

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment (1\_2)**
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

<p><b>Client Company name (Parent Company):</b>  <b>Asosiasi Petani Sawit Swadaya Amanah</b></p>
<p>Client company Address:  Trimulya Jaya Village, Ukui District,  Pelalawan Regency, Riau Province,  Indonesia</p>
<p>Certification Unit:  <b>Asosiasi Petani Sawit Swadaya Amanah</b></p> <p>Location of Certification Unit:  Trimulya Jaya Village, Air Mas Village and Bukit Jaya Village  Ukui District, Pelalawan Regency, Riau Province, Indonesia</p>
<p>Date of Final Report:  23<sup>rd</sup> October 2020</p>

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## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>Parent Company</b>	Asosiasi Petani Sawit Swadaya Amanah		
<b>RSPO Membership Number</b>	1-0133-12-000-00	<b>Membership Approval Date</b>	5/10/2012
<b>Address</b>	Trimulya Jaya Village, Air Mas Village and Bukit Jaya Village, Ukui District, Pelalawan Regency, Riau Province – Indonesia		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Asosiasi Petani Sawit Swadaya Amanah		
<b>Location / Address</b>	Trimulya Jaya Village, Air Mas Village and Bukit Jaya Village, Ukui District, Pelalawan Regency, Riau Province – Indonesia		
<b>Website</b>	-		
<b>Management Representative</b>	H Sunarno (Chairman)	<b>E-mail</b>	<a href="mailto:hnarno@gmail.com">hnarno@gmail.com</a>
<b>Telephone</b>	+62 813 7165 6847	<b>Facsimile</b>	-

2. Certification Information			
<b>Certificate Number</b>	<b>RSPO 594864</b>	<b>Date of First Certification</b>	29/07/2013
		<b>Certificate Start Date</b>	29/07/2018
		<b>Certificate Expiry Date</b>	28/07/2023
<b>Scope of Certification</b>	Production of Fresh Bunch of Independent Smallholders Group		
<b>Visit Objectives</b>	Conduct annual surveillance audit to maintain the certification/license validity and allow this certificate/license.		
<b>Assessment Cycle</b>	<input type="checkbox"/> Initial Assessment <input type="checkbox"/> Recertification Assessment (Choose an item.) <input checked="" type="checkbox"/> Annual Surveillance Assessment (RA 1 ; ASA 2) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards</b>	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Indonesia National Interpretation 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		
<b>Supply Chain Module</b>	<input type="checkbox"/> Identity Preserved <input type="checkbox"/> Mass Balance		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MUTU-ISPO/086	Peraturan Menteri Pertanian No.11/Permentan/OT.140/3/2015 tentang Pedoman Perkebunan Kelapa Sawit Berkelanjutan Indonesia (Indonesia Sustainable Palm Oil/ISPO)	Mutu Certification International	4/04/2022

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
Asosiasi Petani Sawit Swadaya Amanah (501 smallholders)	Trimulya Jaya Village, Air Mas Village and Bukit Jaya Village, Ukui District, Pelalawan Regency, Riau Province – Indonesia	0° 08' 21.7" S	102° 5' 47.8" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Asosiasi Petani Sawit Swadaya Amanah (501 smallholders)	1,048.04	0	0	1,048.04	100
Total (ha)	1,048.04	0	0	1,048.04	100

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Asosiasi Petani Sawit Swadaya Amanah (501 smallholders)	0	0	1,048.04	0	0	1,048.04	0
Total (ha)	0	0	1,048.04	0	0	1,048.04	0

**Note:**

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7. Certified Tonnage of FFB (Own Certified Scope)				
Estate	Tonnage / year			
	Estimated (July 2019 – June 2020)	Actual (July 2019 – August 2020)		Forecast (July 2020 – June 2021)
		<i>Previous license period (July - Sept 2019)</i>	<i>Current license period (Oct 2019 – Aug 020)</i>	
Asosiasi Petani Sawit Swadaya Amanah (501 smallholders)	24,702	6,686	20,852	26,006
<b>Total</b>	24,702	6,686	20,852	26,006

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *				
Estate	Tonnage / year			
	Estimated	Actual		Forecast
	N/A	<i>Previous license period</i>	<i>Current license period</i>	N/A
Not applicable				
<b>Total</b>				

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable				
Independent FFB Supplier	Tonnage / year			
	Estimated	Actual		Forecast
		<i>Previous license period</i>	<i>Current license period</i>	
Not applicable				
<b>Total</b>				

10. Certified Tonnage				
	Estimated (July 2019 – June 2020)	Actual (July 2019 – August 2020)		Forecast (July 2020 – June 2021)
	FFB	FFB		FFB
		<i>Previous license period (July - Sept 2019)</i>	<i>Current license period (Oct 2019 – Aug 2020)</i>	
<b>Mill Capacity:</b> Not applicable				
<b>SCC Model:</b> Not applicable	24,702 mt	6,686 mt	20,852 mt	26,006 mt
	<b>CPO (OER: 18.82%)</b>	<b>CPO (OER: 19.73%)</b>		<b>CPO (OER: 20.00%)</b>
	4,648.92 mt	1,319 mt	4,113 mt	5,201.20 mt
	<b>PK (KER: 5.51%)</b>	<b>PK (KER: 5.12%)</b>		<b>PK (KER: 5.00%)</b>

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	1,361,08 mt	342 mt	1,105 mt	1,300.30 mt
<b>TOTAL</b>	<b>N/A</b>			<b>N/A</b>

<b>11. Actual Sold Volume (CPO)</b>					
<b>Current License period</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	-	-	-	-	4,569 mt
<b>Previous License period</b>					
CPO (MT)	-	-	-	-	-

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

<b>13. Independent Smallholders Certification Claims</b>		
	Credit	Physical Volume (MT)
IS-CSPO	4,569 mt	-
IS-CSPKO	611 mt	-
IS-CSPKE	747 mt	-

## 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,  
59200 Kuala Lumpur, Malaysia.  
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Representative: Nicholas Cheong ([Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com))  
Website: [www.bsigroup.com](http://www.bsigroup.com)

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

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted on **16 – 19 September 2020**. The audit programme is included as Section 2.3. Due to the COVID-19 pandemic, this assessment involved a partial remote audit as allowed by RSPO Secretariat – RSPO P&C On-site & Remote Audits dated 24<sup>th</sup> March 2020. The remote audit was conducted on **16-17 July 2020**

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

The Critical NC close out on-site assessment was conducted on **3<sup>rd</sup> October 2020**. The audit programs are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. 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.



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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 4)	Year 5 (ASA 5)	
Asosiasi Petani Sawit Swadaya Amanah (501 smallholders)	501	501	501	501	501	501

**Tentative Date of Next Visit: May 3, 2021 - May 7, 2021**

**Total No. of Mandays: 16 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 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	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

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		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 and long term aspect.
Andi Pratama Pasaribu (APP)	Team Member	He is Indonesian citizen. Bachelor degree, majoring social economy. He has several of work experiences (more than 5 years) as the operational staff since 2008. He has been followed the Training of Lead Auditor Indonesian Sustainable Palm Oil (ISPO) which was held by ISPO Commission in 2013 and Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO) by Proforest and Daemeter in 2016. He has been attended several kinds of training, such as High Conservation Value (HCV) Training, Lead Auditor Course ISO 9001:2015, Lead Auditor Course ISO 14001:2015, Lead Auditor Course ISO 45001:2018, Lead Auditor Course ISO 22000:2018, Lead Auditor Course RSPO supply chain by BMTRADA etc. He has some experiences of Sustainability Palm Oil scheme audit in Indonesian and Malaysia in best management practices, land legality, environmental, social and worker welfare aspect and supply chain. During this audit he covering best management practices, social and worker welfare aspect. Fluent in English and Bahasa.
Nanang Mualib (NM)	Team Member	He graduated from Bogor Agriculture University on 1999, Forestry Faculty. He involved in RSPO certification since 2010 as a team member covering assessment against RSPO P&C in Indonesia. He completed the ISO 9001 Lead Auditor Course, Technical Training of HCV Assessment; ISPO Lead Auditor endorsed Course and Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO). During this assessment, he assessed on the aspects of social, stakeholder consultation and smallholders.

**Accompanying Persons:** *(This table is applicable for technical expert/ translator/Observer/ Qualifying reviewer and/or accreditation personnel)*

Name	Role
Nil	

**2.3 Assessment Plan**

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

Date	Time	Subjects	IF	YWR	AP	ICT Planned
Thursday, 16/07/2020	08.00 – 08.30	Opening Meeting <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan</li> </ul>	√	√	√	Video conference and Teleconference with Zoom Meeting
	08.30 – 12.00	Document Review and verification, Interview with Auditee  A – ICS: Group entity and group management requirements A.1 The Group demonstrates that they are legally formed. A.1.1 A.1.2 A1.3 A1.4  A.2 The Group Manager is responsible for managing the Group for certification. A.2.1 A.2.2 A.2.3  B – ICS: Policies and management B.1 The group Internal Control System contains documented policies and procedures for operational management. B.1.1 B.1.2	√			Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
		Principle 1: Optimise productivity, efficiency, positive impacts and resilience Criteria 1.1: Criteria 1.2: Criteria 1.3			√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
		Principle 2: Ensure Legality, Respect for Land Rights and Community Wellbeing Criteria 2.1 Criteria 2.3 Criteria 2.4 Criteria 2.5		√		Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
	12.00 – 14.00	Break	√	√	√	

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Date	Time	Subjects	IF	YWR	AP	ICT Planned
	14.00 – 17.00	Continue Document Review and Verification, Interview	√	√	√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
Friday, 17/07/2020	08.00 – 11.00	<p>Document Review and Verification, Interview</p> <p>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</p> <p>C.2 The ICS of the group is integrated with the group’s management plan.            C.2.1</p> <p>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</p> <p>D.2 The group documents and implements a system for the tracking of FFB            D.2.1</p> <p>D.3 The group has a procedure and system for premium distribution.            D.3.1</p>	√			<p>Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.</p>
		<p>Principle 3: Respect human rights, including workers’ rights and conditions            Criteria 3.1            Criteria 3.2            Criteria 3.3            Criteria 3.4            Criteria 3.5            Criteria 3.6</p>			√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.

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Date	Time	Subjects	IF	YWR	AP	ICT Planned
		Principle 4: Protect, conserve and enhance ecosystems and the environment Criteria 4.1 Criteria 4.2 Criteria 4.3 Criteria 4.4 Criteria 4.5 Criteria 4.6 Criteria 4.8 Criteria 4.9		√		Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
	12.00 – 14.00	Break	√	√	√	
	14.00 – 15.30	Continue Document Review and Verification, Interview	√	√	√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/ Google Drive/Zoom meeting share doc.
	15.30 – 16.00	Preparation for Closing Meeting	√	√	√	Video conference and Teleconference with Zoom Meeting
	16.00 – 17.00	Closing Meeting	√	√	√	Video conference and Teleconference with Zoom Meeting

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

Date	Time	Subjects	IF	YWR	NM
Wednesday 16/09/2020	05.35 – 07.30	Flight Jakarta – Pekanbaru (GA-172)	√	√	√
	07.30 – 12.00	Trip Pekanbaru – Asosiasi Petani Sawit Swadaya Amanah	√	√	√
	12.00 – 13.00	<b>Break</b>	√	√	√
	13.00 – 13.30	<b>Opening Meeting:</b> – Presentation by Asosiasi Petani Sawit Swadaya Amanah – Presentation by BSI	√	√	√
	13.30 – 17.00	<b>Document review for previous report</b> (Remote Audit due to Pandemic Covid-19) Requirement for RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019	√	√	√

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Date	Time	Subjects	IF	YWR	NM
Thursday 17/09/2020	08.00 – 12.00	<b>Field Visit:</b> 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)  Sampled individual members is 6 (3-3)	√	√	-
		<b>Stakeholder Interview:</b> Stakeholders meeting with partnering mill, contractors, local communities who are not member and NGO.	-	-	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	<b>Stakeholder Interview (continued)</b> Stakeholders meeting with partnering mill, contractors, local communities who are not member and NGO	-	-	√
		<b>Field Visit (continue):</b> 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)  Sampled individual members is 6 (3-3)	√	-	-
Friday, 18/09/2020	08.00 – 12.00	<b>Field Visit (continue):</b> 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)  Sampled individual members is 9 (3-3-3)	√	√	√
		12.00 – 14.00	Break	√	√
	14.00 – 17.00	<b>Field Visit (continue):</b> 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)  Sampled individual members is 5 (3-2)	-	√	√
		<b>Field Visit:</b> Warehouse, Chemical store, interview with "TUS" spraying team	√	-	-

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Saturday, 19/09/2020	08.00 – 10.00	<b>Document review</b> Requirement for RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019	√	√	√
	10.00 – 11.00	Report preparation	√	√	√
	11.00 – 12.00	Closing Meeting	√	√	√

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

Date	Time	Subjects	IF
Saturday, 3 <sup>rd</sup> October 2020	08.00 – 08.15	<b>Opening Meeting:</b>	√
	08.30 – 11.30	<b>Document review</b> Verification and Evaluation of the implementation and Effectiveness CAP for requirement B1.1 - Milestone B  <b>Statement of NC:</b> <i>Program Internal Audit Tahun 2020 untuk seluruh anggota ICS tersedia. Selama periode Januari – Juni 2020 telah terlaksana untuk 186 anggota dari total 501 anggota. Bagaimanapun Internal audit tahunan kelompok belum dilakukan terhadap semua anggota kelompok</i>  Internal audit program 2020 for all smallholders member is available. Since January – June 2020 was carried out for 186 of 501 total member. However, an annual internal audit of the group has not been conducted for all group members and all audit findings are resolved	√
	10.00 – 11.00	Report preparation	√
	11.00 – 12.00	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 <b>Minor</b> 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 <b>Major</b> non-compliance shall be raised	Not Applicable as this is an independent smallholder group.	N/A
<b>Un-Certified Units or Holdings</b> ( <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"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	Not Applicable as this is an independent smallholder group.	N/A
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	Not Applicable as this is an independent smallholder group.	N/A



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<p>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&amp;C criteria 2.2, 6.4, 7.5 and 7.6.</p> <p><i>Note:</i> <i>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities <a href="https://www.rspo.org/certification/remediation-and-compensation/racp-tracker">https://www.rspo.org/certification/remediation-and-compensation/racp-tracker</a>. The progress on the Liabilities shall be verified and reported.</i> <i>Please refer to BSI-RSPO Secretariat approval.</i></p>	<p>Not Applicable as this is an independent smallholder group.</p>	<p>N/A</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&amp;C criterion 6.3.</p>	<p>Not Applicable as this is an independent smallholder group.</p>	<p>N/A</p>
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&amp;C criteria 2.1</p>	<p>Not Applicable as this is an independent smallholder group.</p>	<p>N/A</p>
<p>Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.</p> <p><i>Note: if the internal audit is conducted against the RSPO P&amp;C only, it is a non-compliance.</i></p>	<p>Not Applicable as this is an independent smallholder group.</p>	<p>N/A</p>
<p>Have there been any stakeholder (including NGO) consultation conducted?</p> <p><i>Note: if there is any negative comment from the stakeholders, the assessment team is required directly consult with the stakeholder regarding the comment and resolutions.</i></p>	<p>Not Applicable as this is an independent smallholder group.</p>	<p>N/A</p>

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

<p><b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b></p>		
<p><b>Requirement</b></p>	<p><b>Remarks</b></p>	<p><b>Compliance</b></p>
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>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.</p>	<p>Not Applicable as this is an independent smallholder group.</p>	<p>N/A</p>

### 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 was 1 (one) critical raised and 1 (one) opportunity for improvement. Asosiasi Petani Sawit Swadaya Amanah submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

<b>Non-conformity</b>			
<b>NCR Ref #</b>	1959458-202009-M1	<b>Clause &amp; Category (Critical (Major) / Minor)</b>	B – ICS: Policies and management: B1.1 – Milestone B (Major)
<b>Date Issued</b>	19 <sup>th</sup> September 2020	<b>Due Date</b>	17 <sup>th</sup> December 2020
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	3 <sup>rd</sup> October 2020
<b>Statement of Nonconformity:</b>	An annual internal audit of the group has not been conducted for all group members and all audit findings are resolved		
<b>Requirement Reference:</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.		
<b>Objective Evidence:</b>	Based on document verification during ASA 1-2, the auditor team has found: Internal audit program 2020 for all smallholders member is available. Since January – June 2020 was carried out for 186 of 501 total member. However, an annual internal audit of the group has not been conducted for all group members and all audit findings are resolved		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Conducted evaluation meetings of all inspector teams</li> <li>2. Conducted internal inspection for farmer members who have not yet sample of inspection before October 2020</li> <li>3. Created an internal inspection program in 2020 and 2021</li> <li>4. Perform internal inspections on schedule</li> </ol> Data verify: Data Internal Inspection namely Mr Jumini Anto (KT 314 - 151) dated 29 September 2020; Data Internal Inspection namely Mr Siswono (KT 315-190) audited by Paryanto dated 29 September 2020; Data Internal Inspection namely Mr Rokim (KT 321-376) dated 30 September 2020 audited by Mr Sukirto; Data Internal Inspection namely Mr Ari Widodo (KT 318 - 285) dated 12 October 2020 audited by Mr Paryanto;		
<b>Root Cause Analysis:</b>	<ol style="list-style-type: none"> <li>1. Internal inspection conducted in 2020 was not covering all member (since January to July 2020).</li> <li>2. Internal inspection Program for the a year, was refers to the sampling number of smallholder member.</li> </ol>		
<b>Corrective Actions:</b>	1. Group Manager Amanah has updated the procedure for internal audit.		

