

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

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

Client Company Name / Parent Company: Putra Tunggal Bukit Sangkilan
Client Company / Parent Company Address: Jalan Poros Desa Bulian Jaya – Terusan, Kecamatan Maro Sebo Ilir, Kabupaten Batanghari 36655, Jambi Province, Indonesia
Certification Unit: Putra Tunggal Bukit Sangkilan
Location of Certification Unit: Jalan Poros Desa Bulian Jaya – Terusan, Kecamatan Maro Sebo Ilir, Kabupaten Batanghari, 36655, Jambi Province, Indonesia
Date of Final Report: 27/12/2023

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Putra Tunggal Bukit Sangkilan		
RSPO Membership Number	1-0387-22-000-00	Membership Approval Date	22/06/2022
Address	Jalan Poros Desa Bulian Jaya – Terusan, Kecamatan Maro Sebo Ilir, Kabupaten Batanghari, 36655, Jambi Province, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Putra Tunggal Bukit Sangkilan		
Location / Address	Jalan Poros Desa Bulian Jaya – Terusan, Kecamatan Maro Sebo Ilir, Kabupaten Batanghari, 36655, Jambi Province, Indonesia		
Website	-		
Management Representative	Sabki Saputra	E-mail	Asosiasi.ptbs@gmail.com
Telephone	+62 8221 7223 233	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 776226	Certificate Start Date	25/10/2022
Date of First Certification	25/10/2022	Certificate Expiry Date	24/10/2027
Scope of Certification	Production of Sustainable Oil Palm Fresh Fruit Bunch of Independent Smallholder		
Visit Objectives	To conduct a certification assessment to ensure the elements of the proposed scope of registration and the requirements of the RSPO Independent Smallholder Standard – Indonesia NI February 2022 are effectively addressed by the organisation’s management and to confirm the forward strategic plan.		
Assessment Cycle	<input type="checkbox"/> Pre-Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 1) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input checked="" type="checkbox"/> RSPO Independent Smallholders Standard 2019, Indonesia National Interpretation 2022 <input type="checkbox"/> Choose an item. National Interpretation Choose an item. for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	N/A
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input checked="" type="checkbox"/> Milestone B <input type="checkbox"/> Not Applicable		

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

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Putra Tunggal Bukit Sangkilan (151 smallholders)	Jalan Poros Desa Bulian Jaya – Terusan, Kecamatan Maro Sebo Ilir, Kabupaten Batanghari, 36655, Jambi Province, Indonesia	01° 36' 51.02" S	103° 10' 41.05" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Putra Tunggal Bukit Sangkilan	383.23	-	-	383.23	100%
Total	383.23	-	-	383.23	100%

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Putra Tunggal Bukit Sangkilan (151 smallholders)	-	142.84	223.47	16.92	383.23	-
Total (ha)	-	142.84	223.47	16.92	383.23	-

Note: Only Mature area is considered as production area

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Oct 2022 – Sept 2023)	Actual (October 2022 – July 2023)		Forecast (Oct 2023 – Sep 2024)
		Previous license period (N/A)	Current license period (Oct 2022 – Jul 2023)	
Putra Tunggal Bukit Sangkila (151 smallholders)	7,932.65	-	6,578.02	8,263.79
Total	7,932.65	6,578.02		8,263.79

Note: The forecast Oct'23 – Sep'24 is 8,435.59 MT, however due to oversold of FFB volume by an amount 171.79 MT for actual period Oct'22 – Sep'23, the forecast Oct'23 – Sep'24 reduced become to 8,263.79 MT.

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Oct 2022 – Sept 2023)	Actual (October 2022 – July 2023)		Forecast (Oct 2023 – Sep 2024)
		Previous license period (N/A)	Current license period (Oct 2022 – Jul 2023)	
N/A		N/A	N/A	
Total		N/A		

Note: Not applicable for ISH

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (Oct 2022 – Sept 2023)	Actual (October 2022 – July 2023)		Forecast (Oct 2023 – Sep 2024)
		Previous license period (N/A)	Current license period (Oct 2022 – Jul 2023)	
N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A		N/A

Note: Not applicable for ISH

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9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
	N/A	N/A	N/A	N/A
TOTAL		N/A	N/A	N/A

Note: Not applicable for ISH

10. Summary of Certified Tonnage (MT) (not applicable for ISS)				
Estimated last year (Oct 2022 – Sept 2023)	Actual (October 2022 – July 2023)			Forecast (Oct 2023 – Sep 2024)
	Previous license period (N/A)		Current license period (Oct 2022 – Jul 2023)	
FFB	FFB			FFB
NIL	NIL		NIL	NIL
	TOTAL	NIL		
CPO (OER: NIL %)	CPO (OER: NIL %)			CPO (OER: %)
NIL	NIL		NIL	NIL
	TOTAL	NIL		
PK (KER: NIL %)	PK (KER: NIL %)			PK (KER: %)
NIL	NIL		NIL	NIL
	TOTAL	NIL		

Note: Not applicable for ISH

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
	N/A	N/A	N/A
TOTAL		N/A	N/A

Note: Not applicable for ISH

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

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

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

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

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11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
	N/A	N/A	N/A
TOTAL			N/A

Note: Not applicable for ISH

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (Oct 2022 – Sept 2023)			Actual (October 2022 – July 2023)			Forecast (Oct 2023 – Sep 2024)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			7,932.65			6,578.02			8,263.79*
IS-CSPO	-	-		-	-		-	-	
IS-CSPKO	-	-		-	-		-	-	
IS-CSPKE	-	-		-	-		-	-	
CSPK	-	-		-	-		-	-	

Note: * refers to Table 7.

** From table 13, NCR No. 2387177-202308-M2 has been raised, therefore, for the forecast period Oct'23 – Sep'24 will be reduced by an amount 171.79 MT of FFB from the amount indicated in Table above

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
1	October 2022	626.85	125.17	31.29	14.08	17.21
2	November 2022	634.64	126.93	31.73	14.28	17.45
3	December 2022	611.07	122.21	30.55	13.75	16.80
4	January 2023	605.33	121.07	30.27	13.62	16.65
5	February 2023	643.92	128.78	32.20	14.49	17.71
6	March 2023	665.56	133.11	33.28	14.98	18.30
7	April 2023	696.24	139.25	34.81	15.67	19.15
8	May 2023	695.98	139.20	34.80	15.66	19.14
9	June 2023	687.67	137.53	34.38	15.47	18.91
10	July 2023	711.76	142.35	35.59	16.01	19.57
TOTAL		6,578.02	1,315.60	328.90	148.01	180.90

Note: -

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13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
Current License period (Oct 2022 – Jul 2023)							
Credits				1,586	-	178	-
Physical	-	-	-				
Previous License period (N/A)							
Credits				-	-	-	-
Physical	-	-	-				
Note: For the credit sales have exceeded from forecast, so it has been raised as nonconformance, refers to NCR No. 2387177-202308-M2, for the forecast period Oct'23 – Sep'24 will be reduced by an amount 171.79 MT of FFB.							

13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit							
No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
1	Kao Corporation	-	-	1,586	-	178	-
TOTAL			-	1,586	-	178	-
Note: -							

Section 2: Assessment Process

Certification Body:

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

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

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **28-31/08/2023**. The audit programme is included as Section 2.3. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the RSPO and BSI website on provide date.

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

The Critical NC close out on-site assessment was conducted on **01/10/2023**. The audit programs are included in Section 2.3.

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

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

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

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

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Putra Tunggal Bukit Sangkilan (151 smallholders)	X	X	X	X	X

Tentative Date of Next Visit: October 2, 2024 - October 5, 2024

Total Number of Mandays: 9 mandays

2.2 BSI Assessment Team

Name	Role	Competency
Nanang Rusmana (NR)	Team Leader	<p>Education: Holds a Bachelor Degree of Forestry, Bogor Agricultural University (IPB)</p> <p>Work Experience: 5 years working experience in palm oil industry as SHE Assistant at PT. Astra Agro Lestari Tbk. 3 years working experience in mining industry as Environment Coordinator and SHE Coordinator with PT. Kapuas Prima Coal Group. 6 years working experience as RSPO/ISPO auditor</p> <p>Training attended: Completed ISO 9001:2015 Lead Auditor Course, ISPO Auditor Course, ISO 14001:2015 Lead Auditor Course, ISO 45001:2018 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, Endorsed RSPO Supply Chain Certification Lead Auditor Course, SMK3 Auditor Course, HCV Assessor Course, General OHS Expert Course, SMETA Requirements training, Endorsed RSPO Refresher Trainings and RSPO ISH Standard Training.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: In this assessment, he assessed on aspects of Optimize Productivity, Efficiency, Positive Impacts and Resilience; C – ICS: Group Business Planning; D – ICS: Group Trading System for Certified Volumes.</p>
Eko Prastio Ramadhan (EPR)	Team Member	<p>Education: Holds a Bachelor Degree in Forest Resources Conservation and Ecotourism from Forestry Faculty, Bogor Agricultural University (IPB).</p> <p>Work Experience: Over 4 years of working experience in biodiversity officer with Birdlife Indonesia and consultant with PT Inoa Konsultindo. Over 2½ years of working experience in palm oil estate with PT Salim Ivomas Pratama</p>

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		<p>Tbk and Capitol Plantation Group implementing sustainability. Over 4½ years of working experience as RSPO P&C Certification Program Manager and auditor covering standard such as RSPO P&C, RSPO SCCS, ISPO, ISO 9001 and ISO 14001.</p> <p>Training attended: Completed ISO 14001:2015 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, Social Impact Assessment Training, Endorsed RSPO SCC Auditor Lead Auditor Course, ISPO Auditor Batch 19 Training, ISO 9001 Lead Auditor Course, Identification of HCV Areas Training, RSPO Independent Smallholder Training by RSPO Secretariat, and Endorsed RSPO Refresher Courses.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: In this assessment, he assessed on aspects of A – ICS: Group Entity and Group Management Requirements; Principle 4 Protect, Conserve and Enhance Ecosystems and the Environment</p>
Nanang Mualib (NM)	Team Member	<p>Education: Holds a Bachelor Degree of Forestry, Bogor Agricultural University (IPB)</p> <p>Work Experience: 4 years working experience with Forestry Department, 2 years working experience with WWF for sustainable forest management and 17 years working experience as RSPO auditor.</p> <p>Training attended: Completed the ISO 9001 Lead Auditor Course, Technical Training of HCV Assessment; ISPO Lead Auditor endorsed Course, Endorsed RSPO P&C Lead auditor course, SMETA Requirements training</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: Principle 3 Respect Human Rights, Including Workers Rights and Conditions, Stakeholders Consultation</p>

Accompanying Persons:

Name	Role
None	None

2.3 Assessment Plan

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

Date	Time	Subjects	NR	EPR	NM
Monday/ 28/08/2023	08.00 – 08.30	<p>Opening Meeting</p> <ul style="list-style-type: none"> - Presentation by Putra Tunggal Bukit Sangkilan. - Presentation by BSI (Audit Plan detail, etc). 	√	√	√
	08.30 – 12.00	<p>Document and records verification; Interview with Group Manager and ICS</p> <ul style="list-style-type: none"> • A–ICS: Group entity and group management requirements. • B – ICS: Policies and management. • C– ICS: Group Business planning. • D – ICS: Group trading system for certified volumes. 	√	√	√

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	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Document and records verification; Interview with Group Manager and ICS continued	√	√	√
Tuesday / 29/08/2023	08.00 – 12.00	Onsite visit: Field observation to sample plots. Sample of farmers (15 farmers).	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Onsite visit continued Field observation to sample plots.	√	√	√
Wednesday / 30/08/2023	08.00 – 12.00	Document and records verification: <ul style="list-style-type: none"> • Principle 1. Optimise productivity, efficiency, positive impacts and resilience • Principle 2. Ensure Legality, Respect for Land Rights and Community Wellbeing • Principle 3. Respect human rights, including workers' rights and conditions • Principle 4. Protect, conserve and enhance ecosystems and the environment 	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Document and records verification; Interview with Group Manager and ICS continued	√	√	√
Thursday / 31/08/2023	08.00 – 10.00	Document and records verification; Interview with Group Manager and ICS continued	√	√	√
	10.00 – 10.30	Report Preparation	√	√	√
	10.30 – 12.00	Closing Meeting	√	√	√

NCR Close Out Assessment Plan

Date	Time	Subjects	NR
Wednesday / 01/11/2023	08.00 – 08.30	Opening Meeting - Presentation by Putra Tunggal Bukit Sangkalan. - Presentation by BSI (Audit Plan detail, etc).	√
	08.30 – 11.00	Verifying of correction, root-cause and corrective action (interview, document review and field observation)	√
	11.00 – 11.30	Report Preparation	√
	11.30 – 12.00	Closing Meeting	√

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have all the estates and mills certified within five (5) years after obtaining RSPO membership? If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available. If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	Not applicable as this is group certification for independent smallholders.	Not Applicable
Un-Certified Units or Holdings		
No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.	Not applicable as this is group certification for independent smallholders.	Not Applicable

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Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Not applicable as this is group certification for independent smallholders.	Not Applicable
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not applicable as this is group certification for independent smallholders.	Not Applicable
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Not applicable as this is group certification for independent smallholders.	Not Applicable
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	Not applicable as this is group certification for independent smallholders.	Not Applicable
Have there been any stakeholder (including NGO) consultation conducted?	Not applicable as this is group certification for independent smallholders.	Not Applicable

3.2 Progress of scheme smallholders and/or outgrowers

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

Approved Time Bound Plan

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

3.3 Details of Nonconformities

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

During this Assessment there were three (3) Critical or Major nonconformities raised. The Putra Tunggal Bukit Sangkilan Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-conformity			
NCR Ref #	2387177-202308-M1	Issued Date	31/08/2023
Due Date	30/11/2023	Closure Date	01/10/2023
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 indicator A.2.3 MS A and MS B (Critical)		
Statement of Nonconformity:	Putra Tunggal Bukit Sangkilan (PTBS) not implements a phased approach to ensure members have progressively attended training on the ISH Standard and members cannot demonstrate understanding of the ISH Standard.		
Requirement Reference:	<p>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> <p>Milestone B: All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.</p>		
Objective Evidence:	<p>PTBS has not been able to prove the approach taken for the implementation of training so that all members can take part in training activities in stages, i.e. further based on document verification on the recording of training activities, it is known that there are several members of the smallholders who did not participate in the training activities organized by PPTBS and the trainer facilitators according to the scheduled training plan.</p> <ul style="list-style-type: none"> • Training for OHS and safety risk on 10 May 2023, attended by 62 smallholder members. • Hazardous waste and Zero burning training on 10 May 2023, attended by 62 smallholder members. • Fire handling training has been carried out on 25 August 2023 by ICS cooperated with Medical Staff and Firefighting Staff from PT IIS Muara Bulian, attended by 74 smallholder members. • HCV, RISS-2022 and FPIC training on 7 August 2023, attended by 81 smallholders. 		
Corrections:	1. The Group Manager and ICS will re-register members who have not participated in comprehensive refreshment training.		

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	2. Group Manager and ICS will carry out refreshment training for members who have not been trained. Refreshment training will be held in September 2023.
Root Cause Analysis:	The Group Manager does not yet understand that in indicator A.2.3 MS B, all members must undergo comprehensive refreshment training every year, but this is done in stages.
Corrective Actions:	The Group Manager monitors and evaluates training activities for members which are prepared through an annual work program.
Assessment Conclusion:	<p>Corrections:</p> <ul style="list-style-type: none"> During the NCR Closes out visit, it has been verified that the Group Manager and ICS have re-registered members who have not participated in comprehensive refreshment training through monitoring documents on 19 September 2023. Then the Group Manager and ICS will carry out refreshment training for members who have not been trained. Refreshment training was carried out on the 3rd Week of September, namely on 22 - 23 September 2023. The Group Manager and ICS carried out refreshment for all member farmers, namely 151 members. Evidence of training is available at the time of the NCR Visit audit such as minutes, attendance, photos of activities. Interviews with the Group Manager and ICS Team have been conducted, and it was understood that training needs are for all members. <p>Corrective Actions:</p> <p>Evidence is available that the Group Manager has monitored and evaluated training activities for members prepared through the annual work program, as seen in the monitoring document dated 25 September 2023.</p> <p>Based on CAP's verification results, it was concluded that findings 2387177-202308-M1 can be closed.</p>

Non-conformity			
NCR Ref #	2387177-202308-M2	Issued Date	31/08/2023
Due Date	30/11/2023	Closure Date	01/10/2023
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 indicator D2.1 MS A; MS B (Critical)		
Statement of Nonconformity:	The group manager has recorded production data and carried out sales of certified product volumes through the Book and Claim (RSPO Credit) sales model on RSPO PalmTrace, however these sales are over from the actual FFB production.		
Requirement Reference:	<p>Milestone A: The group manager maintains annual production data and sales of certified volumes through Book and Claim for the group based on actual receipts for and sales by all members.</p> <p>Milestone B: The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.</p>		

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Objective Evidence:	<p>During this ASA-1, the group manager conducted sales of certified volumes through RSPO PalmTrace, the sales of certified volumes as follows:</p> <ul style="list-style-type: none"> - Dated 11 January 2023; Buyer – Kao Corporation; qty – 1,586 IS-CSPO @15 USD. - Dated 11 January 2023; Buyer – Kao Corporation; qty – 178 IS-CSPKO @99.92 USD. <p>Total RSPO Credit sold:</p> <ul style="list-style-type: none"> - IS CSPO: 1,586 MT - IS CSPKO: 178 MT <p>These sales volumes are according to the volume forecasted in the previous public summary report (7,932.65 MT of FFB), however actual FFB production based on "Catatan Produksi Panen Anggota PTBS" period October 2022 – August 2023 is 7,271 MT is not sufficient for this sales volume.</p>
Corrections:	PTBS Facilitators will conduct training for PTBS Group Managers & ICS regarding Certified Production Volume Sales (RSPO Credits) at Plam Trace in September 2023
Root Cause Analysis:	The Group Manager does not yet know about the Certified Production Volume Sales Mechanism (RSPO Credits) in the RSPO Plam Trace which is in accordance with Actual Production.
Corrective Actions:	The Group Manager will carry out Certified Production Volume Sales (RSPO Credits) at Palm Trace in accordance with the Actual Production that has been obtained.
Assessment Conclusion:	<p>Corrections:</p> <p>Evidence is available that PTBS facilitator (PT Inti Indosawit Subur) have conducted training for PTBS Group Managers & ICS regarding Certified Production Volume Sales (RSPO Credits) at Plam Trace on 20 October 2023, resource person from Inti Indosawit (Mr. Geraldo) via Zoom. Evidence of training is available during the NCR Close Out Visit in the form of training minutes, attendance, and photos of activities.</p> <p>Based on CAP's verification results, it was concluded that findings 2387177-202308-M2 can be closed.</p>

Non-conformity			
NCR Ref #	2387177-202308-M3	Issued Date	31/08/2023
Due Date	30/11/2023	Closure Date	01/10/2023
Indicator & Category (Critical / Minor)	RSPO ISH Indonesia NI 2022 indicator D.3.1 E, MS A and MS B		
Statement of Nonconformity:	The changes in the allocation of premium sharing funds have not been socialized to all members.		
Requirement Reference:	Eligibility: The group and group manager have agreed on how the premiums should be used and the agreement is recorded and communicated to the group members. Prices, premiums, and timing of premium payment are clearly		

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	<p>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>MS A and MS B: The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.</p>
Objective Evidence:	<p>Based on document "Realisasi Penggunaan Dana Kredit Tahun 2023" and "Laporan Pemasukan dan Pengeluaran PTBS Periode 2023" dated 28 August 2023, the distribution of premium sharing was not in accordance to "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 July 2021, such as allocation 20% for members in actual only 6.28%.</p> <p>Based on interview with ICS, this change was made during <i>Rapat Anggota Tahunan</i> dated 16 March 2023 and agreed by 108 members who attended the meeting. Nevertheless, the revision of premium RSPO allocation was not documented. Furthermore, beside that only 108 from 151 members who agreed about the revision of RSPO premium.</p>
Corrections:	The Group Manager and ICS will hold a member meeting to explain the changes to the RSPO Premium allocation which will be implemented in September 2023.
Root Cause Analysis:	The Group Manager understands that changes to the allocation of the use of RSPO Premium funds must be communicated to members but are not communicated to members in advance before activities are carried out.
Corrective Actions:	The Group Manager will monitor the allocation of the use of RSPO premium funds in accordance with the Standard Operating Procedures (SOP) and annual Budget Plan (RAB) and hold outreach to all members & meetings if there are changes to the allocation.
Assessment Conclusion:	<p>Corrections:</p> <p>Evidence is available that the Group Manager and ICS have held a member meeting to explain/socialize the changes in the RSPO Premium Fund allocation which has carried out on 22 September 2023. Evidence of the socialization is attendance lists, minutes and photos.</p> <p>Corrective Actions:</p> <p>The Group Manager monitors the allocation of the use of RSPO premium funds in accordance with the Standard Operating Procedures (SOP) and annual Budget Plan (RAB), and holds outreach to all members & meetings if there are changes to the allocation. This activity will be carried out in September 2023 and in 2024 it will be carried out again in March 2024 and September 2024.</p> <p>Based on CAP's verification results, it was concluded that findings 2387177-202308-M3 can be closed.</p>

Opportunity for Improvements	
OFI #	Description
OFI 1	-

Positive Findings	
PF #	Description
PF 1	-

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2387177-202308-M1	Issued Date	29/08/2022
Due Date	28/08/2023	Closure Date	23/09/2022
Indicator & Category (Critical / Minor)	RSPO ISH 2019 - INA NI 2022 - 3.5 – MSB Critical		
Statement of Nonconformity:	Organizations and independent smallholders have not yet ensured that first aid kits can be properly accessed by workers in the field.		
Requirement Reference:	Workers, including smallholder family members, have access to safe working conditions and amenities that include: <ul style="list-style-type: none"> • Safe and adequate housing, where applicable, • Access to basic first aid supplies • Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work. • Adequate drinking water • Access to toilets 		
Objective Evidence:	Based on field visit to the persil and interview with the ICS Team (Unit K3), it was known that there is no first aid kit in the field or Kelompok Tani, the first aid kit only available at PPTBS office, furthermore there is no proof of delivery of the first aid kit to the Kelompok Tani from organization. SOP K3 No. No. 03/SOP-U-B3K3/VII/2021 dated 15 July 2021 also has mentioned that the organization must provide first aid kit in the field.		
Corrections:	Putra Tunggal Bukit Sangkilan provide the availability of First Aid Equipment to the Kelompok Tani (Smallholder Group) to hold/carry at any time during field visits and conduct socialization/training to each Kelompok Tani (Smallholder Group) and members how to provide first aid in the event of a work accident in the field. Putra Tunggal Bukit Sangkilan has provided first aid kit for 7 Kelompok Tani (Smallholder Group). Evidence of first aid kit provision can be shown as per "Dokumentasi Penyerahan Perlengkapan P3K Kepada Kelompok Tani PPTBS" and "Berita Acara Serah Terima Perlengkapan P3K Oleh Pengurus PPTBS Ke Pengurus KT (Kelompok Tani)" dated 31 August 2022. Interview with head of Kelompok Tani (Smallholder Group) confirmed that they have receive the first aid kit.		
Root Cause Analysis:	Smallholder Group does not yet understand how to provide first aid in the event of a work accident in the field and lack of monitoring in the field.		
Corrective Actions:	Putra Tunggal Bukit Sangkilan cooperate with company doctor from PT Inti Indosawit Subur (dr. Yudhi) conducted the socialization and training of first aid on 30 August 2022. Evidence of socialization and training can be shown in "Dokumentasi Sosialisasi Pertolongan Pertama Gawat Darurat (PPGD) Untuk Petani PPTBS" and "Notulen Sosialisasi/Pelatihan Pertolongan Pertama Gawat Darurat (PPGD) untuk Petani PPTBS" dated 30 August 2022. Interview with smallholder member and head of Kelompok Tani (Smallholder Group) confirmed that they have		

	attend the socialization/training and understand the first aid in the field if any accident. Carry out monitoring related to the use of first aid for each Kelompok Tani (Smallholder Group). Putra Tunggal Bukit Sangkilan has conducted monitoring of first aid kit equipment and its usage to each Kelompok Tani (Smallholder Group). Evidence of monitoring can be shown as per "Monitoring Penggunaan P3K oleh Kelompok tani (KT)" period September 2022.
Assessment Conclusion:	NCR Close Out Visit on 23 September 2022: Based on NCR Close Out Verification, Putra Tunggal Bukit Sangkilan has shown the CAP's evidence as above. Based on that evidence, this Major NC's has been closed satisfactory.
Effectiveness Closure (for previous audit closed Critical NC):	During surveillance audit the issue has been resolved. No recurrence of NC or conditions.

