	2.00	1.98	41.59	12/12/2016	7060021
98	Bakri	Benteng Hulu Village	0°44'18.21"	102°3'32.40"	2.00	1.98	41.58	30/06/2010	7060031
99	Candra	Benteng Hulu Village	0°43'41.96"	102°3'46.80"	1.00	1.98	20.79	30/06/2010	7060041
100	Firdaus	Benteng Hulu Village	0°43'52.89"	102°3'50.40"	2.00	1.98	41.59	30/06/2010	7060051
101	Jasnimar	Benteng Hulu Village	0°44'09.52"	102°3'36.00"	1.50	1.48	31.19	30/06/2010	7060061
102	Jaya Masra	Benteng Hulu Village	0°43'57.07"	102°3'43.20"	2.00	1.98	41.58	30/06/2010	7060071
103	Mukhtar	Benteng Hulu Village	0°44'03.42"	102°3'39.60"	3.00	2.98	62.38	30/06/2010	7060081
104	Ngatina	Benteng Hulu Village	0°44'12.62"	102°3'32.40"	2.00	1.98	41.59	30/06/2010	7060091
105	Radiman*	Benteng Hulu Village	0°43'50.80"	102°3'43.20"	2.00	1.98	41.58	30/06/2010	7060101
106	Rohani Barus	Benteng Hulu Village	0°43'53.04"	102°3'50.40"	1.80	1.78	37.43	30/06/2010	7060112
		Benteng Hulu Village	0°43'44.84"	102°3'50.40"	1.20	1.18	24.95	30/06/2010	7060111
107	Saharudin	Benteng Hulu Village	0°43'45.17"	102°3'48.12"	2.00	1.98	41.58	30/06/2010	7060121
108	Sainah	Benteng Hulu Village	0°43'46.07"	102°3'46.80"	2.00	1.98	41.58	30/06/2010	7060131
109	Sofyan	Benteng Hulu Village	0°44'04.48"	102°3'36.00"	2.00	1.98	41.59	30/06/2010	7060141
110	Suwadi*	Benteng Hulu Village	0°44'03.20"	102°3'46.80"	3.00	2.98	62.38	10/04/2014	7060151
111	Suwandi	Benteng Hulu Village	0°43'54.32"	102°3'43.20"	2.00	1.98	41.58	12/12/2016	7060161
112	Tasmi	Benteng Hulu Village	0°43'52.66"	102°3'54.00"	2.00	1.98	41.58	30/06/2010	7060171
113	Taufik	Benteng Hulu Village	0°44'13.38"	102°3'39.60"	2.50	2.48	51.98	30/06/2010	7060181
114	Upik	Benteng Hulu Village	0°44'14.42"	102°3'36.00"	2.00	1.98	41.58	30/06/2010	7060191
TOTAL					245.43	243.1	4,850.78		

Note: * are sampled during this audit.

Appendix H: List of Abbreviations

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