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	<ol style="list-style-type: none"> <li>2. Internal inspection program 2021 has prepared to conducted for all group members</li> <li>3. Group Manger provide ISH Training to ICS auditors. The basic reference is RSPO Independent Smallholder Standard For The Production of Sustainable Palm Oil 2019, 6 November 2019 (Standar Petani Swadaya RSPO). The training was attended by committee and ICS. The ICS attended Mr. Dadang, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. M. Soleh, Mr. Paino, Mr. Nurdi, Mr. Paryanto</li> <li>4. Data Internal Inspection namely Mr Jumini Anto (KT 314 - 151) dated 29 September 2020; Data Internal Inspection Mr Siswono (KT 315-190) audited by Paryanto dated 29 September2020; Data Internal Inspection namely Mr Rokim (KT 321-376) dated 30 September 2020 audited by Mr Sukirto; Data Internal Inspection namely Mr Ari Widodo (KT 318 - 285) dated 12 October 2020 audited by Mr Paryanto;</li> <li>5. Audit team have verified the internal audit checklist and found to be completed, period 2020 (total 501 member of ICS Amanah)</li> </ol>
<b>Assessment Conclusion:</b>	Asosiasi Amanah has submitted correction and corrective action plan, and accepted by audit team. Audit team have review the effectiveness correction and corrective action taken and relevant evidence. Major NC has closed out on 3 <sup>rd</sup> October 2020.

Opportunity for Improvements	
OFI #	Description
<b>OFI 1</b>	<p><b>OFI Indicator 3.5 – MSB</b></p> <p>There are no cases of Covid-19 reported until September 2020. The Group Manager has provided, mask, hand sanitizers, regularly to spraying disinfectants. The Internal Control System is encouraged to establish a mechanism for the Covid-19 health protocol</p>

Positive Findings	
PF #	Description
<b>PF 1</b>	Group Manager has demonstrated understand and implemented the ISH standards

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

Non-conformity			
<b>NCR Ref #</b>	1794784-201906-M1	<b>Clause &amp; Category (Critical (Major) / Minor)</b>	E1.1 The Group shall be managed by Group Manager - E1.1.3
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	Organization cannot demonstrate the copy of contract made available for individual members as sampled on ASA1_1.		
<b>Requirement Reference:</b>	The Group Manager shall keep evidence that the nature and structure of the group has been communicated to all members of the Group in an appropriate manner.		

<b>Objective Evidence:</b>	Individual members have signed latest membership contract renewal on September 2018. However, organization cannot demonstrate the copy of contract made available for individual members as sampled on ASA1_1: Mesiran (158), Satiman (141), Dardiri (121), Mahfud (140), etc.
<b>Corrective Actions:</b>	<ul style="list-style-type: none"> <li>• The changed of document maintain through kept the contract renewal in office (ICS)</li> <li>• Smallholders member also kept the copy of contract renewal,</li> </ul> <p>Data sample of verified, such as:</p> <ul style="list-style-type: none"> <li>– Smallholders Contract namely Mr Dardiri, place and date of birth: Ponorogo, 4<sup>th</sup> August 1973, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Dardiri, Smallholders Group (KT) No 314</li> <li>– Smallholders Contract namely Mr Satiman, place and date of birth: Wonogiri, 5<sup>th</sup> August 1965, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Satiman, Smallholders Group (KT) No 314</li> <li>– Smallholders Contract namely Mr Mahfud Yahya, place and date of birth: Parit Lapis, 17<sup>th</sup> August 1972, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Mahfud Yahya, Smallholders Group (KT) No 314</li> <li>– Smallholders Contract namely Mr Mesiran, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Mesiran, Smallholders Group (KT) No 314</li> <li>– Smallholders Contract namely Mr Markim, place and date of birth: Banjar Negara, 11<sup>th</sup> July 1974, address: RT001/RW002, Trimulya Jaya Village. Copy record of hand over the contract is available namely Mr Markim, Smallholders Group (KT) No 314</li> </ul>
<b>Assessment Conclusion:</b>	<p>The Major NC was closed. Amanah has prepared the monitoring of renewable contract.</p> <p>Reference indicator is no longer valid, due to ASA1.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019</p>

<b>Non-conformity</b>			
<b>NCR Ref #</b>	1794784-201906-M2	<b>Clause &amp; Category (Critical (Major) / Minor)</b>	Indicator 1.2.1
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	The publicly document under "Daftar Dokumen Yang Dapat di Akses", dated 10 <sup>th</sup> January 2018, has not covered: OHS Plan, Environmental Program and Monitoring, HCV document, Social Impact Program Human Right Policy, Public Summary of Certification Assessment.		
<b>Requirement Reference:</b>	Publicly available documents shall include, but are not necessarily limited to: <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continuous improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>
<b>Objective Evidence:</b>	Asosiasi Amanah has publicly document in "Daftar Dokumen Yang Dapat di Akses", 10 January 2018, which included: legal (deed of establishment, land title (SHM), STD-B (smallholder plantation permit), SPPL (smallholder environmental permit), IMB (building permit), SIUP-SITU-NPWP-TDP (business permit), Agronomy procedures on Good Agriculture Practices (GAP), Production data. However, the document are not listed: OHS plan, SEIA plan, HCV documentation, Detail of complaint and grievance, Public Summary of Certification assessment, Human Right Policy
<b>Corrective Actions:</b>	<p>Conduct the refresh training on implementation the Group Certification Standard, version March 2018.</p> <p>The training has conducted on 17<sup>th</sup> July 2019, location in ICS office, attended by 18 smallholders member. Facilitators: Mr Guntur Prabowo (RSPO Indonesian Office) and Mr Kertijah Abdul Kadir (RSPO Malaysian Office).</p> <p>Data verification: Attendance list, photograph and minute of meeting.</p>
<b>Assessment Conclusion:</b>	<p>The Major NC was closed. Monitoring the understanding of smallholders member related to the Group Certification Standard, version March 2018.</p> <p>Reference indicator is no longer valid, due to AS1A.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019</p>

Non-conformity			
<b>NCR Ref #</b>	1794784-201906-M3	<b>Clause &amp; Category (Critical (Major) / Minor)</b>	Indicator 4.1.2
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	At the last visit (RAV) the indicator is minor NC that has escalated to Major NC during the assessment (ASA 1_1)		
<b>Requirement Reference:</b>	The Group Manager has regular checks using procedures set at group level for SOP implementation.		
<b>Objective Evidence:</b>	<p>Based on field visit, the auditor team was found the Plot (kavling) condition not consistent with the standard as required in "Agricultural Policy Manual untuk Petani Plasma" (AA PLASMA-PP-KS-01) dated 01/09/2011",</p> <p>– There was no monitoring report of kavling condition</p>		

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	<ul style="list-style-type: none"> <li>- Plot (kavling) sampel No. 255 KT 317, Kavling 21 KT 311, Kavling 357 KT 321, Kavling 255 KT 317, Kavling 63 KT 312, kavling 78 KT 312.</li> </ul>
<p><b>Corrective Actions:</b></p>	<p>Conducting the internal inspection to all smallholder plot (kavling), once per a year and prepared the</p> <p>Data verified:</p> <ul style="list-style-type: none"> <li>- Internal Inspection Program for period July 2019 to June 2020, planned to cover all smallholder member (total 501 members). Such as: <ul style="list-style-type: none"> <li>• Member name: Mr Sukardi (KT number: 311-001) planned inspection in November 2019.</li> <li>• Member name: Mr Jasmiatan (KT number: 311-013) planned inspection in September 2019.</li> <li>• Member name: Mr Suradi (KT number: 312-070) planned inspection in June 2020.</li> <li>• Member name: Mr Reni (KT number: 312-080) planned inspection in January 2020.</li> </ul> </li> <li>- Program on Chemical/Spraying Application, period July 2019 to June 2020, e.g.: <ul style="list-style-type: none"> <li>• Member name: Mr Sukemi (KT number: 318-289) planned on chemical application in July 2019, November 2019 and March 2020.</li> <li>• Member name: Mr Komarudin (KT number: 325-465) planned on chemical application in August 2019, December 2019 and April 2020.</li> <li>• Member name: Mr Widi Romika (KT number: 326-489) planned on chemical application in August 2019, December 2019 and April 2020.</li> <li>• Member name: Mr Mashudi (KT number: 316-194) planned on chemical application in September 2019, January 2020 and May 2020.</li> <li>• Member name: Mr Slamet (KT number: 316-226) planned on chemical application in September 2019, January 2020 and May 2020.</li> </ul> </li> <li>- Sample record of Inspection Report: Realization on 6<sup>th</sup> July 2019 in KT 311 for smallholder member name: Mr Mustakim (no Kavling 004), Mr Rasimin (no Kavling 003), Mr Juwadi (no Kavling 023), Mr Kanafi (019), Mr Agus AS (no kavling 021), and Mr Supri (no Kavling 018).</li> <li>- Inspection data seen: <ul style="list-style-type: none"> <li>• Namely Mr Awaludin (KT 311, Kavling No 008), dated 27<sup>th</sup> July 2019, inspector Mr Soleh (result shown OK)</li> <li>• Namely Mr Amirudin (KT 311, Kavling No 006), dated 27<sup>th</sup> July 2019, inspector Mr Soleh (result shown OK)</li> <li>• Namely Mr Hartono (KT 315, Kavling No 162), dated 87<sup>th</sup> July 2019, inspector Mr Soleh (result shown OK)</li> </ul> </li> </ul>
<p><b>Assessment Conclusion:</b></p>	<p>The Major NC was closed. Amanah has prepared the program of Internal Inspection year 2019 and monitoring the implementation its program</p>

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	Reference indicator is no longer valid, due to ASA1.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019
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Non-conformity			
<b>NCR Ref #</b>	1794784-201906-M4	<b>Clause &amp; Category (Critical (Major) / Minor)</b>	Indicator 4.7.3
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	7 <sup>th</sup> August 2019
<b>Statement of Nonconformity:</b>	Based on field visit in Kavling 140 KT 314 the auditors found the applicator of fertilizer has not used PPE (mask etc) as required at Risk Assessment, last review on 5th January 2019.		
<b>Requirement Reference:</b>	Members shall implement the management plan and at least ensure the provision of PPE and medical check-ups for high risk workers. In the case of hazardous chemical use, a description of the relevant chemicals should be brought to the field.		
<b>Objective Evidence:</b>	Based on field visit in Kavling 140 KT 314 the auditors found the applicator of fertilizer has not used PPE (mask etc) as required at Risk Assessment, last review on 5th January 2019.		
<b>Corrective Actions:</b>	<p>The workers in fertilizer has provided the PPE as required at Risk Assessment, last review on 5th January 2019.</p> <p>Conducted the training of PPE using, dated 7<sup>th</sup> July 2019, location in ICS, was attended by 18 workers of fertilizing</p>		
<b>Assessment Conclusion:</b>	<p>The Major NC was closed. Amanah has conducted monitoring the PPE using to all applicator of fertilizer and all workers in Smallholder's Plot (Kavling).</p> <p>Reference indicator is no longer valid, due to ASA1.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019</p>		

Opportunity for Improvements	
OFI #	Description
<b>OFI 1</b>	<p>Indicator 2.1.1 Group Manager need to ensure Letter of Registrated (Plantaion - STDB) for all smallholder member</p> <p><u>Correction:</u> Reference indicator is no longer valid, due to ASA1.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019</p>
<b>OFI 2</b>	Indicator 5.1.1

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	<p>Group Manager need to ensure Letter of Environmental Program (SPPL) for all smallholder member has been provided.</p> <p><u>Correction:</u></p> <p>Reference indicator is no longer valid, due to ASA1.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019</p>
<b>OFI 3</b>	<p>Indicator 5.2.3</p> <p>Group Manager need to ensure on the status of these RTE species to refer on Regulation of Environmental and Forestry Ministry Republic of Indonesia P.20/MENLHK/SETJEN/KUM.1/6/2018, 29 June 2018 on Jenis Tumbuhan dan Satwa Yang Dilindungi.</p> <p><u>Correction:</u></p> <p>Reference indicator is no longer valid, due to ASA1.2 refers to RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019</p>

**3.4.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
A829199/11	Major	Indicator 2.2.2	14/01/2013	Closed on 15/03/2013
A829199/12	Major	Indicator 2.2.3	14/01/2013	Closed on 15/03/2013
A843471/1	Minor	Indicator 4.3.3	14/01/2013	Closed on 24/05/2014
A843471/1	Minor	Indicator 4.6.4	14/01/2013	Closed on 24/05/2014
1192606M1	Major	Indicator 2.1.6	21/05/2015	Closed on 09/07/2015
1192606M2	Major	Indicator 3.1	21/05/2015	Closed on 09/07/2015
1192606M3	Major	Indicator 4.3.1	21/05/2015	Closed on 09/07/2015
1192606M4	Major	Indicator 5.5.1	21/05/2015	Closed on 09/07/2015
1192606N1	Minor	Indicator 2.2.2	21/05/2015	Closed on 04/05/2016
1311597N1	Minor	Indicator 2.2.3	04/05/2016	Closed on 12/05/2017
1311597N2	Minor	Indicator 2.1.4	04/05/2016	Closed on 12/05/2017
1311597N3	Minor	Indicator 4.6.9	04/05/2016	Closed on 12/05/2017
1311597N4	Minor	Indicator 4.7.6	04/05/2016	Closed on 12/05/2017
1311597N5	Minor	Indicator 5.3.3	04/05/2016	Closed on 12/05/2017
1474447-201705-M1	Major	Indicator 1.2.1.	12/05/2017	Closed on 11/07/2017
1474447-201705-M2	Major	Indicator 4.6.1.	12/05/2017	Closed on 11/07/2017
1474447-201705-M3	Major	Indicator 5.1.1	12/05/2017	Closed on 11/07/2017
1474447-201705-M4	Major	Indicator 6.1.1	12/05/2017	Closed on 11/07/2017
1474447-201705-M5	Major	Indicator 6.2.1	12/05/2017	Closed on 11/07/2017
1474447-201705-M6	Major	Indicator 6.3.1	12/05/2017	Closed on 11/07/2017
1474447-201705-N1	Minor	E1.1.1	12/05/2017	Closed on 24/07/2018
1474447-201705-N2	Minor	E1.1.2	12/05/2017	Closed on 25/05/2018
1474447-201705-N3	Minor	Indicator 1.1.1	12/05/2017	Closed on 25/05/2018
1474447-201705-N4	Minor	Indicator 1.3.1	12/05/2017	Closed on 25/05/2018
1474447-201705-N5	Minor	Indicator 4.2.2	12/05/2017	Closed on 23/07/2018
1474447-201705-N6	Minor	Indicator 4.6.10	12/05/2017	Closed on 23/07/2018
1633782-201805-M1	Major	E1.1.1	25/05/2018	Closed on 23/07/2018
1633782-201805-M2	Major	Indicator 4.2.2	25/05/2018	Closed on 23/07/2018
1633782-201805-M3	Major	Indicator 4.3.4	25/05/2018	Closed on 23/07/2018
1633782-201805-M4	Major	Indicator 4.6.1	25/05/2018	Closed on 23/07/2018
1633782-201805-M5	Major	Indicator 4.6.2	25/05/2018	Closed on 23/07/2018



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1633782-201805-M6	Major	Indicator 4.6.5	25/05/2018	Closed on 23/07/2018
1633782-201805-M7	Major	Indicator 4.6.6	25/05/2018	Closed on 23/07/2018
1633782-201805-M8	Major	Indicator 4.6.10	25/05/2018	Closed on 23/07/2018
1633782-201805-M9	Major	Indicator 5.3.2	25/05/2018	Closed on 23/07/2018
1633782-201805-M10	Major	Indicator 6.9.2	25/05/2018	Closed on 23/07/2018
1633782-201805-M11	Major	Indicator 8.1.1	25/05/2018	Closed on 23/07/2018
1633782-201805-N1	Minor	E1.2.3	25/05/2018	Closed on 28/06/2019
1633782-201805-N2	Minor	E2.1.1	25/05/2018	Closed on 28/06/2019
1633782-201805-N3	Minor	E2.1.3nt.	25/05/2018	Closed on 28/06/2019
1633782-201805-N4	Minor	E3.1	25/05/2018	Closed on 28/06/2019
1633782-201805-N5	Minor	Indicator 4.1.1	25/05/2018	Closed on 28/06/2019
1633782-201805-N6	Minor	Indicator 4.1.2	25/05/2018	Closed on 28/06/2019
1633782-201805-N7	Minor	Indicator 4.2.1	25/05/2018	Closed on 28/06/2019
1633782-201805-N8	Minor	Indicator 4.4.1	25/05/2018	Closed on 28/06/2019
1633782-201805-N9	Minor	Indicator 4.8.1	25/05/2018	Closed on 28/06/2019
1792772-201906-M1	Major	E1.1.3	28/06/2019	Closed on 07/08/2019
1792772-201906-M2	Major	Indicator 1.2. 1	28/06/2019	Closed on 07/08/2019
1792772-201906-M3	Major	Indicator 4.1.2	28/06/2019	Closed on 07/08/2019
1792772-201906-M4	Major	Indicator 4.7.3	28/06/2019	Closed on 07/08/2019
1959458-202009-M1	Major	B – ICS: Policies and management: B1.1 – Milestone B	19/09/2020	Closed on 03/10/2020

**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 Asosiasi Petani Sawit Swadaya Amanah Certification Unit’s environmental and social performance, legal and any known dispute issues.