Non-conformity			
NCR Ref #	2387177-202308-M2	Issued Date	29/08/2022
Due Date	28/08/2023	Closure Date	23/09/2022
Indicator & Category (Critical / Minor)	RSPO ISH 2019 - INA NI 2022 - 4.6 – MSA, MSB		
Statement of Nonconformity:	Waste management (hazardous waste) by PTBS are not in accordance with SOP and national regulation.		
Requirement Reference:	<p>Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.</p> <p>MSA: There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • Alternatives to fire for land preparation and farm waste management (where appropriate possible). • Alternatives to fire for pest control. • Fire prevention and how to respond to and manage fires in their community and village. <p>Note: In managing Hazardous and Toxic Material (B3) waste, smallholder should refer to Govern- ment Regulation No. 101/2014, Ministry of Environment and Forestry (LHK) Regulation No. 12 Year 2020 and Government Regulation (PP) No 22 Year 2021.</p> <p>MSB: Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e., where no other effective measures exist and with prior approval of relevant authorities.</p>		
Objective Evidence:	<p>According to "<i>catatan serah terima limbah B3</i>" it was noted that there are:</p> <ul style="list-style-type: none"> - Karung pupuk: 359 pcs - Ex Roundup container: 48 pcs - Ex Garlon container: 12 pcs - Ex Bioup container: 7 pcs 		

	<p>However, based on field visit to hazardous waste storage PTBS, it was noted that hazardous waste:</p> <ul style="list-style-type: none"> - Ex Bioup container: 6 pcs - Ex Gempur container: 1 - Ex Roundup container: 4 pcs - Karung pupuk: 2 pcs - Ex Garlon container: 4 pcs - Ex Naraly container: 2 pcs <p>Based on above evidence, hazardous waste was not well managed and not traceable.</p> <p>Hazardous waste storage was not standard, only store in the open box. It was not in accordance with SOP Pengelolaan Bahan Kimia No: 01/SOP-U-K3B3/VII/2021 dated 15 July 2021 stated in point 7 "Wadah bekas kimia harus tersimpan dengan baik di Gudang penampungan sementara, terdokumentasi dan terjaga dari kemungkinan pencurian dan pencemaran".</p>
<p>Corrections:</p>	<ol style="list-style-type: none"> 1. Completing the official report regarding the delivery of hazardous waste from the Kelompok Tani (Smallholder Group) to the ICS temporary hazardous waste storage area and then deliver it to PT. IIS (Muara Bulian Estate/Mill). Putra Tunggal Bukit Sangkilan has ensured all Kelompok Tani (Smallholder Group) has deliver the hazardous waste (empty chemical container) to ICS and store in the temporary hazardous waste near to office and deliver all hazardous waste to PT IIS (Muara Bulian Estate/Mill). Evidence of hazardous waste delivery from Kelompok Tani (Smallholder Group) to ICS can be shown in "Berita Acara Serah Terima Limbah B3". ICS Putra Tunggal Bukit Sangkilan also has deliver the hazardous waste from temporary storage to PT IIS (Muara Bulian Estate/Mill) as per "Berita Acara Serah Terima Limbah B3" dated 26/08/2022. Hazardous waste consists of" ex chemical container (roundup 48 pcs, Garlon 12 pcs, Bio up 7 pcs), ex fertilizer sack 359 pcs. 2. Renovate and repair the temporary hazardous waste building in accordance with the standard. Putra Tunggal Bukit Sangkilan has renovated and repair the temporary hazardous waste building by replacing the existing hazardous waste storage to the available standard storage for hazardous waste. Evidence of hazardous waste improvement can be shown as per "Dokumentasi Perbaikan Gudang Limbah B3 Sementara" and "Berita Acara Renovasi PERbaikan Gudang Limbah B3 Sementara" dated 1 September 2022. During visit to hazardous waste storage confirmed that the storage is met with the standard and procedure SOP Pengelolaan Bahan Kimia No: 01/SOP-U-K3B3/VII/2021 dated 15 July 2021. 3. Develop a mechanism related to tracing hazardous waste from smallholder members - Kelompok Tani (Smallholder Group) – ICS to the PT.IIS hazardous waste collection unit. 4. Putra Tunggal Bukit Sangkilan has developed the flow process and mechanism of hazardous waste management from the smallholder member - Kelompok Tani (Smallholder Group) – ICS to the PT.IIS hazardous waste collection unit. The flow process described in "Mekanisme dan Alur Penyerahan Limbah B3 Perkumpulan Putra Tunggal Bukit Sangkilan". Mechanism and flow process of tracing hazardous waste has been socialized to all Kelompok Tani (Smallholder Group) and its members on 1 September 2022.
<p>Root Cause Analysis:</p>	<ol style="list-style-type: none"> 1. Hazardous waste collected at the Kelompok Tani (Smallholder Group) has not been completely handed over to the temporary hazardous waste unit.

	<ol style="list-style-type: none"> Hazardous waste storage is not standard because it has not been repaired/renovated. The mechanism for tracing hazardous waste is not yet available because it refers to the SOP for hazardous waste management.
Corrective Actions:	<ol style="list-style-type: none"> Monitoring the delivery of hazardous waste from smallholder members to Kelompok Tani (Smallholder Group) – to ICS and temporary hazardous waste storage on a regular basis. Monitoring of hazardous waste available in “Papan Monitoring Penerimaan Wadah Bekas Kimia”. According to monitoring form noted that all hazardous waste collected at temporary storage has been deliver to PT IIS on 26 August 2022. Currently there is no hazardous waste store in the storage. Conduct periodic inspections of building standards related to the temporary hazardous waste storage by ICS (Unit Limbah B3). ICS has monitored the hazardous waste storage monthly and ensure all hazardous waste are manage according to SOP Pengelolaan Bahan Kimia No: 01/SOP-U-K3B3/VII/2021 dated 15 July 2021. Ensure that the mechanism that has been develop can be run properly by reviewing the official report on ex chemical containers by ICS (Unit Limbah B3).
Assessment Conclusion:	<p>NCR Close Out Visit on 23 September 2022: Based on NCR Close Out Verification, Putra Tunggal Bukit Sangkilan has shown the CAP’s evidence as above. Based on that evidence, this Major NC’s has been closed satisfactory.</p>
Effectiveness Closure (for previous audit closed Critical NC):	<p>During surveillance audit the issue has been resolved. No recurrence of NC or conditions.</p>

Non-conformity			
NCR Ref #	2387177-202308-M3	Issued Date	29/08/2022
Due Date	28/08/2023	Closure Date	23/09/2022
Indicator & Category (Critical / Minor)	RSPO ISH 2019 - INA NI 2022 - C.1.1 - MSA		
Statement of Nonconformity:	The group business plan is not reviewed at least annually.		
Requirement Reference:	The group business plan is implemented and reviewed at least annually.		
Objective Evidence:	<p>Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) has established group business plan in form of working program dated 25 Feb 2020, covers production estimates, income forecasting, and plan for member addition.</p> <p>However, there is no evidence that business plan has been reviewed at least annually, for example in RAT, based on AD/ART annual meeting (RAT) shall be conducted at least annually.</p>		
Corrections:	Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) through the Group Manager carry out RAT (annual Meeting) with all members for the 2021 Fiscal Year immediately to determine the work program that has been made by PPTBS through the RAT scheme.		

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	Meeting for review the working program has been conducted by ICS with Group Manager and Kelompok Tani (Smallholder Group) on 29 August 2022. Evidence of review can be shown as per "Notulen Rapat Program Kerja Tahun Buku 2022 – 2023". Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) also has conducted the meeting on 29 August to discuss the RAT agenda and planning. According to minutes of meeting "Notulen rapat Mengagendakan RAT Tahun Buku 2021 – 2022" confirmed that RAT with all members will be planned in October 2022.
Root Cause Analysis:	RAT (Annual meeting) has not been implemented yet because the conditions in 2021 are still the COVID 19 pandemic.
Corrective Actions:	Putra Tunggal Bukit Sangkilan will make plans for the Annual Members' Meeting in every March of the current year.
Assessment Conclusion:	NCR Close Out Visit on 23 September 2022: Based on NCR Close Out Verification, Putra Tunggal Bukit Sangkilan has shown the CAP's evidence as above. Based on that evidence, this Major NC's has been closed satisfactory.
Effectiveness Closure (for previous audit closed Critical NC):	During surveillance audit the issue has been resolved. No recurrence of NC or conditions.

Opportunity for Improvement	
OFI#	Description
OFI 1	OFI Statement: - Verification / Follow-up actions: -

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
2241673-202208-M1	Critical	3.5 – MSB	18/07/2022	Closed on 23/08/2022
2241673-202208-M2	Critical	4.6 – MSA, MSB	18/07/2022	Closed on 23/08/2022
2241673-202208-M3	Critical	C.1.1 – MSA	18/07/2022	Closed on 23/08/2022
2387177-202308-M1	Critical	A.2.3 MS A and MS B	31/08/2023	Closed on 01/11/2023
2387177-202308-M2	Critical	D2.1 MS A; MS B	31/08/2023	Closed on 01/11/2023
2387177-202308-M3	Critical	D.3.1 E, MS A and MS B	31/08/2023	Closed on 01/11/2023

3.4 Stakeholders and previous land owner / user consultation

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

Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Governmental Department	Dinas Perkebunan dan Peternakan, Batanghari Regency	Phone interview
Governmental Department	Dinas Lingkungan Hidup, Batanghari Regency	Phone interview
Governmental Department	Kantor Pertanahan, Batanghari Regency	<i>Note: Public consultation letter has been submitted and receipt of acceptance is available. However, during the audit, there is no personnel available/willing to be interviewed.</i>
Communities	Head of Bulian Jaya Village	Face to face interview
NGO	OASIS	Face to face interview

Stakeholders comment	
1	<p>Feedbacks: Dinas Perkebunan dan Peternakan, Batanghari Regency</p> <ul style="list-style-type: none"> - The lands were initially coming from Transmigration program set by government. Farmer of the organizations is in other areas of use Area/APL (<i>Area Penggunaan Lain</i>) and there is no overlap in the production forest area and/or protected area. - There is no land dispute, environmental issue, or social issue in Putra Tunggal Bukit Sangkilan. - The Plantations Agency strongly supports the establishment of independent and organized associations of oil palm smallholders, while also aiming to increase the economic welfare of smallholders. - The communication between Plantation Agency and Putra Tunggal Bukit Sangkilan has gone well.

	<ul style="list-style-type: none"> - Cultivation Permits (<i>STDB/Surat Tanda Daftar Budidaya</i>) are being processed. Putra Tunggal Bukit Sangkilan must resubmit STDB required documents that have not been issued due to PIC changes in the plantation agency.
	<p>Audit Team verification and response: There is no negative issue to be followed up. The Group Manager has acknowledged that STDB are still in process. However, the organization will continue to follow up as intended.</p>
<p>2</p>	<p>Feedbacks: Dinas Lingkungan Hidup, Batanghari Regency</p> <ul style="list-style-type: none"> - The communication between Environmental Agency and Putra Tunggal Bukit Sangkilan has gone well. - There is no land dispute, environmental issue, or social issue in Putra Tunggal Bukit Sangkilan. - SPPL (<i>Surat Pernyataan Kesanggupan Pengelolaan Lingkungan</i> - Statement of ability to manage the environment) has been issued from the OSS (online single submission), it has been made all under the name of Putra Tunggal Bukit Sangkilan. - No issues for fire used on land preparation within member of Putra Tunggal Bukit Sangkilan. - There is no customary right surrounding Putra Tunggal Bukit Sangkilan.
	<p>Audit Team verification and response: There is no negative issue that need for further verification.</p>
<p>3</p>	<p>Feedbacks: Kantor Pertanahan, Batanghari Regency Could not be contacted even though already make appointment for 3 times.</p>
	<p>Audit Team verification and response: Based on document review, some of members of the organizations still in progress to get their SHM certificate. Progress of certificate were sighted and reviewed during audit.</p>
<p>4</p>	<p>Feedbacks: Head of Bulian Jaya Village: Mr Sayuti</p> <ul style="list-style-type: none"> - There are no negative issues caused by PTBS activities/operations to the people of Bulian Jaya Village. - The smallholder land belong to PPTBS member is not under forest area. - Communication between PTBS and Bulian Jaya Village officials has gone well. - The positive impact felt by PTBS members, most of whom are residents of Bulian Jaya Village, is the increase in farmers' understanding of environmentally friendly oil palm cultivation techniques. - There are no reports from residents regarding land disputes between members or with residents who are not members. - Some of the land owned by member farmers is in the administrative area of Kanan Village which they obtained from the buying and selling process with the village community. - Many other community members are starting to want to become PTBS members after seeing the positive developments of PTBS.
	<p>Audit Team verification and response: There is no negative issue to be followed up.</p>
<p>5</p>	<p>Head of Terusan Village: Mr. Iknak</p> <ul style="list-style-type: none"> - There are no negative issues caused by PTBS activities/operations to the people of Terusan Village. - The positive impact that was felt by the Terusan Village government related to the productivity of land in the Terusan Village area is getting better, PTBS members are starting to upgrade their land

	<p>ownership status to Ownership Certificates (SHM) so that in the future it can become income for the Terusan Village government in the form of Land Tax and Buildings (UN).</p> <ul style="list-style-type: none"> - There are no reports from residents regarding land disputes between members or with residents who are not members. - All land owned by PTBS members has been installed with ownership boundaries in the form of red pipes. The installation of the boundary markers involved the surrounding landowners. There were no complaints from residents regarding the installation of these boundary markers. - Some of PTBS members are residents of Bulian Jaya Village who own land in the administrative area of Terusan Village where ownership of the land comes from the buying and selling process with the Terusan Village community. - Many members of the Terusan Village community are starting to want to become members of PTBS after seeing positive developments from PTBS.
	<p>Audit Team verification and response: There is no negative issue to be followed up.</p>
6	<p>Feedbacks: NGO - OASIS</p> <ul style="list-style-type: none"> - There are no negative issues regarding the existence of PTBS. - PTBS has established good cooperation with OASIS in order to increase the understanding of its member farmers regarding environmental management. - People who are not yet members are interested in becoming PTBS members. - There is no land dispute issue.
	<p>Audit Team verification and response: There is no negative issue to be followed up.</p>
7	<p>Feedbacks: Worker - Harvester (Dede Kosim, Keri M and Aan H)</p> <ul style="list-style-type: none"> - There are no negative issues regarding the existence of PTBS. - Harvester has been paid accordingly minimum wage. - The land owner has provided the PPE for the worker especially boot and safety helmet. - There is no issue related to the safety and health aspects.
	<p>Audit Team verification and response: There is no negative issue to be followed up.</p>

List of landowner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Harman	1998	2	Yes	Yes	Complied

Previous land owner / user comment	
1#	Feedbacks:



	<ul style="list-style-type: none"> • In 1998 the land belonged to Bpk. Musa of 2 ha located in Bulian Jaya Village has been sold to Bpk. Ehmadi (RSPO Certification member of PTBS). • The sale of land was witnessed by the village apparatus (Development Officer) of Bulian Jaya Village and from the village side issued a No Dispute Statement. • In the process of buying and selling land there was no coercion or intimidation and threats from any party, the sale was carried out voluntarily and agreed, and witnessed by several witnesses (area around the location, village officials and closest family). • Several documents at the time of the sale and purchase of land, including: sales and purchase receipts, ID cards and Family Cards. • Up to now there have been no conflicts in the process of buying and selling land.
	<p>Audit Team verification and response:</p> <ul style="list-style-type: none"> • Until now there has been no conflict related to land ownership. • There is no negative issue to be followed up.

3.5 Impartiality and conflict of interest

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

Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that **Putra Tunggal Bukit Sangkilan** has complied with the Indonesia National Interpretation 2022 of the Independent Smallholder Standard 2019 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that **Putra Tunggal Bukit Sangkilan** is remain certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Nanang Rusmana	Name: Sabki Saputra
Company Name: on behalf BSI Malaysia Services Sdn Bhd.	Company Name: Putra Tunggal Bukit Sangkilan
Title: Lead Auditor	Title: ICS Manager
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 2 November 2023	Date: 3 November 2023

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
<p>Principle 1: Optimise productivity, efficiency, positive impacts and resilience Implement professional and transparent operations to secure sustainable livelihood improvements.</p>			
<p>Criteria 1.1: Smallholders establish a legal entity which has organizational capacity to comply with the RSPO Independent Smallholder Standard.</p>			
Eligibility	<p>Legally registered entities have documented evidence to include:</p> <ol style="list-style-type: none"> 1. Legal formation (as per country requirements) 2. Fair and transparent decision making and governance 3. Additional documents per requirements for Group Formation and Management. 4. Signed or thumb printed Smallholder Declaration from all smallholder Declaration from all smallholder members (Reference to Appendix 1). 	<p>Putra Tunggal Bukit Sangkilan (PTBS) is an organization in the form of an association which was found based on the PTBS formation meeting as stated in the "Minutes of Formation of the Putra Tunggal Bukit Sangkilan Association (PTBS)" on 25 February 2020.</p> <p>The results of the organization formation meeting have been recorded with Notary Afdi Yerima Putra, SH, M.Kn through Deed No. 8 dated 26 November 2020 as follows:</p> <ol style="list-style-type: none"> a. Form of organization: Association b. Association name: Putra Tunggal Bukit Sangkilan (PTBS) c. Office address: RT 006/ RW 002, Bulian Jaya village, Maro Sebo Ilir District, Batanghari Regency, Jambi Province. d. Objective: Social and Humanitarian Sector e. Business : <ul style="list-style-type: none"> - Social sector - Humanitarian Sector <p>PTBS has been registered with the Ministry of Law and Human Rights of the Republic of Indonesia as a legal entity in accordance with the Decree of the Director General of General Legal Administration No. AHU-0011698.AH.01.07.TAHUN 2020 dated 10 December 2020.</p>	Complied

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		<p>Sighted the tax identification number (Taxpayer Identification Number/NPWP) No. 60,251,817.7-335,000 on behalf of Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) registered on 15 July 2022</p> <p>Risk-Based Business Licensing from OSS (Online Single Submission) Institution, NIB (Business Identification Number) Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) 1807220030156, KBLI Code 01262, Location Poros Village Bulian Jaya, Bulian Jaya Village, Maro Sebo Ilir Sub District, Batanghari Regency, Jambi Province, dated 18 July 2022.</p> <p>Sighted the evidence of land legality of each Persil.</p> <p>Putra Tunggal Bukit Sangkilan (PTBS) has appointed Mr. Sabki Saputra as Group Manager ICS (Internal Control System) according to Minutes No. 001/BA/GM-PPTBS/VIII/2020 "Appointment of ICS (Internal Control System) Manager dated 25 November 2021.</p> <p>Putra Tunggal Bukit Sangkilan (PTBS) has a Supervisory Agency which functions to supervise the operational and financial activities of cooperatives.</p> <p>Internal audits are carried out in May - June 2023 where the results are outlined in the "Internal Audit Report" document dated July 4 2023. In this report, 3 types of findings found during the audit are described, namely 1.3 E, 1.3 TCB and 2.1 TCB. It has explained the non-conformance, root of the problem, fulfillment and time limit for fulfilling the findings.</p> <p>All of members of Perkumpulan Putra Tunggal Bukit Sangkilan have declared to comply with the RSPO requirements which include: All land holdings, location (coordinates) of all plots currently planted with oil palm, information on all plots converted and planted with oil palm after 2005 (through use of the simplified combined HCV-HCS approach for Smallholders), any plots located on steep slopes, any plots located on peat, details on plans for replanting and expansion of oil palm, any</p>	
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		<p>existing land disputes, ownership and land use status and source of farm labor.</p> <p>Sample seen:</p> <ol style="list-style-type: none"> 1. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Jahari (Forward Together) dated 19 October 2021. 2. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of M. Nurrohman (Forward Together) dated 23 October 2021. 3. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Teguh Fitriana (Maju Bersama) dated 28 July 2021. 4. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Kariyem (Sejahtera) dated 22 October 2021. 5. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Katuran (Sejahtera) dated 02 July 2021. 6. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Sunawan (Sejahtera) dated 02 July 2021. 7. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Siti Romlah (Ujung Tanjung) dated 15 October 2021. 8. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Atok Maliki (Ujung Tanjung) dated 06 August 2021. 9. Declaration of members of the Perkumpulan Putra Tunggal Bukit Sangkilan of Rudi Hariyanto (Ujung Tanjung) dated 07 May 2021. 	
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<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 as well as socialising the mechanism at which pricing is set for smallholder organisations.</p>	<p>Based on document review and interview during ASA1 it was known that group manager and group members have an Internal Control System (ICS) that meets all the ICS Eligibility and MS A requirements. Putra Tunggal Bukit Sangkilan (PTBS) has appointed Mr. Sabki Saputra as Group Manager ICS (Internal Control System) according to Berita Acara No. 001/BA/GM-PPTBS/VIII/2020 "Penunjukan Manager ICS (Internal Control System) dated 25 November 2021.</p> <p>The organizational structure of the ICS PTBS management is available in the "Management Structure" document signed by the Group Manager on 25 February 2022, consisting of:</p> <ul style="list-style-type: none"> - Group Manager: Sabki Saputra. - Deputy Group Manager: Priadi Wibowo - Secretary: Yahya Rohmahul and M Marbun - Treasurer: Ahmadi - Supervisory Body: Village Head, Chairman of KUD, Basuki - Registration & Approval Unit, Member Suggestions and Complaints: Culik A, Neli Aoctiana, Nuryanto, Invia Dyah Armita - TBS/Marketing Monitoring Unit: Supriyanto, Suyuti, Gumarang Situmorang - Pest and Disease Management: Kerimulyo, CSV Team, Maryono - Fertilizer and Chemical Use Monitoring Unit: M Soleh, Defriyanto, Kukuh - Fire Emergency Unit: Pujiyanto, Beny Santoso - Plantation Extension Unit: Atok, Ginanjar, Era Arafat, Silpian - Internal Audit Unit: Teguh Pitriyono, Khotib, Didik, Surono B, Rudi, Jokotoni, Iqbal, Noval Yadi 	<p>Complied</p>
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		<ul style="list-style-type: none"> - K3 Unit: Surono A, Awang, Sugimo - Environment/Conservation Unit: Ahmad Dedi Asri, Juhadi, Sayuti <p>Group Manager of Perkumpulan Putra Tunggal Bukit Sangkilan also has set the job description for all levels of board of Perkumpulan Putra Tunggal Bukit Sangkilan, committee, staff, admin etc. "Tugas Pokok & Fungsi Group Manager dan Unit-Unit" on 15 November 2021. Job and responsibilities of each level of group manager, committee, secretary, treasurer etc. has been written in document job description.</p> <p>Several trainings have been attended by Group Manager, ICS and groups members, including:</p> <ul style="list-style-type: none"> - Training on RSPO Standard (Refreshment), RISS-22, FPIC and HCV Handling Management by Bantang Oasis on 7 August 2023. - OHS Training, Hazardous and Toxic Waste, Zero Burning by PT IIS in May 2023. - Internal Auditor Training of RSPO for Independent Smallholders on 3 August 2022. - ICS Training on 5 February 2021. 	
<p>Milestone B</p>	<p>Smallholder groups are operating in accordance to best management practices for groups, including:</p> <ul style="list-style-type: none"> • Fair and transparent decision-making and governance • Sustainable financial management 	<p>Group manager has showed the evidence of:</p> <p>Fair and transparent decision-making and governance</p> <p>Based on the results of the audit (Standard Operational Procedures for the Use of RSPO Credit Sales Funds No. 10/SOP-GM/VII/2021, dated 15 July 2021), Group Manager ICS and his board have planned about the distribution of premium as follows:</p> <ol style="list-style-type: none"> a) Savings funds for external audit preparation: 30% b) Additional business capital: 30% c) Operations: 20%. <ul style="list-style-type: none"> - Training - Internal audit 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Office stationery - Addition of new members - etc <p>d) Incentive distribution for members: 20%.</p> <p>Based on information from the group manager and document verification, it shows that the proportion of RSPO credit sales funds used is funds other than what is written in the SOP above, namely used to repair production transportation roads amounting to IDR 238,020,000,- or 38.68%. The use of this budget was presented at the Annual Member Meeting on 16 March 2023</p> <p>Sustainable financial management</p> <p>PTBS has a Supervisory Agency which functions to supervise the operational and financial activities of cooperatives. Internal audits are carried out in April - June 2023. The audit results are presented and discussed during internal meeting.</p> <p>This association has been formed since November 2020 and has managed the financial funds of its members. The organization's management has attended ICS financial training which has been carried out by PT IIS Muara Bulian.</p>	
Criteria 1.2: Smallholders have the capacity to effectively manage their farm.			
Eligibility	Not Applicable	Not Applicable	Not Applicable
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.	Smallholders has completed several trainings related to farm business operations, monitoring and planning including capacity building related to record keeping for production, including inputs and yields, transactions, etc. Below are some records of small meeting/training held by PTBS:	Complied

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		<ul style="list-style-type: none"> • Training on Good Agriculture Practices (GAP) including harvesting, fertilizer application, spraying application, upkeep dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on Integrated Pest Management (IPM) dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on soil and water conservation, fertilizer application and leaf sample analysis, dated 3 June 2023, located at PTBS office, attended by 60 participants. <p>Based on interview to smallholder samples during ASA1, confirmed that they have received training regarding farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.</p>	
<p>Milestone B</p>	<p>Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sales.</p>	<p>Putra Tunggal Bukit Sangkilan (PTBS) has conducted GAP training for all their member (see detail in indicator 1.2 milestone A). In addition, PTBS also provide smallholder guidance in "Buku Pintar Petani Swadaya" that provide information of FFB production, manuring, weeding, pruning and pest control. Based on document of "Buku Pintar Petani Swadaya PTBS", harvesting data of each smallholder has been recapitulated by Head of Farmer Group month by month.</p> <p>Based on field observation and interview with smallholder, they are managing their farms effectively and maintain records of production and transaction data of all FFB sales. Production records are carried out in stages where each farmer (smallholder) reports his production every month to the group leader. Next, the group leader reports monthly production data to the ICS Group Manager. The data then becomes the basis for evaluating the organization's production achievements.</p>	<p>Complied</p>

Criteria 1.3: Smallholders implement good agricultural practices (GAP) on their farms.			
Eligibility	Smallholders commit to implementing good agricultural practices on their farms. (Reference Smallholder Declaration, 1.1.E / Appendix 1).	<p>Group Manager of PTBS has prepared the procedure on good agricultural practices as per "Standar Operasional Prosedur". The procedure covers:</p> <ul style="list-style-type: none"> • Harvesting – "SOP Panen No. 01/SOP-U-PENYULUH/VII/2021", dated 15 Jul 2021, described the harvesting preparation, technique, harvesting criteria, and FFB quality. • Pruning – "SOP Pruning No. 02/SOP-U-PENYULUH/VII/2021", dated 15 Jul 2021, described pruning rounds, technique in various slope. • Manuring – "SOP Pemupukan No. 03/SOP-U-PENYULUH/VII/2021", dated 15 Jul 2021, described the type of fertilizer, storage, application. • Weeding – "SOP Pengendalian Gulma Kelapa Sawit No. 04/SOP-U-PENYULUH/VII/ 2021", dated 15 July 2021, described manual, mechanical and chemical upkeep. • Land Clearing – "SOP Pembukaan Lahan Kelapa Sawit No. 05/SOP-U-PENYULUH/VII/ 2021", dated 15 July 2021. • Nursery – "SOP Pembibitan Kelapa Sawit No. 06/SOP-U-PENYULUH/VII/ 2021", dated 15 Jul 2021. • Land Preparation and Replanting – "SOP Persiapan Lahan dan Penanaman Ulang Kelapa Sawit No. 08/SOP-U-PENYULUH/VII/ 2021", dated 15 July 2021. • IPM – "SOP Pengendalian No. 01/SOP-U-PHT/VII/2021", dated 15 July 2021, described pest and disease prevention and control. • Leaf and Soil Sample – "SOP Pengambilan Sample Tanah dan Daun No. 02/SOP-U-PHT/VII/2021", dated 15 July 2021. 	Complied