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

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

<b>List of Stakeholders contacted</b>	
<p><b>Internal Stakeholders</b> 26 smallholder sample</p>	<p><b>Union/Contractors</b></p> <ul style="list-style-type: none"> <li>• Representative of Trimulya Jaya Village</li> <li>• Representative of Air Emas Village</li> <li>• Local business (FFB transportation provider)</li> </ul>

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<p><b>Government Departments</b></p> <ul style="list-style-type: none"> <li>Plantation Agency of Pelawan Regency</li> <li>Tesso Nillo National Park Office (Forest Ecosystem Controller) - Balai Taman Nasional Tesso Nillo (Pengendali Ekosistem Hutan)</li> </ul>	<p><b>NGO</b></p> <p>WWF Indonesia</p>
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<b>Issues raised by Stakeholders</b>	
<b>IS #</b>	<b>Description</b>
1	<p><b>Feedbacks:</b>            Representative of Trimulya Jaya Village &amp; Representative of Air Emas Village</p> <ul style="list-style-type: none"> <li>It was known that Asosiasi Petani Swadaya Amanah Independent Oil Palm Smallholders Association, began to be formed in 2012.</li> <li>Asosiasi Petani Swadaya Amanah Independent membership are farmers who have their own land that exceeds Plasma and at the time of develop the plantation at their own expense.</li> <li>The size of independent smallholder farms varies, but on average has an area of 2 hectares per farmer.</li> <li>Communication between the Village and Asosiasi Petani Swadaya Amanah went very well and there were never any complaints.</li> <li>Trimulya Jaya Village strongly supports the Asosiasi Petani Swadaya Amanah in supporting RSPO certification.</li> <li>The management of the Asosiasi Petani Swadaya Amanah is very helpful and has support of the Village and the entire community.</li> <li>Some obstacles and results of the meeting between the Asosiasi Petani Swadaya Amanah and smallholder members were not conveyed.</li> <li>Arrangement of Fertilizer package should be adjusted to the extent of each smallholder, so that the use of fertilizer can be evenly distributed to all palm crops.</li> <li>Asosiasi Petani Swadaya Amanah is an excellent example of oil palm management for independent smallholders, but it needs to be informed to the Village regarding the mechanism for proposing membership, if there are smallholders in joining.</li> </ul> <p><b>Management Responses</b>            Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information. Positive comments</p> <p><b>Audit Team Findings</b>            Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback.</p>
2	<p><b>Feedbacks:</b>            Plantation Agency of Pelawan Regency</p> <ul style="list-style-type: none"> <li>Cultivation Registration Certificate (STD-B) for 100 independent smallholders (Asosiasi Petani Swadaya Amanah) has been completed, while there are still around 80 more STDBs still in the process of completeness due to lack of documents related to the change of land ownership.</li> <li>Until now, the Plantation Agency has strongly supported the formation of oil palm smallholders associations, which are independent and organized.</li> <li>The Plantation Agency feels that it is not contributing more, especially counselling to independent smallholders on a regular basis.</li> </ul> <p><b>Management Responses</b>            Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information, and immediately follow up.</p> <p><b>Audit Team Findings</b>            Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action</p>

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Issues raised by Stakeholders	
IS #	Description
	in accordance with the feedback.
3	<p><b>Feedback</b> Tesso Nillo National Park Office (Forest Ecosystem Controller) - Balai Taman Nasional Tesso Nillo (Pengendali Ekosistem Hutan)</p> <ul style="list-style-type: none"> <li>In general, there are no negative reports regarding the existence of the Amanah Association to the Tesso Nilo National Park</li> <li>None of the lands of the Amanah Association member farmers that are included in the audit scope is not directly adjacent to the Tesso Nilo National Park Area.</li> </ul> <p><b>Management Responses</b> Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input</p> <p><b>Audit Team Findings</b> Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback.</p>
4	<p><b>Feedbacks:</b> <b>WWF-Indonesia (Oil Palm Smallholder Officer)</b></p> <ul style="list-style-type: none"> <li>WWF assisted Asosiasi Petani Swadaya Amanah in the early stages of RSPO certification.</li> <li>The role of WWF if requested by Asosiasi Petani Swadaya Amanah includes assisting in the mapping process, field assistance and helping to find buyers if the RSPO certificate of the Asosiasi Petani Swadaya Amanah has difficulty in selling.</li> <li>Asosiasi Petani Swadaya Amanah obtained the RSPO certificate, there was no specific program bound between WWF and Asosiasi Petani Swadaya Amanah. But if something is needed, WWF is ready to support and help according to the organization's request.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>Group Manager (Asosiasi Petani Swadaya Amanah) has understood it as positive input and information. Positive comments</li> <li>Also an independent smallholder's area shall not source from illegal area, land burnt, forest area, and the farmers/group must be allowed to provide the traceability of their FFB's.</li> </ul> <p><b>Audit Team Findings</b></p> <ul style="list-style-type: none"> <li>Based on interview with Group Manager team that Asosiasi Petani Swadaya Amanah has taken action in accordance with the feedback.</li> <li>There is no significant issue raised against independent smallholder.</li> </ul>

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					

Previous land owner / user comment	
N/A	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

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**Formal Signing-off of Assessment Conclusion and Recommendation**

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Asosiasi Petani Sawit Swadaya Amanah has complied with the RSPO Independent Smallholders Standard 2019 and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Asosiasi Petani Sawit Swadaya Amanah is continued.

Report prepared by	Acceptance of Assessment Conclusion
<b>Name:</b> Imam Fakhrurozi	<b>Name:</b> H Sunarno
<b>Company Name:</b> PT BSI Group Indonesia	<b>Company Name:</b> Asosiasi Petani Sawit Swadaya Amanah
<b>Title:</b> Lead Auditor	<b>Title:</b> Group Manager
<b>Signature:</b> 	<b>Signature:</b>  <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>
<b>Date:</b> 5 October 2020	<b>Date:</b> 7 October 2020

**Appendix A: Summary of Findings**

**RSPO Independent Smallholder Standard, Endorsed by the RSPO Board of Governors on November 2019**

Criterion / Indicator		Assessment Findings	Compliance
<p><b>Principle 1: Optimise productivity, efficiency, positive impacts and resilience</b>            Implement professional and transparent operations to secure sustainable livelihood improvements.</p>			
<p><b>Criteria 1.1</b>            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"> <li>1. Legal formation (as per country requirements)</li> <li>2. Fair and transparent decision making and governance</li> <li>3. Additional documents per requirements for Group Formation and Management.</li> <li>4. Signed or thumb printed Smallholder Declaration from all smallholder members, reference Annex 2 (see appendix 1 for details needed in declaration).</li> </ol>	<p>Asosiasi Petani Swadaya Amanah hereinafter referred as Amanah has had legally registered as follows:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> <li>2. Based on the decision of the member meeting on 3 January 2018 decided to appoint the Group Manager and the Approval Committee. Along with the appointment, the organizational structure, functions, duties and responsibilities of the Group Manager / Approval Committee are also determined.</li> <li>3. 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</li> </ol>	Comply

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		<p>group manager. Group manager kept the original agreement. Group manager 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>Sampled contract:</p> <ul style="list-style-type: none"> <li>a. Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>b. Contractual agreement on behalf of Sukari dated 1 September 2018.</li> <li>c. Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>d. Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>e. Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>f. Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ul>	
<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 has identifying the geographical area to be covered. The group manager currently has members in three villages: Bukit Jaya village, Trimulya Jaya village and Air Mas village.</p> <p>Group manager has prepared the documented procedure and human resources to regulate the Group Manager structure. The structure of the Group Manager has been established, the same document has also defined the roles and responsibility of all personnel involved.</p>	<p>Comply</p>

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		<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 under "<i>Buku Pedoman Internal Control System (ICS) Petani Kelapa Sawit Swadaya Amanah</i>" – regulating receiving member, assessing potential member, sanction and expulsion, exiting member, internal audit procedure, non-conformity handling and other procedures.</p>	
<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"> <li>• Fair and transparent decision-making and governance</li> <li>• Sustainable financial management</li> </ul>	<p>Asosiasi Amanah has had a Best Management Practices Procedure in document "Agricultural Policy Manual untuk Petani Plasma" (AA PLASMA-PP-KS-01) dated 01/09/2011. This procedure prepared by partnering palm oil mill, PT. Inti Indosawit Subur. The procedure covers:</p> <ol style="list-style-type: none"> <li>1. Nursery, "Panduan Pelaksanaan Pembibitan" (AA-PLASMA-PP-KS-01) dated 01/09/2011, described the nursery practices, certified seedling requirement, fertilizer application and pest and disease control, seedling selection.</li> <li>2. Pest and disease control "Panduan Pelaksanaan Pengendalian Hama dan Penyakit" (AA-PLASMA-PP-KS-02) dated 01/09/2011, described the early warning system through regular monitoring, type of pest and disease, analysis of survey result, control of pest and disease: physical/biological/chemical, for chemical control the dosage of chemical explained.</li> <li>3. Manuring/Fertilizing, "Pemupukan" (AA-PLASMA-PP-KS-03) dated 01/09/2011, described the type of fertilizer, quality tests, storage, application, fertilizer recommendation, nutrient deficiency.</li> <li>4. Harvesting practice "Potong Buah" (AAPLASMA-PP-KS-04) dated 01/09/2011, described the harvesting practice, criteria of harvesting, FFB quality, frond pruning, safety/PPE requirement.</li> </ol>	<p>Comply</p>



		<p>5. Soil and water conservation, "Konservasi tanah dan Air" (00/DOK/AMANAH/I/2013) described soil and water conservation technique such as: land cover crop planting, midrib preparation, platform, and terrace contour.</p> <p>6. Pesticide handling and management "Pestisida dan Pengelolaannya" (AA-SOPOP-1100) dated 19 May 2014" described the type of pesticide, type of active ingredient/chemical type and how its work, toxicity, pesticide usage instruction, emergency procedure to avoid toxic. Land preparation and planting procedure was cover under "Persiapan Lahan" (AASOP-OP-1100) dated 13 June 2004, described land clearing method and preparation, blocking design, land clearing operation and planting palm oil.</p> <p>7. Replanting mechanism was cover under "Draft Pelaksanaan Replanting Kebun Swadaya Amanah" which explain the operation of replanting begin from survey and boundary marking, stacking, road and drain design, road stacking, felling, chipping, ploughing, harrowing, terracing, planting.</p> <p>To monitoring operational activity in each farmer plot, Amanah's has been shared the Personal Information Book where all farmer recorded their operational activity. The personal book contains information regarding membership information, association policies, contract letters, harvest procedures, maintenance, conservation area management, OHS procedures, production data, fertilization and so on.</p> <p>Amanah's also conducted refreshment training to ensuring all member following the stipulated procedures especially in Best Management Practices aspect. The latest training was Integrated Pest Management Training that has been held on 6 November 2019 located in Amanah's meeting room. Facilitated by Asian Agri's staff and attended by 23 participants.</p>	
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		<p>Amanah's has had regularly meeting that concern to monitoring their achievement in a monthly or annually basis. Based on interview with board of Amanah's obtained information that all operational activity especially summary of production and financial record has reported annually. The report is available in in Amanah's office.</p> <p>Amanah also had long term projection 2019 – 2021 which incorporating the planned activity such as field operation, management resources &amp; communication, smallholder technical support programme established. Based on document verification, Amanah has achieved the production target on 2019 where the projection was 24,522 MT and the total production was 26,652 MT.</p>	
<p><b>Criteria 1.2</b>          Smallholders have the capacity to effectively manage their farm.</p>			
Eligibility	Not Applicable	N/A	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>Amanah's has had annual training program. Based on document verification obtained information of the latest training that has held as follows:</p> <ol style="list-style-type: none"> <li>1. HCV awareness training dated 23 February 2019 in Central Sports Hall. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 52 participants.</li> <li>2. IPM awareness training dated 6 November 2019 in Amanah's Meeting Room. The issues regarding to pest infestation, Ganoderma etc. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 23 participants.</li> <li>3. Worker welfare training dated 6 September 2019. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 33 participants.</li> </ol>	Comply

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Milestone B	Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sale	<p>To monitoring operational activity in each farmer plot, Amanah’s has been shared the Personal Information Book where all farmer recorded their operational activity. The personal book contains information regarding membership information, association policies, contract letters, harvest procedures, maintenance, conservation area management, OHS procedures, production data, fertilization and so on.</p> <p>They also can access the FFB prices or records of production and transaction data of all FFB sale in Amanah’s office.</p>	Comply
<p><b>Criteria 1.3</b>          Smallholders implement good agricultural practices (GAP) on their farms.</p>			
Eligibility	Smallholders commit to implementing good agricultural practices on their farms. (see appendix 1 for details needed in declaration).	<p>Asosiasi Petani Swadaya Amanah has had the organizational Policy (latest revised on 5 January 2018) as follows:</p> <ol style="list-style-type: none"> <li>1. Committed to ensuring the implementation of best management practices in palm oil cultivation based on sustainable management system.</li> <li>2. Comply with legal requirements, ethical, anti-corruption, anti-bribery and fraud in our operational or transaction.</li> <li>3. Committed to conduct best harvesting</li> <li>4. Zero burning</li> <li>5. Committed to conduct and implement OHS culture, including using appropriate PPE’s in workplace. All harvester shall using appropriate PPE’s.</li> <li>6. Committed in ethical business, anti-corruption, bribery and fraud.</li> <li>7. Respect in human rights (ethnics, country origin, religion, disability, gender, sex orientation, labor union memberships, political affiliation and age).</li> <li>8. Prohibited to employed underage (18 years).</li> <li>9. Prevention of sexual harassment and any other reproduction harassment and protected women reproduction rights.</li> </ol>	Comply

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		10. Freedom to unite refer to Fundamental Acts 1945 and Pancasila.	
Milestone A	Smallholders complete training on Good Agriculture Practices (GAP).	<p>Amanah’s has had annual training program. Based on document verification obtained information of the latest training that has held as follows:</p> <ol style="list-style-type: none"> <li>1. HCV awareness training dated 23 February 2019 in Central Sports Hall. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 52 participants.</li> <li>2. IPM awareness training dated 6 November 2019 in Amanah’s Meeting Room. The issues regarding to pest infestation, Ganoderma etc. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 23 participants.</li> <li>3. Worker welfare training dated 6 September 2019. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 33 participants.</li> </ol>	Comply
Milestone B	Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.	<p>To monitoring operational activity in each farmer plot, Amanah’s has been shared the Personal Information Book where all farmer recorded their operational activity. The personal book contains information regarding membership information, association policies, contract letters, harvest procedures, maintenance, conservation area management, OHS procedures, production data, fertilization and so on.</p> <p>They also can access the FFB prices or records of production and transaction data of all FFB sale in Amanah’s office.</p>	Comply
<p><b>Principle 2: Ensure Legality, Respect for Land Rights and Community Wellbeing</b>            Comply with the law and respect communities’ rights</p>			
<p><b>Criteria 2.1</b>            Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices</p>			

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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>Asosiasi Petani Sawit Swadaya Amanah has provide the coordinates for their 501 members in "Database Daftar Anggota Asosiasi Amanah" updated April 2020.</p> <p>Within the Database of smallholder's members, consist of Plot Number; Smallholder Name (Certificate and Identity bases); Personal Information; Certificate Land Ownership Number; Plantation Permit; Environmental Permit; GPS coordinates; Number of Palm and already mapped on "Peta Per KT" with sufficient scale.</p>	Comply
Milestone A	Smallholders can demonstrate legal ownership or native and/or customary rights to use the land or demonstrate that they are in the process of legalisation of that right.	<p>Asosiasi Petani Sawit Swadaya Amanah has an organisation that legally registered as an Association by Indonesia Government. It is proven as follow:</p> <ol style="list-style-type: none"> <li>1. Small Business License: "Surat Izin Usaha Perdagangan Kecil", Nomor: 137/BPMP2T/SIUP-K/2016/129. Issued by Integrated Permission Services and Investment Board on 9 May 2016 with organization name "ASOSIASI PETANI SWADAYA AMANAH".</li> <li>2. Number of Organisation Registration (Tanda Daftar Perusahaan): 041654900317, valid until 9 Mai 2021.</li> <li>3. Deed of Establishment for Association "Perkumpulan Petani Sawit Swadaya Amanah" No. 09, dated 11 July 2018 by Notary Asri Thaher, S.H, M.Kn.</li> <li>4. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> </ol>	Comply

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		<p>Each member of Asosiasi Petani Sawit Swadaya Amanah has had legal ownership of their land under Indonesia regulation namely "Sertipikat Hak Milik" of Land Ownership Certificate which issued by National Land Department.</p> <p>Based on sample of 15 individual smallholders can demonstrate their legal ownership during this audit.</p>																																																		
<p>Milestone B</p>	<p>Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.</p>	<p>During onsite verification, auditor visiting 4 plots of smallholders sample to verify their boundaries are well maintained. These coordinates as follow:</p> <table border="1" data-bbox="1131 686 1944 1391"> <thead> <tr> <th>ID</th> <th>SH Owner</th> <th>Lat (S)</th> <th>Lon (E)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="4">324-451</td> <td rowspan="4">Sugiono</td> <td>0° 7' 28.62"</td> <td>102° 3' 37.28"</td> <td rowspan="4">4 points</td> </tr> <tr> <td>0° 7' 30.02"</td> <td>102° 3' 34.19"</td> </tr> <tr> <td>0° 7' 36.24"</td> <td>102° 3' 34.65"</td> </tr> <tr> <td>0° 7' 35.02"</td> <td>102° 3' 37.42"</td> </tr> <tr> <td rowspan="4">324-443</td> <td rowspan="4">Saipudin</td> <td>0° 7' 32.69"</td> <td>102° 3' 26.88"</td> <td rowspan="4">4 points</td> </tr> <tr> <td>0° 7' 31.97"</td> <td>102° 3' 28.78"</td> </tr> <tr> <td>0° 7' 43.08"</td> <td>102° 3' 27.36"</td> </tr> <tr> <td>0° 7' 42.52"</td> <td>102° 3' 29.46"</td> </tr> <tr> <td rowspan="5">320-331</td> <td rowspan="5">Jaswijaya</td> <td>0° 7' 24.98"</td> <td>102° 4' 28.55"</td> <td rowspan="5">6 points</td> </tr> <tr> <td>0° 7' 25.4"</td> <td>102° 4' 25.46"</td> </tr> <tr> <td>0° 7' 32.11"</td> <td>102° 4' 25.65"</td> </tr> <tr> <td>0° 7' 31.9"</td> <td>102° 4' 25.47"</td> </tr> <tr> <td>0° 7' 32.93"</td> <td>102° 4' 25.36"</td> </tr> <tr> <td rowspan="3">320-329</td> <td rowspan="3">Rusman</td> <td>0° 7' 25.4"</td> <td>102° 4' 25.46"</td> <td rowspan="3">4 points</td> </tr> <tr> <td>0° 7' 28.48"</td> <td>102° 4' 29.09"</td> </tr> <tr> <td>0° 7' 27.71"</td> <td>102° 4' 36.93"</td> </tr> </tbody> </table>	ID	SH Owner	Lat (S)	Lon (E)	Remarks	324-451	Sugiono	0° 7' 28.62"	102° 3' 37.28"	4 points	0° 7' 30.02"	102° 3' 34.19"	0° 7' 36.24"	102° 3' 34.65"	0° 7' 35.02"	102° 3' 37.42"	324-443	Saipudin	0° 7' 32.69"	102° 3' 26.88"	4 points	0° 7' 31.97"	102° 3' 28.78"	0° 7' 43.08"	102° 3' 27.36"	0° 7' 42.52"	102° 3' 29.46"	320-331	Jaswijaya	0° 7' 24.98"	102° 4' 28.55"	6 points	0° 7' 25.4"	102° 4' 25.46"	0° 7' 32.11"	102° 4' 25.65"	0° 7' 31.9"	102° 4' 25.47"	0° 7' 32.93"	102° 4' 25.36"	320-329	Rusman	0° 7' 25.4"	102° 4' 25.46"	4 points	0° 7' 28.48"	102° 4' 29.09"	0° 7' 27.71"	102° 4' 36.93"	<p>Comply</p>
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		0° 7' 23.87"	102° 4' 34.84"		
All boundaries are well maintained and clearly demarcated with cement poles.					
<b>Criteria 2.2</b>					
Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent, based on a simplified FPIC approach.					
Eligibility	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).	<p>FPIC is not applicable.</p> <p>Based on information during interview with sample of smallholders, land use history of smallholders member of AMANAH is origin from Indonesia Government Transmigration Program in 1980's. The current oil palm land owned are from remaining area outside the scope of collaboration between the Plantations company and its associated smallholders. Therefore, land acquiring is given by the government and FPIC is not applicable. Currently, all the members are local communities.</p>			Comply
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>FPIC is not applicable.</p> <p>Based on information during interview with sample of smallholders, land use history of smallholders member of AMANAH is origin from Indonesia Government Transmigration Program in 1980's. The current oil palm land owned are from remaining area outside the scope of collaboration between the Plantations company and its associated smallholders. Therefore, land acquiring is given by the government and FPIC is not applicable. Currently, all the members are local communities.</p>			Comply
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>FPIC is not applicable.</p> <p>Based on information during interview with sample of smallholders, land use history of smallholders member of AMANAH is origin from Indonesia Government Transmigration Program in 1980's. The current</p>			Comply

		oil palm land owned are from remaining area outside the scope of collaboration between the Plantations company and its associated smallholders. Therefore, land acquiring is given by the government and FPIC is not applicable. Currently, all the members are local communities.	
<b>Criteria 2.3</b>			
The right to use the land is not disputed by indigenous peoples, local communities or other users			
Eligibility	Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to appendix 1).	<p>Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1<sup>st</sup> July 2020. Within the declaration, each member committed shall inform to The Group Manager:</p> <ol style="list-style-type: none"> <li>1. All the land ownership</li> <li>2. Location of their oil palm plots</li> <li>3. Information of converted plots after November 2005 using HCV-HCS approach.</li> <li>4. Every plot located on steep area.</li> <li>5. Every plot located on peat area.</li> <li>6. Details on replanting programme and extension area.</li> <li>7. Every land dispute occurs.</li> <li>8. Land use and ownership status.</li> <li>9. Source of manpower used.</li> </ol>	Comply
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	<p>No land disputes occurs.</p> <p>Group manager 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 the "Mekanisme Komunikasi dan konsultasi".</p> <p>During ASA 1-.2 based on interview with sample of smallholder member, there was no any dispute was noted</p>	Comply



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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	No land disputes occurs. Group manager 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 the "Mekanisme Komunikasi dan konsultasi". During ASA 1-.2 based on interview with sample of smallholder member, there was no any dispute was noted	Comply
<b>Criteria 2.4</b>			
Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law or as specified in National Interpretation.			
Eligibility	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to appendix 1).	According to the map "Peta Petani Sawit Swadaya Amanah Kecamatan Ukui Kab. Pelalawan" Scale 1:300,000, smallholders plot located outside the Tesso Nilo National Park and other protected areas. This map developed by WWF with reference of Forest Cover 2011 and Tesso Nilo National Park.	Comply
Milestone A	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to appendix 1).	According to the map "Peta Petani Sawit Swadaya Amanah Kecamatan Ukui Kab. Pelalawan" Scale 1:300,000, smallholders plot located outside the Tesso Nilo National Park and other protected areas. This map developed by WWF with reference of Forest Cover 2011 and Tesso Nilo National Park.	Comply
Milestone B	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to appendix 1).	According to the map "Peta Petani Sawit Swadaya Amanah Kecamatan Ukui Kab. Pelalawan" Scale 1:300,000, smallholders plot located outside the Tesso Nilo National Park and other protected areas. This map developed by WWF with reference of Forest Cover 2011 and Tesso Nilo National Park.	Comply
<b>Criteria 2.5</b>			

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<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 Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1<sup>st</sup> July 2020. Within the declaration, each member committed to: "Tidak membuka atau memperoleh tanah dari masyarakat adat, komunitas lokal, atau pengguna lain tanpa persetujuan atas dasar informasi awal tanpa paksaan (PADIATAPA), berdasarkan pendekatan PADIATAPA yang sederhana".</p> <p>Land ownership obtained since 1999 up to 2008, there is no new planting for all members of Amanah</p>	Comply
Milestone A	<p>Smallholders complete training on how to conduct a simplified FPIC approach.</p>	<p>Members of AMANAH planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2). This association planned for replanting approximately in 2025.</p>	Comply
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>Members of AMANAH planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2). This association planned for replanting approximately in 2025.</p> <p>Land use history for smallholders member of AMANAH is origin from Indonesia Government Transmigration Program in 1980's.</p>	
<p><b>Principle 3: Respect human rights, including workers' rights and conditions</b></p> <p>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>			

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.  
 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).

<b>Criteria 3.1</b>			
There is no use of forced labour.			
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).	Based on interview member of Asosiasi reveal that individual smallholder understood the group policy “Kebijakan Asosiasi” on prohibiting the use if forced and trafficked labour. Members are aware that use of forced and trafficked labour is prohibited.	Comply
Milestone A	Smallholders complete training on free and fair labour and implement measures to ensure that all work is voluntary, and the following practices are prohibited: <ul style="list-style-type: none"> <li>• Retention of identity documents including but not limited to passports;</li> <li>• Payment of recruitment fees by workers;</li> <li>• Contract substitution;</li> <li>• Involuntary overtime;</li> <li>• Lack of freedom of workers to resign;</li> <li>• Penalty for termination of employment;</li> <li>• Debt bondage;</li> <li>• Withholding of wages</li> </ul>	According to the interview with board of Amanah and some Amanah member 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.  Uniquely, based on mutual agreement, all farmers who are members of the Amanah association apply the same wage value for each job such as harvesting, pruning, fertilizing and so on. So there is no workers dispute until now.	Comply
Milestone B	Workers on the farm, including their families, have unrestricted access to their identity documents, have freedom of movement and can declare that their employment is freely chosen.	According to the interview with board of Amanah and some Amanah member 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.	Comply

		Uniquely, based on mutual agreement, all farmers who are members of the Amanah association apply the same wage value for each job such as harvesting, pruning, fertilizing and so on. So there is no workers dispute until now. All worker is freely choose.	
<b>Criteria 3.2</b>			
Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.			
Eligibility	<p>Smallholders are aware of what defines child labour and ensure that any child labour in the farm operations is terminated at Eligibility. Awareness of child labour and commitment to no child labour includes:</p> <ol style="list-style-type: none"> <li>1. Compliance with the minimum age of workers and as defined by local, state, or national law,</li> <li>2. Not exposing children to hazardous work.</li> <li>3. Providing adult supervision of young people working on the farm.</li> <li>4. Ensuring the practice of children’s rights to education is unrestricted and respected.</li> </ol> <p>(Refer to appendix 1).</p>	<p>Asosiasi Petani Swadaya Amanah has the organizational Policy (latest revised on 5 January 2018) as follows:</p> <ol style="list-style-type: none"> <li>1. Committed to ensuring the implementation of best management practices in palm oil cultivation based on sustainable management system.</li> <li>2. Comply with legal requirements, ethical, anti-corruption, anti-bribery and fraud in our operational or transaction.</li> <li>3. Committed to conduct best harvesting</li> <li>4. Zero burning</li> <li>5. Committed to conduct and implement OHS culture, including using appropriate PPE’s in workplace. All harvester shall using appropriate PPE’s.</li> <li>6. Committed in ethical business, anti-corruption, bribery and fraud.</li> <li>7. Respect in human rights (ethnics, country origin, religion, disability, gender, sex orientation, labor union memberships, political affiliation and age).</li> <li>8. Prohibited to employed underage (18 years).</li> <li>9. Prevention of sexual harassment and any other reproduction harassment and protected women reproduction rights.</li> <li>10. Freedom to unite refer to Fundamental Acts 1945 and Pancasila.</li> </ol>	Comply
Milestone A	Group managers and smallholders implement measures to protect children as follows:	Based on document verification and interview with sample of smallholder member & group manager obtained information that there are no underage workers	Comply

	<ol style="list-style-type: none"> <li>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.</li> <li>2. Children are only permitted to help on family farms and are not permitted to perform dangerous, hazardous or heavy work.</li> <li>3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable.</li> </ol>		
Milestone B	<p>Group managers and smallholders implement measures to protect children as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Children are only permitted to help on family farms and are not permitted to perform dangerous, hazardous or heavy work.</li> <li>3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable.</li> </ol>	Based on document verification and interview with sample of smallholder member & group manager obtained information that there are no underage workers	Comply
<p><b>Criteria 3.3</b>  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</p>			
Eligibility	Smallholders commit to pay workers according to minimum legal requirements or mandatory industry standards (Refer to appendix 1).	<p>Not applicable as all of the workers are considered as casual workers. They were paid based on daily rate and only pay when they have work. However, individual smallholders following the instruction from group manager for minimum wage.</p> <p>Group Manager has shown the document an Regency Minimum Wage (UMK) is stated by the Decree of the Governor of Riau Number: Kpts.</p>	N/A

		<p>1198/XI/2019 dated 21 November 2019 concerning District/City Minimum Wages in Riau Province in 2020 where the Minimum Wage for Pelalawan Regency is set at IDR 3,002,383.89/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 Pelalawan district in 2020 is Rp. 120,095.36 / Working Day.</p> <p>Based on interviews and verification of wage documents with spray workers, they work 5.5 hours a day. Based on the calculation of the minimum wage = 5.5 hours/7 hours/day x 120,095.36/working day is IDR 94.360.64/day</p> <p>The wage that the Amanah Association has given her is IDR. 100.000, - /day. The data shows that workers have received wages above the daily minimum wage for Pelalawan Regency.</p>	
<p>Milestone A</p>	<p>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>	<p>Not applicable as all of the workers are considered as casual workers. They were paid based on daily rate and only pay when they have work. However, individual smallholders following the instruction from group manager for minimum wage.</p> <p>Group Manager has 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 Pelalawan Regency is set at IDR 3,002,383.89/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 Pelalawan district in 2020 is Rp. 120,095.36 / Working Day.</p>	<p>N/A</p>

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		<p>Based on interviews and verification of wage documents with spray workers, they work 5.5 hours a day. Based on the calculation of the minimum wage = 5.5 hours/7 hours/day x 120,095.36/working day is IDR 94.360.64/day</p> <p>The wage that the Amanah Association has given her is IDR. 100.000, - /day. The data shows that workers have received wages above the daily minimum wage for Pelalawan Regency.</p>	
Milestone B	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups including women.	<p>Not applicable as all of the workers are considered as casual workers. They were paid based on daily rate and only pay when they have work. However, individual smallholders following the instruction from group manager for minimum wage.</p> <p>Based on interview obtain information that Board of Amanah have a commitment to provide operational work, especially care for villagers who most need additional income, such as widows or residents who do not own agricultural land.</p> <p>Also, audit team has interviewed with sample of smallholder member, they confirmed that workers' pay complies with minimum legal requirements and Group Manger requirement.</p>	N/A
<p><b>Criteria 3.4</b>  Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.  Note: Are there workers on the farm? If no, SKIP</p>			
Eligibility	Smallholders commit to respect the rights of workers to file a complaint/grievance (Refer to appendix 1).	<p>Asosiasi Petani Swadaya Amanah has had the organizational Policy (latest revised on 5 January 2018) as follows:</p> <ol style="list-style-type: none"> <li>1. Committed to ensuring the implementation of best management practices in palm oil cultivation based on sustainable management system.</li> <li>2. Comply with legal requirements, ethical, anti-corruption, anti-bribery and fraud in our operational or transaction.</li> <li>3. Committed to conduct best harvesting</li> </ol>	Comply

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		<ol style="list-style-type: none"> <li>4. Zero burning</li> <li>5. Committed to conduct and implement OHS culture, including using appropriate PPE's in workplace. All harvester shall using appropriate PPE's.</li> <li>6. Committed in ethical business, anti-corruption, bribery and fraud.</li> <li>7. Respect in human rights (ethnics, country origin, religion, disability, gender, sex orientation, labor union memberships, political affiliation and age).</li> <li>8. Prohibited to employed underage (18 years).</li> <li>9. Prevention of sexual harassment and any other reproduction harassment and protected women reproduction rights.</li> <li>10. Freedom to unite refer to Fundamental Acts 1945 and Pancasila.</li> </ol>	
Milestone A	Smallholders complete training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.	Board of Amanah has provide complaint/grievance channel directly through the monthly/annually meeting or indirectly through the letter to Group Manager.	Comply
Milestone B	Workers are aware of and have access to an effective means for filing a complaint/grievance.	Individual smallholder understand that group manager has established the procedure for dealing with complaint and grievances.	Comply
<b>Criteria 3.5</b> 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).	Asosiasi Petani Swadaya Amanh has had the organizational Policy (latest revised on 5 January 2018) as follows: <ol style="list-style-type: none"> <li>1. Committed to ensuring the implementation of best management practices in palm oil cultivation based on sustainable management system.</li> <li>2. Comply with legal requirements, ethical, anti-corruption, anti-bribery and fraud in our operational or transaction.</li> <li>3. Committed to conduct best harvesting</li> <li>4. Zero burning</li> </ol>	Comply