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		<ul style="list-style-type: none"> • Management of Agrochemical – “SOP Pengelolaan Bahan Kimia No. 01/SOP-U-K3B3/VII/2021”, dated 15 July 2021. • Management of ex-pesticides containers – “SOP Pengelolaan Wadah Bekas Kimia No. 02/SOP-U-K3B3/VII/2021”, dated 15 July 2021. • Occupational Health and Safety – “SOP K3 No. 03/SOP-U-K3B3/VII/2021”, dated 15 July 2021. • Land Fire Fighting – “SOP Pemadaman Kebakaran Lahan No. 04/SOP-U-K3B3/ VII/2021”, dated 15 July 2021. • Emergency Response Procedure – “SOP Penanganan Keadaan Darurat dan Bencana No. 05/SOP-U-K3B3/ VII/2021”, dated 15 July 2021. • Risk Control and PPE – “SOP Pengendalian Risiko dan Penggunaan APD No. 06/SOP-U-K3B3/ VII/2021”, dated 15 July 2021. • FFB Sales – “SOP Pemasaran TBS No. 01/SOP-U-TBS/VII/2021, dated 15 July 2021, described FFB Sales, FFB recording, FFB quality and FFB prices. • Management of Water and Water Source – “SOP Pengelolaan Air dan Sumber Air No. 01/SOP-U-LINGKUNGAN/VII/2021”, dated 15 July 2021. • Management of Soil Erosion – “SOP Pengendalian Erosi Tanah No. 02/SOP-U-LINGKUNGAN/VII/2021”, dated 15 July 2021. • Management of Conflict between Man and Wildlife – “SOP Penanganan Konflik antara Manusia dan Satwa Liar No. 03/SOP-U-LINGKUNGAN/VII/2021”, dated 15 July 2021. • Wildlife Protection – “SOP Perlindungan Satwa Liar atau Langka No. 04/SOP-U-LINGKUNGAN/VII/2021”, dated 15 July 2021. <p>During this audit, auditor teams has taken 15 smallholder sample from each farmer group as follows: “Kelompok Tani Ujung Tanjung” 5</p>	
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		<p>members, "Kelompok Tani Sejahtera" 5 members, and "Kelompok Tani Maju Bersama" 5 members.</p> <p>Based on field visit and interview with respective smallholder during ASA1 obtained information that the smallholders have commit implementing good agricultural practices on their farms with Smallholder Declaration as reference, such us zero burning, no longer use paraquat, using proper PPE during agrochemical application, no underage worker etc.</p>	
Milestone A	Smallholders complete training on Good Agriculture Practices (GAP).	<p>Smallholders has completed several trainings related to Good Agricultural Practices (GAP) including capacity building related to record keeping for production, including inputs and yields, transactions, etc.</p> <p>Below are some records of small meeting/training held by PTBS for period 2022/2023:</p> <ul style="list-style-type: none"> • Training on Good Agriculture Practices (GAP) including harvesting, fertilizer application, spraying application, upkeep dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on Integrated Pest Management (IPM) dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on soil and water conservation, fertilizer application and leaf sample analysis, dated 3 June 2023, located at PTBS office, attended by 60 participants. 	Complied
Milestone B	Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.	<p>PTBS has adopted Good Agricultural Practices on their farms. PTBS also provide smallholder guidance in "Buku Pintar Petani Swadaya PTBS" that provide information of FFB production, manuring, weeding, pruning and pest control. Based on document of "Buku Pintar Petani Swadaya PTBS", harvesting data, fertilizer and pesticides of each</p>	Complied

		<p>smallholder has been recapitulated by Head of Farmer Group month by month. Verified document as follow:</p> <p>Harvesting data</p> <ul style="list-style-type: none"> • Ator Maliki (1.48 Ha; YOP 2010; stands 182 oil palms) – June 2023 - 1st rotation 1,264 kg; 2nd rotation 1,210 kg; May 2023 - 1st rotation 1,175 kg; 2nd rotation 1,244 kg; April 2023 - 1st rotation 1,480 kg; 2nd rotation 1,313 kg. • Siti Romla (1.00 Ha; YOP 2015; stands 150 oil palms) – June 2023 - 1st rotation 510 kg; 2nd rotation 1,059 kg; May 2023 - 1st rotation 592 kg; 2nd rotation 685 kg; April 2023 - 1st rotation 557 kg; 2nd rotation 740 kg. • Rudi Hariyanto (2.79 Ha; YOP 2016; stands 412 oil palms) – June 2023 - 1st rotation 1,424 kg; 2nd rotation 2,955 kg; May 2023 - 1st rotation 1,910 kg; 2nd rotation 1,653 kg; April 2023 - 1st rotation 1,555 kg; 2nd rotation 2,063 kg. • Eko Prasetio (2.00 Ha; YOP 2009; stands 270 oil palms) – June 2023 - 1st rotation 1684 kg; 2nd rotation 2397 kg; May 2023 - 1st rotation 1475 kg; 2nd rotation 1,439 kg; April 2023 - 1st rotation 1,722 kg; 2nd rotation 1,439 kg. • Silpian (1.65 Ha; YOP 2013; stands 200 oil palms) – June 2023 - 1st rotation 1,552 kg; 2nd rotation 1,215 kg; May 2023 - 1st rotation 1,499 kg; 2nd rotation 1,348 kg; April 2023 - 1st rotation 1,221 kg; 2nd rotation 1,109 kg. • Kariyem (1.38 Ha; YOP 2009; stands 170 oil palms) – June 2023 - 1st rotation 1,422 kg; 2nd rotation 1,381 kg; May 2023 - 1st rotation 1,337 kg; 2nd rotation 1,134 kg; April 2023 - 1st rotation 1,185 kg; 2nd rotation 1,144 kg. • Katiran (1.46 Ha; YOP 2007; stands 190 oil palms) – June 2023 - 1st rotation 1,519 kg; 2nd rotation 1,562 kg; May 2023 - 1st rotation 	
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1,433 kg; 2nd rotation 1278 kg; April 2023 - 1st rotation 1,548 kg; 2nd rotation 1475 kg.

FFB recapitulation period October 2022 – August 2023:

2022	FFB Production (MT)	Area (Ha)	MT/Ha
October	708	383.23	1.85
November	731	383.23	1.91
December	666	383.23	1.74
2023			
January	623	383.23	1.63
February	592	383.23	1.54
March	591	383.23	1.54
April	591	383.23	1.54
Mei	599	383.23	1.56
June	695	384.23	1.81
July	738	385.23	1.92
August	791	385.23	2.05
Total	7,325	385.23	19.09

Use of fertilizer

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- Katiran: ZA: 380 Kg in April 2023, MOP: 323 Kg in May 2023, HGFB: 19 Kg in June 2023.
- Kariyem: ZA: 340 Kg in April 2023, MOP: 140 Kg in May 2023
- Silpian: ZA: 400 Kg in February 2023, MOP: 300 Kg in March 2023
- Rudi Hariyanto: ZA: 850 Kg in June 2023, MOP: 600 Kg in June 2023.
- Siti Romla: ZA: 300 Kg in May 2023, MOP: 251 Kg in March 2023.
- Ator Maliki: ZA: 400 Kg in July 2023, RP: 250 Kg in May 2023.

Fertilizer recapitulation data for Y2022

Farmer Group	ZA/AC (kg)	RP (kg)	HGFB (Kg)	Dolomit	Borat	MOP
Tanjung Jati	33,480	1,600	33,790	4,050	578	-
Ujung Tanjung	22,274	1,200	16,870	600	422	-
Harapan maju	35,600	15,400	-	-	1298	-
Sejahtera	17,100	3,130	-	910	394	-
Subur Tani	58,826	-	-	17,796	2,822	40,521
Maju Bersama	14,688	3,600	-	-	121	8,912
Lancar Jaya	19,244	5140			368	19,020

Use of pesticides period Y2023

- Ator Maliki: Round up 1 ltr in March 2023

- Siti Romla: Round up 1 ltr in April 2023
- Silpian: Touch Down 1 ltr in April 2023
- Kariyem; Touch down 1 ltr in June 2023
- Katiran: Touch down 1 ltr in January 2023.

Pesticides recapitulation data for period September 2022 – August 2023.

Brands	Qty
Round up (liter)	101
Ally (liter)	2,016
Garlon (liter)	8
Kenlon (liter)	7
Touch down (liter)	288
Ben Up (liter)	100

Based on field observation and interview with smallholder, they are managing their farms effectively and maintain records of production and transaction data of all FFB sales. Production records are carried out in stages where each farmer (smallholder) reports his production every month to the group leader. Next, the group leader reports monthly production data to the ICS Group Manager. The data then becomes the basis for evaluating the organization's production achievements.

Principle 2: Ensure Legality, Respect for Land Rights and Community Wellbeing

Comply with the law and respect communities' rights

Criteria 2.1: Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices		
Eligibility	Smallholders provide the coordinates or maps of their plots and evidence of ownership, or rights to use the land (refer to indicator 1.1E / Appendix 1).	<p>Based on a review of the documents regarding the requirements for members of the PTBS, it shows that the documents are equipped with a map of each plot of land complete with coordinates, for example:</p> <ul style="list-style-type: none"> The land owned by Jahari (Maju Bersama) covering an area of 2 Ha is in Bulian Jaya village with coordinates: X 297866; Y 9818913, X 297965; Y 9818893, X 298013; Y 9818750, X 297875; Y 9818721. The map uses a scale of 1: 1,500. The land ownership document is in the form of a Sporadik (Letter of Statement of Physical Assessment of Land) which was acknowledged by the Head of Lulus Village on 02 September 2013. The land owned by Teguh Fitriana (Maju Bersama) covering an area of 1.45 Ha is in the village of Solusin with coordinates: X 297236; Y 9818924, X 298290; Y 9818912, X 298321; Y 9818853, X 298344; Y 9818847, X 298218; Y 9818687, X 298249 ; Y 9818814, X 298250 ; Y 9818881. The map was made using a scale of 1: 2,000. Land ownership documents in the form of Certificate of Ownership (SHM) No. 01517 dated 09 November 2018 which was issued based on the Decree of the Head of the Batanghari Regency Land Office No. 48/HM/BPN-15.04/PTSL/2018 dated 18 October 2018. The SHM document is accompanied by Measurement Map No. 01189/2018 dated 09 November 2018 with a scale of 1:2000. Land owned by Yahya Rohamaful (Forward Together) covering an area of 2.36 Ha is in the village of Solusin with coordinates: X 297629; Y 9818879, X 297837; Y 9818771, X 297873; Y 9818645, X 297709; Y 9818729, X 297625; Y 9818797. The map was made using a scale of 1: 2,000. Land ownership documents in the form of Certificate of Ownership (SHM) No. 837 dated 15 October 2014 which was issued based on the Decree of the Head of the

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		<p>Batanghari Regency Land Office No. 05/KEP.15.04-400/X/2014 dated 10 October 2014. The SHM document is accompanied by Measurement Map No. 581/Trn/2014 dated 06 October 2014.</p> <ul style="list-style-type: none"> • The land owned by Kariyem (Sejahtera) covering an area of 1.38 Ha is in the village of Solusin with coordinates: X 297409; Y 9823780, X 297275; Y 9823862, X 297334; Y 9823934, X 297477; Y 9823814. The map was made using a scale of 1: 1,500. Land ownership documents in the form of Certificate of Ownership (SHM) No. 648 dated 24 April 2013. The SHM document is accompanied by Measurement Map No. 392/Trn/2013 dated 23 April 2013. • The land owned by Toiman (Sejahtera) covering an area of 2.06 Ha is in the village of Bulian Jaya with coordinates: X 297172; Y 9823381, X 297170; Y 9823436, X 297337; Y 9823490, X 297385; Y 9823437, X 297304; Y 9823381. The map was made using a scale of 1: 1,500. Land ownership documents in the form of Certificate of Ownership (SHM) No. 1328 dated December 14 2017, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 169/HM.BPN.15.04/PTS/PTSL/2017 No. order 27 dated 13 December 2017 Area 20,640 M. • The land owned by Mas Khotib (Sejahtera) covering an area of 1.35 Ha is in the village of Solusin with coordinates: X 297385; Y 9823437, X 297425; Y 9823406, X 297309; Y 9823223, X 297234; Y 9823226. The map was made using a scale of 1: 2,000. Land ownership documents in the form of Certificate of Ownership (SHM) No. 866 dated 15 October 2012, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 054/KBP 15.04-400/X/2014 dated 10 October 2014 Area 13,536 M². 	
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		<ul style="list-style-type: none"> • Rudi Haryanto's land (Ujung Tanjung) covering an area of 1.35 Ha is in the village of Lulun with coordinates: X 297385; Y 9823437, X 297425; Y 9823406, X 297309; Y 9823223, X 297234; Y 9823226. The map was made using a scale of 1: 2,000. Land ownership documents in the form of Certificate of Ownership (SHM) No. 866 dated 15 October 2012, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 054/KBP 15.04-400/X/2014 dated 10 October 2014 Area 13,536 M². • Silpian's land (Ujung Tanjung) covering an area of 1.65 Ha is in the village of Lulun with coordinates: X 301840; Y 9820337, X 302003; Y 9820365, X 302033; Y 9820267, X 301893; Y 9820234. The map was made using a scale of 1: 1,500. The land ownership document is a Certificate of Sale and Purchase (old owner: Ermahadi) dated 15 August 2022 which is known to the Head of Lulus Village. • The land belonging to Siti Romlah (Ujung Tanjung) covering an area of 1 Ha is in the village of Solusin with coordinates: X 300467; Y 9821179, X 300468; Y 9821084, X 300345; Y 9821077, X 300352; Y 9821149. The map was made using a scale of 1: 1,500. Land ownership documents in the form of Sale and Purchase Certificate No. 593.31/655/XI/2019 from the old owner: Samsul, dated 18 November 2019 which was known by the Head of Bulian Jaya Village 	
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>Based on a review of documents regarding the requirements for members of the PTBS as well as interviews with sample farmers, it shows that all plots of land managed by member farmers are equipped with proof of land ownership, for example:</p> <ul style="list-style-type: none"> • The land owned by Jahari (Maju Bersama) covering an area of 2 hectares is in Bulian Jaya village with land ownership documents 	Complied

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		<p>in the form of Sporadik (Statement Letter of Physical Land Sector) which was acknowledged by the Head of Lulun Village on 2 September 2013.</p> <ul style="list-style-type: none"> • The land owned by Teguh Fitriana (Maju Bersama) covering an area of 1.45 hectares is in the village of Lulun with proof of land ownership in the form of a Certificate of Ownership (SHM) No. 01517 dated 09 November 2018 which was issued based on the Decree of the Head of the Batanghari Regency Land Office No. 48/HM/BPN-15.04/PTSL/2018 dated 18 October 2018. • Land owned by Yahya Rohamaful (Maju Bersama) covering an area of 2.36 hectares in the village of Banyakan is equipped with documents proving land ownership in the form of a Certificate of Ownership (SHM) No. 837 dated 15 October 2014 which was issued based on the Decree of the Head of the Batanghari Regency Land Office No. 05/KEP.15.04-400/X/2014 dated 10 October 2014. • The land owned by Kariyem (Sejahtera) covering an area of 1.38 hectares is in the village of Solusin, with proof of land ownership in the form of a Certificate of Ownership (SHM) No. 648 dated 24 April 2013. • The land owned by Toiman (Sejahtera) covering an area of 2.06 Ha is in Bulian Jaya village which is equipped with proof of land ownership in the form of a Certificate of Ownership (SHM) No. 1328 dated December 14 2017, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 169/HM.BPN.15.04/PTS/PTSL/2017 No. order 27 dated 13 December 2017 Area 20,640 M. • The land owned by Mas Khotib (Sejahtera) covering an area of 1.35 hectares is in the village of Lulun which is equipped with documents proving land ownership in the form of a Certificate of 	
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		<p>Ownership (SHM) No. 866 dated 15 October 2012, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 054/KBP 15.04-400/X/2014 dated 10 October 2014 Area 13,536 M².</p> <ul style="list-style-type: none"> • Land owned by Rudi Haryanto (Ujung Tanjung) covering an area of 1.35 hectares is in the village of Lulun which is equipped with documents proving land ownership in the form of a Certificate of Ownership (SHM) No. 866 dated 15 October 2012, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 054/KBP 15.04-400/X/2014 dated 10 October 2014 Area 13,536 M². • The land owned by Silpian (Ujung Tanjung) covering an area of 1.65 hectares is in the village of Solusin which is accompanied by documents proving land ownership in the form of a Certificate of Sale and Purchase (old owner: Ermahadi) dated 15 August 2022 which is known to the Head of the village of Juruan. • Land belonging to Siti Romlah (Ujung Tanjung) covering an area of 1 Ha is in the village of Lulun which is accompanied by documents proving land ownership in the form of a Sale and Purchase Certificate No. 593.31/655/XI/2019 from the old owner: Samsul, dated 18 November 2019 which was known to the Head of Bulian Jaya Village. 	
<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>Based on field visits, it shows that all land managed by sample member farmers has clear boundaries in the field, in the form of:</p> <ol style="list-style-type: none"> a. Installation of land owner identity boards at locations accessible to the public such as fruit collection points (TPH). b. Installation of boundaries in the form of red pipe stakes installed at every corner of the land plot. <p>Along the ownership boundary lines are marked by constructing access roads or piles of oil palm fronds or planting hedgerows such as</p>	<p>Complied</p>

		bamboo or it can also be in the form of natural boundaries such as bodies of water (Flows/Rivers).	
Criteria 2.2: Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent, based on a simplified FPIC approach.			
Eligibility	For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of indigenous peoples, local communities or other users (refer to indicator 1.1E / Appendix 1).	Based on information from sample farmers who were interviewed and visited as well as interviews with Group Managers, interviews with the village heads of Terusan and Bulian Jaya, the audit team found that the land owned by PTBS members came from the process of purchasing land belonging to the local community of Terusan Village.	Complied
Milestone A	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).	Based on smallholder member database – crosschecked with statement in the legal ownership of the land, smallholder members owned the land as early as 2004, proof of ownership in the form of a land titles, sporadic or land sale and purchase letter (Surat Jual Beli Tanah), for example:	Complied
Milestone B	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).	<ul style="list-style-type: none"> The land owned by Jahari (Maju Bersama) covering an area of 2 hectares is in Bulian Jaya village with land ownership documents in the form of Sporadik (Surat Pernyataan Pengasaan Fisik Bidang Tanah) which was acknowledged by the Head of Terusan Village on 02 September 2013 The land owned by Teguh Fitriana (Maju Bersama) covering an area of 1.45 hectares in Terusan village, with land ownership in the form of a Land Title (SHM) No. 01517 dated 09 November 2018 which was issued based on the Decree of the Head of the Batanghari Regency Land Office No. 48/HM/BPN-15.04/PTSL/2018 dated 18 October 2018. The land owned by Teguh Fitriana (Maju Bersama) covering an area of 1.45 hectares is in the village of Lulun with proof of land ownership in the form of a Certificate of Ownership (SHM) No. 01517 dated 09 November 2018 which was issued based on the 	Complied

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		<p>Decree of the Head of the Batanghari Regency Land Office No. 48/HM/BPN-15.04/PTSL/2018 dated 18 October 2018.</p> <ul style="list-style-type: none"> • Land owned by Yahya Rohamaful (Maju Bersama) covering an area of 2.36 hectares in the village of Banyakan is equipped with documents proving land ownership in the form of a Certificate of Ownership (SHM) No. 837 dated 15 October 2014 which was issued based on the Decree of the Head of the Batanghari Regency Land Office No. 05/KEP.15.04-400/X/2014 dated 10 October 2014. • The land owned by Kariyem (Sejahtera) covering an area of 1.38 hectares is in the village of Solusin, with proof of land ownership in the form of a Certificate of Ownership (SHM) No. 648 dated 24 April 2013. • The land owned by Toiman (Sejahtera) covering an area of 2.06 Ha is in Bulian Jaya village which is equipped with proof of land ownership in the form of a Certificate of Ownership (SHM) No. 1328 dated December 14 2017, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 169/HM.BPN.15.04/PTS/PTSL/2017 No. order 27 dated 13 December 2017 Area 20,640 M. • The land owned by Mas Khotib (Sejahtera) covering an area of 1.35 hectares is in the village of Lulun which is equipped with documents proving land ownership in the form of a Certificate of Ownership (SHM) No. 866 dated 15 October 2012, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 054/KBP 15.04-400/X/2014 dated 10 October 2014 Area 13,536 M². • Land owned by Rudi Haryanto (Ujung Tanjung) covering an area of 1.35 hectares is in the village of Lulun which is equipped with documents proving land ownership in the form of a Certificate of 	
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		<p>Ownership (SHM) No. 866 dated 15 October 2012, Kanan Village, based on the Decree of the Head of the Batanghari Regency Land Office No. 054/KBP 15.04-400/X/2014 dated 10 October 2014 Area 13,536 M².</p> <ul style="list-style-type: none"> • The land owned by Silpian (Ujung Tanjung) covering an area of 1.65 hectares is in the village of Solusin which is accompanied by documents proving land ownership in the form of a Certificate of Sale and Purchase (old owner: Ermahadi) dated 15 August 2022 which is known to the Head of the village of Juruan. • Land belonging to Siti Romlah (Ujung Tanjung) covering an area of 1 Ha is in the village of Lulun which is accompanied by documents proving land ownership in the form of a Sale and Purchase Certificate No. 593.31/655/XI/2019 from the old owner: Samsul, dated 18 November 2019 which was known to the Head of Bulian Jaya Village. • All farmer members of the PTBS have signed a form disclosing the history of land control and conflicts (Attachment 3. RISS-INI, Feb 2022). This document is also known to the respective Group Manager and Village Head. The sampled smallholder understands there was no past dispute over their land. <p>Based on sampled smallholder interviewed and visited, they understand FPIC.</p>	
<p>Criteria 2.3: The right to use the land is not disputed by indigenous peoples, local communities or other users.</p>			
<p>Eligibility</p>	<p>Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to indicator 1.1E / Appendix 1).</p>	<p>Based on stakeholder consultation to village head Bulian Jaya Village and Terusan Village, there was no land dispute over the PTBS smallholder members' lands.</p> <p>The sampled smallholder understands there was no past dispute over their land.</p>	<p>Complied</p>

Milestone A	There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.	Based on stakeholder consultation with village head Bulian Jaya Village and Terusan Village, there was no land dispute over the PTBS smallholder members' lands.	Complied
Milestone B	There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.	<p>PTBS assisted by SETARA to prepare map of smallholder member location overlaid against village spatial map "Peta Rencana Pola Ruang Desa Bulian Jaya, Kecamatan Mero Sebo Ilir", scale 1:50,000 dated 2021. Based on the map, smallholder member's oil palm plantation block located outside indigenous land; located outside forest area "Hutan Produksi, Hutan Produksi Terbatas"; outside local protection zone "Kawasan Perlindungan Setempat".</p> <p>PTBS has conflict resolution mechanism "Standar Operasional Prosedur tentang Penanganan Konflik No.07/SOP-GM/VII/2021 dated 15 July 2021. Stipulates: The organization prioritizes preventive efforts in dealing with the conflict, which means preventing all the worst possibilities is prioritized. If with these preventive efforts it turns out that there are still friction and disputes, the organization (cooperative committee and cooperative manager) shall conduct meeting between conflicting parties as mediator; conflict to be resolved over discussion, the discussion/mediation efforts especially with community leaders and traditional institutions in the village.</p> <p>PTBS has prepared conflict record in form "Formulir Rekaman Penyelesaian Konflik Lahan". The form detailing information on smallholder member in lieu, location of land conflict, type of conflict, leadtime for conflict resolution, effort for conflict resolution, interested parties, conflict resolution follow up, smallholder member statement on conflict, smallholder member agreement for third-party monitoring (if necessary).</p> <p>Another means for smallholder member under "Formulir Pengaduan Anggota PTBS" subsequently recorded into "Buku Penyampaian Saran/Kritik Petani PTBS".</p>	Complied

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		Based on interviews with the Group Manager and sample farmers, it was stated that there had never been any complaints received from the surrounding community.	
Criteria 2.4: Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law or as specified in National Interpretation.			
Eligibility	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).	PTBS is able to show the maps of plantation location overlay with maps of spatial planning Batanghari District, maps of Forest area and maps of river. According to the maps overlaying, it shows that the plantation of PPTBS is located in other purposes area and not in forest areas or protected areas.	Complied
Milestone A	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).		Complied
Milestone B	Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).		Complied
Criteria 2.5: For new planting, smallholders do not clear or acquire any land without obtaining the free, prior and informed consent (FPIC), of indigenous people and/or local communities and/or other users , based on a simplified FPIC approach.			
Eligibility	For new oil palm planting, smallholders commit not to clear or acquire land from indigenous people, local communities, or other users without their FPIC, based on a simplified FPIC approach (refer to indicator 1.1E / Appendix 1).	Based on field visits and information from the parties, it shows that there is no indication that PTBS is clearing new land. Based on document verification, it shows that every farmer who is a member of the PTBS has signed the "Farmers' Statement" document as regulated in attachment 2 of the 2022 Indonesian National Interpretation of the ISH Standard, one of the points of which is a commitment "not to clear land or obtain land from indigenous communities, local communities or users others without "Prior and Informed Free Decision/KPDD".	Complied