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		<ol style="list-style-type: none"> <li>5. Committed to conduct and implement OHS culture, including using appropriate PPE's in workplace. All harvester shall using appropriate PPE's.</li> <li>6. Committed in ethical business, anti-corruption, bribery and fraud.</li> <li>7. Respect in human rights (ethnics, country origin, religion, disability, gender, sex orientation, labor union memberships, political affiliation and age).</li> <li>8. Prohibited to employed underage (18 years).</li> <li>9. Prevention of sexual harassment and any other reproduction harassment and protected women reproduction rights.</li> <li>10. Freedom to unite refer to Fundamental Acts 1945 and Pancasila.</li> </ol>	
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	Amanah's has conducted IPM awareness training dated 6 November 2019 in Amanah's Meeting Room. The training agenda also refreshing the attendance awareness related to OHS issues especially on pesticide handling.	Comply
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"> <li>• Safe and adequate housing, where applicable,</li> <li>• Access to basic first aid supplies</li> <li>• Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work.</li> <li>• Adequate drinking water</li> <li>• Access to toilets</li> </ul>	<p>Based on interview obtain information that Board of Amanah and sample of smallholder member have a commitment to provide have access to safe worki4.4ng conditions and amenities, including smallholder family members.</p> <p>OFI has raised for the indicator: There are no cases of Covid-19 reported until September 2020. The Group Manager has provided, mask, hand sanitizers, regularly to spraying disinfectants. The Internal Control System is encouraged to establish a mechanism for the Covid-19 health protocol</p>	OFI
<p><b>Criteria 3.6</b>          There is no discrimination, harassment, or abuse on the farm.          Note: Are there workers on the farm? If no, SKIP</p>			

Eligibility	Smallholders commit to no discrimination, harassment or abuse on the farm (Refer to appendix 1).	Asosiasi Petani Swadaya Amanh has had the organizational Policy (latest revised on 5 January 2018) as follows: <ol style="list-style-type: none"> <li>1. Committed to ensuring the implementation of best management practices in palm oil cultivation based on sustainable management system.</li> <li>2. Comply with legal requirements, ethical, anti-corruption, anti-bribery and fraud in our operational or transaction.</li> <li>3. Committed to conduct best harvesting</li> <li>4. Zero burning</li> <li>5. Committed to conduct and implement OHS culture, including using appropriate PPE's in workplace. All harvester shall using appropriate PPE's.</li> <li>6. Committed in ethical business, anti-corruption, bribery and fraud.</li> <li>7. Respect in human rights (ethnics, country origin, religion, disability, gender, sex orientation, labor union memberships, political affiliation and age).</li> <li>8. Prohibited to employed underage (18 years).</li> <li>9. Prevention of sexual harassment and any other reproduction harassment and protected women reproduction rights.</li> <li>10. Freedom to unite refer to Fundamental Acts 1945 and Pancasila.</li> </ol>	Comply
Milestone A	Smallholders complete training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace.	Some interviewed farmers aware regarding to workplace discrimination, harassment and abuse and are aware of need for a safe workspace.	Comply
Milestone B	Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.	Based on interview obtain information that Board of Amanah and sample of smallholder member confirmed that all workers freely express that they are working in a place that is free from discrimination, harassment or abuse.	Comply

**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).	Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1 <sup>st</sup> July 2020. Within the declaration, each member committed to:  1. Continue to progress along the standard and meet the required milestones for progress	Comply
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		<ol style="list-style-type: none"> <li>2. Participate in trainings as required and actively participate in the group</li> <li>3. Ensure no forced labour on farm operations and end any existing forced labour</li> <li>4. Pay national level minimum wage.</li> <li>5. Respect the rights of workers to file a complaint</li> <li>6. Provide safe working conditions and facilities.</li> <li>7. No discrimination, harassment or abuse on the farm.</li> <li>8. Ensure no child labour on farm operations and end any existing child labour.</li> <li>9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</li> <li>10. Resolve any existing disputes</li> <li>11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)</li> <li>12. Protect HCVs and HCS forests through the precautionary practices approach</li> <li>13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion</li> <li>14. Use of best management practices for oil palm on peat</li> <li>15. No burning for preparing land or pest control</li> <li>16. Minimise and control erosion.</li> </ol>	
<p>Milestone A</p>	<p>Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> <li>• The importance of maintaining and conserving HCVs and HCS forests</li> </ul>	<p>Training on EIA, HCV, Soil and Water Conservation conducted by PT. Inti Indosawit Subur, dated 23 February 2019. This training attended by 21 smallholders.</p>	<p>Comply</p>

	<ul style="list-style-type: none"> <li>Human-wildlife conflict; and</li> <li>Rare, threatened and endangered species and important ecosystems.</li> </ul>	<p>The HCV training containing:</p> <ol style="list-style-type: none"> <li>The importance of maintaining and conserving HCV area.</li> <li>Human-wildlife conflict management.</li> <li>Rare, threatened and endangered species and important ecosystems.</li> </ol>	
Milestone B	Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS forests, where applicable	<p>Based on interview with 11 smallholders' sample during onsite audit, the members aware that hunt, catch, trap or kill the wildlife is forbidden. Auditor did not find its action in their plots.</p> <p>During onsite visit in plot 312-045, HCV area is identified as buffer zone (creek) has conserved with woody plants Pulai (<i>Alstonia scholaris</i>). The riparian zone-maintained width 5 meters along the creek Bengkarai. Also, AMANAH apply the public information on RTE species refer to national regulation prior to entering the Farmer Group area, with erecting the RTE's species poster and available publicly.</p>	Comply
<p><b>Criteria 4.2</b></p> <p>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).	Members of Asosiasi Petani Sawit Swadaya Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply
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.	Members of Asosiasi Petani Sawit Swadaya Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply
Milestone B	An RSPO-approved plan to remediate for HCVs lost since 2005 and HCS forests lost since November 2019 is implemented.	Members of Asosiasi Petani Sawit Swadaya Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply

<p><b>Criteria 4.3</b>          New planting of independent smallholders, since November 2019:</p> <ul style="list-style-type: none"> <li>• Do not replace any HCVs</li> <li>• Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach</li> <li>• Are not on steep slopes (more than 25 degrees or as in the National Interpretation)</li> <li>• Are not on peat areas of any depth.</li> </ul> <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 on peat (Refer to appendix 1).	<p>Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1<sup>st</sup> July 2020. Within the declaration, each member committed to:</p> <ol style="list-style-type: none"> <li>1. Continue to progress along the standard and meet the required milestones for progress</li> <li>2. Participate in trainings as required and actively participate in the group</li> <li>3. Ensure no forced labour on farm operations and end any existing forced labour</li> <li>4. Pay national level minimum wage.</li> <li>5. Respect the rights of workers to file a complaint</li> <li>6. Provide safe working conditions and facilities.</li> <li>7. No discrimination, harassment or abuse on the farm.</li> <li>8. Ensure no child labour on farm operations and end any existing child labour.</li> <li>9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</li> <li>10. Resolve any existing disputes</li> </ol>	Comply

		<ul style="list-style-type: none"> <li>11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)</li> <li>12. Protect HCVs and HCS forests through the precautionary practices approach</li> <li>13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion</li> <li>14. Use of best management practices for oil palm on peat</li> <li>15. No burning for preparing land or pest control</li> <li>16. Minimise and control erosion.</li> <li>17. Not using paraquat and pesticides listed by WHO Class 1A and 1B.</li> </ul>	
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	Members of Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply
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.	Members of Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply
<p><b>Criteria 4.4</b>            Where smallholder plots exist on peat, subsidence and degradation of peat soils is minimised by use of best management practices.  <a href="#">Note: Do any smallholders within the group have existing plots on peat? If no, SKIP</a></p>			
Eligibility	Group manager confirms presence of peat on existing plots within the group and smallholders on peat commit to using best management practices (BMPs), and minimizing subsidence and degradation of peat soils (Refer to appendix 1).	Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1 <sup>st</sup> July 2020. Within the declaration, each member committed to: <ul style="list-style-type: none"> <li>1. Continue to progress along the standard and meet the required milestones for progress</li> </ul>	Comply

		<ol style="list-style-type: none"> <li>2. Participate in trainings as required and actively participate in the group</li> <li>3. Ensure no forced labour on farm operations and end any existing forced labour</li> <li>4. Pay national level minimum wage.</li> <li>5. Respect the rights of workers to file a complaint</li> <li>6. Provide safe working conditions and facilities.</li> <li>7. No discrimination, harassment or abuse on the farm.</li> <li>8. Ensure no child labour on farm operations and end any existing child labour.</li> <li>9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</li> <li>10. Resolve any existing disputes</li> <li>11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)</li> <li>12. Protect HCVs and HCS forests through the precautionary practices approach</li> <li>13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion</li> <li>14. Use of best management practices for oil palm on peat</li> <li>15. No burning for preparing land or pest control</li> <li>16. Minimise and control erosion.</li> <li>17. Not using paraquat and pesticides listed by WHO Class 1A and 1B.</li> </ol> <p>During onsite verification in plot 316-194, there were water management applies using water gate. Also, in plot 316-204 peat subsidence pole number 04, seen that peat subsidence is well measured. These two methods is an implementation of action plan by smallholders to maintain subsidence rate in their plots, as well as to prevent dried peat.</p>	
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		<p>Group Manager Asosiasi Petani Sawit Swadaya Amanah assisted by Research and Development Asian Agri Group has conducted semi-detailed soil survey in July 2015.</p> <p>Soil sample analysed are as follows:</p> <ul style="list-style-type: none"> <li>- Profile 1: Typic Haplosaprist; physiography: land; topography: flat 0-3%; good drainage; effective depth: 120 cm; water depth: 80 cm.</li> <li>- Profile 2: Humic Endoaquepts; physiography: land; topography: flat 0-3%; good drainage; effective depth: 120 cm, water depth: &gt; 120 cm.</li> <li>- Profile 3: Typic Endoaquepts; physiography: land; topography: flat 0-3%; good drainage; effective depth: 100 cm, water depth: 60 cm.</li> <li>- Profile 4: Typic Placaquods; physiography: land; topography: flat 0-3%; good drainage; effective depth: 60 cm, water depth: &gt; 120 cm.</li> <li>- Profile 5: Typic Dystrudepts; physiography: land; topography: flat 0-3%; good drainage; effective depth: 120 cm, water depth: &gt; 120 cm.</li> </ul> <p>Asosiasi Petani Sawit Swadaya Amanah has kept and maintained map of topography and soil series, with scale 1:30,000. Detail area of soil classification are as follows:</p> <ul style="list-style-type: none"> <li>- Typic Haplosaprist, topography: 0-8%; drainage: bad; 307 Ha.</li> <li>- Humic Endoaquepts, topography: 0-8%; drainage: bad; 365 Ha.</li> <li>- Typic Placaquods, topography: 0-8%; drainage: bad; 286 Ha.</li> <li>- Typic Dystrudepts, topography: 0-8% (106 Ha); 8-15% (20%); drainage: good.</li> </ul>	
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Milestone A	Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimize risk of fire, to apply BMPs for plantings on peat and manage water systems in the certification unit.	<ol style="list-style-type: none"> <li>1. Training and Extension on Peat Soil dated 19 November 2019 conducted by PT. Inti Indosawit Subur. This training containing peat soil definition, importance of preserving peat sustainability and action plan to maintain and preserve existing plantation by using Best Agriculture Practices on peat. This training attended by 23 participants.</li> <li>2. Peat land status on smallholders plot is mature peat or "sapric". However, the association has made regularly monitoring on peat subsidence poles which distribute in four Farmer Group or "KT". There are KT 311, KT 314, KT 327 and KT 316. Monitoring of peat subsidence conducted every 6 months. The latest monitoring record on 7 July 2020 with result 1 cm of subsidence.</li> </ol>	Comply
Milestone B	Smallholders implement the group's action plan based on BMPs, including fire and water management, and monitoring of subsidence rate for existing planting on peat.	<p>During onsite verification in plot 316-194, there were water management applies using water gate. Also, in plot 316-204 peat subsidence pole number 04, seen that peat subsidence is well measured.</p> <p>These two methods is an implementation of action plan by smallholders to maintain subsidence rate in their plots, as well as to prevent dried peat.</p>	Comply
<p><b>Criteria 4.5</b>  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).	<p>Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1<sup>st</sup> July 2020. Within the declaration, each member committed to:</p> <ol style="list-style-type: none"> <li>1. Continue to progress along the standard and meet the required milestones for progress</li> </ol>	Comply

		<ol style="list-style-type: none"> <li>2. Participate in trainings as required and actively participate in the group</li> <li>3. Ensure no forced labour on farm operations and end any existing forced labour</li> <li>4. Pay national level minimum wage.</li> <li>5. Respect the rights of workers to file a complaint</li> <li>6. Provide safe working conditions and facilities.</li> <li>7. No discrimination, harassment or abuse on the farm.</li> <li>8. Ensure no child labour on farm operations and end any existing child labour.</li> <li>9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</li> <li>10. Resolve any existing disputes</li> <li>11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)</li> <li>12. Protect HCVs and HCS forests through the precautionary practices approach</li> <li>13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion</li> <li>14. Use of best management practices for oil palm on peat</li> <li>15. No burning for preparing land or pest control</li> <li>16. Minimise and control erosion.</li> <li>17. Not using paraquat and pesticides listed by WHO Class 1A and 1B.</li> </ol>	
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		Members of Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	
Milestone A	Smallholders with plots on peat complete training on identification of future risks of flooding or saline intrusion and alternate land development strategies.	Members of Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply
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.	Members of Amanah planted the oil palm crops since 2000-2001. There is no new planting or new member or replanting until current surveillance (ASA-1.2).	Comply
<b>Criteria 4.6</b>			
Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.			
Eligibility	Smallholders commit to no burning for preparing land or for pest control, nor open fire for waste management. Group manager records evidence of prior burning of members joining the group (Refer to appendix 1).	Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1 <sup>st</sup> July 2020. Within the declaration, each member committed to: <ol style="list-style-type: none"> <li>1. Continue to progress along the standard and meet the required milestones for progress</li> <li>2. Participate in trainings as required and actively participate in the group</li> <li>3. Ensure no forced labour on farm operations and end any existing forced labour</li> <li>4. Pay national level minimum wage.</li> <li>5. Respect the rights of workers to file a complaint</li> <li>6. Provide safe working conditions and facilities.</li> <li>7. No discrimination, harassment or abuse on the farm.</li> <li>8. Ensure no child labour on farm operations and end any existing child labour.</li> </ol>	Comply

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		<ol style="list-style-type: none"> <li>9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</li> <li>10. Resolve any existing disputes</li> <li>11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)</li> <li>12. Protect HCVs and HCS forests through the precautionary practices approach</li> <li>13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion</li> <li>14. Use of best management practices for oil palm on peat</li> <li>15. No burning for preparing land or pest control</li> <li>16. Minimise and control erosion.</li> <li>17. Not using paraquat and pesticides listed by WHO Class 1A and 1B.</li> </ol>	
<p>Milestone A</p>	<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"> <li>• Alternatives to fire for land preparation and farm waste management (where appropriate possible).</li> <li>• Alternatives to fire for pest control.</li> <li>• Fire prevention and how to respond to and manage fires in their plots.</li> </ul>	<p>Accordinging information collected from Group Manager, Amanah have no plan for expansion area and recruit/added new member. The organisation 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 11 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> <p>Oil palm crops of the members planted in 2000 – 2001, Amanah starting to develop strategic plan and prepare for replanting activities approximately in year 2025. All of these depending on members input.</p>	<p>Comply</p>

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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 11 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.  Oil palm crops of the members planted in 2000 – 2001, Amanah starting to develop strategic plan and prepare for replanting activities approximately in year 2025. All of these depending on members input.	Comply
<b>Criteria 4.7</b> 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 already identified riparian zones within the group and mapped in appropriate scale. Riparian zones distribute in seven Smallholder Group, as below: <ol style="list-style-type: none"> <li>1. "Peta Kelompok Tani 311" creek across plot number 003 and 003.</li> <li>2. "Peta Kelompok Tani 312" creek across plot number 044, 045 and 073.</li> <li>3. "Peta Kelompok Tani 313" creek across plot number 099, 101 and 105.</li> <li>4. "Peta Kelompok Tani 314" creek across plot number 133, 134 and 143.</li> <li>5. "Peta Kelompok Tani 315" creek across plot number 171, 173 and 164.</li> <li>6. "Peta Kelompok Tani 316" creek across plot number 201.</li> <li>7. "Peta Kelompok Tani 320" creek across plot number 343, 323, 325, 327 and 326.</li> <li>8. "Peta Kelompok Tani 326" creek across plot number 486, 487 and 488.</li> </ol>	Comply