		<p>Based on document verification and interviews with member farmers and the Group Manager, it was stated that all of the member farmers' land had been planted with oil palm and there were no plans for new planting. The age of oil palm ranges from 5 – 29 years (planting year 1994 – 2018). Data collection has been carried out on each farmer's land to reveal the history of land ownership which refers to attachment 3 of the 2022 Indonesian National Interpretation of the ISH Standard. This document is known to the local Village Head and involves land owners in the surrounding area, for example:</p> <ul style="list-style-type: none"> • The land owned by Jahari (KT Maju Bersama) in the village of Solusin covers an area of 2 hectares which borders the land owned by Paino (east side), Muhammad (west side), Eko (north side) and Paino (south side). The land is owned by Jahari through a purchase process from Mr Mikdat, a resident of Lulus Village in 2011. In 2013, the land received a Statement of Physical Control of the Land Plot (Sporadik) from the Jurusan Village government (02 September 2013). • The land owned by Kariyem (KT Sejahtera) in the village of Lulun covers an area of 1.38 hectares which borders land owned by Suhari (east), Surat (west), Darmin (north) and Suhari (south). The land is owned by Mr Kariyem through a purchase process from a resident of Juruan Village. In 2013, the land received recognition from the government in the form of a certificate of ownership issued by the Head of the Batanghari Regency Land Office (SHM No. 648, dated 24 April 2013). • The land owned by Sunawan (KT Sejahtera) in the village of Solusin covers an area of 2 hectares which borders land owned by Mawardi (east side), Sri Maryati (west side), the road (north side) and Hamparan 16 Palm Oil Palm (south side). The land is owned by Mr. Sunawan through a purchase process from Mr. 	
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		<p>Maliki, a resident of Lulus Village in 2018 (already in the form of an oil palm plantation).</p> <ul style="list-style-type: none"> • The land owned by Atok Maliki (KT Ujung Tanjung) in the village of Solusin covers an area of 1.48 hectares which borders the land owned by Mukhsin (east side), Mukhsin (west side), Abdulah (north side) and Jalan (south side). The land is owned by Mr. Atok Maliki through a purchase process from Mr. Mukhsin, a resident of Lulus Village in 2017 (already in the form of an oil palm plantation). • The land owned by Rudi Haryanto (KT Ujung Tanjung), is in the village of Solusin, covering an area of 2.49 hectares, which borders land owned by Etrial (east side), Kery (west side), Juhadi (north side) and the road (south side). The land is owned by Mr. Rudi Haryanto through a purchase process from Mr. Atia, a resident of Lulus Village in 2014. In 2017, the land received recognition from the government in the form of a certificate of ownership issued by the Head of the Batanghari Regency Land Office (SHM No. 1372, dated 20 December 2017). <p>During field visits on land belonging to the sampled farmers, it was shown that all the oil palm plants were already at Producing Plant (TM) age, for example on land owned by Mr. Atok Maliki (PTBS-0126) which had been planted with oil palm since 2010, land owned by Mrs. Kariyem (PTBS-0078) has been planted with oil palm since 2009 and Pak Sunawan's land (PTBS-0080) has been planted with oil palm since 2006.</p>	
<p>Milestone A</p>	<p>Smallholders complete training on how to conduct a simplified FPIC approach.</p>	<p>Specifically, for filling out the document "The simplified FPIC guide", the Group Manager and ICS members have participated in the socialization carried out by the RSPO Indonesia secretariat on 27 July 2022.</p>	

		<p>PTBS member farmers have generally received FPIC training, for example training conducted on 15 December 2022 and in the period April – June 2023 conducted by ICS PTBS and on 7 August 2023.</p>	
<p>Milestone B</p>	<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>The oil palm planting year based on disclosure to RSPO was 2001, 2005, 2010. Based on interview with PPTBS, the cooperative manager and group manager stated they does not have planning for new planting. PPTBS established SOP for FPIC and conflict resolution "Standar Operasional Prosedur Free Prior Informed Consent (FPIC) No.02/SOP-GM/VII/2021 dated 15 July 2021 and "Standar Operasional Prosedur tentang Penanganan Konflik No.07/SOP-GM/VII/2021 dated 15 July 2021. All smallholder member has completed the training on how to conduct FPIC on April – June 2023 and 15 December 2022. Evidence of training can be shown during audit.</p> <p>Based on the verification of the Land Use Disclosure History document belonging to the sample farmers, it shows that the majority of the land was obtained through a purchase process from the local community of Juruan Village, which was then carried out in traditional land clearing by the farmers themselves.</p> <p>Based on interviews with figures from the village head of Juruan and the village head of Bulian Jaya, it was stated that the land ownership system of member farmers in the area in the past was based on the location of land cleared by the community (locals and immigrants) as fields as evidenced by traces of farming activities such as crops. fruit, former farming huts, and the remains of other agricultural crops. Based on their information, they stated that up to the time the audit was carried out there had never been any land disputes between member farmers or with other border land owners</p>	<p>Complied</p>
<p>Principle 3: Respect human rights, including workers’ rights and conditions Safeguard human rights and protect workers’ rights, ensuring safe and decent working conditions.</p>			

Criteria 3.1: There is no use of forced labour.		
Eligibility	<p>Smallholders commit to no use of forced labour and ensure that any use of forced labour on the farm is terminated at Eligibility.</p> <p>They provide information on the source of labour, including family members, working on the farm and hired labour including contract workers (refer to indicator 1.1E / Appendix 1).</p>	<p>PPTBS has established Policy/Decree concerning Forced Labour, Discrimination and Human Trafficking in Decree Number 14/SK-PERKUMPULAN-PTBS/VII/2021 dated 17 July 2021, stated:</p> <ol style="list-style-type: none"> a. Every association member prohibited to conduct discriminative (color, race, tribe, religion, group, gender and politic affiliation) b. Prohibited to do or conduct forced labour to workers or someone else in every situation. c. Prohibited to do human trafficking in every form and also no using illegal worker. <p>Socialization of these SOP/Policy have been conducted on 5 October 2021 attended by 49 members, 9 October 2021 attended by 38 members, 12 October 2021 attended by 45 members. For Y2023 the refresh has been carried out on 10 May 2023 and attended by all member.</p> <p>The smallholders have signed statements/declarations that the farmers are committed to no forced labour. This statement is stated in the "RSPO Certification Commitment" on number D.3; that "Ensure that there is no forced labour in operational and stop forced labour practice if they are still existing". Sample verified:</p> <ul style="list-style-type: none"> • RSPO Certification Commitment of Jahari dated 19 October 2021 • RSPO Certification Commitment of Teguh Fitriana dated 28 July 2021 • RSPO Certification Commitment of Mrs. Kariyem dated 22 October 2021 • RSPO Certification Commitment of Sunawan dated 22 July 2021
		Complied

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		<ul style="list-style-type: none"> • RSPO Certification Commitment of Mrs. Siti Romlah dated 05 October 2021 • RSPO Certification Commitment of Rudi Hariyanto dated 07 May 2021. <p>The work agreement template explains type of work, working conditions, wages and compliance to organization decree/policy/procedures.</p>	
<p>Milestone A</p>	<p>Smallholders complete training on free and fair labour and implement measures to ensure that all work is voluntary, and the following practices are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents including but not limited to passports; • Payment of recruitment fees by workers; • Contract substitution; • Involuntary overtime; • Lack of freedom of workers to resign; • Penalty for termination of employment; • Debt bondage; • Withholding of wages 	<p>Socialization of these SOP/Policy have been conducted in on 5 October 2021 attended by 49 members, 9 October 2021 attended by 38 members, 12 October 2021 attended by 45 members. For Y2023 the refresh has been carried out on 10 May 2023 and attended by all members.</p> <p>The material provided at the training includes:</p> <ol style="list-style-type: none"> a. Fair employment practices: <ul style="list-style-type: none"> ○ There is no identity holder (KTP-Identity Card) ○ No recruitment fees ○ No voluntary overtime ○ Members' freedom to resign ○ There are no penalties for resigning ○ No bonded work ○ There is no withholding wages b. Compliance with the minimum age of workers as regulated by regional, provincial or national regulations (Law No. 13 of 2003) c. Not placing children in hazardous work d. Placing adult supervision of child laborers working in the field e. Ensure that children's rights to education are respected and are not restricted. <p>Based on interview with sample of smallholders, are mentioned that the smallholders have been given socialization concerning the principal of anti-force labour.</p>	<p>Complied</p>

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		Providers of the training materials was ICS of PTBS (Sabki, Priadi Wibowo, Yahya Rohmaful, M Marbun, Ahmadi), where they have the competence and experience. Training was conducted by SETARA facilitator.	
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.	Based on interviews with workers both in the office and field workers (harvesters), it was stated that there were no indications of forced labor practices such as withholding personal identity, limiting access to labor, withholding workers' wages, forcing overtime work, etc. Each worker recruited by ICS has received a copy of the employment contract.	Complied
Criteria 3.2: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.			
Eligibility	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: <ol style="list-style-type: none"> 1. Compliance with the minimum age of workers at 18 years old. 2. Not exposing children to hazardous work. 3. Providing adult supervision of children working on the farm. 4. Ensuring the practice of children's rights to education is unrestricted and respected. (refer to indicator 1.1E / Appendix 1). 	<p>PPTBS has a policy regarding prohibition of child labour set in Decree No: 02/SK-Perkumpulan-PTBS/VII/2021 regarding "Larangan Menggunakan Tenaga Kerja Anak dibawah Umur" dated 17 July 2021, set that:</p> <ol style="list-style-type: none"> a. For Cooperative members not to employ children under 18 years of age. b. And for children aged 13-17 years, if they work in the field with the aim of helping their parents, it must be under parental supervision, and not do risky jobs. <p>This policy refers to the existing laws and regulations in Indonesia and international such as :</p> <ol style="list-style-type: none"> a. Law No. 13 of 2013 concerning the prohibition of using child labour b. Law No.1 of 2000 Ratifikasi Konvensi ILO No. 182 Mengenai Pelarangan dan Tindakan Segera Penghapusan Bentuk-Bentuk Pekerjaan Terburuk untuk Anak c. Law No. 20 of 1999 Ratifikasi Konvensi ILO No. 138 Tahun 1973 Mengenai Batas Usia Minimum Diperbolehkan Bekerja. 	Complied

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		<p>Socialization of these SOP/Policy have been conducted in July 2021 to all members. The topics covered:</p> <ol style="list-style-type: none"> a. Compliance with the minimum age of workers and as defined by local, state, or national law, b. Not exposing children to hazardous work. c. Providing adult supervision of young people working on the farm. d. Ensuring the practice of children’s rights to education is unrestricted and respected. <p>The smallholders have signed statements/declarations that the farmers are committed to not using child labour. This statement is stated in the “RSPO Certification Commitment” on number D.8; that "Ensure that there are no child labour practices in plantation operations and stop the practice of child labour that is still running". Sample was seen for:</p> <ul style="list-style-type: none"> • RSPO Certification Commitment of Jahari dated 19 October 2021 • RSPO Certification Commitment of Teguh Fitriana dated 28 July 2021 • RSPO Certification Commitment of Mrs. Kariyem dated 22 October 2021 • RSPO Certification Commitment of Sunawan dated 22 July 2021 • RSPO Certification Commitment of Mrs. Siti Romlah dated 05 October 2021 • RSPO Certification Commitment of Rudi Hariyanto dated 07 May 2021. 	
<p>Milestone A</p>	<p>Group managers and smallholders implement measures to protect children as follows:</p> <ol style="list-style-type: none"> 1. There are no workers on smallholder farms under the age of 18. 2. Children are only permitted to help on family farms and are not permitted to perform hazardous work that may be physically or 	<p>PTBS has a policy regarding prohibition of child labour set in Decree No : 02/SK-Perkumpulan-PTBS/VII/2021 regarding “Larangan Menggunakan Tenaga Kerja Anak dibawah Umur” dated 17 July 2021, set that:</p> <ol style="list-style-type: none"> a. For Cooperative members not to employ children under 18 years of age. 	

	<p>mentally harmful and that may intervene with the educational activities at school.</p> <p>3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. (Young workers are not permitted in Indonesia).</p>	<p>b. And for children aged 13-17 years, if they work in the field with the aim of helping their parents, it must be under parental supervision, and not do risky jobs.</p> <p>This policy refers to the existing laws and regulations in Indonesia and international such as :</p> <ul style="list-style-type: none"> a. Law No. 13 of 2013 concerning the prohibition of using child labour b. Law No.1 of 2000 Ratifikasi Konvensi ILO No. 182 Mengenai Pelarangan dan Tindakan Segera Penghapusan Bentuk-Bentuk Pekerjaan Terburuk untuk Anak c. Law No. 20 of 1999 Ratifikasi Konvensi ILO No. 138 Tahun 1973 Mengenai Batas Usia Minimum Diperbolehkan Bekerja. <p>Socialization of these SOP/Policy have been conducted in July 2021 to all members. The topics covered:</p> <ul style="list-style-type: none"> a. Compliance with the minimum age of workers and as defined by local, state, or national law, b. Not exposing children to hazardous work. c. Providing adult supervision of young people working on the farm. d. Ensuring the practice of children’s rights to education is unrestricted and respected. <p>Based on interviews with PTBS member farmers and PPTBS employees, it shows that they understand the Group Manager's policy regarding the prohibition on the use of underage labor. Based on field visits on land owned by sample member farmers, it shows that there are no indications of the use of underage labor.</p>	
<p>Milestone B</p>	<p>Group managers and smallholders implement measures to protect children as follows:</p> <ul style="list-style-type: none"> 1. There are no workers on smallholder farms under the age of 18. 	<p>PTBS has a policy regarding prohibition of child labour set in Decree No : 02/SK-Perkumpulan-PTBS/VII/2021 regarding “Larangan Menggunakan Tenaga Kerja Anak dibawah Umur” dated 17 July 2021, set that:</p>	

	<p>2. Children are only permitted to help on family farms and are not permitted to perform hazardous work that may be physically or mentally harmful and that may intervene with the educational activities at school.</p> <p>3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. (Young workers are not permitted in Indonesia).</p>	<p>a. For Cooperative members not to employ children under 18 years of age.</p> <p>b. And for children aged 13-17 years, if they work in the field with the aim of helping their parents, it must be under parental supervision, and not do risky jobs.</p> <p>This policy refers to the existing laws and regulations in Indonesia and international such as :</p> <p>a. Law No. 13 of 2013 concerning the prohibition of using child labour</p> <p>b. Law No.1 of 2000 Ratifikasi Konvensi ILO No. 182 Mengenai Pelarangan dan Tindakan Segera Penghapusan Bentuk-Bentuk Pekerjaan Terburuk untuk Anak</p> <p>c. Law No. 20 of 1999 Ratifikasi Konvensi ILO No. 138 Tahun 1973 Mengenai Batas Usia Minimum Diperbolehkan Bekerja.</p> <p>Socialization of these SOP/Policy have been conducted in July 2021 to all members. The topics covered:</p> <p>a. Compliance with the minimum age of workers and as defined by local, state, or national law.</p> <p>b. Not exposing children to hazardous work.</p> <p>c. Providing adult supervision of young people working on the farm.</p> <p>d. Ensuring the practice of children’s rights to education is unrestricted and respected.</p> <p>Based on interviews with PTBS member farmers and PPTBS employees, it shows that they understand the Group Manager's policy regarding the prohibition on the use of underage labor. Based on field visits on land owned by sample member farmers, it shows that there are no indications of the use of underage labor.</p>	
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Criteria 3.3: Workers’ pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.

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<p>Eligibility</p>	<p>Smallholders commit to pay workers according to at least equal to the Minimum Wage based on the smallholder’s location as applicable by law (refer to indicator 1.1E / Appendix 1).</p>	<p>PTBS has committed to pay workers with a minimum wage in accordance to Decree No. 12/SK-PERKUMPULAN-PTBS/VII/2021 “tentang Pembayaran Upah” dated 17 July 2021 concerning Wage Payments, mentioned that PPTBS will pay worker’s wages referring to applicable government regulation. If the wage is lower than the stipulated, it must be explained by the conversion system of working hours or a special situation.</p> <p>Socialization of these SOP/Policy have been conducted on 9 March 2022, attended by 23 members.</p> <p>The smallholders have signed statements/declarations that the farmers are committed to not using child labour. This statement is stated in the “RSPO Certification Commitment” on number D.4; that “Paid minimum wage in accordance to national rule”. Sample was seen for :</p> <ul style="list-style-type: none"> • RSPO Certification Commitment of Jahari dated 19 October 2021 • RSPO Certification Commitment of Teguh Fitriana dated 28 July 2021 • RSPO Certification Commitment of Mrs. Kariyem dated 22 October 2021 • RSPO Certification Commitment of Sunawan dated 22 July 2021 • RSPO Certification Commitment of Mrs. Siti Romlah dated 05 October 2021 • RSPO Certification Commitment of Rudi Hariyanto dated 07 May 2021. <p>Based on interview to the smallholders in the field, they stated their commitment to pay the workers referring to the minimum wage set by government.</p>	<p>Complied</p>
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PTBS documented the annual Governor Decree concerning minimum wage, then the PPTBS set the conversion of rates of operational activities, that are described below:

Minimum Wage of 2022:

Based on Governor Decree No. 10565/KEP.GUB/DISNAKERTRANS-3.3/2021 dated 16 December 2021 "tentang penetapan UMP tahun 2022" concerning the determination of the Jambi Province Minimum Wage of 2022, amount of IDR 2,698,940.87.

Minimum Wage of 2023:

Based on Governor Decree No. 1047/KEP.GUB/DISNAKERTRANS-3.3/2022 dated 28 November 2022 "tentang penetapan Upah Minimum Provinsi Jambi tahun 2023" concerning the determination of the Jambi Province Minimum Wage of 2023, amount of IDR 2,943,033.08/month.

Conversion in accordance to PP No 36/2021

Minimum Wage	Monthly (IDR)	Rate per days (IDR)	Rate per hours (IDR)
2022	2,698,940.87	107,957.63	21,420.17
2023	2,943,033.08	117,721.32	23,357.41

For harvesting there is harvester who individually hired by the smallholder but still monitor by the organizations because related to FFB production

For spraying usually hired by the smallholder, meanwhile for manuring conduct by themselves (smallholder).

Payrate for workers :

Worker	Wage (IDR)	Indicator	Productivity	Unit
Harvester	200,000	per Ton FFB	1.5 - 2	Ton/day/man
Sprayer	250,000	per Ha	1	Ha/day/man

Milestone A	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.	During field observation and interview with the workers (Harvester), it was found the wage they received in accordance with the agreement, example IDR 200,000 for 1 ton FFB. The workers also mentioned that there is no discrimination related to race, ethnic group, or religion. Moreover, the smallholders did not employ female worker.	Complied
Milestone B	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups including women.		Complied
Criteria 3.4: Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.			
Eligibility	Smallholders commit to respect the rights of workers to file a complaint/grievance (refer to indicator 1.1E / Appendix 1).	Smallholder members has signed statements/declarations commitment that the smallholder member is committed to respect the rights of workers to file a complaint/grievance. This statement is stated in the "RSPO Certification Commitment" on number D.5; that "Respect the rights of workers to file a complaint/grievance". Sample was seen for : <ul style="list-style-type: none"> • RSPO Certification Commitment of Jahari dated 19 October 2021 • RSPO Certification Commitment of Teguh Fitriana dated 28 July 2021 • RSPO Certification Commitment of Mrs. Kariyem dated 22 October 2021 • RSPO Certification Commitment of Sunawan dated 22 July 2021 • RSPO Certification Commitment of Mrs. Siti Romlah dated 05 October 2021 • RSPO Certification Commitment of Rudi Hariyanto dated 07 May 2021. 	Complied

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		<p>PTBS has a procedure for Grievance Submission of Smallholder No. No. 05/SOP-U-PELPED/VII/2021 dated 15 July 2021, explaining that:</p> <ol style="list-style-type: none"> 1. Members can submit their suggestions or complaints (public) to the group leader or directly to the Unit Pengaduan (complaint unit) PPTBS in the form of oral, written, telephone, or electronic message (SMS, email, etc.) 2. If the complaint goes through the Group Leader (Ketua KT), then the group leader must submit it to the Cooperative Management, then the officer appointed by the cooperative management will record the complaint in the Member's Suggestion/Complaints Book. 3. If the complaint is an important matter and needs to be kept confidential, then the report or complaint from the member will be recorded in the Unpublished Member's Important Complaints Book, where the issues are cover about: <ul style="list-style-type: none"> - Everything that concern about race, tribe, religion and conflict - Domestic violence - Sexual harassment - Human Rights Violation - Matters of a criminal nature 4. The identity of the Whistleblower/complainant will be kept confidential. Cooperative management or appointed officers are prohibited from revealing the identity of the whistleblower/complainant to the public or other parties, except to the authorized party (Police) 5. Complaints from members will be discussed in the Cooperative Management meeting and will be responded to at least within 2 weeks. 6. For complaints that are suggestions, complaints and criticisms, if 	
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		<p>a decision is obtained, the reporting party will be explained about the meeting and the results of the decision, the explanation can be done verbally or in writing.</p> <p>7. If there are things that are considered unsatisfactory, a deliberation will be carried out again</p> <p>8. Complaints as mentioned in point number 3, will be identified and investigated by the Cooperative Management. If the problem can be resolved amicably and through deliberation, the management will hold a meeting inviting the reported party. And, if the problem is still not resolved, the Cooperative Management will submit the problem to the competent authorities for follow-up.</p> <p>The confidentiality of the Reporting Person is guaranteed as mentions in point 4 above. The subject of the complaints which is confidential, if it cannot be resolved internally in the PTBS, the PTBS management will submit the matter to the competent authority for further action.</p> <p>Socialization of these SOP have been conducted in July 2021 and attended by 109 members.</p> <p>Based on interview with sample of smallholders, they mentioned that they committed to respect the workers right to submit grievance. Based on interview with workers in the field, they have mentioned that they were given awareness about the right to submit grievance to any party. At the PTBS secretariat, has sighted the Grievance Logbook, Grievance box located at office and form of grievance submission. There is no official complaint submitted to PTBS official based on interview and logbook review.</p>	
<p>Milestone A</p>	<p>Smallholders complete training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.</p>	<p>Smallholder members has signed statements/declarations commitment that the smallholder members are committed to respect the rights of workers to file a complaint/grievance. This statement is stated in the "RSPO Certification Commitment" on number D.5; that</p>	<p>Complied</p>

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		<p>"Respect the rights of workers to file a complaint/grievance". Sample was seen for :</p> <ul style="list-style-type: none"> • RSPO Certification Commitment of Jahari dated 19 October 2021 • RSPO Certification Commitment of Teguh Fitriana dated 28 July 2021 • RSPO Certification Commitment of Mrs. Kariyem dated 22 October 2021 • RSPO Certification Commitment of Sunawan dated 22 July 2021 • RSPO Certification Commitment of Mrs. Siti Romlah dated 05 October 2021 • RSPO Certification Commitment of Rudi Hariyanto dated 07 May 2021. <p>PPTBS has a procedure for Grievance Submission of Smallholder No. 05/SOP-U-PELPED/VII/2021 dated 15 July 2021, explaining that:</p> <ol style="list-style-type: none"> 1. Members can submit their suggestions or complaints (public) to the group leader or directly to the Unit Pengaduan (complaint unit) PPTBS in the form of oral, written, telephone, or electronic message (SMS, email, etc.) 2. If the complaint goes through the Group Leader (Ketua KT), then the group leader must submit it to the Cooperative Management, then the officer appointed by the cooperative management will record the complaint in the Member's Suggestion/Complaints Book. 3. If the complaint is an important matter and needs to be kept confidential, then the report or complaint from the member will be recorded in the Unpublished Member's Important Complaints Book, where the issues are cover about: <ul style="list-style-type: none"> - Everything that concern about race, tribe, religion and conflict - Domestic violence - Sexual harassment - Human Rights Violation 	
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		<ul style="list-style-type: none"> - Matters of a criminal nature 4. The identity of the Whistleblower/complainant will be kept confidential. Cooperative management or appointed officers are prohibited from revealing the identity of the whistleblower/complainant to the public or other parties, except to the authorized party (Police) 5. Complaints from members will be discussed in the Cooperative Management meeting and will be responded to at least within 2 weeks. 6. For complaints that are suggestions, complaints and criticisms, if a decision is obtained, the reporting party will be explained about the meeting and the results of the decision, the explanation can be done verbally or in writing. 7. If there are things that are considered unsatisfactory, a deliberation will be carried out again 8. Complaints as mentioned in point number 3, will be identified and investigated by the Cooperative Management. If the problem can be resolved amicably and through deliberation, the management will hold a meeting inviting the reported party. And, if the problem is still not resolved, the Cooperative Management will submit the problem to the competent authorities for follow-up. <p>The confidentiality of the Reporting Person is guaranteed as mentions in point 4 above. The subject of the complaints which is confidential, if it cannot be resolved internally in the PPTBS, the PPTBS management will submit the matter to the competent authority for further action.</p> <p>Socialization of these SOP have been conducted in July 2021 and attended by 109 members.</p>	
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		Based on interview with sample of smallholders, they mentioned that they committed to respect the workers right to submit grievance.	
Milestone B	Workers are aware of and have access to an effective means for filing a complaint/grievance.	Refer to Milestone A above. Based on interview with workers in the field, they have mentioned that they were given awareness about the right to submit grievance to any party. In the PTBS secretariat, has been sighted the Logbook of Grievance, Grievance box located in PTBS office and form of grievance submission. There is no official complaint submitted to PTBS official based on interview and logbook review.	Complied
Criteria 3.5: Working conditions and facilities are safe and meet minimum legal requirements.			
Eligibility	Smallholders commit to providing safe working conditions and facilities (refer to indicator 1.1E / Appendix 1).	Smallholder members has signed the statement letter "Pernyataan Pekebun" which stated at point 6 "Menyediakan kondisi dan fasilitas kerja yang aman", samples were seen for: <ol style="list-style-type: none"> 1. Atok Maliki signed on 6 August 2021, KT Ujung Tanjung 2. Rudi Haryanto signed on 7 May 2021 3. Silpian dated 17 October 2021 4. Etrial dated 10 September 2021 5. Siti Romlah dated 15 October 2021 6. Kariyem dated 22 October 2021, KT Sejahtera 7. Sunawan dated 2 July 2021 8. Toiman dated 22 October 2021 9. Katiran dated 8 July 2021 10. Mas Khotib signed on 22 October 2021 11. M. Nur Rohman signed on 23 October 2021, KT Maju Bersama 12. Didik Budi Santoso signed on 23 May 2021 13. Jahari signed on 19 October 2021 14. Teguh Fitriyono signed on 28 July 2021 15. Yahya Rohmaful signed on 30 April 2021 	Complied

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		<p>The organization also have a procedure regarding OHS as recorded in SOP K3 No. No. 03/SOP-U-B3K3/VII/2021 dated 15 July 2021. The organization will provide PPEs and First Aid kit such as safety helmet, safety boots, safety glasses and etc.</p> <p>Fire extinguisher and First Aid Kit are available in the organization office as an emergency tool in case of fire.</p> <p>First aid equipment was provided by the organization for each smallholder Group "Kelompok Tani". First aid equipment provision was evident as per "Berita Acara Penyerahan Kotak P3K" dated 31 August 2022 for 7 Kelompok Tani consist of Kelompok Tani Tanjung Jati, Kelompok Tani Ujung Tanjung, Kelompok Tani Harapan Maju, Kelompok Tani Sejahtera, Kelompok Tani Subur Tani, Kelompok Tani Maju Bersama dan Kelompok Tani Lancar Jaya.</p> <p>The organization has identified the OHS risk and analysis as per "Pengendalian Resiko dan Penggunaan APD" No. 06/SOP-U-B3K3/VII/2021 dated 15 July 2021. OHS risk analysis covering office activity, fertilizer, and agrochemical warehouse, harvesting, FFB transportation, manuring and upkeeping. OHS risk analysis planning for evaluation documented in "Identifikasi Sumber Bahaya, Penilaian dan Pengendalian Resiko Perkumpulan Putra Tunggal Bukit Sangkila" dated 12 June 2021.</p> <p>The OHS risk and analysis has been socialized to the workers and family member who work at the plots owned by members on 10 May 2023.</p>	
<p>Milestone A</p>	<p>Smallholders, workers, and family members who work at the farm complete training and are aware of health and safety risks associated with farm work, (including that of pesticide use) and how to mitigate them.</p>	<p>Training for OHS and safety risk associated with farm work (including that of pesticide use) and how to mitigate them has been conducted regularly by ICS, latest training conducted on 10 May 2023. Evidence of training were available as per "Notulensi Pelatihan K3, Limbah B3 dan Zero Burning", training attended by 62 smallholder members.</p>	<p>Complied</p>

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		<p>Fire handling training has been carried out on 25 August 2023 by ICS cooperated with Medical Staff and Firefighting Staff from PT IIS Muara Bulian, attended by 74 smallholders. Evidence of training can be shown and during audit ICS team can be demonstrated the fire handling technique.</p> <p>During interview with smallholder member confirmed that smallholder member are aware with health and safety risk in their activity of farm work.</p>	
<p>Milestone B</p>	<p>Workers, including smallholder family members, have access to safe working conditions and amenities that include:</p> <ul style="list-style-type: none"> • Safe and adequate housing, where applicable, • Access to basic first aid supplies • Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work. • Adequate drinking water • Access to toilets 	<p>Workers including smallholder family member have access to safe working conditions and amenities.</p> <p>Each worker and smallholder have their own house in villages. During field visit to smallholder housing shown that the housing condition is standard for health and safety, working equipment for harvesting store in speared place, herbicide/pesticide store in the separate place. Adequate drinking water and access to toilet are available in their own housing based on field visit to smallholder and workers housing.</p> <p>First aid equipment was provided by the organization for each smallholder Group "Kelompok Tani". First aid equipment provision was evident as per "Berita Acara Penyerahan Kotak P3K" dated 31 August 2022 for 7 Kelompok Tani consist of Kelompok Tani Tanjung Jati, Kelompok Tani Ujung Tanjung, Kelompok Tani Harapan Maju, Kelompok Tani Sejahtera, Kelompok Tani Subur Tani, Kelompok Tani Maju Bersama dan Kelompok Tani Lancar Jaya.</p> <p>PPE was provided by PTBS, as mentioned in the "Berita Acara Penyerahan APD Safety Helmet, Boots, Sarung Egrek" on 22 August 2022. For 2023, PPEs has been ordered and waiting for delivery to PPTBS, scheduled in September 2023.</p> <p>Guidance for first aid handling stated in "Prosedur K3" No. 03/SOP-U-B3K3/VII/2021 dated 15 July 2021. PPE usage by smallholder member and workers are monitor by each head of Farmer Group to ensure the</p>	<p>Complied</p>

		appropriate PPE use by workers during working (harvesting, manuring or spraying).	
Criteria 3.6: There is no discrimination, harassment, or abuse on the farm.			
Eligibility	Smallholders commit to no discrimination, harassment or abuse on the farm (refer to indicator 1.1E / Appendix 1).	<p>Head of PTBS has established Policy/Decree concerning Forced Labour, Discrimination and Human Trafficking in Decree Number 14/SK-Perkumpulan-PPTBS/VII/2021 dated 17 July 2021, stated:</p> <ul style="list-style-type: none"> a. Every cooperative member prohibited to conduct discriminative (color, race, tribe, religion, group, gender, and politic affiliation) b. Prohibited to do or conduct forced labour to workers or someone else in every situation. c. Prohibited to do human trafficking in every form and also no using illegal worker. <p>For harassment, ruled out in Decree Human Rights No. 06/SK-PERKUMUPLAN-PPTBS/VII/2021 dated 17 July 2021 stated that: Whereas each PPTBS member is prohibited from taking actions that violate human rights, some of which include human rights are:</p> <ul style="list-style-type: none"> 1. The right to life, to maintain life and to improve the standard of living. 2. The right to have a family and continue the lineage in accordance with applicable laws 3. The right not to be tortured, enslaved and abused. <p>Socialization of these SOP/Policy have been conducted in July 2021 and attended by 109 members. Rest of smallholder member are socialized in August 2021.</p> <p>The smallholders have signed statements/declarations that the farmers are committed to not using child labour. This statement is stated in the "RSPO Certification Commitment" on number D.7; that "No discrimination, harassment or violence in plantation". Sample was seen for:</p>	Complied

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		<ul style="list-style-type: none"> • RSPO Certification Commitment of Jahari dated 19 October 2021 • RSPO Certification Commitment of Teguh Fitriana dated 28 July 2021 • RSPO Certification Commitment of Mrs. Kariyem dated 22 October 2021 • RSPO Certification Commitment of Sunawan dated 22 July 2021 • RSPO Certification Commitment of Mrs. Siti Romlah dated 05 October 2021 • RSPO Certification Commitment of Rudi Hariyanto dated 07 May 2021. 	
Milestone A	Smallholders complete training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace.	<p>Refer to Eligibility.</p> <p>Smallholders has complete training on workplace discrimination, harassment and abuse in July – August 2021. Evidence of training can be shown during audit such as: attendance list, minutes of training. During interview with smallholder sampled, they have aware of the need for a safe workspace.</p> <p>Based on interview with sample of smallholders, are mentioned that the smallholders committed in anti-discrimination in any form, no harassment and abuse in the farm.</p>	Complied
Milestone B	Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.	<p>Refer to Eligibility.</p> <p>Smallholders has complete training on workplace discrimination, harassment and abuse in July – August 2021. Evidence of training can be shown during audit such as: attendance list, minutes of training. During interview with smallholder sampled, they have aware of the need for a safe workspace. Based on interview with workers in the field, they have mentioned awareness about smallholder commitment in anti-discrimination and harassment. They mentioned that there was no discriminations and harassments performed by smallholder. If there is any in the future, workers can submit grievance/complaint to PPTBS based on applicable procedure.</p>	Complied

Principle 4: Protect, conserve and enhance ecosystems and the environment

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

Preamble

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

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

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

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

Remediation and Compensation Procedure (RaCP)

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

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

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

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

Eligibility	Smallholders commit to protect HCVs and HCS forests through the precautionary practices approach (refer to indicator 1.1E / Appendix 1).	Smallholder member of PTBS has signed commitment to protect HCV and HCS forests through the precautionary practices approach. The commitment presents in "Pernyataan Pekebun" point 12 stated that	Complied
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		<p>smallholder committed to “melindungi NKT dan hutan SKT melalui pendekatan praktik kehati-hatian”.</p> <p>Samples seen for smallholder commitment:</p> <ol style="list-style-type: none"> 1. Atok Maliki signed on 6 August 2021, KT Ujung Tanjung 2. Rudi Haryanto signed on 7 May 2021 3. Silpian dated 17 October 2021 4. Etrial dated 10 September 2021 5. Siti Romlah dated 15 October 2021 6. Kariyem dated 22 October 2021, KT Sejahtera 7. Sunawan dated 2 July 2021 8. Toiman dated 22 October 2021 9. Katiran dated 8 July 2021 10. Mas Khotib signed on 22 October 2021 11. M. Nur Rohman signed on 23 October 2021, KT Maju Bersama 12. Didik Budi Santoso signed on 23 May 2021 13. Jahari signed on 19 October 2021 14. Teguh Fitriyono signed on 28 July 2021 15. Yahya Rohmaful signed on 30 April 2021 	
<p>Milestone A</p>	<p>Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • The importance of maintaining and conserving HCVs and HCS forests • Human-wildlife conflict and mitigation efforts; • Rare, threatened and endangered species and important ecosystems. 	<p>Training HCV has been conducted on 7 August 2023 with instructor from NGO Bentang OASIS. Record of training in the form of attendance list, training material and minutes of training are available during audit. Evidence of training can be shown in “Notulen Pelatihan RSPO, RISS-22, FPIC, P&C and HCV” and attended by 81 smallholders. During interview with smallholder member sampled confirmed that they have attend the training and aware of the importance in</p>	<p>Complied</p>

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		maintaining and conserving HCV, RTE species and mitigation of wildlife conflict.	
Milestone B	Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS forests, where applicable.	<p>Putra Tunggal Bukit Sangkilan has established the procedure of:</p> <ul style="list-style-type: none"> • SOP Penanganan Konflik Manusia dan Satwa Liar No: 03/SOP-U-Lingkungan/VII/2017, dated 15 July 2021. Procedure described the flow process of mitigation of wildlife-human conflict. All smallholder members shall be informed the conflict occur in the field to BKSDA to be mitigate by Satgas Penanggulangan Konflik antara Manusia dan Satwa Liar. • SOP Perlindungan Satwa Liar atau Langka No: 04/SOP-U-Lingkungan/VII/2021 dated 15 July 2021. SOP described the wildlife protection mechanism in the field by smallholder member. <p>HCV management and monitoring plan was reviewed during audit such as "Monitoring Sempadan Sungai Perkumpulan Putra Tunggal Bukit Sangkilan tahun 2022 – 2023" dated 3 July 2023 consist of installing warning sign in riparian area, installing warning sign about no pesticide use in riparian area, planting trees and etc.</p>	Complied
<p>Criteria 4.2: Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a RaCP process appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).</p>			
Eligibility	Smallholders provide information on all smallholder plots converted and planted with oil palm after November 2005, through use of the simplified combined HCV-HCS approach for Smallholders (refer to indicator 1.1E / Appendix 1).	<p>There is no change of area and compliance statement compare to last year audit. HCV document was available and valid.</p> <p>HCV assessment has been conducted by PTBS in cooperation with SETARA Jambi (NGO). Report of HCV assessment are available as per "Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Asosiasi Putra Tunggal Bukit Sangkilan (APTBS)" dated 3 November 2021. HCV identification conducted since March – October 2021.</p> <p>According to HCV report stated that HCV assessment conducted in area of 383.33 ha and 7 Kelompok Tani. Based on HCV identification, there are HCV identified in around area of PPTBS Bukit Sangkilan:</p>	Complied

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		<ul style="list-style-type: none"> - Sungai Sangkilan (HCV 4.1) – Sangkilan river - TPU Beringin Kembar (HCV 6) – Public cemetery - TPU Bumi Sangkilan (HCV 6) – Public cemetery 	
Milestone A	Group members develop a plan to identify the maximum area for on-site remediation of HCVs lost since November 2005 and HCS forests lost since November 2019, through a participatory process and the plan is submitted to RSPO.	There is no change of area and compliance statement compared to last year audit. LUCA document was available and valid. PTBS has provide Land Use Change Analysis report as per “LUC Analysis Verification Result Document” by PT Hijau Daun Environment Consultant version 1 30-05-2022. According to LUCA report confirmed the summary information:	Complied
Milestone B	An RSPO-approved plan to remediate for HCVs lost since November 2005 and HCS forests lost since November 2019 is implemented.	<ul style="list-style-type: none"> • Total area of management unit: 383.33 ha (255.41 ha with self-declared liability) • Total area of raw liability: 216.81 ha • Total area of conservation liability 0 ha • Environmental remediation: 5.58 ha • Date when this report was prepared: May 2022 • LUCA status: Pass <p>According to email from RSPPO dated 31 May 2022 confirmed that Final LUCA report Putra Tunggal Bukit Sangkilan, status: Pass, final conservation liability 0 ha, environmental remediation area 5.58 ha.</p> <p>Remediation area is categorized as sloping area. Putra Tunggal Bukit Sangkilan has developed the plan for remediation the sloping area as below:</p> <ul style="list-style-type: none"> • Making terracing/individual terracing to prevent soil erosion. • Frond stacking in the sloping area to prevent the soil erosion. • Selective weeding and conserve the land cover crops in the sloping area. 	Complied

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		<ul style="list-style-type: none"> Not conducting the replanting in the sloping area. <p>During field visit to smallholder plots sampled, the sloping area has been maintained accordingly.</p>	
<p>Criteria 4.3: New planting of independent smallholders, since November 2019:</p> <ul style="list-style-type: none"> Do not replace any HCVs Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach Are not on steep slopes (more than 22 degrees or as in the National Interpretation) in reference to Indonesian regulations (Minister of Agriculture No. 47/2006 on Guide to Agriculture on Mountainous Areas). Slope must not be more than or equal to 40%. Are not on peat areas of any depth - In reference to the definition of peat in Government Regulation No. 57/206 on Peat Ecosystem Protection and Management. 			
Eligibility	<p>Smallholders provide information on all planned new planting and commit to no new planting are on HCVs or HCS forests, on steep slopes (more than 22 degrees or as in the National Interpretation) or on peat (refer to indicator 1.1E / Appendix 1).</p>	<p>There is no change of area and compliance statement compared to last year audit. Update was made for samples of smallholder commitment letter.</p> <p>Based on data of palm oil planting PTBS, there is no palm oil planted after November 2019 or new planting after November 2019. All smallholder plots have been planted since 1996 – 2016.</p> <p>Based on interview with smallholder members, ICS and cooperatives it was confirmed that there is no planned for new plantings for their plantation. All member plots are existing palm oil plantation. Smallholder member has signed the commitment in "Pernyataan Pekebun" which stated in point D.11 that "Tidak melakukan penanaman baru atau perluasan kebun yang ada saat ini di hutan primer, Kawasan NKT, hutan SKT, Kawasan sempadan sungai atau lereng curam (lebih dari 25 derajat atau sebagaimana yang diatur dalam Interpretasi Nasional". Samples seen for smallholder commitment:</p> <ol style="list-style-type: none"> Atok Maliki signed on 6 August 2021, KT Ujung Tanjung Rudi Haryanto signed on 7 May 2021 	Complied

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		<ol style="list-style-type: none"> 3. Silpian dated 17 October 2021 4. Etrial dated 10 September 2021 5. Siti Romlah dated 15 October 2021 6. Kariyem dated 22 October 2021, KT Sejahtera 7. Sunawan dated 2 July 2021 8. Toiman dated 22 October 2021 9. Katiran dated 8 July 2021 10. Mas Khotib signed on 22 October 2021 11. M. Nur Rohman signed on 23 October 2021, KT Maju Bersama 12. Didik Budi Santoso signed on 23 May 2021 13. Jahari signed on 19 October 2021 14. Teguh Fitriyono signed on 28 July 2021 15. Yahya Rohmaful signed on 30 April 2021 	
Milestone A	Before any land preparation commences, group members develop an integrated management plan through a participatory approach to maintain or enhance HCVs as well as HCS forests identified after November 2019, as identified by the simplified combined HCV-HCS approach, before any land preparation commences.	<p>There is no change of area and compliance statement compared to last year audit.</p> <p>Based on data of palm oil planting PTBS, there is no palm oil planted after November 2019 or new planting after November 2019. All smallholder plots have been planted since 1996 – 2016.</p> <p>Based on interview with smallholder members, ICS and cooperatives it was confirmed that there is no planned for new plantings for their plantation.</p>	Complied
Milestone B	Smallholders have an RSPO approved integrated management plan for their planned new planting and share a notice of this plan with those involved in the participatory mapping before any land preparation commences.	<p>There is no change of area and compliance statement compared to last year audit.</p> <p>Based on data of palm oil planting PTBS, there is no palm oil planted after November 2019 or new planting after November 2019. All smallholder plots have been planted since 1996 – 2016.</p>	Complied

		Based on interview with smallholder members, ICS and cooperatives it was confirmed that there is no planned for new plantings for their plantation.	
Criteria 4.4: Where smallholder plots exist on peat, subsidence and degradation of peat soils is minimised by use of best management practices.			
Eligibility	Group manager confirms presence of peat on existing plots within the group and smallholders on peat commit to using best management practices (BMPs), and minimizing subsidence and degradation of peat soils (refer to indicator 1.1E / Appendix 1).	<p>There is no change of area and compliance statement compared to last year audit. Update was made for samples of smallholder commitment letter.</p> <p>Soil maps available in "Peta Jenis Tanah Terhadap Sebaran Kebun Anggota PPTBS" with scale 1 : 80,000. PTBS has overlay all smallholder plot with soil maps of Batanghari Regency, Jambi province. According to soil maps overlaying, it indicated that there were no peat soils in area of smallholder plantations. According to soil maps, soil type in smallholder plantation PTBS consist of Orthic Acrisols (Ao) and Dystric Fluvisols (Jd).</p> <p>Smallholder member also has signed the commitment in "Pernyataan Pekebun" which stated in point D.13 stated that "Tidak melakukan penanaman baru di atas gambut dengan penanaman kembali di atas gambut hanya dilakukan di wilayah dengan risiko banjir dan intrusi air asin yang rendah". Samples seen for smallholder commitment:</p> <ol style="list-style-type: none"> 1. Atok Maliki signed on 6 August 2021, KT Ujung Tanjung 2. Rudi Haryanto signed on 7 May 2021 3. Silpian dated 17 October 2021 4. Etrial dated 10 September 2021 5. Siti Romlah dated 15 October 2021 6. Kariyem dated 22 October 2021, KT Sejahtera 7. Sunawan dated 2 July 2021 8. Toiman dated 22 October 2021 	Complied

		<p>9. Katiran dated 8 July 2021</p> <p>10. Mas Khotib signed on 22 October 2021</p> <p>11. M. Nur Rohman signed on 23 October 2021, KT Maju Bersama</p> <p>12. Didik Budi Santoso signed on 23 May 2021</p> <p>13. Jahari signed on 19 October 2021</p> <p>14. Teguh Fitriyono signed on 28 July 2021</p> <p>15. Yahya Rohmaful signed on 30 April 2021</p>	
Milestone A	Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimize risk of fire, to apply BMPs for plantings on peat and manage water systems in the certification unit.	<p>Soil maps available in "Peta Jenis Tanah Terhadap Sebaran Kebun Anggota PPTBS" with scale 1 : 80,000. PTBS has overlay all smallholder plot with soil maps of Batanghari Regency, Jambi province. According to soil maps overlaying, it indicated that there were no peat soils in area of smallholder plantations. According to soil maps, soil type in smallholder plantation PTBS consist of Orthic Acrisols (Ao) and Dystric Fluvisols (Jd).</p> <p>Training BMP on peat has not carried out by PTBS since there is no peat soil identified.</p>	Complied
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>There is no peat land over the land of PTBS. It was confirmed during field visit and soil maps.</p> <p>Soil maps was available in "Peta Jenis Tanah Terhadap Sebaran Kebun Anggota PPTBS" with scale 1 : 80,000. PTBS has overlay all smallholder plot with soil maps of Batanghari Regency, Jambi province. According to soil maps overlaying, it indicated that there were no peat soils in area of smallholder plantations. According to soil maps, soil type in smallholder plantation PTBS consist of Orthic Acrisols (Ao) and Dystric Fluvisols (Jd).</p>	Complied
<p>Criteria 4.5: Plots on peat are replanted only on areas with low risk of flooding or saline intrusion as demonstrated by a risk assessment.</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 indicator 1.1E / Appendix 1).	All smallholders have signed Smallholder Declaration that 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. Currently there is no members which has conducted replanting.	Complied
Milestone A	Smallholders with plots on peat complete training on identification of future risks of flooding or saline intrusion and alternate land development strategies.	Based on documents of soil map of PTBS in scale 1:80,000, areas of smallholders are spread in soil type of Orthic Acrisols and Dystric Fluvisols, there is no plots of ISH PTBS member that exist on peat. Therefore, this criterion is not applicable.	Complied
Milestone B	Prior to replanting on peat smallholders complete a risk assessment related to flooding or saline intrusion and, where there is high risk, present a plan that includes alternate land development strategies, referencing alternative livelihood planning.	Based on documents of soil map of PTBS in scale 1:80,000, areas of smallholders are spread in soil type of Orthic Acrisols and Dystric Fluvisols, there is no plots of ISH PTBS member that exist on peat. Therefore, this criterion is not applicable.	Complied
Criteria 4.6: Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.			
Eligibility	Smallholders commit to no burning for preparing land or for pest control, nor open fire for waste management. Group manager records evidence of prior burning of members joining the group (refer to indicator 1.1E / Appendix 1).	All smallholder member PTBS has signed the commitment letter which stated in point 15 that "Tidak melakukan pembakaran untuk mempersiapkan lahan atau mengendalikan hama/Do not burn to prepare land or control pests". Samples seen for smallholder commitment: <ul style="list-style-type: none"> 1. Atok Maliki signed on 6 August 2021, KT Ujung Tanjung 2. Rudi Haryanto signed on 7 May 2021 3. Silpian dated 17 October 2021 4. Etrial dated 10 September 2021 5. Siti Romlah dated 15 October 2021 6. Kariyem dated 22 October 2021, KT Sejahtera 7. Sunawan dated 2 July 2021 8. Toiman dated 22 October 2021 9. Katiran dated 8 July 2021 	Complied

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		<p>10. Mas Khotib signed on 22 October 2021 11. M. Nur Rohman signed on 23 October 2021, KT Maju Bersama 12. Didik Budi Santoso signed on 23 May 2021 13. Jahari signed on 19 October 2021 14. Teguh Fitriyono signed on 28 July 2021 15. Yahya Rohmaful signed on 30 April 2021</p> <p>During interview with smallholder member sampled confirmed that they have signed the commitment and there is no evidence of open fire for land preparing, pest control and waste management.</p>	
<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"> • Alternatives to fire for land preparation and farm waste management (where appropriate possible). • Alternatives to fire for pest control. • Fire prevention and how to respond to and manage fires in their community and village. 	<p>During field visit to smallholder plots, there is no evidence of new burning for land preparation for oil palm by smallholders.</p> <p>Training for OHS and safety risk associated with farm work (including that of pesticide use) and how to mitigate them has been conducted regularly by ICS, latest training conducted on 10 May 2023. Evidence of training were available as per "Notulensi Pelatihan K3, Limbah B3 dan Zero Burning", training attended by 62 smallholder members.</p> <p>Fire handling training has been carried out on 25 August 2023 by ICS cooperated with Medical Staff and Firefighting Staff from PT IIS Muara Bulian, attended by 74 smallholders. Evidence of training can be shown and during audit ICS team can be demonstrated the fire handling technique.</p> <p>Smallholder member manage waste following the SOP Pengelolaan Bahan Kimia No: 01/SOP-U-K3B3/VII/2021 dated 15 July 2021 and SOP Pengelolaan Wadah Bekas Kimia No: 02/SOP-U-B3K3/VII/2021 dated 15 July 2021.</p> <p>Waste from ex chemical container/ex pesticide container are deliver by smallholder member to PTBS storage and deliver to hazardous waste storage of PT Inti Indosawit Subur – Muara Bulian.</p> <p>PTBS has cooperate with PT Inti Indosawit Subur – Muara Bulian to collect the hazardous waste (ex-pesticide container) from smallholder</p>	<p>Complied</p>

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		<p>member according to Approval letter from PT Inti Indosawit Subur – Muara Bulian No. 056/ES-KMB/EXT/09/2021 dated 27 September 2021 concerning “Persetujuan Permohonan Penampungan Limbah B3”.</p> <p>Hazardous waste receipt from smallholder member to PTBS record in “Catatan Serah Terima Limbah B3”.</p> <p>Based on interview with sampled smallholder observed that they know how to manage their waste especially used pesticide container.</p>	
Milestone B	Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e. where no other effective measures exist and with prior approval of relevant authorities.	<p>During interview with smallholder member (15 members) confirmed that they have aware regarding the prohibition of use fire or practice burning for land preparation, waste management or pest control on their farm.</p> <p>During field visit to smallholder plots, there is no evidence of new burning for land preparation for oil palm by smallholders.</p>	Complied
Criteria 4.7: Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.			
Eligibility	Group manager identifies riparian buffer zones within the group and smallholders commit to no new planting in riparian zones (refer to indicator 1.1E / Appendix 1).	<p>There is no change of compliance statement compared to last year audit. Update was made for samples of smallholder commitment letter.</p> <p>Group manager has identified the riparian buffer zone through HCV Assessment. HCV assessment has been conducted by PTBS in cooperation with SETARA Jambi (NGO). Report of HCV assessment are available as per “Laporan Penilaian NKT di Areal Usaha Perkebunan Sawit Petani Asosiasi Putra Tunggal Bukit Sangkilan (APTBS)” dated 3 November 2021. HCV identification conducted since March – October 2021.</p> <p>According to HCV report stated that HCV assessment conducted in area of 383.33 ha and 7 Kelompok Tani. Based on HCV identification confirmed that there were no riparian buffer zones in smallholder</p>	Complied

		<p>members plantations, there are HCV identified in around area of plantation PTBS:</p> <ul style="list-style-type: none"> - Sangkilan River (HCV 4.1) <p>PTBS has a plan to conserve and protect the waterways/water source by marking the boundary of waterways/riparian 3 m from waterways and install the warning signboards to prohibit the agrochemical spraying activity near to waterways. PTBS also planting Sungkai (<i>Pheronema canescens</i>), Bambu (<i>Bamboos sp</i>) to prevent the soil erosion near to waterways.</p> <p>PTBS also has overlay the plantation maps of all smallholder member with river maps of Batanghari Regency, Jambi Province. According to maps overlay with scale 1:60,000 confirmed that there is no river in the plantation area of PTBS, only watercourse identified: Sangkilan Tributary with location around of plantation.</p> <p>All smallholder member of PTBS has signed the commitment letter which stated in point 11 that "Tidak melakukan penanaman baru atau perluasan kebun yang ada saat ini di hutan primer, Kawasan NKT, hutan SKT, Kawasan sempadan sungai atau lereng curam (lebih dari 25 derajat atau sebagaimana yang diatur dalam Interpretasi Nasional". Samples seen for smallholder commitment:</p> <ol style="list-style-type: none"> 1. Atok Maliki signed on 6 August 2021, KT Ujung Tanjung 2. Rudi Haryanto signed on 7 May 2021 3. Silpian dated 17 October 2021 4. Etrial dated 10 September 2021 5. Siti Romlah dated 15 October 2021 6. Kariyem dated 22 October 2021, KT Sejahtera 7. Sunawan dated 2 July 2021 8. Toiman dated 22 October 2021 	
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		<p>9. Katiran dated 8 July 2021</p> <p>10. Mas Khotib signed on 22 October 2021</p> <p>11. M. Nur Rohman signed on 23 October 2021, KT Maju Bersama</p> <p>12. Didik Budi Santoso signed on 23 May 2021</p> <p>13. Jahari signed on 19 October 2021</p> <p>14. Teguh Fitriyono signed on 28 July 2021</p> <p>15. Yahya Rohmaful signed on 30 April 2021</p>	
Milestone A	Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	<p>Training HCV has been conducted on 7 August 2023 with instructor from NGO Bentang OASIS. Record of training in the form of attendance list, training material and minutes of training are available during audit. Evidence of training can be shown in "Notulen Pelatihan RSPO, RISS-22, FPIC, P&C and HCV" and attended by 81 smallholders.</p> <p>During interview with smallholder member sampled confirmed that they have attend the training and aware of riparian buffer zone management.</p>	Complied
Milestone B	Smallholders maintain and/or enhance riparian buffer zone areas.	<p>According to HCV assessment result and maps overlay of plantation maps with river maps of Batanghari Regency, Jambi Province with scale 1:60,000 confirmed that there is no river in the area of plantation PTBS only watercourse identified: Sangkilan Tributary with location around of plantation.</p> <p>It was also confirmed during field visit to sampled smallholder plots (15 member sampled) that there is no river in the plantation area of smallholder plots.</p>	Complied
Criteria 4.8: Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.			
Eligibility	Smallholders commit to phase out paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by:	Based on "Pernyataan Pekebun", smallholders commit to join the certification of RSPO Independent Smallholder and comply to the related Principle, criteria and indicator, means that include phase out	Complied