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Milestone A	Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	Combine training (Environmental aspect, Water and Soil Conservation, HCV, including riparian buffer zone management) has been conducted on 23 <sup>rd</sup> February 2019. The training organized by PT. Inti Indosawit Subur, combined with associated smallholders. Twenty smallholders is attend this training.  Based on interview with 11 smallholders' sample during onsite audit, the members aware on how to conserve and maintain the riparian zones.	Comply
Milestone B	Smallholders maintain and/or enhance riparian buffer zone areas.	During onsite visit in plot 312-045, HCV area is identified as buffer zone (creek) has conserved with woody plants Pulai ( <i>Alstonia scholaris</i> ). The riparian zone-maintained width 5 meters along the creek Bengkarai. Also, AMANAH apply the public information on RTE species refer to national regulation prior to entering the Farmer Group area, with erecting the RTE's species poster and available publicly.	Comply
<p><b>Criteria 4.8</b> Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.</p>			
Eligibility	<p>Smallholders commit to phase out paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by:</p> <ul style="list-style-type: none"> <li>• Immediately stopping purchasing of these pesticides</li> <li>• Phasing out use of remaining stock by MS A</li> <li>• Providing information for the group manager to keep record of pesticide purchase and use.</li> </ul> <p>(Refer to appendix 1)</p>	<p>Each member of Asosiasi Petani Sawit Swadaya Amanah has signed the Member Declaration dated 1<sup>st</sup> July 2020. Within the declaration, each member committed to:</p> <ol style="list-style-type: none"> <li>1. Continue to progress along the standard and meet the required milestones for progress</li> <li>2. Participate in trainings as required and actively participate in the group</li> <li>3. Ensure no forced labour on farm operations and end any existing forced labour</li> <li>4. Pay national level minimum wage.</li> <li>5. Respect the rights of workers to file a complaint</li> <li>6. Provide safe working conditions and facilities.</li> </ol>	Comply

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		<ol style="list-style-type: none"> <li>7. No discrimination, harassment or abuse on the farm.</li> <li>8. Ensure no child labour on farm operations and end any existing child labour.</li> <li>9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</li> <li>10. Resolve any existing disputes</li> <li>11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)</li> <li>12. Protect HCVs and HCS forests through the precautionary practices approach</li> <li>13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion</li> <li>14. Use of best management practices for oil palm on peat</li> <li>15. No burning for preparing land or pest control</li> <li>16. Minimise and control erosion.</li> <li>17. Not using paraquat and pesticides listed by WHO Class 1A and 1B.</li> </ol>	
<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 have complete training for BMP's, particularly on agrochemical use, weed and invasive species. This training conducted on 6 November 2019 and attended by 23 smallholders. Topic of awareness and training is Integrated Pest Management.</p> <p>Amanah's has had Spraying team namely "Tim Unit Semprot" and the premises for keep spraying tools and agrochemical equipment. The pesticide operators of TUS team has well trained, it is proven by Certificates that issued by Pesticides and Fertilizer Commission of Riau Province. There are 14 operators that have been trained and certified.</p>	<p>Comply</p>



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		<p>Sample of certificates as follow:</p> <ol style="list-style-type: none"> <li>1. Certificate #626/SET-KP3/VII/2018, issue date 14 July 2018. Name: Rusman Efendi.</li> <li>2. Certificate #460/SET-KP3/VII/2018, issue date 14 July 2018. Name: Jumaris.</li> <li>3. Certificate #464/SET-KP3/VII/2018, issue date 14 July 2018. Name: Mariatun.</li> <li>4. Certificate #463/SET-KP3/VII/2018, issue date 14 July 2018. Name: Mayrianti.</li> <li>5. Certificate #461/SET-KP3/VII/2018, issue date 14 July 2018. Name: Ngatinem.</li> <li>6. Certificate #462/SET-KP3/VII/2018, issue date 14 July 2018. Name: Sri Wahyuni WS.</li> <li>7. Certificate #465/SET-KP3/VII/2018, issue date 14 July 2018. Name: Sumilah.</li> <li>8. Certificate #466/SET-KP3/VII/2018, issue date 14 July 2018. Name: Yaroah.</li> </ol>	
<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>Based on interview with 11 smallholders' sample during onsite audit, the members informed that use of pesticide for independent smallholders organized by pesticide applicator "Tim Unit Semprot (TUS)" consisting of twelve persons.</p> <p>Since declaration have signed by the members on 1<sup>st</sup> July 2020, pesticides that are categorized as WHO Class 1A or 1B or those listed by the Stockholm or Rotterdam Conventions are totally forbidden applied by the organisation.</p>	<p>Comply</p>
<p><b>Criteria 4.9</b> 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.</p>			

Eligibility	Not applicable		
Milestone A	Smallholders complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.	Smallholders have complete training for BMP's, particularly on agrochemical use, weed and invasive species. This training conducted on 6 November 2019 and attended by 23 smallholders. Topic of awareness and training is Integrated Pest Management.	Comply
Milestone B	The group and smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm.	During onsite visit in 11 smallholders sample plot, no invasive species was found. IPM applied for preventing rats by barn owl, while for upkeep, use of pesticide/herbicides is for selective weeding.	Comply
<b>Internal Control System requirements for smallholder groups.</b>			
<b>A – ICS: Group entity and group management requirements</b>			
<b>A.1 The Group demonstrates that they are legally formed.</b>			
<b>A.1.1</b>			
Eligibility	The Group has appointed a group manager	<p>The structure of the Group Manager has been renewed, the same document has also defined the roles and responsibility of all personnel involved.</p> <p>1. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</p> <p><u>Roles and responsibility of Group Manager:</u> 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</p>	Comply

		<p>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> <ol style="list-style-type: none"> <li>2. The appointment of "Komite Persetujuan"/Approval Committee has been defined under "Kontrak Kerja Komite Persetujuan" dated 9 January 2018, valid until 10 January 2023. The approval committee consist of Mr. Jaswijaya, Mr. Edy Sumarmin, Mr. Tajib Ermadi, Mr. Bachrun Arianto, Mr.Juminianto. Roles and responsibility for "Komite Persetujuan" have been defined under "Tugas dan Tanggung Jawab Kerja Komite Persetujuan": Approval committee to conduct selection upon data and reports to be review; to provide improvement recommendation upon result from internal inspection.</li> <li>3. For Internal Control System Team based on "Kontrak Kerja Staf Inspeksi Internal" dated 9 January 2018 and valid until 10 January 2023. The Internal Control team comprise of Mr. Dadang Mulyana, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. Nur Rahman, Mr. Sukirto, Mr. Paino, Mr. Siswoyo, Mr. Nurdin, Mr. Ahmad Soleh, Mr.Wahib Budiyo, Mr. Paryanto. The roles and responsibility: to conduct internal inspection minimum 1 time per annum and documenting inspection result; to visit purchasing points during harvest to ensure purchasing procedure carried out as per standard; to conduct farmer/member registration; to conduct</li> </ol>	
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		<p>internal inspection minimum once per year; to inform individual farmer about RSPO internal standard.</p> <p>4. For Group Manager Purchase and Marketing Team based on "Kontrak Kerja Staf Pembelian &amp; Pemasaran" dated 9 January 2018 and valid until 10 January 2023. The purchase and marketing team comprise of Mr. Sunaryo, Mr. Karno, Mr. Ngatimin.</p> <p>Based on interview during remote audit (ASA.2) there was a 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>Milestone A</p>	<p>The Group has appointed a group manager</p>	<p>The structure of the Group Manager has been renew, the same document has also defined the roles and responsibility of all personnel involved.</p> <p>1. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</p> <p><u>Roles and responsibility of Group Manager:</u> 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,</p>	<p>Comply</p>

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		<p>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> <ol style="list-style-type: none"> <li>2. The appointment of "Komite Persetujuan"/Approval Committee has been defined under "Kontrak Kerja Komite Persetujuan" dated 9 January 2018, valid until 10 January 2023. The approval committee consist of Mr. Jaswijaya, Mr. Edy Sumarmin, Mr. Tajib Ermadi, Mr. Bachrun Arianto, Mr.Juminianto. Roles and responsibility for "Komite Persetujuan" have been defined under "Tugas dan Tanggung Jawab Kerja Komite Persetujuan": Approval committee to conduct selection upon data and reports to be review; to provide improvement recommendation upon result from internal inspection.</li> <li>3. For Internal Control System Team based on "Kontrak Kerja Staf Inspeksi Internal" dated 9 January 2018 and valid until 10 January 2023. The Internal Control team comprise of Mr. Dadang Mulyana, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. Nur Rahman, Mr. Sukirto, Mr. Paino, Mr. Siswoyo, Mr. Nurdin, Mr. Ahmad Soleh, Mr.Wahib Budiyo, Mr. Paryanto. The roles and responsibility: to conduct internal inspection minimum 1 time per annum and documenting inspection result; to visit purchasing points during harvest to ensure purchasing procedure carried out as per standard; to conduct farmer/member registration; to conduct internal inspection minimum once per year; to inform individual farmer about RSPO internal standard.</li> <li>4. For Group Manager Purchase and Marketing Team based on "Kontrak Kerja Staf Pembelian &amp; Pemasaran" dated 9 January 2018 and valid until 10 January 2023. The purchase and</li> </ol>	
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		<p>marketing team comprise of Mr. Sunaryo, Mr. Karno, Mr. Ngatimin.</p> <p>Based on interview during remote audit (ASA.2) there was a 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>Milestone B</p>	<p>The Group has appointed a group manager</p>	<p>The structure of the Group Manager has been renew, the same document has also defined the roles and responsibility of all personnel involved.</p> <ol style="list-style-type: none"> <li>1. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</li> </ol> <p><u>Roles and responsibility of Group Manager:</u> 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</p>	<p>Comply</p>

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		<p>Internal Control System; group manager shall be able to control and organize registration and internal inspection.</p> <ol style="list-style-type: none"> <li>2. The appointment of "Komite Persetujuan"/Approval Committee has been defined under "Kontrak Kerja Komite Persetujuan" dated 9 January 2018, valid until 10 January 2023. The approval committee consist of Mr. Jaswijaya, Mr. Edy Sumarmin, Mr. Tajib Ermadi, Mr. Bachrun Arianto, Mr.Juminianto. Roles and responsibility for "Komite Persetujuan" have been defined under "Tugas dan Tanggung Jawab Kerja Komite Persetujuan": Approval committee to conduct selection upon data and reports to be review; to provide improvement recommendation upon result from internal inspection.</li> <li>3. For Internal Control System Team based on "Kontrak Kerja Staf Inspeksi Internal" dated 9 January 2018 and valid until 10 January 2023. The Internal Control team comprise of Mr. Dadang Mulyana, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. Nur Rahman, Mr. Sukirto, Mr. Paino, Mr. Siswoyo, Mr. Nurdin, Mr. Ahmad Soleh, Mr.Wahib Budiyono, Mr. Paryanto. The roles and responsibility: to conduct internal inspection minimum 1 time per annum and documenting inspection result; to visit purchasing points during harvest to ensure purchasing procedure carried out as per standard; to conduct farmer/member registration; to conduct internal inspection minimum once per year; to inform individual farmer about RSPO internal standard.</li> <li>4. For Group Manager Purchase and Marketing Team based on "Kontrak Kerja Staf Pembelian &amp; Pemasaran" dated 9 January 2018 and valid until 10 January 2023. The purchase and marketing team comprise of Mr. Sunaryo, Mr. Karno, Mr. Ngatimin.</li> </ol> <p>Based on interview during remote audit (ASA.2) there was a sufficient resources in term of human capital, financial, buildings and</p>	
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		other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.	
<b>A.1.2</b>			
Eligibility	The group manager has evidence of legal identity.	<p>Data verified during ASA 1.2 – remote audit:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Petani Sawit Swadaya Amanah has been registered as per “Akte Pendirian “Amanah” (Deed of Establishment for Association) No.01, dated 1<sup>st</sup> August 2012 by Notary Asri Thaher SH, MKn. The deed of establishment has been registered under “Buku Register Di Kepaniteraan Pengadilan Negeri Pelalawan No.65/CU/Pdr/2016/PN PLW”, signed by Panitera Pengadilan Negeri Pelalawan. In 2018, Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn.</li> <li>2. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number “Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah” dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> <li>3. Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</li> <li>4. The appointment of Group Manager was regulated as per “Kontrak Kerja Manager Group” dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of</li> </ol>	Comply



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		<p>sustainable oil palm; group certification; internal procedure and policy in group.</p> <p>Organisation structure is evident. The organization structure has been communicated to the association members.</p>	
Milestone A	The group manager has evidence of legal identity.	<p>Data verified during ASA 1.2 – remote audit:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Petani Sawit Swadaya Amanah has been registered as per "Akte Pendirian "Amanah" (Deed of Establishment for Association) No.01, dated 1<sup>st</sup> August 2012 by Notary Asri Thaher SH, MKn. The deed of establishment has been registered under "Buku Register Di Kepaniteraan Pengadilan Negeri Pelalawan No.65/CU/Pdr/2016/PN PLW", signed by Panitera Pengadilan Negeri Pelalawan. In 2018, Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn.</li> <li>2. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> <li>3. Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</li> <li>4. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of</li> </ol>	Comply

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		<p>sustainable oil palm; group certification; internal procedure and policy in group.</p> <p>Organisation structure is evident. The organization structure has been communicated to the association members.</p>	
Milestone B	The group manager has evidence of legal identity.	<p>Data verified during ASA 1.2 – remote audit:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Petani Sawit Swadaya Amanah has been registered as per "Akte Pendirian "Amanah" (Deed of Establishment for Association) No.01, dated 1<sup>st</sup> August 2012 by Notary Asri Thaher SH, MKn. The deed of establishment has been registered under "Buku Register Di Kepaniteraan Pengadilan Negeri Pelalawan No.65/CU/Pdr/2016/PN PLW", signed by Panitera Pengadilan Negeri Pelalawan. In 2018, Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn.</li> <li>2. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No.AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> <li>3. Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</li> <li>4. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of</li> </ol>	Comply

		<p>sustainable oil palm; group certification; internal procedure and policy in group.</p> <p>Organisation structure is evident. The organization structure has been communicated to the association members.</p>	
<b>A1.3</b>			
Eligibility	The group has membership requirements.	<p>Asosiasi Petani Swadaya Amanah has demonstrated the document related to membership requirements – updated in January 2019, such as:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</li> </ol>	Comply

		<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</p>	
<p>Milestone A</p>	<p>The group has membership requirements.</p>	<p>Asosiasi Petani Swadaya Amanah has demonstrated the document related to membership requirements – updated in January 2019, such as:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</li> </ol>	<p>Comply</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	
Milestone B	The group has membership requirements.	<p>Asosiasi Petani Swadaya Amanah has demonstrated the document related to membership requirements – updated in January 2019, such as:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</li> </ol>	Comply

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		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	
<b>A.1.4</b>			
Eligibility	All members have signed and acknowledged membership requirements.	<p>Group manager 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>Sample seen:</p> <ol style="list-style-type: none"> <li>Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>Contractual agreement on behalf of Sukari dated 1 September 2018.</li> <li>Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ol> <p>The Group Manager has communicated to all members of the Group the regulation and membership rules.</p>	Comply
Milestone A	All members can demonstrate understanding of membership requirements.	Group manager and their smallholder member bound by contractual agreement as group member. The contract explains commitment in	Comply

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		<p>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>Sample seen:</p> <ol style="list-style-type: none"> <li>a. Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>b. Contractual agreement on behalf of Sukari dated 1 September 2018.</li> <li>c. Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>d. Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>e. Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>f. Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ol> <p>The Group Manager has communicated to all members of the Group the regulation and membership rules.</p> <p>Based on interview with sample of smallholder member has confirmed that members can demonstrate understanding of membership requirements.</p>	
<p>Milestone B</p>	<p>All members can demonstrate understanding of membership requirements.</p>	<p>Group manager 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</p>	<p>Comply</p>

		<p>obey group manager rules and sanction; contract valid during membership period.</p> <p>Sample seen:</p> <ol style="list-style-type: none"> <li>Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>Contractual agreement on behalf of Sukari dated 1 September 2018.</li> <li>Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ol> <p>The Group Manager has communicated to all members of the Group the regulation and membership rules.</p> <p>Based on interview with sample of smallholder member has confirmed that members can demonstrate understanding of membership requirements.</p>	
<p><b>A.2 The Group Manager is responsible for managing the Group for certification.</b></p>			
<p><b>A.2.1</b></p>			
<p>Eligibility</p>	<p>The group manager has planned for the implementation of the ICS.</p>	<p>Asosiasi Petani Swadaya Amanah has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> <li>Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains</li> </ol>	<p>Comply</p>



		<p>the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</p> <ol style="list-style-type: none"> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</li> </ol> <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 manager can demonstrate compliance of the ICS by individual members.	<p>Asosiasi Petani Swadaya Amanah has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</li> </ol>	Comply

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		<ol style="list-style-type: none"> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</li> </ol> <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 has confirmed that group manager can demonstrate compliance of the ICS by individual members</p>	
<p>Milestone B</p>	<p>The group manager can demonstrate compliance of the ICS by individual members.</p>	<p>Asosiasi Petani Swadaya Amanah has demonstrated the procedure related to managing the group for certification, such as:</p> <ol style="list-style-type: none"> <li>1. Receiving member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.003/DOK/SOP/APSSA/2013 tentang Prosedur Penerimaan Anggota" updated and effective January 2019. The group explains</li> </ol>	<p>Comply</p>

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		<p>the process for member receiving. Also stated that the group manager capacity is to certify a more than (<math>\geq</math>) 500 members.</p> <ol style="list-style-type: none"> <li>2. Potential member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.004/DOK/SOP/APSSA/2013 tentang Kandidat Anggota Sertifikasi" updated and effective January 2019. The procedure explains assessment process, before any potential member joining group manager.</li> <li>3. Sanction and expulsion: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Sangsi atas Pelanggaran SOP" updated and effective January 2019. The procedure explains the requirements and or criteria for sanction and member expulsion.</li> <li>4. Exiting member: "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.010/DOK/SOP/APSSA/2013 tentang Keluar atau Mengundurkan Diri dari Keanggotaan" updated and effective January 2019. The procedure explains process for member resignation.</li> </ol> <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 has confirmed that group manager can demonstrate compliance of the ICS by individual members</p>	
<b>A.2.2</b>			
Eligibility	The group manager demonstrates understanding of the ISH Standard, group certification and related topics and has sufficient resources to manage the group.	Asosiasi Petani Sawit Swadaya Amanah 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	Comply

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		in term of human capital, financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.	
Milestone A	The group manager can demonstrate capacity to manage and operate group certification and certification requirements.	<p>Asosiasi Petani Sawit Swadaya Amanah 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 under "<i>Buku Pedoman Internal Control System (ICS) Petani Kelapa Sawit Swadaya Amanah</i>" – regulating receiving member, assessing potential member, sanction and expulsion, exiting member, internal audit procedure, non-conformity handling and other procedures. h</p>	Comply
Milestone B	The group manager can demonstrate capacity to manage and operate group certification and certification requirements.	<p>Asosiasi Petani Sawit Swadaya Amanah 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 under "<i>Buku Pedoman Internal Control System (ICS) Petani Kelapa Sawit</i>"</p>	Comply

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		<i>Swadaya Amanah</i> – regulating receiving member, assessing potential member, sanction and expulsion, exiting member, internal audit procedure, non-conformity handling and other procedures. h	
<b>A.2.3</b>			
Eligibility	A group annual training plan is available covering the RSPO Independent Smallholder Standard, group management (which includes group objectives, structure, relevant procedures and the certification process) and other topics as outlined in the ISH Standard.	<p>Amanah has annual training program. Based on document verification obtained information of the latest training that has held as follows:</p> <ol style="list-style-type: none"> <li>1. HCV awareness training dated 23 February 2019 in Central Sports Hall. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 52 participants.</li> <li>2. IPM awareness training dated 6 November 2019 in Amanah’s Meeting Room. The issues regarding to pest infestation, Ganoderma etc. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 23 participants.</li> <li>3. Worker welfare training dated 6 September 2019. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 33 participants</li> </ol> <p>Amanah’s also conducted refreshment training to ensuring all member following the stipulated procedures especially in Best Management Practices aspect. The latest training was Integrated Pest Management Training that has been held on 6 November 2019 located in Amanah’s meeting room. Facilitated by Asian Agri’s staff and attended by 23 participants</p>	Comply
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.	<p>Amanah’s has had annual training program. Based on document verification obtained information of the latest training that has held as follows:</p> <ol style="list-style-type: none"> <li>1. HCV awareness training dated 23 February 2019 in Central Sports Hall. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 52 participants.</li> </ol>	Comply

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		<p>2. IPM awareness training dated 6 November 2019 in Amanah’s Meeting Room. The issues regarding to pest infestation, Ganoderma etc. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 23 participants.</p> <p>3. Worker welfare training dated 6 September 2019. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 33 participants</p> <p>Amanah’s also conducted refreshment training to ensuring all member following the stipulated procedures especially in Best Management Practices aspect. The latest training was Integrated Pest Management Training that has been held on 6 November 2019 located in Amanah’s meeting room. Facilitated by Asian Agri’s staff and attended by 23 participants</p>	
<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>Amanah’s has had annual training program. Based on document verification obtained information of the latest training that has held as follows:</p> <ol style="list-style-type: none"> <li>1. HCV awareness training dated 23 February 2019 in Central Sports Hall. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 52 participants.</li> <li>2. IPM awareness training dated 6 November 2019 in Amanah’s Meeting Room. The issues regarding to pest infestation, Ganoderma etc. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 23 participants.</li> <li>3. Worker welfare training dated 6 September 2019. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 33 participants</li> </ol> <p>Amanah’s also conducted refreshment training to ensuring all member following the stipulated procedures especially in Best Management Practices aspect. The latest training was Integrated Pest Management Training that has been held on 6 November 2019 located in Amanah’s</p>	<p>Comply</p>

		meeting room. Facilitated by Asian Agri’s staff and attended by 23 participants. During the field visit, the auditor team has interview with sample of smallholder member. They can demonstrated the understanding of the ISH	
<b>B – ICS: Policies and management</b>			
<b>B.1 The group Internal Control System contains documented policies and procedures for operational management.</b>			
<b>B.1.1</b>			
Eligibility	A group Internal Control System is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits	ICS has demonstrated the procedure related to conduct internal audit, such as: <ol style="list-style-type: none"> <li>1. “Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.013/DOK/SOP/APSSA/2013 tentang Program Kerja Infeksi Internal” updated January 2019. The procedure explains internal audit performs for all group members (501) for each year.</li> <li>2. “Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.013/DOK/SOP/APSSA/2013 tentang Penilaian dan Inspeksi Kebun Petani” updated January 2019. The procedure explains initial inspection performed 100% for all potential member. For accepted member, internal audit performs for all group members (501) for each year.</li> <li>3. “Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.029/DOK/SOP/APSSA/2013 tentang Penentuan Inspeksi Kebun” updated January 2019. The procedure explains the risk classification during internal audit performed.</li> <li>4. “Surat Keputusan Standar Operasional Petani Sawit Swadaya Amanah No.031/DOK/SOP/APSSA/2013 tentang Prosedur Permintaan Tindakan Perbaikan/CAR” updated January 2019. The procedure explains corrective action for findings in farmer.</li> </ol>	Comply

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<p>Milestone A</p>	<p>The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed</p>	<p>All of the Internal Control System committee has signed the declaration for integrity and no conflict of interest. Document seen: "Form Deklarasi Konflik Kepentingan" signed under name Rusman Effendi (Inspektur Internal Asosiasi Petani Sawit Swadaya Amanah); "Form Deklarasi Konflik Kepentingan" signed under name Paryanto (Inspektur Internal Asosiasi Petani Sawit Swadaya Amanah);</p>	<p>Comply</p>
<p>Milestone B</p>	<p>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>	<p>Based on document verification during ASA 1-2, the auditor team has found nonconformity</p> <p><b>Statement of Nonconformity:</b> Internal audit program 2020 for all smallholders member is available. Since January – June 2020 was carried out for 186 of 501 total member. However, an annual internal audit of the group has not been conducted for all group members and all audit findings are resolved</p> <p><b>Corrections:</b></p> <ol style="list-style-type: none"> <li>1. Conducted evaluation meetings of all inspector teams</li> <li>2. Conducted internal inspection for farmer members who have not yet sample of inspection before October 2020</li> <li>3. Created an internal inspection program in 2020 and 2021</li> <li>4. Perform internal inspections on schedule</li> </ol> <p>Data verify: Data Internal Inspeksi namely Mr Jumini Anto (KT 314 - 151) dated 29 September 2020; Data Internal Inspeksi Mr Siswono (KT 315-190) audited by Paryanto dated 29 September 2020; Data Internal Inspeksi namely Mr Rokim (KT 321-376) dated 30 September 2020 audited by</p>	<p><del>Not Comply</del> Comply</p>



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		<p>Mr Sukirto; Data Internal Inspeksi namely Mr Ari Widodo (KT 318 - 285) dated 12 October 2020 audited by Mr Paryanto;</p> <p><b>Root Cause Analysis:</b></p> <ol style="list-style-type: none"> <li>1. Internal inspection conducted in 2020 was not covering all member (since January to July 2020).</li> <li>2. Internal inspection Program for the a year, was refers to the sampling number of smallholder member.</li> </ol> <p><b>Corrective Actions:</b></p> <ol style="list-style-type: none"> <li>1. Group Manager Amanah have updated the procedure for internal audit.</li> <li>2. Internal inspection program 2021 has prepared to conducted for all group members</li> <li>3. Group Manger provide ISH Training to ICS auditors. The basic reference is RSPO Independent Smallholder Standard For The Production of Sustainable Palm Oil 2019, 6 November 2019 (Standar Petani Swadaya RSPO). The training was attended by committee and ICS. The ICS attended Mr. Dadang, Mr. Rusman Efendi, Mr. Saeroji, Mr. Ari Widodo, Mr. M. Soleh, Mr. Paino, Mr. Nurdi, Mr. Paryanto</li> <li>4. Data Internal Inspeksi namely Mr Jumini Anto (KT 314 - 151) dated 29 September 2020; Data Internal Inspeksi Mr Siswono (KT 315-190) audited by Paryanto dated 29 September2020; Data Internal Inspeksi namely Mr Rokim (KT 321-376) dated 30 September 2020 audited by Mr Sukirto; Data Internal Inspeksi namely Mr Ari Widodo (KT 318 - 285) dated 12 October 2020 audited by Mr Paryanto;</li> </ol>	
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		<p>5. Audit team have verified the internal audit checklist and found to be completed, period 2020 (total 501 member of ICS Amanah)</p> <p><b>Assessment Conclusion:</b></p> <p>Asosiasi Amanah has submitted correction and corrective action plan, and accepted by audit team. Audit team have review the effectiveness correction and corrective action taken and relevant evidence. Major NC has closed out on 3<sup>rd</sup> October 2020</p>	
<b>B.1.2</b>			
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>Asosiasi Petani Swadaya Amanah has had legally registered as follows:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No. AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> <li>2. Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</li> <li>3. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</li> </ol>	Comply

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		<p>4. 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. Group manager 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. Sampled contract:</p> <ul style="list-style-type: none"> <li>• Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Sukari dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ul>	
<p>Milestone A</p>	<p>Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager</p>	<p>Basic information related to legal documentation available. Asosiasi Petani Swadaya Amanah has had legally registered as follows:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak</li> </ol>	<p>Comply</p>

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		<p>Asasi Manusia Republik Indonesia No. AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah” dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</p> <ol style="list-style-type: none"> <li>2. Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</li> <li>3. The appointment of Group Manager was regulated as per “Kontrak Kerja Manager Group” dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</li> <li>4. 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. Group manager 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. Sampled contract:             <ul style="list-style-type: none"> <li>• Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Sukari dated 1 September 2018.</li> </ul> </li> </ol>	
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		<ul style="list-style-type: none"> <li>• Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ul>	
<p>Milestone B</p>	<p>Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager</p>	<p>Basic information related to legal documentation available. Asosiasi Petani Swadaya Amanah has had legally registered as follows:</p> <ol style="list-style-type: none"> <li>1. Asosiasi Amanah has obtained new Legal Entity under Deed of Establishment No. 09 dated 11 July 2018 issued by Notary Asri Thaher, S.H., M.Kn. Asosiasi Amanah has registered the legal entity in the Republic of Indonesia Ministry of Law and Human Right under decree number "Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia No. AHU-0008860.AH.01.07.Tahun 2018 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Petani Sawit Swadaya Amanah" dated 17 July 2018 regarding legalization of legal entity of Perkumpulan Petani Sawit Swadaya Amanah.</li> <li>2. Asosiasi Petani Sawit Swadaya Amanah has been registered as RSPO member, No.1-0133-12-000-00, with date of membership approval 5<sup>th</sup> October 2012.</li> <li>3. The appointment of Group Manager was regulated as per "Kontrak Kerja Manager Group" dated 9 January 2018, valid until 10 January 2023. The letter appoints H.Sunarno as the Group Manager in Asosiasi Petani Sawit Swadaya Amanah. The requirement for Group Manager: Group manager have knowledge on good on oil palm production; principle and criteria of sustainable oil palm; group certification; internal procedure and policy in group.</li> </ol>	<p>Comply</p>

		<p>4. 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. Group manager 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. Sampled contract:</p> <ul style="list-style-type: none"> <li>• Contractual agreement on behalf of Supriyanto dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Sukari dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Katimo dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Widodo dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Jumali dated 1 September 2018.</li> <li>• Contractual agreement on behalf of Sularto dated 1 September 2018.</li> </ul> <p>FFB Production period July 2019 – August 2020, such as:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB (MT)</th> <th>CPO (MT)</th> <th>PK (MT)</th> </tr> </thead> <tbody> <tr> <td>July 2019</td> <td>1,988</td> <td>392.16</td> <td>88.25</td> </tr> <tr> <td>August 2019</td> <td>2,197</td> <td>433.43</td> <td>97.54</td> </tr> </tbody> </table>	Month	FFB (MT)	CPO (MT)	PK (MT)	July 2019	1,988	392.16	88.25	August 2019	2,197	433.43	97.54	
Month	FFB (MT)	CPO (MT)	PK (MT)												
July 2019	1,988	392.16	88.25												
August 2019	2,197	433.43	97.54												

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		September 2019	2,501	493.39	111.03	
		October 2019	2,443	481.92	108.45	
		November 2019	2,407	474.93	106.88	
		December 2019	2,318	457.30	102.91	
		January 2020	2,030	400.48	90.12	
		February 2020	1,843	363.71	81.85	
		March 2020	1,707	336.77	75.9	
		April 2020	1,926	380.09	85.53	
		May 2020	1,768	348.92	78.52	
		June 2020	1,752	345.69	77.79	
		July 2020	1,999	394.33	66.74	
		August 2020	2,486	490.40	110.35	
		<b>Total</b>	<b>27,538</b>	<b>5,432</b>	<b>1,222</b>	

**C – ICS: Group Business planning**

**C.1 The group has a Business Plan prepared with the participation and contributions of all group members**

**C.1.1**

Eligibility	<p>An annual group business plan is available, which includes</p> <ul style="list-style-type: none"> <li>• Production and income forecasting based on historical records</li> <li>• Plans for expansion</li> </ul>	<p>A business plan for the year 2017 - 2019 is available which incorporating the planned activity such as field operation, management resources &amp; communication, smallholder technical support programme established.</p> <p>The business plan available under "Estimasi Produksi dan Biaya 2017 – 2019" whereby explaining the estimated production, cost for</p>	Comply
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		fertilizer, cost for weeding, cost for pruning, cost of harvesting and cost for transportation.	
Milestone A	The group business plan is implemented and reviewed at least annually.	<p>A business plan for the year 2017 - 2019 is available which incorporating the planned activity such as field operation, management resources &amp; communication, smallholder technical support programme established.</p> <p>The business plan available under "Estimasi Produksi dan Biaya 2017 – 2019" whereby explaining the estimated production, cost for fertilizer, cost for weeding, cost for pruning, cost of harvesting and cost for transportation.</p> <p>Annual Review for business management plan year 2019, was carried out on 7<sup>th</sup> December 2019. Document verification: Attendance list, agenda of review meeting and minute of meeting.</p>	Comply
Milestone B	The group demonstrates financial stability and growth, and is able to support itself financially.	<p>A business plan for the year 2017 - 2019 is available which incorporating the planned activity such as field operation, management resources &amp; communication, smallholder technical support programme established.</p> <p>The business plan available under "Estimasi Produksi dan Biaya 2017 – 2019" whereby explaining the estimated production, cost for fertilizer, cost for weeding, cost for pruning, cost of harvesting and cost for transportation.</p> <p>The group manager has demonstrated the financially stable and able to support its self, trough:</p> <ul style="list-style-type: none"> <li>- The program of ICS still continued, e.g: implementation of manuring, spraying and training/development program.</li> <li>- Progress development the facilities or/ infrastructure for the ICS and smallholder member. construction in 2019 such as warehouse facilities, temporary hazardous waste storage</li> </ul>	Comply



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"> <li>• Training/capacity building plans to improve productivity of group members.</li> <li>• An approach to strengthen links within the supply chain.</li> <li>• Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any.</li> </ul>	<p>Group Manager has prepared the relevant training, that attended by individual members.</p> <p>Individual members provides 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:</p> <ul style="list-style-type: none"> <li>• Training on implementation of RSPO standards, conducted on 12<sup>th</sup> July 2018</li> <li>• Training on handling of pesticides, dated 12<sup>th</sup> July 2018</li> <li>• Training on basic safety (OHS training) dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member.</li> <li>• Training on using of PPE, dated 20<sup>th</sup> April 2019 – was attended by 62 smallholders member</li> <li>• HCV awareness training dated 23 February 2019 in Central Sports Hall. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 52 participants.</li> <li>• IPM awareness training dated 6 November 2019 in Amanah’s Meeting Room. The issues regarding to pest infestation, Ganoderma etc. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 23 participants.</li> <li>• Worker welfare training dated 6 September 2019. In partnership with Plasma Manager from PT. Inti Indosawit Subur - Asian Agri. Attended by 33 participants</li> </ul>	Comply