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	<ul style="list-style-type: none"> • Immediately stopping purchasing of these pesticides • Phasing out use of remaining stock by MS A • Providing information for the group manager to keep record of pesticide purchase and use. <p>(refer to indicator 1.1E / Appendix 1)</p>	<p>paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions. "SOP Penggunaan Bahan Kimia No. 07/SOP-U-B3K3/VII/2021, dated 15 Jul 2021" mentioned that uses of paraquat is prohibited.</p> <p>Based on field observation and interview during ASA1 with smallholders, confirmed that there is no use of paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions. All smallholder interviewed have understood that those pesticides are prohibited.</p> <p>Based on review to "Catatan Pestisida 2022-2023 PTBS" there is no use of paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions. Pesticides uses are such as Touch Down, Round up and Elang (a.i. glyphosate), Ally (a.i. Metil Metsulfuron), Garlon and Kenlon (a.i. Triclopyr).</p>	
<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>Group Manager of PTBS has issued "Surat Keputusan Larangan Mempekerjakan Ibu Hamil dan Menyusui terkait pekerjaan Pengelolaan Bahan Kimia" (decree) No.11/SK-PERKUMPULAN-PTBS/VII/2021, dated 17 Jul 2021, mentioned that pregnant and breastfeeding women are prohibited to conducted work related to chemical, including application, mixing and storekeeper. "Surat Keputusan Larangan Menggunakan Tenaga Kerja Anak di Bawah Umur" – Decree No. 02/SK-PERKUMPULAN-PTBS/VII/2021, dated 17 Jul 2021, mentioned that smallholder is prohibited to employed worker under 18 years old.</p> <p>Smallholders has completed training on Good Agricultural Practices, Integrated Pest Management and Occupational Health and Safety as per below evidence:</p> <ul style="list-style-type: none"> • Training on Good Agriculture Practices (GAP) including harvesting, fertilizer application, spraying application, upkeep dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. 	<p>Complied</p>

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		<ul style="list-style-type: none"> • Training on Integrated Pest Management (IPM) dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on soil and water conservation, fertilizer application and leaf sample analysis, dated 3 June 2023, located at PTBS office, attended by 60 participants. <p>Based on field observation and interview to sample of smallholders during ASA1, confirmed that they are not employed pregnant and breastfeeding women and young worker as well for work related agrochemical.</p>	
<p>Milestone B</p>	<p>Smallholders implement BMPS for all pesticide use, including prohibiting use of pesticides by pregnant and breastfeeding women and young workers, and exclusion of paraquat and pesticides that are categorized as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions, unless when authorized by relevant authorities for pest outbreaks.</p> <p>Note: The relevant authority in this context is The Commission of Fertiliser and Pesticide Monitoring at District or department office that handles plantation issues.</p>	<p>Based on field observation, verified that smallholder members are implement BMP's for all pesticide use. Based on interview with smallholders, verified that pesticides are not applied by pregnant and breastfeeding women or young workers. Based on review to "Catatan Pesticida 2022-2023 PTBS" there is no use of paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions. Pesticides uses are such as Touch Down, Round up and Elang (a.i. glyphosate), Ally (a.i. Metil Metsulfuron), Garlon and Kenlon (a.i. Triclopyr).</p> <p>Record seen:</p> <ul style="list-style-type: none"> • Ator Maliki: Round up 1 ltr in March 2023 • Siti Romla: Round up 1 ltr in April 2023 • Silpian: Touch Down 1 ltr in April 2023 • Kariyem; Touch down 1 ltr in June 2023 • Katiran: Touch down 1 ltr in January 2023. 	<p>Complied</p>
<p>Criteria 4.9: The group and smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.</p>			

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Eligibility	Not applicable	Not applicable	Not Applicable
Milestone A	Smallholders complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.	<p>Smallholders have completed training on and are aware of Best Management Practices, including, but not limited to safe chemical use, IPM, weed and invasive species management. Evidence of training were available, such as training material and attendance list:</p> <ul style="list-style-type: none"> • Training on Good Agriculture Practices (GAP) including harvesting, fertilizer application, spraying application, upkeep dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on Integrated Pest Management (IPM) dated 3 June 2023, located at Bulian Jaya Village center, attended by 60 participants. • Training on soil and water conservation, fertilizer application and leaf sample analysis, dated 3 June 2023, located at PTBS office, attended by 60 participants. <p>Based on interview with smallholders, verified that all members are aware regarding Best Management Practices, including, but not limited to safe chemical use, IPM, weed and invasive species management.</p>	Complied
Milestone B	The group and smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm.	<p>Based on field observation and interview with smallholders during ASA1, verified that some sample blocks use manual and mechanical for weeding activity. The smallholders are maximizing IPM approach by manual or mechanical method.</p> <p>Organization has also carried out the monitoring of pest and diseases, document verified as follows:</p> <ul style="list-style-type: none"> • Plan of IPM 2023 • Monitoring of rat attack; dated 12/10/2022 below threshold (no attack), dated 21/01/2023 below threshold, dated 07/03/2023 below threshold, dated 19/06/2023 below 	Complied

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		<p>threshold.</p> <ul style="list-style-type: none"> Monitoring of fire caterpillar: September 2022 – KT Ujung Tanjung result below threshold, November 2022 – KT Harapan Maju result below threshold, January 2023 – KT Sejahtera result below threshold, February 2023 – KT Lancar Jaya result below threshold, April 2023 – KT Subur Tani result below threshold. Monitoring of Ganoderma, for period Y2022 and 2023 there is no attack. Monitoring of owl introduction and owl cage as biological control, there is 7 owl cages in the PTBS namely KT Tanjung Jati 2 units, KT Sejahtera 4 units and KT Subur Tani 1 unit. Monitoring of <i>Turnera subulate</i> "Bungan pukul delapan" as natural enemy host of leaf eating caterpillars in farmer groups. The monitoring is a part of biological control. 	
Internal Control System requirements for smallholder groups.			
A – ICS: Group entity and group management requirements			
A.1 The Group demonstrates that they are legally formed.			
A.1.1			
Eligibility	The Group has appointed a group manager	<p>Group of Smallholder, Putra Tunggal Bukit Sangkilan, has appointed Mr Sabki appointed as a ICS Manager, according to appointment letter Berita Acara No. 001/BA/GM-PPTBS/VIII/2020 "Penunjukan Manager ICS (Internal Control System) dated 25 November 2021. ICS Manager has the responsibility to manage ICS and all members of the smallholder group.</p> <p>ICS Manager was appointed based on smallholder member meeting and decision. Record of smallholder meeting available as per "Berita Acara Kegiatan" dated 25 November 2021.</p>	Complied
Milestone A	The Group has appointed a group manager		Complied
Milestone B	The Group has appointed a group manager		Complied

A.1.2			
Eligibility	The group manager has evidence of legal identity.	<p>Group of Smallholder has legal identity as Berita Acara No. 001/BA/GM-PPTBS/VIII/2020 "Penunjukan Manager ICS (Internal Control System) dated 25 November 2021. ICS Manager has the responsibility to manage ICS and all the group member of smallholder for 5 years.</p> <p>Putra Tunggal Bukit Sangkilan has fulfilled the legality related to palm oil plantation for smallholder as follows:</p> <ul style="list-style-type: none"> - The deed of establishment of the Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) is based on the notarial deed of Afdi Yerima Putra, SH, M.Kn (AHU.036.AH.02.01/2013 dated 07 February 2013) No. 08 dated 26 November 2020. - Sighted the tax identification number (Nomor Pokok Wajib Pajak/NPWP) No. 60.251.817.7-335.000 on behalf Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) registered on 15 July 2022. - Each smallholder plots in PPTBS has had plantation business permit - STDB (Surat Tanda Daftar Budidaya) that issued by plantation agency of Batang Hari Regency on 24 February 2022. - Perizinan Berusaha Berbasis Risiko from Lembaga OSS (Online Single Submission), NIB (Nomor Induk Berusaha) Perkumpulan Putra Tunggal Bukit Sangkilan (PPTBS) 1807220030156, KBLI Code 01262, Location Poros Desa Bulian Jaya, BULian Jaya Village, Mero Sebo Ilir Sub District, Batanghari Regency, Jambi Province, dated 18 July 2022. - Sighted the evidence of land legality of each parcel of the land. 	Complied
Milestone A	The group manager has evidence of legal identity.		Complied
Milestone B	The group manager has evidence of legal identity.		Complied
A.1.3			
Eligibility	The group has membership requirements.	<p>PTBS has established the membership requirement as per "SOP Kriteria dan Syarat Anggota Baru No: 01/SOP-U-PELPEL/VII/2021" dated 15 July 2021.</p>	Complied
Milestone A	The group has membership requirements.		Complied

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<p>Milestone B</p>	<p>The group has membership requirements.</p>	<p>According to SOP SOP Kriteria dan Syarat Anggota Baru, requirement of certification membership is as below:</p> <ul style="list-style-type: none"> - Indonesian citizens - Domiciled in the Cooperative area - Owns an oil palm plantation - Comply with all certification regulations - Have the ability to take legal action - Land should not be in peat areas, forest areas and in conflict. - Fill in the form to become a member - Submit a photocopy of 2 pieces of KTP and a 3x4 photo - Submit a photocopy of the land certificate for oil palm plantations - Fill in willingness to join RSPO - Fill in the smallholder statement form <p>Minutes of Verification are carried out before the Registration Form, sample seen:</p> <ol style="list-style-type: none"> 1. Sunawan : <ul style="list-style-type: none"> - Member Form dated 02 July 2021 - Member Form registered dated 02 July 2021 - Fill in willingness to join RSPO Certification dated 02 July 2021 - Declaration Form dated 02 July 2021 2. Jahari: <ul style="list-style-type: none"> - Member Form dated 19 October 2021 - Group Member Form registered dated 19 October 2021 - Fill in willingness to join RSPO Certification dated 19 October 2021 - Declaration Form dated 19 October 2021 3. Mrs Kariyem : <ul style="list-style-type: none"> - Member Form dated 22 October 2021 - Group Member Form registered dated 22 October 2021 - Fill in willingness to join RSPO Certification dated 22 October 2021 	<p>Complied</p>
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		<ul style="list-style-type: none"> - Declaration Form dated 22 October 2021 <p>4. Mrs Siti Romlah :</p> <ul style="list-style-type: none"> - Member Form dated 05 October 2021 - Group Member Form registered dated 05 October 2021 - Fill in willingness to join RSPO Certification dated 05 October 2021 - Declaration Form dated 05 October 2021 <p>5. Rudi Hariyanto :</p> <ul style="list-style-type: none"> - Member Form dated 07 May 2021 - Group Member Form registered dated 07 May 2021 - Fill in willingness to join RSPO Certification dated 07 May 2021 - Declaration Form dated 07 May 2021 	
A.1.4			
Eligibility	All members have signed and acknowledged membership requirements.	<p>All member has signed and acknowledged membership requirements as per "Formulir pendaftaran anggota"</p> <p>Sample seen:</p> <ul style="list-style-type: none"> • Jahari, ID member PTBS-0065, signed joining date 19 October 2021. • Mrs Kariyem, ID member PTBS-0078, signed joining date 22 October 2021 • Mrs Siti Romlah, ID Member PTBS-0040, signed joining date 05 October 2021 • Sunawan, ID Member PTBS-0080, signed joining date 02 July 2021 • Rudi Hariyanto, ID Member PTBS-0014, signed joining date 07 May 2021. 	Complied
Milestone A	All members can demonstrate understanding of membership requirements.		Complied
Milestone B	All members can demonstrate understanding of membership requirements.		Complied
A.2 The Group Manager is responsible for managing the Group for certification.			
A.2.1			

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Eligibility	The group manager has planned for the implementation of the ICS.	<p>The Group Manager has established plan for the implementation of ICS on the form of "Program Kerja Group Manager PPTBS 2023", mentioned activities and schedule. Work program plans of Group Manager PPTBS including:</p> <ul style="list-style-type: none"> • Monitoring and evaluation of all smallholder members. • Training for ICS. • Training to members. • Monitoring of OHS implementation. • Social Program. • Coordination with company. <p>Internal audit program for 2022 – 2023 was available. ICS Manager responsible for all certification process of sustainable for independent smallholder; group manager has no conflict of interest; group manager able to check, monitors and evaluate all member; group manager develops good system and documentation (mission and objective, policy and procedure for operational management and decision making, communication); group manager have fair and transparent marketing system (purchasing and sales from group, complaint upon certification of sustainable FFB, market dispersion and price information); group manager develops internal control system manual; group manager communicates with third party external certification body; group manager shall supervise Internal Control System; group manager shall be able to control and organize registration and internal inspection.</p>	Complied
Milestone A	The group manager can demonstrate compliance of the ICS by individual members.	Available documentary evidence to demonstrate that group members have formally joined the group under "Surat Kesediaan Mengikuti Sertifikasi RSPO". Individual members can demonstrate the copy of agreement with group manager. Group manager kept the original Contract agreement letter at the office. Contract agreements are covering agreement of smallholder member to comply with RSPO	Complied
Milestone B	The group manager can demonstrate compliance of the ICS by individual members.		Complied

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		<p>Independent Smallholder certification standard and fulfil the requirement of PPTBS term and condition.</p> <p>Compliance of the ICS by smallholder member are assess through annual internal inspection. Latest annual inspection conducted in May – June 2023. Evidence of internal audit are available, such as internal audit checklist and NCR report. Compliance status against requirement of RSPO Independent Smallholder Standard are available. Any findings in the report have been followed up. The group manager can demonstrate compliance of the ICS by individual members.</p>	
A.2.2			
Eligibility	The group manager demonstrates understanding of the ISH Standard, and related topics and has sufficient resources to manage the group.	<p>Based on interview and verification during ASA1, it was known that The Group Manager has managed sufficient resources to manage the association. Existing resources are managed base on the Organizational Structure of the PTBS dated 25 Feb 2020, covering:</p> <ul style="list-style-type: none"> • Group Manager, Deputy, Secretary and Treasury. • Dewan Pengawas (Supervisory Board). • Unit Pendaftaran dan Persetujuan (Registration and Approval Unit) • Unit Monitoring TBS/Pemasaran (FFB Monitoring/Marketing). • Unit Penanggulangan Hama dan Penyakit (Pest and Disease Control). • Unit Monitoring Penggunaan Pupuk dan Kimia (Monitoring Fertilizer and Agrochemical uses). • Unit Darurat kebakaran (Fire Fighting). • Unit Penyuluh Perkebunan (Plantation Instructor). • Unit Audit Internal (Internal Audit). • Unit K3 (OHS)Unit Lingkungan <p>Furthermore, the fields mentioned above are in charge of 7 farmer groups in the PPTBS such as :</p>	Complied
Milestone A	The group manager can demonstrate capacity to manage and operate ISH Standard and certification requirements.		Complied
Milestone B	The group manager can demonstrate capacity to manage and operate ISH Standard and certification requirements.		Complied

		<ul style="list-style-type: none"> a. Kelompok Tani Tanjung Jati, b. Kelompok Tani Ujung Tanjung, c. Kelompok Tani Harapan Maju, d. Kelompok Tani Sejahtera, e. Kelompok Tani Subur Tani, f. Kelompok Tani Maju Bersama dan g. Kelompok Tani Lancar Jaya. <p>To manage programs and activities in the organization in accordance with the organizational structure, also establish TUPOKSI (<i>Tugas Pokok dan Fungsi</i> - Main Duties and Functions).</p> <p>The Group Manager and Staffs has demonstrated understanding of the RSPO ISH Standard and Related Topics of RSPO Standard. Group Manager has received sufficient training related to RSPO requirements.</p>	
A.2.3			
Eligibility	A group annual training plan is available covering the RSPO Independent Smallholder Standard, group management (which includes group objectives, structure, relevant procedures and the certification process) and other topics as outlined in the ISH Standard.	<p>PTBS has established a Training Plan program for the period 2023, as follows:</p> <ul style="list-style-type: none"> - BMP training - RSPO training - HCV and OHS training - FPIC training - Internal audit training - Organizational training - Procedure and policies training - Workers training - Basic Fire training 	Complied

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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.	PTBS has established a Training Plan program for the period 2023, as follows:	Non-compliance
Milestone B	All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.	<ul style="list-style-type: none"> - BMP training - RSPO training - HCV and OHS training - FPIC training - Internal audit training - Organizational training - Procedure and policies training - Workers training - Basic Fire training <p>Training in 2023 that has been conducted such as :</p> <ul style="list-style-type: none"> - Training for OHS and safety risk on 10 May 2023, attended by 62 smallholder members. - Hazardous waste and Zero burning training on 10 May 2023, attended by 62 smallholder members. - Fire handling training has been carried out on 25 August 2023 by ICS cooperated with Medical Staff and Firefighting Staff from PT IIS Muara Bulian, attended by 74 smallholder members. - HCV, RISS-2022 and FPIC training on 7 August 2023, attended by 81 smallholders. <p>Based on mentioned above it was known that the members not all members attend the training, so it has been raised as nonconformity for this indicator A.2.3 MSA and MSB.</p>	Non-compliance

		<p>Non conformance:</p> <p>Perkumpulan Putra Tunggal Bukit Sangkilan not implements a phased approach to ensure members have progressively attended training on the ISH Standard and members cannot demonstrate understanding of the ISH Standard.</p> <p>Objective evidences:</p> <p>PTBS has not been able to prove the approach taken for the implementation of training so that all members can take part in training activities in stages, i.e. further based on document verification on the recording of training activities, it is known that there are some or several members of the smallholders who did not participate in the training activities organized by PPTBS and the trainer facilitators according to the scheduled training plan.</p> <ul style="list-style-type: none"> • Training for OHS and safety risk on 10 May 2023, attended by 62 smallholder members. • Hazardous waste and zero burning training on 10 May 2023, attended by 62 smallholder members. • Fire handling training has been carried out on 25 August 2023 by ICS cooperated with Medical Staff and Firefighting Staff from PT IIS Muara Bulian, attended by 74 smallholder members. • HCV, RISS-2022 and FPIC training on 7 August 2023, attended by 81 smallholders. 	
<p>B – ICS: Policies and management</p>			
<p>B.1 The group Internal Control System contains documented policies and procedures for operational management.</p>			
<p>B.1.1</p>			

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<p>Eligibility</p>	<p>A group Internal Control System is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits</p>	<p>ICS has been established for operational management as per "Surat keputusan Nomor: 17/SK-Perkumpulan-PTBS/VII/2021 Tentang Pembentukan Unit-unit dalam Struktur Perkumpulan Putra Tunggal Bukit Sangkilan. ICS structure consist of:</p> <ul style="list-style-type: none"> • Unit Monitoring TBS: Supriyanto, Suyuti, Gumarang Situmorang • Unit Penyuluh perkebunan: Pak Atok, Ginanjar, Era Arafat, Silpian • Unit Pendaftaran, Saran dan Keluhan Anggota: Culik Indriyanto, Neli Octiana, Nuryanto, Invia Dyah Armita • Pengawas Internal: Teguh Pitriyono, Khotib, Didik, Surono B, Rudi, Joko Toni, Iqbal, Noval Yadi • Unit penanggulangan hama: Kerimulyon, Tim CSV, Maryono • Unit Darurat kebakaran: Pujianto, Beny Santoso • Unit Monitoring Penggunaan Pupuk, Bahan kimia (B3): M. Soleh, Defrianto, Kukuh • Unit K3: Surono A, Awang, Sugimo • Unit Lingkungan/Konservasi: Ahmad Dedi Asri, Juhadi, Sayuti • Dewan Pengawas: Kepala Desa, Ketua KUD, Basuki <p>Group Manager is selected and determined through member deliberation as per "Deklarasi Bersama Penunjukan Grup Manager" dated 4 February 2021. Group manager appointed: Sabki Saputra.</p> <p>Procedures of expulsion and sanctions for members who fail to comply has been establish as per "SOP Pemberian Peringatan dan Sanksi Anggota No: 04/SOP-U-PELPED/VII/2021" dated 15 July 2021. Procedure described the sanction for the violation of relevant regulation in PTBS. According to procedure expulsion of members can be done for the heavy violation such as: defamation of organisation, fraud, manipulation, did not heed warning letters 1 and 2.</p> <p>Internal audit procedure has been established by PTBS as below:</p> <ul style="list-style-type: none"> - SOP "Pelaksanaan Internal Audit" No: 02/SOP-U-AUDIT_INT/VII/2021" dated 15 July 2021. 	<p>Complied</p>
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		<p>- SOP "Perbaikan Internal Audit" No: 03/SOP-U-AUDIT-INT/VII/2021" dated 15 July 2021</p> <p>Group Manager develop internal audit program annually. Internal audit was conducted once a year for all members. Internal auditor shall be free from conflict of interest.</p> <p>Internal audit programme 2023 has been develop as per "Program Kerja Audit Internal Tahun 2022 – 2023".</p>	
Milestone A	The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed	Internal audit has been conducted on May – June 2023 by internal audit team Teguh Pitriyono, Khotib, Didik, Surono B, Rudi, Joko Toni, Iqbal, Noval Yadi. All 151 members of PTBS has been audited.	Complied
Milestone B	The ICS is implemented and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.	<p>Internal audit checklist is available in "Form Pertanyaan Audit internal". Audit findings are documented in "Laporan NCR Audit Internal Perkumpulan Putra Tunggal Bukit Sangkilan". Findings are about waste management, IPM in smallholder plot and boundary plot not found. All audit findings have been followed up by corrective action plan and has been implemented and closed.</p> <p>Samples of "Form Pertanyaan Audit internal" reviewed during audit :</p> <ol style="list-style-type: none"> 1. Atok Maliki dated 17 May 2023, KT Ujung Tanjung 2. Rudi Haryanto dated 15 May 2023 3. Silpian dated 16 May 2023 4. Etrial dated 17 May 2023 5. Siti Romlah dated 17 May 2023 6. Kariyem dated 13 May 2023, KT Sejahtera 7. Sunawan dated 6 May 2023 8. Toiman dated 13 May 2023 9. Katiran dated 12 May 2023 10. Mas Khotib dated 2 June 2023 11. M. Nur Rohman dated 11 May 2023, KT Maju Bersama 	Complied

		<p>12. Didik Budi Santoso dated 22 May 2021</p> <p>13. Jahari dated 11 May 2023</p> <p>14. Teguh Fitriyono dated 28 May 2023</p> <p>15. Yahya Rohmaful dated 26 May 2023</p>	
B.1.2			
Eligibility	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	Putra Tunggal Bukit Sangkilan (PTBS) has recorded all plantations data for each farmer per month, such as copy of SHM/land title documents and SPPL.	Complied
Milestone A	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	<p>Basic information related to legal documentation available. PTBS has had legally registered as evidence below:</p> <ol style="list-style-type: none"> Putra Tunggal Bukit Sangkilan (PTBS) has obtained Legal Entity under Deed of Establishment No. 08 dated 26 Nov 2020 issued by Notary Afdi Yerima Putra, SH., M.Kn. PTBS has register 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-0011698.AH.01.07.Tahun 2020 tentang Pengesahan Pendirian Badan Hukum Perkumpulan Putra Tunggal Bukit Sangkilan" dated 10 Dec 2020, regarding legalization of legal entity of PTBS. Putra Tunggal Bukit Sangkilan (PTBS) has been registered as RSPO member, No. 1-0387-22-000-00, date of membership approval 22 Jun 2022. Putra Tunggal Bukit Sangkilan (PTBS) has obtained business permit, based on "Perizinan Berusaha Barbasis Mikro, Nomor Induk Berusaha 1807220030156", dated 18 Jul 2022. The appointment of Group Manager was regulated based on "Berita Acara Rapat Anggota Tahunan No. 001/B. PTBS/VIII/2020", dated 25 Feb 2020, mentioning Organization Structure for period 2020-2023, Mr. Sabki Saputra as Group Manager, Mr. Priadi Wobowo as Deputy, Mr. Yahya Rohmaful as 	Complied
Milestone B	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager		Complied

		<p>Secretary, Mr. M. Marbun as Deputy Secretary and Ahmadi as Treasury. Group Manager has knowledge on good on oil palm production; RSPO Independent Smallholder Standard; internal procedure and group policy.</p> <p>6. Available Smallholder Declaration to the Group Manager, based on "Surat Kesiediaan Mengikuti Sertifikasi RSPO" (Letter of Willingness to Participate in RSPO Certification) and "Pernyataan Pekebun" (Smallholder Declaration). Group manager and their smallholder member bound by contractual agreement as group member. The document explains commitment of member to the association, covering 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>Document verified: "Surat Kesiediaan Mengikuti Sertifikasi RSPO" and "Pernyataan Pekebun" for sample of smallholders:</p> <ol style="list-style-type: none"> 1. Atok Maliki signed on 6 August 2021, Kelompok Tani (KT) Ujung Tanjung. 2. Rudi Haryanto signed on 7 May 2021, Kelompok Tani (KT) Ujung Tanjung. 3. Silpian signed on 7 May 2021, Kelompok Tani (KT) Ujung Tanjung. 4. Etrial signed on September 2021, Kelompok Tani (KT) Ujung Tanjung. 5. Siti Romlah signed on 15 October 2021, Kelompok Tani (KT) Ujung Tanjung. 6. Kariyem signed on 22 October 2021, Kelompok Tani (KT) Sejahtera. 7. Sunawan signed on 2 July 2021, Kelompok Tani (KT) 	
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		<p>Sejahtera.</p> <ol style="list-style-type: none"> 8. Toiman signed on 22 October 2021, Kelompok Tani (KT) Sejahtera. 9. Katiran signed on Kelompok Tani (KT) Sejahtera 10. Mas Khotib signed on 22 October 2021, Kelompok Tani (KT) Sejahtera. 11. M. Nur Rohman signed on 23 October 2021, Kelompok Tani (KT) Maju Bersama. 12. Didik Budi Santoso, Kelompok Tani (KT) Maju Bersama. 13. Jahari signed on 19 October 2021, Kelompok Tani (KT) Maju Bersama. 14. Teguh Fitriyono signed on 28 July 2021, Kelompok Tani (KT) Maju Bersama. 15. Yahya Rohmaful signed on 30 April 2021, Kelompok Tani (KT) Maju Bersama. <p>Available records of FFB Production per smallholder and per group, for examples:</p> <ul style="list-style-type: none"> - Ator Maliki (1.48 Ha; YOP 2010; stands 182 oil palms) – June 2023 - 1st rotation 1,264 kg; 2nd rotation 1,210 kg; May 2023 - 1st rotation 1,175 kg; 2nd rotation 1,244 kg; April 2023 - 1st rotation 1,480 kg; 2nd rotation 1,313 kg. - Siti Romla (1.00 Ha; YOP 2015; stands 150 oil palms) – June 2023 - 1st rotation 510 kg; 2nd rotation 1,059 kg; May 2023 - 1st rotation 592 kg; 2nd rotation 685 kg; April 2023 - 1st rotation 557 kg; 2nd rotation 740 kg. - Rudi Hariyanto (2.79 Ha; YOP 2016; stands 412 oil palms) – June 2023 - 1st rotation 1,424 kg; 2nd rotation 2,955 kg; May 2023 - 1st rotation 1,910 kg; 2nd rotation 1,653 kg; April 2023 - 1st rotation 1,555 kg; 2nd rotation 2,063 kg. 	
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		<ul style="list-style-type: none"> - Eko Prasetyo (2.00 Ha; YOP 2009; stands 270 oil palms) – June 2023 - 1st rotation 1684 kg; 2nd rotation 2397 kg; May 2023 - 1st rotation 1475 kg; 2nd rotation 1,439 kg; April 2023 - 1st rotation 1,722 kg; 2nd rotation 1,439 kg. - Silpian (1.65 Ha; YOP 2013; stands 200 oil palms) – June 2023 - 1st rotation 1,552 kg; 2nd rotation 1,215 kg; May 2023 - 1st rotation 1,499 kg; 2nd rotation 1,348 kg; April 2023 - 1st rotation 1,221 kg; 2nd rotation 1,109 kg. - Kariyem (1.38 Ha; YOP 2009; stands 170 oil palms) – June 2023 - 1st rotation 1,422 kg; 2nd rotation 1,381 kg; May 2023 - 1st rotation 1,337 kg; 2nd rotation 1,134 kg; April 2023 - 1st rotation 1,185 kg; 2nd rotation 1,144 kg. - Katiran (1.46 Ha; YOP 2007; stands 190 oil palms) – June 2023 - 1st rotation 1,519 kg; 2nd rotation 1,562 kg; May 2023 - 1st rotation 1,433 kg; 2nd rotation 1278 kg; April 2023 - 1st rotation 1,548 kg; 2nd rotation 1475 kg. 	
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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"> • Production and income forecasting based on historical records • Plans for expansion 	<p>PTBS has set the annual business plan. That document informed of estimate of FFB production and income forecasting based on historical records and plans for new member addition.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">PTBS</th> <th colspan="4">Estimation</th> </tr> <tr> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>FFB production (MT)</td> <td>8,411</td> <td>8,668</td> <td>8,856</td> <td>9,120</td> </tr> <tr> <td>New members (Ha)</td> <td>-</td> <td>100</td> <td>100</td> <td>80</td> </tr> </tbody> </table>	PTBS	Estimation				2023	2024	2025	2026	FFB production (MT)	8,411	8,668	8,856	9,120	New members (Ha)	-	100	100	80	Complied
PTBS	Estimation																					
	2023	2024	2025	2026																		
FFB production (MT)	8,411	8,668	8,856	9,120																		
New members (Ha)	-	100	100	80																		

Milestone A	The group business plan is implemented and reviewed at least annually.	There is evidence that business plan has been reviewed at least annually during "Rapat Anggota Tahunan/RAT", the RAT has been carried out on 16 March 2023.	Complied
Milestone B	The group demonstrates financial stability and growth, and is able to support itself financially.	<p>PTBS has shown financial stability as per "Rencana Estimasi Biaya Tahun 2023-2026" update January 2023, currently organization funding is made by company, such as Asian Agri and Kao. Activities covers in "Rencana Estimasi Biaya Tahun 2023-2026" are:</p> <ol style="list-style-type: none"> 1. Annual meeting; IDR 143 mio. 2. Purchase of land for offices; IDR 84 mio. 3. Office development; 350 mio. 4. Office operational including Internal audit; IDR 350 mio. 5. Road maintenance; 798.5 mio. 6. Training; 574.9 mio. 7. Leaf and soil analysis; 35.9 mio. 8. RSPO membership; 43.1 mio. 9. External audit; 798 mio. 10. Social assistance; 61.8 mio. 11. Asset additions; 424 mio. <p>Group members and group manager as confirmed during interview in ASA1 have agreed on how the premiums should be use. The premium sharing term and mechanism presented in "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 Jul 2021. The procedure has been communicated to the group members through socialization in September 2021. Evidence of socialization can be demonstrated during audit. Interview with smallholder member</p>	Complied

		<p>confirmed that all smallholder member sampled aware and understood regarding premium sharing mechanism.</p> <p>Based on Procedure for premium sharing - "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 Jul 2021, allocation of premium sharing are as follows:</p> <ul style="list-style-type: none"> • 15% for external audit (certification) cost. • 10% for capital addition. • 50% for operational cost, consist of incentive for members, trainings, internal audit, stationary, annual meeting, member addition, etc. • 25% for ICS. <p>The Group demonstrated their financial stability through tax registration number. Sighted registration for tax payment "Nomor Pokok Wajib Pajak" (NPWP) 60.251.817.7-335.000 of Putra Tunggal Bukit Sangkilan (PTBS), registration dated 15 Jul 2022.</p>	
<p>C.2 The ICS of the group is integrated with the group's management plan.</p>			
<p>C.2.1</p>			
<p>Eligibility</p>	<p>A group management plan is available which includes:</p> <ul style="list-style-type: none"> • Training/capacity building plans to improve productivity of group members. • An approach to strengthen links within the supply chain. • Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any. 	<p>The group management plan is available based on "Program Kerja Perkumpulan Putra Tunggal Bukit Sangkilan Tahun 2023-2024", activities cover:</p> <ol style="list-style-type: none"> 1. External audit. 2. Premium disbursement. 3. Annual meeting. 4. New member addition. 5. Areal mapping of new member. 6. Training (group dynamics, GAP, IPM, PPE, Agrochemical, RSPO, FPIC, HCV and HCS, OHS, hazardous waste, zero 	<p>Complied</p>

		<p>burning, basic fire).</p> <ol style="list-style-type: none"> 7. Group Manager visit. 8. HCV assessment of new member. 9. STDB/SPPL submission of new member. 10. Internal audit. 11. Road maintenance. 12. Leaf sample analysis. <ul style="list-style-type: none"> • An approach to strengthen links within the supply chain. <ul style="list-style-type: none"> ✓ There is an agreement with PT Inti Indosawit Subur – Muara Bulian No. 05/CSV-KMB/XII/2018 related to “Pembinaan Petani Swadaya termasuk dalam penerimaan dan pembelian hasil produksi TBS dari lahan pekebun Swadaya PTBS” including provision of fertilizer, preparation of land clearing, nursery, cover crops, planting and upkeep. ✓ There is an agreement with local supplier in Jambi “Global Agro Sejahtera” related to the supply of pesticides, document verified namely Delivery Order – Receipt dated 16 March 2023; 10 box touchdown 4 ltr, 14 box touchdown 1 ltr and 5 box Ben Up 1 ltr. • Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any. <ul style="list-style-type: none"> ✓ Use of EFB Based on document review and field visit during ASA1 to the smallholders sample it was known that the members have applied EFB in their plots. Until August 2023, smallholders’ members have applied EFB in area 27.69 Ha in Farmer Group / Kelompok Tani Subur 	
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		<p>Tani, Lancar Jaya, Sejahtera and Tanjung Jati. EFB was obtained from the Company PT Inti Indosawit Subur – Muara Bulian POM.</p> <p>✓ Hazardous waste handling</p> <p>The organization has an agreement with PT Inti Indosawit Subur – Muara Bulian POM for handling of hazardous waste as per Letter from GM of PT IIS – Muara Bulian No. 056/ES-KMB/EXT/09/2021 dated 27 September 2021 related to handling of hazardous waste from PTBS can be transferred to the hazardous waste storage of PT IIS.</p>	
Milestone A	The group management plan is implemented and reviewed at least annually.	The Group management plan have been implemented, such as implementation of initial certification audit; training for group manager, ICS and smallholder member; group manager visit; internal audit. The group management plan has been reviewed during "Rapat Anggota Tahunan (RAT)" on 6 March 2023.	Complied
Milestone B	The group manager demonstrates the group's compliance with this ISH Standard.	<p>PTBS has an internal control system unit which formed to supervise the operational and financial activities of cooperatives. The group's compliance with the ISH Standards is evaluated through internal audit. Internal audit has been conducted in May - June 2023. Evidence of internal audit are available, such as internal audit checklist and NCR report. Compliance status against requirement of RSPO Independent Smallholder Standard are available. Any findings in the report have been followed up.</p> <p>Internal Audit program for 2023 is available as follows:</p> <ul style="list-style-type: none"> - Internal audit team meeting, developing work program and assessment plan; May 2023. - Socialization of internal audit program 2023; May 2023. - Group Manager audit; June 2023. - Smallholder Member audit; May- June 2023. 	Complied

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		<ul style="list-style-type: none"> - Established internal audit report; July 2022. - Implementation of Corrective action; August 2022. - Established final report of internal audit; July 2022. - Internal Audit Activity evaluation; August 2022. - External audit assistance; September 2022. <p>The internal auditor has been followed internal auditor training on 18 October 2021, located at Bulian Jaya Village.</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			
Eligibility	Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.	<p>Smallholder members maintain annual production data in “Catatan Panen”. Available records of FFB Production per smallholder and per group, for examples:</p> <ul style="list-style-type: none"> - Ator Maliki (1.48 Ha; YOP 2010; stands 182 oil palms) – June 2023 - 1st rotation 1,264 kg; 2nd rotation 1,210 kg; May 2023 - 1st rotation 1,175 kg; 2nd rotation 1,244 kg; April 2023 - 1st rotation 1,480 kg; 2nd rotation 1,313 kg. - Siti Romla (1.00 Ha; YOP 2015; stands 150 oil palms) – June 2023 - 1st rotation 510 kg; 2nd rotation 1,059 kg; May 2023 - 1st rotation 592 kg; 2nd rotation 685 kg; April 2023 - 1st rotation 557 kg; 2nd rotation 740 kg. - Rudi Hariyanto (2.79 Ha; YOP 2016; stands 412 oil palms) – June 2023 - 1st rotation 1,424 kg; 2nd rotation 2,955 kg; May 2023 - 1st rotation 1,910 kg; 2nd rotation 1,653 kg; April 2023 - 1st rotation 1,555 kg; 2nd rotation 2,063 kg. - Eko Prasetio (2.00 Ha; YOP 2009; stands 270 oil palms) – June 2023 - 1st rotation 1684 kg; 2nd rotation 2397 kg; May 2023 - 1st 	Complied

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		<p>rotation 1475 kg; 2nd rotation 1,439 kg; April 2023 - 1st rotation 1,722 kg; 2nd rotation 1,439 kg.</p> <ul style="list-style-type: none"> - Silpian (1.65 Ha; YOP 2013; stands 200 oil palms) – June 2023 - 1st rotation 1,552 kg; 2nd rotation 1,215 kg; May 2023 - 1st rotation 1,499 kg; 2nd rotation 1,348 kg; April 2023 - 1st rotation 1,221 kg; 2nd rotation 1,109 kg. - Kariyem (1.38 Ha; YOP 2009; stands 170 oil palms) – June 2023 - 1st rotation 1,422 kg; 2nd rotation 1,381 kg; May 2023 - 1st rotation 1,337 kg; 2nd rotation 1,134 kg; April 2023 - 1st rotation 1,185 kg; 2nd rotation 1,144 kg. - Katiran (1.46 Ha; YOP 2007; stands 190 oil palms) – June 2023 - 1st rotation 1,519 kg; 2nd rotation 1,562 kg; May 2023 - 1st rotation 1,433 kg; 2nd rotation 1278 kg; April 2023 - 1st rotation 1,548 kg; 2nd rotation 1475 kg. <p>Annual production and sales of certified volumes are available at PTBS Office. ICS Unit Monitoring TBS/Pemasaran (FFB Monitoring/Marketing) is responsible to record the production and sales volume. Record of FFB production presented in “Catatan Produksi Putra Tunggal Bukit Sangkila Tahun 2022-2023”.</p> <p>Record of FFB sales to Palm Oil Mill are presented in “Nota Pembayaran TBS” and weighbridge ticket, sample documents are available. All FFB sold as non-certified FFB by smallholder member to PT Inti Indosawit Subur – Muara Bulian POM. Certified volume will be sold by PTBS as RSPO Credit (Book and Claim).</p> <p>FFB produce and sold by smallholder member are record by each member and head of “Kelompok Tani (KT)/Farmer Group” including date of transaction, FFB net weight, name of smallholder member, ID number, vehicle number, FFB price and buyer name.</p>	
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		PTBS has develop the procedure of FFB Sales as per "SOP Pemasaran TBS" No. 01/SOP-U-TBS/VII/2021, dated 15 Jul 2021, described FFB Sales, FFB recording, FFB quality and FFB prices. The procedure explain process of FFB sales since harvesting from smallholder plot up to transport and sold to buyer (Palm oil mill).	
Milestone A	Group manager maintains annual production records and sales of certified volumes.	Up to this ASA 1, the group manager has maintained annual production records per farmer group. Certified volumes are coming from the smallholders of Putra Tunggal Bukit Sangkilan, there is no other FFB sources. The production data for period October 2022 – August 2023 are as follow:	Complied
Milestone B	Group Manager maintains annual production records and sales of certified volumes of all FFB sources.		Complied

2022	FFB Production (MT)	Area (Ha)	MT/Ha
October	708	383.23	1.85
November	731	383.23	1.91
December	666	383.23	1.74
2023			
January	623	383.23	1.63
February	592	383.23	1.54
March	591	383.23	1.54
April	591	383.23	1.54
Mei	599	383.23	1.56
June	695	384.23	1.81
July	738	385.23	1.92

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		<table border="1"> <tr> <td>August</td> <td>791</td> <td>385.23</td> <td>2.05</td> </tr> <tr> <td>Total</td> <td>7,325</td> <td>385.23</td> <td>19.09</td> </tr> </table> <p>During this ASA1, the Group Manager maintained sales records of certified volumes through PalmTrace:</p> <ul style="list-style-type: none"> - Dated 11 January 2023; Buyer – Kao Corporation; qty – 1,586 IS-CSPO @15 USD. - Dated 11 January 2023; Buyer – Kao Corporation; qty – 178 IS-CSPKO @99.92 USD. 	August	791	385.23	2.05	Total	7,325	385.23	19.09	
August	791	385.23	2.05								
Total	7,325	385.23	19.09								
D.2 The group documents and implements a system for the tracking of FFB											
D.2.1											
Eligibility	Not Applicable	Not Applicable	Not Applicable								
Milestone A	The group manager maintains annual production data and sales of certified volumes through Book and Claim for the group based on actual receipts for and sales by all members	<p>During this ASA1, verified that the group manager has maintains annual production data and sales of certified volumes through RSPO PalmTrace for the group. There is no physical sale of certified product, all certified volume are sold through RSPO PalmTrace.</p> <p>Up to this ASA1, the group manager has maintained annual production data per members and per farmer group. Sample of production data per smallholder members:</p> <ul style="list-style-type: none"> - Ator Maliki (1.48 Ha; YOP 2010; stands 182 oil palms) – June 2023 - 1st rotation 1,264 kg; 2nd rotation 1,210 kg; May 2023 - 1st rotation 1,175 kg; 2nd rotation 1,244 kg; April 2023 - 1st rotation 1,480 kg; 2nd rotation 1,313 kg. - Siti Romla (1.00 Ha; YOP 2015; stands 150 oil palms) – June 2023 - 1st rotation 510 kg; 2nd rotation 1,059 kg; May 2023 - 1st rotation 592 kg; 2nd rotation 685 kg; April 2023 - 1st rotation 557 kg; 2nd rotation 740 kg. 	Non-compliance								
Milestone B	The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.		Non-compliance								

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		<ul style="list-style-type: none"> - Rudi Hariyanto (2.79 Ha; YOP 2016; stands 412 oil palms) – June 2023 - 1st rotation 1,424 kg; 2nd rotation 2,955 kg; May 2023 - 1st rotation 1,910 kg; 2nd rotation 1,653 kg; April 2023 - 1st rotation 1,555 kg; 2nd rotation 2,063 kg. - Eko Prasetyo (2.00 Ha; YOP 2009; stands 270 oil palms) – June 2023 - 1st rotation 1684 kg; 2nd rotation 2397 kg; May 2023 - 1st rotation 1475 kg; 2nd rotation 1,439 kg; April 2023 - 1st rotation 1,722 kg; 2nd rotation 1,439 kg. - Silpian (1.65 Ha; YOP 2013; stands 200 oil palms) – June 2023 - 1st rotation 1,552 kg; 2nd rotation 1,215 kg; May 2023 - 1st rotation 1,499 kg; 2nd rotation 1,348 kg; April 2023 - 1st rotation 1,221 kg; 2nd rotation 1,109 kg. - Kariyem (1.38 Ha; YOP 2009; stands 170 oil palms) – June 2023 - 1st rotation 1,422 kg; 2nd rotation 1,381 kg; May 2023 - 1st rotation 1,337 kg; 2nd rotation 1,134 kg; April 2023 - 1st rotation 1,185 kg; 2nd rotation 1,144 kg. - Katiran (1.46 Ha; YOP 2007; stands 190 oil palms) – June 2023 - 1st rotation 1,519 kg; 2nd rotation 1,562 kg; May 2023 - 1st rotation 1,433 kg; 2nd rotation 1278 kg; April 2023 - 1st rotation 1,548 kg; 2nd rotation 1,475 kg. <p>Sample records of FFB sales:</p> <ul style="list-style-type: none"> • Delivery Note – “Surat Pengantar TBS” dated 20 May 2023 on behalf Nuryanto, Jumiran and Zulkipli followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA523206244; FFB source PTBS; total 360 bunches; vehicle BE 8132 MS; driver Indra; bruto 5,310 kg; sortation 266 kg; net 5,044 kg. Total sales 5,044 Kg @ IDR 1,970 IDR 9,897,280. • Delivery Note – “Surat Pengantar TBS” dated 13 July 2023 on behalf Junitun, Nur Rohman, Ruswanto, Sunawa, Zuhadi, and M 	
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		<p>Ridwan followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA523219148; FFB source PTBS; total 633 bunches; vehicle BH 8747 EI; driver Dimas; bruto 9,910 kg; sortation 419 kg; net 8,891 kg. Total sales 8,891 Kg @ IDR 2,020 IDR 18,260,800.</p> <ul style="list-style-type: none"> • Delivery Note – “Surat Pengantar TBS” dated 08 April 2023 on behalf Handayani, Paino, and Maryono followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA523204403; FFB source PTBS; total 406 bunches; vehicle BH 6747 EI; driver Dimas; bruto 6,010 kg; sortation 331 kg; net 5,679 kg. Total sales 5,679 Kg @ IDR 2,450 IDR 14,332,500. • Delivery Note – “Surat Pengantar TBS” dated 9 July 2023 on behalf Kustini, Sukarmin, Hariswanto followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA523208902; FFB source PTBS; total 562 bunches; vehicle BH 6747 EI; driver Dimas; bruto 8,240 kg; sortation 371 kg; net 7,869 kg. Total sales 7,869 Kg @ IDR 2,020 IDR 15,911,540. • Delivery Note – “Surat Pengantar TBS” dated 28 July 2023 on behalf M Sudib, Eko Prasetio followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA523210013; FFB source PTBS; total 351 bunches; vehicle BH 6747 EI; driver Dimas; bruto 5,060 kg; sortation 152 kg; net 4,908 kg. Total sales 4,908 Kg @ IDR 2,060 IDR 10,110,480. • Delivery Note – “Surat Pengantar TBS” dated 6 June 2023 on behalf Suripah, Tukijo, Ernawati followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA523207132; FFB source PTBS; total 397 bunches; vehicle B H 6747 EI; driver Dimas; bruto 5,850 kg; sortation 292 kg; net 5,558 kg. Total sales 5,558 Kg @ IDR 1,980 IDR 10,990,980. • Delivery Note – “Surat Pengantar TBS” dated 2 July 2023 on behalf 	
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Ernawati and Aliyah followed by Weighbridge ticket PT Inti Indosawit Subur – Muara Bulian POM No. PMBA522112166; FFB source PTBS; total 450 bunches; vehicle BH 6747 EI; driver Dimas; bruto 6,600 kg; sortation 297 kg; net 6,303 kg. Total sales 6,515 Kg @ IDR 2,040 IDR 13,290,600.

Available annual production data per farmer group for period October 2022 – July 2023:

2022	FFB Production (MT)	Area (Ha)	MT/Ha
October	708	383.23	1.85
November	731	383.23	1.91
December	666	383.23	1.74
2023			
January	623	383.23	1.63
February	592	383.23	1.54
March	591	383.23	1.54
April	591	383.23	1.54
Mei	599	383.23	1.56
June	695	384.23	1.81
July	738	385.23	1.92
August	791	385.23	2.05

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		Total	7,325	385.23	19.09	
		<p>Non conformance:</p> <p>The group manager has recorded production data and carried out sales of certified product volumes through the Book and Claim (RSPO Credit) sales model on RSPO PalmTrace, however these sales are over from the actual FFB production.</p> <p>Objective Evidence:</p> <p>The group manager has recorded production data and carried out sales of certified product volumes through the Book and Claim (RSPO Credit) sales model on RSPO PalmTrace, however these sales are over from the actual FFB production.</p> <p>During this ASA-1, the group manager conducted sales of certified volumes through RSPO PalmTrace, the sales of certified volumes as follows:</p> <ul style="list-style-type: none"> - Dated 11 January 2023; Buyer – Kao Corporation; qty – 1,586 IS-CSPO @15 USD. - Dated 11 January 2023; Buyer – Kao Corporation; qty – 178 IS-CSPKO @99.92 USD. <p>Total RSPO Credit sold:</p> <ul style="list-style-type: none"> - IS CSPO: 1,586 MT - IS CSPKO: 178 MT <p>These sales volumes are according to the volume forecasted in the previous public summary report (7,932.65 MT of certified FFB), however actual FFB production based on "Catatan Produksi Panen Anggota PTBS periode Kelompok Tani (KT) Oktober 2022 – Agustus 2023" (7,271 MT) is not sufficient for this sales volume.</p>				

D.3 The group has a procedure and system for premium distribution.			
D.3.1			
Eligibility	<p>The group and group manager have agreed on how the premiums should be used and the agreement is recorded and communicated to the group members. Prices, premiums, and timing of premium payment are clearly communicated and transparent to all group members. Premiums disbursed to members at all stages are recorded and the premiums are paid in a timely and convenient manner.</p>	<p>Group members and group manager as confirmed during interview have agreed on how the premiums should be use. The premium sharing term and mechanism presented in "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 Jul 2021. The procedure has been communicated to the group members through socialization in September 2021. Evidence of socialization can be demonstrated during audit. Interview with smallholder member confirmed that all smallholder member sampled aware and understood regarding premium sharing mechanism.</p> <p>Based on Procedure for premium sharing - "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 July 2021, allocation of premium sharing are as follows:</p> <ul style="list-style-type: none"> • 30% for external audit (certification) cost. • 30 % for venture capital. • 20% for operational cost, consist of trainings, internal audit, stationary, annual meeting, member addition, etc. • 20% for members. <p>Non conformance:</p> <p>The changes in the allocation of premium sharing funds have not been socialized to all members.</p> <p>Objective evidence:</p> <p>Based on document "Realisasi Penggunaan Dana Kredit Tahun 2023" and "Laporan Pemasukan dan Pengeluaran PPTBS Periode 2023" dated 28 August 2023, the distribution of premium sharing was not in accordance to "SOP Penggunaan Dana Penjualan Kredit RSPO No.</p>	Non-compliance

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		<p>10/SOP-GM/VII/2021”, dated 15 July 2021, such as allocation 20% for members in actual only 6.28%.</p> <p>Based on interview with ICS, this change was made during Rapat Anggota Tahunan dated 16 March 2023 and agreed by 108 members who attended the meeting. Nevertheless, the revision of premium sharing allocation was not documented.</p>	
<p>Milestone A</p>	<p>The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.</p>	<p>Evidence of premium sharing can be demonstrated during audit as per “Realisasi Penggunaan Dana Kredit Tahun 2023” and “Laporan Pemasukan dan Pengeluaran PPTBS Periode 2023” dated 28 August 2023.</p> <p>According to procedure, “SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021”, dated 15 July 2021, allocation of premium sharing are as follows:</p> <ul style="list-style-type: none"> • 30% for external audit (certification) cost. • 30 % for venture capital. • 20% for operational cost, consist of trainings, internal audit, stationary, annual meeting, member addition, etc. • 20% for members. <p>The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded. Based on “Notulen Rapat Anggota Tahunan) dated 16 March 2023, confirmed that the premium disbursement is transparently communicate to all smallholder member, the percentage of premium allocation are not met with established Procedure as stated in D.3.1 Eligibility above.</p> <p>Detail evidence of premium disbursement available in “Berita Acara” dated 16 March 2023, “Berita Acara Serah Terima Perbaikan Jalan in KT Sejahtera” dated 31 May 2023, “Berita Acara Serah Terima Perbaikan Jalan in KT Subur Tani” dated 1 June 2023, “Berita Acara Serah Terima Perbaikan Jalan in KT Ujung Tanjung” dated 3 June</p>	<p>Non-compliance</p>