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Milestone A	The group management plan is implemented and reviewed at least annually.	Annual Group Meeting was conducted regularly, last meeting was carried out on 7 <sup>th</sup> December 2019. The meeting was attended by 30 representative of smallholder member. Agenda: <ul style="list-style-type: none"> <li>- Review of report of RSPO audit and preparation of next RSPO surveillance audit</li> <li>- Health insurance for permanent worker in Association</li> <li>- Prepared team of spraying applicator "Tim Unit Semprot – TUS".</li> <li>- Workers wage</li> <li>- Committee meeting program</li> </ul>	Comply
Milestone B	The group manager demonstrates the group's compliance with this ISH Standard.	Asosiasi Amanah has appointed H. Narno is the person in charge for the continuous improvement in key operations including to ensure the compliance with ISH standards. The group management plan being monitored by Group Manager.  Based on interview with person in charge of Group Manger stated that have the program for Internal Inspection to ensure compliance with ISH standard. Also, Amanah has prepared the annual training program to refresh the understanding of ISH requirement.	Comply
<b>D – ICS: Group trading system for certified volumes</b>			
<b>D.1 The group has a procedure and system in place for the tracking of FFB.</b>			
<b>D.1.1</b>			
Eligibility	Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.	The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization	Comply

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		<p>has a strict rules to prevent contamination and/or commingling with non-certified FFB.</p> <p>Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID, membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p> <p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p>	
<p>Milestone A</p>	<p>Group manager maintains annual production records and sales of certified volumes.</p>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization has a strict rules to prevent contamination and/or commingling with non-certified FFB.</p> <p>Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID, membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p>	<p>Comply</p>

		<p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period</p>	
Milestone B	Group Manager maintains annual production records and sales of certified volumes of all FFB sources.	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization has a strict rules to prevent contamination and/or commingling with non-certified FFB.</p> <p>Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID, membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p> <p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p>	Comply
<b>D.2 The group documents and implements a system for the tracking of FFB</b>			
<b>D.2.1</b>			
Eligibility	Not Applicable		

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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>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". Based on procedure, The delivery of certified FFB using Delivery Order from Asosiasi Petani Sawit Swadaya Amanah.</p> <ol style="list-style-type: none"> <li>1. Group manager assign taxation officer to create daily production budget. Conduct production budget and fill in certified FFB and non-certified FFB.</li> <li>2. Harvest/production of certified FFB weighed in TPH, crosschecked with previous day production figure and reported to officer.</li> <li>3. There will be clarification should deviation in tonnage above 5% from last day FFB taxation occurs.</li> <li>4. Purchasing fill in "Surat Pengantar Buah/SPB" from Asosiasi Amanah and summarized Delivery Order/DO from receiving palm oil mill based on taxation and weighing record.</li> <li>5. Certified FFB delivery using "Surat Pengantar Buah/SPB" from Asosiasi Amanah and stamped "certified".</li> <li>6. FFB transported separately withing 48 hours.</li> </ol>	<p>Comply</p>
<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>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". Based on procedure, all FFB sold by Asosiasi Amanah only consist of FFB from group member's oil palm plantation. Therefore all FFB sold by Asosiasi Petani</p>	<p>Comply</p>
<p><b>D.3 The group has a procedure and system for premium distribution.</b></p>			
<p><b>D.3.1</b></p>			

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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>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization has a strict rules to prevent contamination and/or commingling with non-certified FFB.</p> <p>Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID, membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p> <p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p> <p>There is no premium because FFB is not sold as certified and the members have accepted this proposal.</p> <p>Based on interview with smallholder member, stated that the price, 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>	Comply
Milestone A	<p>The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.</p>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi</p>	Comply

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		<p>dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization has a strict rules to prevent contamination and/or commingling with non-certified FFB.</p> <p>Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID, membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p> <p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p> <p>Asosiasi Petani Sawit Swadaya Amanah choose to sell their certified product through Book and Claim mechanism. Therefore, there are no sales of certified FFB – this is to avoid double-booking. The FFB sold as non-certified product.</p> <p>Record verify:</p> <ul style="list-style-type: none"> <li>- Record of FFB transport "Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No 00007346 dated 21<sup>st</sup> April 2020, From KT 311 KT Bersatu Maju, bunches: 206; Vehicle No.BK938</li> <li>- Kartu Timbangan (weighbridge ticket) No.PUSA520101957 dated 21<sup>st</sup> April 2020; from supplier: Amanah; bunches: 206; weigh: 10,104 kg; Vehicle No.BK938 CFI. Non-certified.</li> <li>- Record of FFB transport "Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No 00007398 dated 2<sup>nd</sup> May 2020, From Tri Mulya, bunches:320; Vehicle No.BK938</li> </ul>	
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		<ul style="list-style-type: none"> <li>- Kartu Timbangan (weighbridge ticket) No.PUSA520101957 dated 2<sup>nd</sup> May 2020; from supplier: Amanah; bunches: 320, weigh: 10,350 kg; Vehicle No.BK938 CFI. Non-certified.</li> <li>- "Kwitansi Pembayaran TBS" – Payment Receipt of FFB, paid to Mr H Suyadi (KT 311) KT Bersatu Maju, dated 21<sup>st</sup> May 2020. Premium price were shared and paid.</li> </ul> <p>Based on interview with smallholder member, the premium price is paid for replanting preparation savings (Tabungan Persiapan Replanting).</p>	
<p>Milestone B</p>	<p>The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.</p>	<p>The procedure lined out in "Surat Keputusan Standar Operasional Asosiasi Petani Sawit Swadaya Amanah No.008/DOK/SOP/APSSA/2013 tentang Pemisahan TBS Tersertifikasi dengan TBS non-Sertifikasi". In the procedure stated that the only FFB coming from certified group members can be sold. The organization has a strict rules to prevent contamination and/or commingling with non-certified FFB.</p> <p>Delivery Order issued based on previous day taxation. Only the amount can be sent for receiving mills. Based on procedure, there will be clarification should deviation above 5% in tonnage from last day FFB taxation occurs.</p> <p>All FFB delivered to receiving POM will be completed with Delivery Order/DO with details on DO number/unique ID, farmer group ID, membership number, transport/vehicle number, tonnage, etc. No "RSPO-certified" claim being made.</p> <p>The procedure indicating the documents are kept and maintained for a minimum 5 years.</p> <p>Group manager maintain a record of all FFB sales since first certification period.</p> <p>Asosiasi Petani Sawit Swadaya Amanah choose to sell their certified product through Book and Claim mechanism. Therefore, there are no</p>	<p>Comply</p>



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		<p>sales of certified FFB – this is to avoid double-booking. The FFB sold as non-certified product. Record verify:</p> <ul style="list-style-type: none"> <li>- Record of FFB transport "Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No 00007346 dated 21<sup>st</sup> April 2020, From KT 311 KT Bersatu Maju, bunches: 206; Vehicle No.BK938</li> <li>- Kartu Timbangan (weighbridge ticket) No.PUSA520101957 dated 21<sup>st</sup> April 2020; from supplier: Amanah; bunches: 206; weigh: 10,104 kg; Vehicle No.BK938 CFI. Non-certified.</li> <li>- Record of FFB transport "Surat Pengantar TBS Asosiasi Petani Sawit Swadaya Amanah No 00007398 dated 2<sup>nd</sup> May 2020, From Tri Mulya, bunches:320; Vehicle No.BK938</li> <li>- Kartu Timbangan (weighbridge ticket) No.PUSA520101957 dated 2<sup>nd</sup> May 2020; from supplier: Amanah; bunches: 320, weigh: 10,350 kg; Vehicle No.BK938 CFI. Non-certified.</li> <li>- "Kwitansi Pembayaran TBS" – Payment Receipt of FFB, paid to Mr H Suyadi (KT 311) KT Bersatu Maju, dated 21<sup>st</sup> May 2020. Premium price were shared and paid.</li> </ul> <p>Based on interview with smallholder member, the premium price is paid for replanting preparation savings (Tabungan Persiapan Replanting).</p>	
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**Appendix B: Approved Time Bound Plan**

Not Applicable

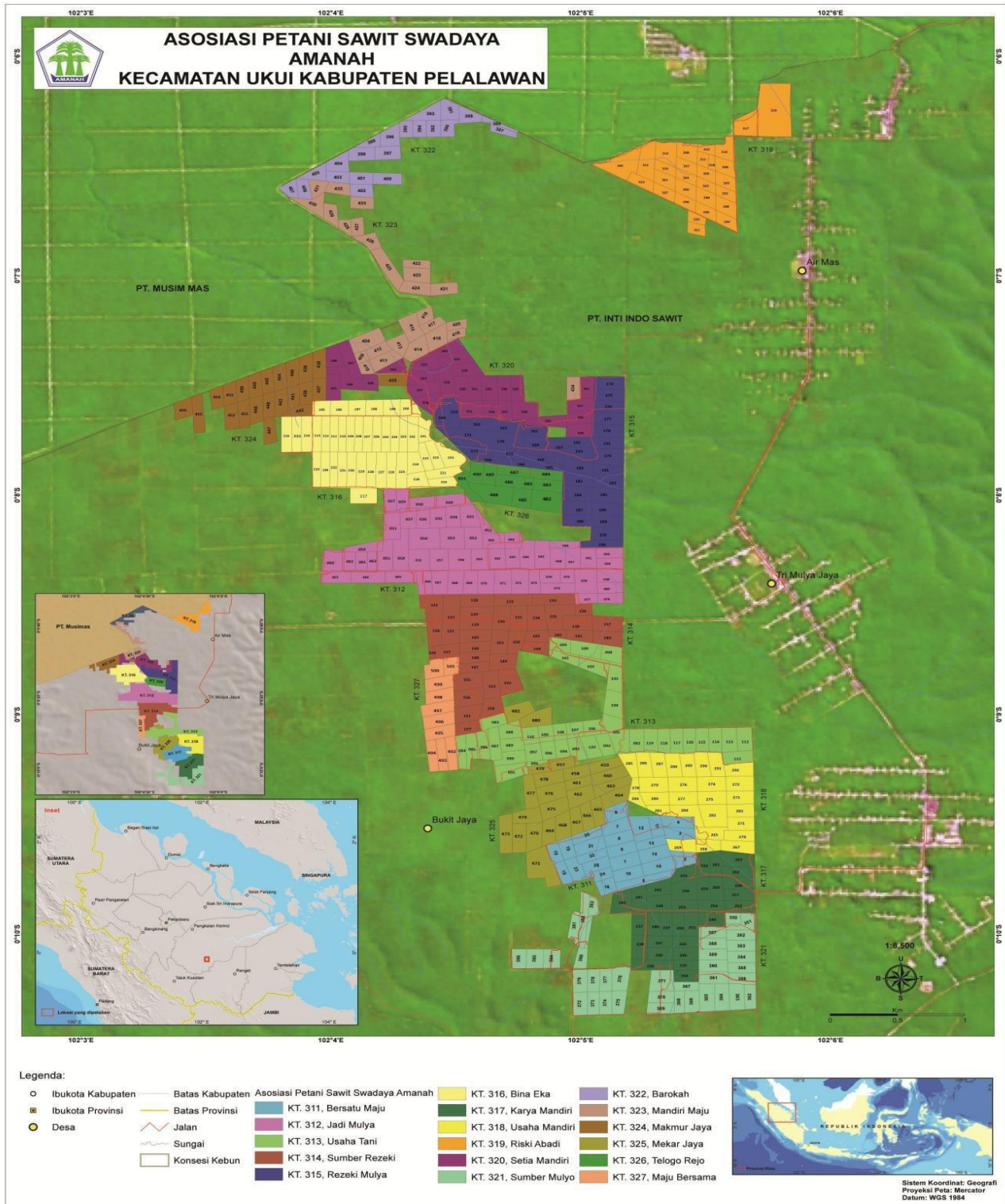
**Appendix C: GHG Reporting Executive Summary**

Not Applicable

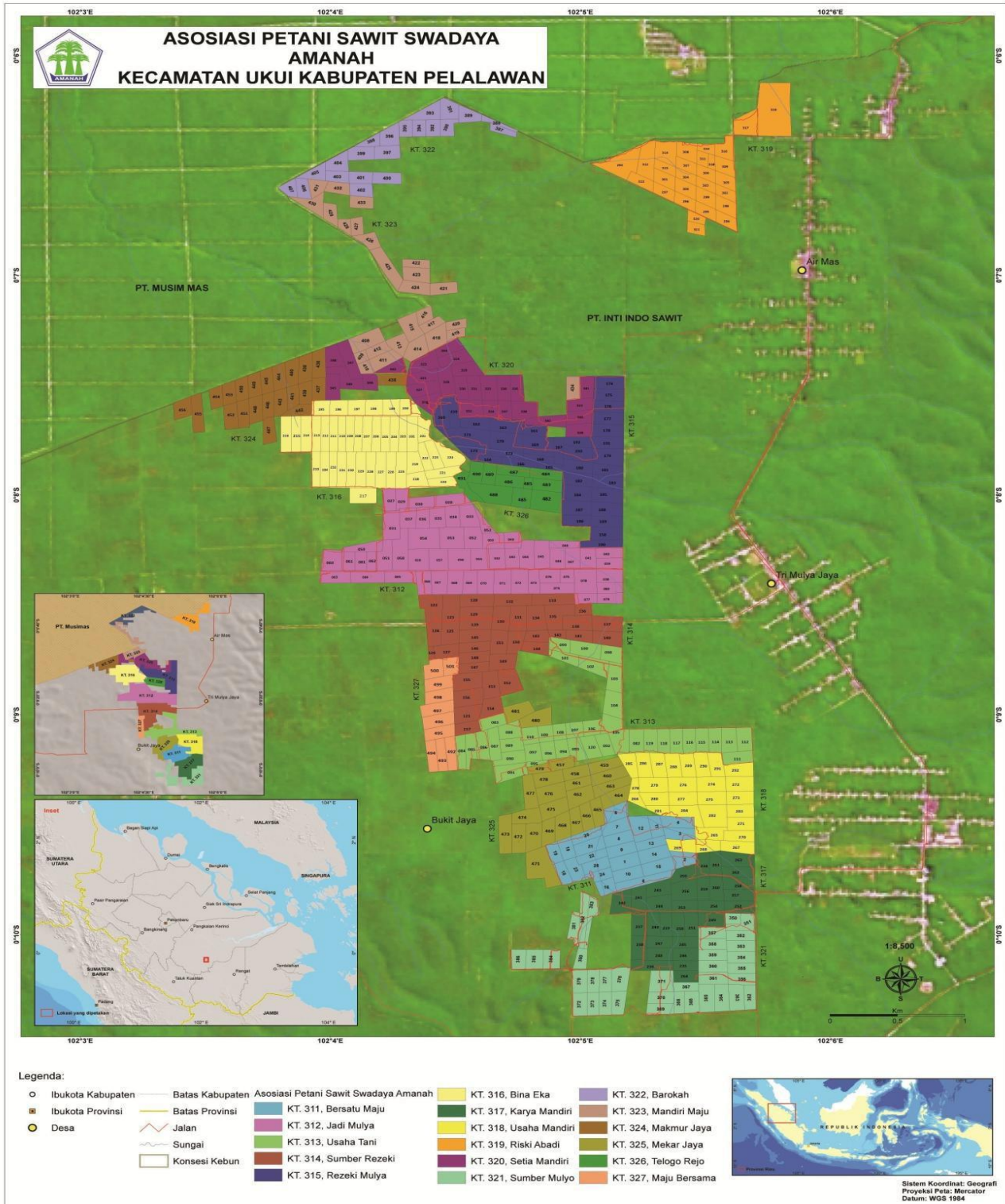
**Appendix D: Supply Chain Declaration**

Not Applicable

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



**Appendix F: Estate Field Map**



**Appendix G: List of Smallholder Sampled**

No	Plot / Kavling Number	Name
1	001	Sukari
2	018	Supriyanto
3	052	Sularto
4	078	Suwarto
5	092	Agus
6	098	Karno
7	101	Siswoyo
8	129	Wadi
9	138	Ismadi
10	144	Sarjianto
11	146	Jumali
12	148	Pariyanto
13	149	Widodo
14	168	Budianto
15	185	Katimo
16	036	Wiji Ningsih
17	045	H Narno
18	194	Nurrhaman
19	210	H Sunaryo
20	220	Sukirto
21	2312	H Zaini
22	329	Rusman
23	347	Jaswijaya
24	289	Paryanto
25	443	Saipudin
26	451	Sugiono

**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