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		<p>2023, "Berita Acara Serah Terima Perbaikan Jalan in KT Maju Bersama" dated 3 June 2023 and etc.</p> <p>Non conformance: The changes in the allocation of premium sharing funds have not been socialized to all members.</p> <p>Objective evidence: Based on document "Realisasi Penggunaan Dana Kredit Tahun 2023" and "Laporan Pemasukan dan Pengeluaran PPTBS Periode 2023" dated 28 August 2023, the distribution of premium sharing was not in accordance to "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 July 2021, such as allocation 20% for members in actual only 6.28%.</p> <p>Based on interview with ICS, this change was made during Rapat Anggota Tahunan dated 16 March 2023 and agreed by 108 members who attended the meeting. Nevertheless, the revision of premium sharing allocation was not documented.</p>	
Milestone B	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	<p>Evidence of premium sharing can be demonstrated during audit as per "Realisasi Penggunaan Dana Kredit Tahun 2023" and "Laporan Pemasukan dan Pengeluaran PPTBS Periode 2023" dated 28 August 2023.</p> <p>According to procedure, "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 July 2021, allocation of premium sharing are as follows:</p> <ul style="list-style-type: none"> • 30% for external audit (certification) cost. • 30 % for venture capital. 	Non-compliance

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		<ul style="list-style-type: none"> • 20% for operational cost, consist of trainings, internal audit, stationary, annual meeting, member addition, etc. • 20% for members. <p>The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded. Based on "Notulen Rapat Anggota Tahunan" dated 16 March 2023, confirmed that the premium disbursement is transparently communicate to all smallholder member, the percentage of premium allocation are not met with established Procedure as stated in D.3.1 Eligibility above.</p> <p>Detail evidence of premium disbursement available in "Berita Acara" dated 16 March 2023, "Berita Acara Serah Terima Perbaikan Jalan in KT Sejahtera" dated 31 May 2023, "Berita Acara Serah Terima Perbaikan Jalan in KT Subur Tani" dated 1 June 2023, "Berita Acara Serah Terima Perbaikan Jalan in KT Ujung Tanjung" dated 3 June 2023, "Berita Acara Serah Terima Perbaikan Jalan in KT Maju Bersama" dated 3 June 2023 and etc.</p> <p>Non conformance: The changes in the allocation of premium sharing funds have not been socialized to all members.</p> <p>Objective evidence: Based on document "Realisasi Penggunaan Dana Kredit Tahun 2023" and "Laporan Pemasukan dan Pengeluaran PPTBS Periode 2023" dated 28 August 2023, the distribution of premium sharing was not in accordance to "SOP Penggunaan Dana Penjualan Kredit RSPO No. 10/SOP-GM/VII/2021", dated 15 July 2021, such as allocation 20% for members in actual only 6.28%.</p>	
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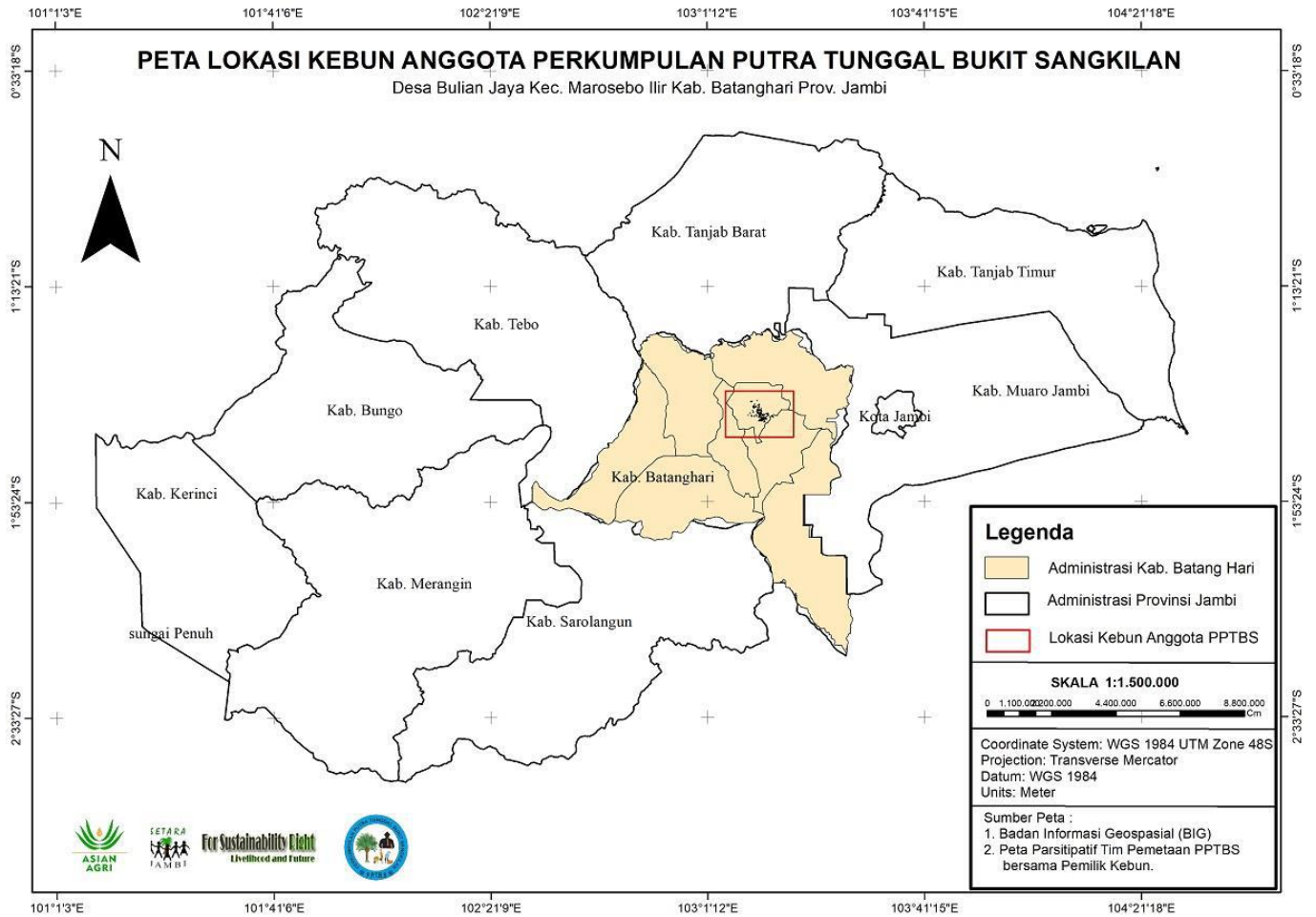
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		Based on interview with ICS, this change was made during Rapat Anggota Tahunan dated 16 March 2023 and agreed by 108 members who attended the meeting. Nevertheless, the revision of premium sharing allocation was not documented.	
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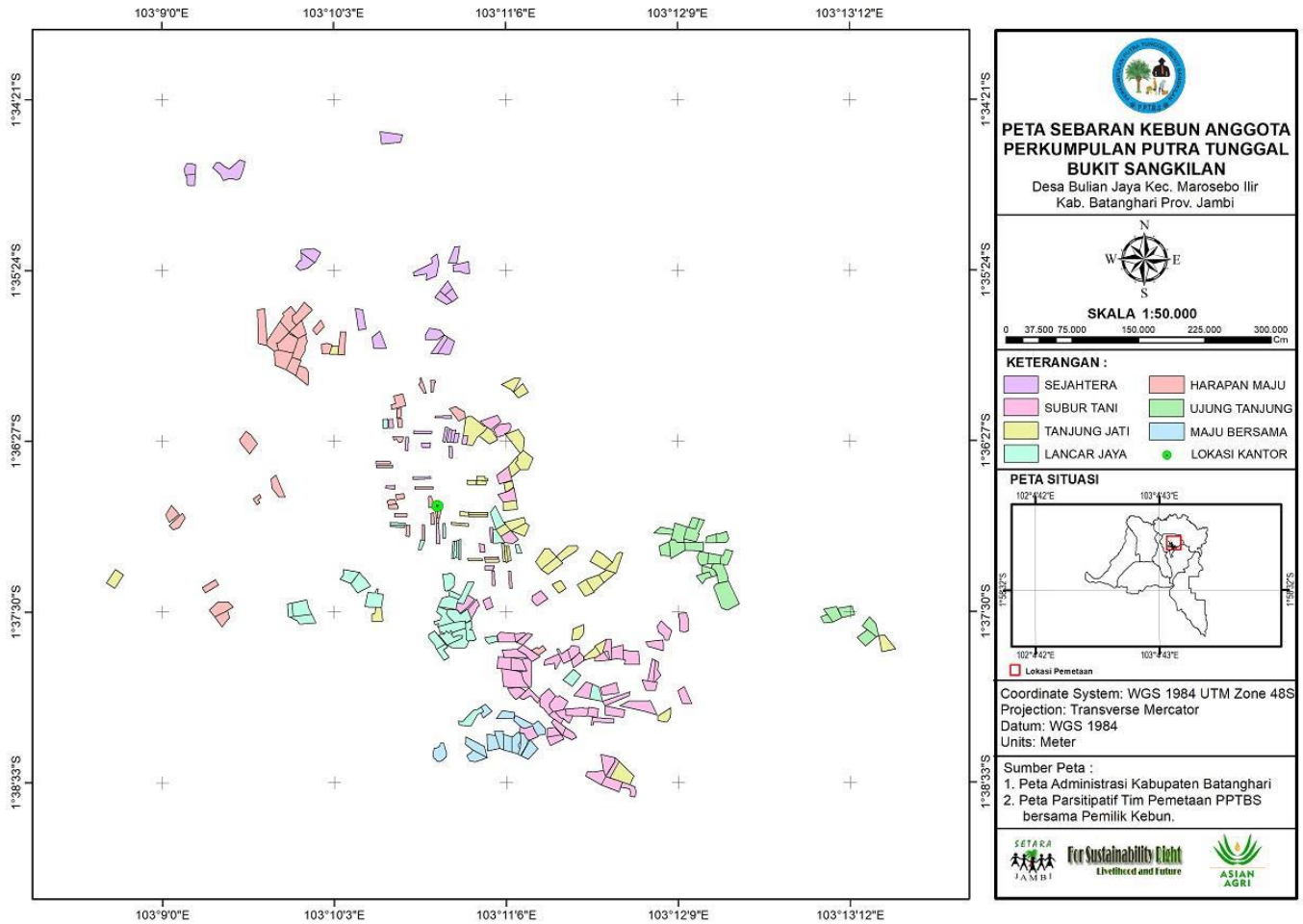
Appendix B: GHG Reporting Executive Summary

N/A (Not Applicable)

Appendix C: Location Map of Certification Unit and Supply bases



Appendix D: Estate Field Map



Appendix E: List of Smallholder Registered and/or sampled

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
1	Adisno	Bulian Jaya	1° 36' 23.23" S	103° 10' 54.758" E	0.56	0.56	11.07	09/10/2021	PTBS-0035
2	Agus Purnomo	Bulian Jaya	1° 36' 51.12" S	103° 10' 25.251" E	0.50	0.50	12.40	18/07/2021	PTBS-0021
3	Agus Saparudin	Bulian Jaya	1° 38' 1.03" S	103° 12' 11.660" E	1.65	1.65	35.62	15/07/2021	PTBS-0097
4	Ahmadi A	Bulian Jaya	1° 36' 6.46" S	103° 10' 39.182" E	0.51	0.51	10.63	19/10/2021	PTBS-0022
	Ahmadi B	Bulian Jaya	1° 36' 54.15" S	103° 10' 40.768" E	0.44	0.44	12.16	19/10/2021	PTBS-0022
5	Alfiah	Bulian Jaya	1° 37' 20.12" S	103° 9' 18.311" E	1.19	1.19	23.87	22/10/2021	PTBS-0025
6	Anita	Bulian Jaya	1° 37' 15.74" S	103° 12' 24.805" E	2.53	2.53	51.65	28/05/2021	PTBS-0111
7	Arifin	Bulian Jaya	1° 37' 34.19" S	103° 12' 11.489" E	2.00	2.00	43.51	05/05/2021	PTBS-0059
8	Arjuleri Marbun	Bulian Jaya	1° 37' 58.71" S	103° 11' 44.180" E	2.00	2.00	39.73	10/09/2021	PTBS-0122
9	Atok Maliki A**	Bulian Jaya	1° 36' 36.94" S	103° 11' 8.914" E	1.48	1.48	36.20	08/08/2021	PTBS-0146
	Atok Maliki C	Bulian Jaya	1° 37' 42.39" S	103° 13' 25.130" E	2.00	2.00	32.64	13/11/2021	PTBS-0146
	Atok Maliki B	Bulian Jaya	1° 36' 6.01" S	103° 11' 8.314" E	1.57	1.57	36.31	08/08/2021	PTBS-0146
10	Awang Adi A*	Bulian Jaya	1° 37' 6.44" S	103° 10' 57.108" E	0.50	0.50	12.04	25/05/2021	PTBS-0099
	Awang Adi B	Bulian Jaya	1° 37' 52.15" S	103° 12' 0.251" E	1.29	1.29	27.70	25/05/2021	PTBS-0099
	Awang Adi C	Bulian Jaya	1° 37' 47.03" S	103° 11' 41.093" E	1.06	1.06	24.26	23/08/2021	PTBS-0099
11	Basuki A	Bulian Jaya	1° 36' 24.58" S	103° 10' 43.979" E	2.00	2.00	40.26	22/10/2021	PTBS-0026
	Basuki B	Bulian Jaya	1° 36' 16.99" S	103° 10' 48.780" E	0.53	0.53	11.12	05/05/2021	PTBS-0026
12	Birhani	Bulian Jaya	1° 36' 16.66" S	103° 10' 26.838" E	0.50	0.50	9.08	02/07/2021	PTBS-0024
13	Budiman Situmorang	Bulian Jaya	1° 37' 10.60" S	103° 12' 22.707" E	1.56	1.56	33.85	11/09/2021	PTBS-0132
14	Culik Indiyanto A*	Bulian Jaya	1° 38' 14.98" S	103° 11' 28.793" E	1.11	1.11	24.95	05/05/2021	PTBS-0145
	Culik Indiyanto B	Bulian Jaya	1° 36' 57.68" S	103° 10' 49.312" E	0.50	0.50	11.04	05/05/2021	PTBS-0145

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
	Culik Indiyanto C	Bulian Jaya	1° 36' 53.82" S	103° 10' 50.818" E	0.45	0.45	9.75	05/05/2021	PTBS-0145
15	Dadang	Bulian Jaya	1° 35' 41.96" S	103° 9' 46.411" E	2.86	2.86	58.19	25/05/2021	PTBS-0012
16	Danang Mariono A	Bulian Jaya	1° 37' 40.73" S	103° 10' 40.542" E	1.89	1.89	43.55	10/07/2021	PTBS-0045
	Danang Mariono B	Bulian Jaya	1° 37' 45.29" S	103° 10' 42.873" E	1.27	1.27	28.11	10/07/2021	PTBS-0045
17	Daryono A	Bulian Jaya	1° 38' 6.72" S	103° 11' 46.331" E	2.00	2.00	46.91	06/05/2021	PTBS-011
	Daryono B	Bulian Jaya	1° 37' 37.28" S	103° 12' 3.860" E	2.00	2.00	46.37	06/05/2021	PTBS-011
18	Dedek Kosim	Bulian Jaya	1° 36' 36.26" S	103° 10' 21.415" E	0.49	0.49	11.39	22/05/2021	PTBS-0023
19	Didik Budi Santoso A**	Bulian Jaya	1° 38' 18.12" S	103° 11' 7.954" E	1.87	1.87	36.75	23/05/2021	PTBS-0058
	Didik Budi Santoso B	Bulian Jaya	1° 38' 18.23" S	103° 11' 9.336" E	1.67	1.67	32.87	23/05/2021	PTBS-0058
20	Dwi Puji Rahayu A*	Bulian Jaya	1° 37' 33.07" S	103° 9' 52.661" E	2.06	2.06	45.55	22/06/2021	PTBS-0047
	Dwi Puji Rahayu B	Bulian Jaya	1° 36' 57.70" S	103° 10' 26.448" E	0.49	0.49	10.20	22/05/2021	PTBS-0047
21	Edi Gunawan	Bulian Jaya	1° 36' 55.14" S	103° 10' 38.957" E	0.45	0.45	10.55	22/05/2021	PTBS-0011
22	Eko Prasetyo A	Bulian Jaya	1° 38' 18.42" S	103° 11' 1.147" E	1.50	1.50	30.83	19/10/2021	PTBS-0031
	Eko Prasetyo B	Bulian Jaya	1° 37' 21.37" S	103° 11' 35.499" E	2.00	2.00	43.87	01/07/2021	PTBS-0031
23	Emin Rasminah	Bulian Jaya	1° 37' 25.77" S	103° 10' 17.764" E	1.50	1.50	33.86	28/10/2021	PTBS-005
24	Enang	Bulian Jaya	1° 35' 52.73" S	103° 10' 3.239" E	0.79	0.79	20.24	10/07/2021	PTBS-0093
25	Endang Wati Ningsih	Bulian Jaya	1° 35' 39.74" S	103° 9' 51.372" E	2.68	2.68	49.21	23/05/2021	PTBS-0005
26	Ermahadi*	Bulian Jaya	1° 37' 3.47" S	103° 12' 21.673" E	2.00	2.00	41.01	15/10/2021	PTBS-0032
27	Ernawati A*	Bulian Jaya	1° 36' 59.73" S	103° 11' 4.896" E	1.20	1.20	24.75	26/05/2021	PTBS-0054
	Ernawati B	Bulian Jaya	1° 37' 35.67" S	103° 10' 46.336" E	2.76	2.76	60.95	26/05/2021	PTBS-0054
28	Etrial**	Bulian Jaya	1° 37' 6.00" S	103° 12' 14.503" E	2.00	2.00	39.86	22/09/2021	PTBS-0116
29	Fajar Mansyah A	Bulian Jaya	1° 37' 30.66" S	103° 10' 18.963" E	1.36	1.36	23.63	28/10/2021	PTBS-013

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
	Fajar Mansyah B	Bulian Jaya	1° 36' 8.69" S	103° 11' 11.216" E	1.60	1.60	34.18	08/10/2021	PTBS-013
30	Gelar Lumban Batu	Bulian Jaya	1° 36' 53.02" S	103° 10' 41.300" E	5.00	5.00	117.12	18/07/2021	PTBS-014
31	Gumarang Situmorang A*	Bulian Jaya	1° 37' 23.97" S	103° 12' 26.687" E	5.80	5.80	142.19	26/10/2021	PTBS-007
	Gumarang Situmorang B	Bulian Jaya	1° 34' 46.06" S	103° 9' 23.329" E	4.80	4.80	110.49	26/10/2021	PTBS-007
	Gumarang Situmorang C	Bulian Jaya	1° 36' 42.09" S	103° 10' 57.479" E	0.50	0.50	12.84	02/07/2021	PTBS-007
	Gumarang Situmorang D	Bulian Jaya	1° 36' 39.66" S	103° 10' 57.038" E	0.50	0.50	14.37	02/07/2021	PTBS-007
32	Handoko	Bulian Jaya	1° 37' 10.17" S	103° 11' 0.763" E	0.37	0.37	10.86	30/09/2021	PTBS-0102
33	Hapipullah	Bulian Jaya	1° 36' 35.03" S	103° 11' 12.450" E	2.79	2.79	56.02	05/05/2021	PTBS-0144
34	Harisyanto	Bulian Jaya	1° 36' 26.57" S	103° 10' 51.042" E	1.79	1.79	40.57	23/05/2021	PTBS-0124
35	Hatorangan Siagian	Bulian Jaya	1° 37' 42.08" S	103° 12' 1.234" E	2.65	2.65	53.55	08/10/2021	PTBS-0131
36	Herdianto	Bulian Jaya	1° 36' 43.40" S	103° 9' 42.094" E	1.94	1.94	28.41	20/05/2021	PTBS-0006
37	Heriyadi	Bulian Jaya	1° 38' 0.90" S	103° 11' 14.630" E	1.51	1.51	33.39	10/07/2021	PTBS-0103
38	Iif Miftahul Mila	Bulian Jaya	1° 37' 3.47" S	103° 12' 21.673" E	2.97	2.97	69.84	10/09/2021	PTBS-0051
39	Iwan	Bulian Jaya	1° 38' 7.86" S	103° 11' 26.745" E	1.36	1.36	28.77	07/09/2021	PTBS-0091
40	Jahari**	Bulian Jaya	1° 38' 22.43" S	103° 10' 41.804" E	2.00	2.00	37.33	08/07/2021	PTBS-0065
41	Jemiran A	Bulian Jaya	1° 37' 11.47" S	103° 11' 41.524" E	2.79	2.79	48.21	28/05/2021	PTBS-0042
	Jemiran B	Bulian Jaya	1° 37' 2.57" S	103° 11' 2.906" E	1.28	1.28	28.99	28/05/2021	PTBS-0042
	Jemiran C	Bulian Jaya	1° 37' 7.00" S	103° 10' 49.121" E	0.50	0.50	10.91	28/05/2021	PTBS-0042
42	Joko Toni*	Bulian Jaya	1° 35' 45.28" S	103° 9' 57.476" E	1.00	1.00	20.81	04/08/2021	PTBS-0018
43	Jono A	Bulian Jaya	1° 35' 53.77" S	103° 9' 45.255" E	3.33	3.33	86.62	06/07/2021	PTBS-0015
	Jono B	Bulian Jaya	1° 35' 51.02" S	103° 9' 46.218" E	3.37	3.37	92.01	06/07/2021	PTBS-0015
44	Juhadi A	Bulian Jaya	1° 37' 29.34" S	103° 9' 46.976" E	2.69	2.69	58.65	22/07/2021	PTBS-0082

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
	Juhadi B	Bulian Jaya	1° 37' 1.14" S	103° 12' 9.530" E	2.69	2.69	57.35	22/10/2021	PTBS-0082
	Juhadi C	Bulian Jaya	1° 37' 0.42" S	103° 12' 15.093" E	0.50	0.50	12.40	22/10/2021	PTBS-0082
45	Jumitun A	Bulian Jaya	1° 34' 48.33" S	103° 9' 10.559" E	1.13	1.13	31.90	20/05/2021	PTBS-0066
	Jumitun B	Bulian Jaya	1° 34' 46.62" S	103° 9' 10.424" E	1.42	1.42	29.48	20/05/2021	PTBS-0066
46	Juni IB	Bulian Jaya	1° 37' 45.43" S	103° 11' 14.304" E	1.99	1.99	47.16	27/05/2021	PTBS-0101
47	Kariyem**	Bulian Jaya	1° 35' 34.28" S	103° 10' 43.067" E	1.38	1.38	33.65	22/10/2021	PTBS-0078
48	Karmain	Bulian Jaya	1° 37' 47.71" S	103° 11' 52.608" E	3.00	3.00	65.20	25/04/2021	PTBS-0049
49	Katiran**	Bulian Jaya	1° 35' 18.60" S	103° 10' 47.357" E	1.46	1.46	29.13	08/07/2021	PTBS-0074
50	Keri Mulyo	Bulian Jaya	1° 37' 7.11" S	103° 12' 4.289" E	1.59	1.59	31.03	03/07/2021	PTBS-0149
51	Kisman A	Bulian Jaya	1° 38' 10.25" S	103° 11' 42.004" E	1.27	1.27	26.57	08/07/2021	PTBS-0095
	Kisman B	Bulian Jaya	1° 37' 18.20" S	103° 11' 7.488" E	0.55	0.55	11.71	28/10/2023	PTBS-0095
52	Kusmiatun	Bulian Jaya	1° 37' 46.27" S	103° 11' 27.578" E	1.34	1.34	29.38	20/05/2021	PTBS-0089
53	Kusni	Bulian Jaya	1° 36' 25.22" S	103° 10' 59.623" E	2.00	2.00	42.94	08/08/2021	PTBS-0136
54	Kustini*	Bulian Jaya	1° 38' 2.23" S	103° 11' 46.139" E	1.51	1.51	32.83	25/05/2021	PTBS-0086
55	Lamidin	Bulian Jaya	1° 38' 33.38" S	103° 11' 44.850" E	2.35	2.35	51.42	11/08/2021	PTBS-0117
56	Laugrent Mani Huruk	Bulian Jaya	1° 36' 26.91" S	103° 11' 9.990" E	2.60	2.60	48.98	28/05/2021	PTBS-0084
57	Linda Lumban Gaol A	Bulian Jaya	1° 37' 10.23" S	103° 12' 19.069" E	1.56	1.56	28.89	11/09/2021	PTBS-0133
	Linda Lumban Gaol B	Bulian Jaya	1° 37' 10.12" S	103° 12' 26.484" E	1.56	1.56	31.18	11/09/2021	PTBS-0133
58	Lubis	Bulian Jaya	1° 38' 21.23" S	103° 11' 14.519" E	2.00	2.00	34.01	21/10/2021	PTBS-0056
59	M Nur Rohman**	Bulian Jaya	1° 36' 26.25" S	103° 10' 26.693" E	2.21	2.21	39.10	27/07/2021	PTBS-0064
60	Marbun	Bulian Jaya	1° 36' 39.66" S	103° 11' 6.164" E	2.03	2.03	41.29	10/09/2021	PTBS-0121
61	Mardi	Bulian Jaya	1° 37' 38.30" S	103° 11' 32.416" E	1.62	1.62	33.56	26/05/2021	PTBS-0096

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
62	Maryono	Bulian Jaya	1° 38' 6.73" S	103° 10' 58.76" E	1.00	1.00	22.07	28/05/2021	PTBS-0061
63	Mas Khotib**	Bulian Jaya	1° 35' 51.68" S	103° 10' 41.72" E	1.35	1.35	27.84	22/10/2021	PTBS-0072
64	Misli*	Bulian Jaya	1° 37' 27.75" S	103° 9' 23.47" E	1.55	1.55	29.30	18/07/2021	PTBS-0002
65	Muhammad Candra	Bulian Jaya	1° 38' 34.86" S	103° 11' 49.57" E	1.26	1.26	29.33	28/07/2021	PTBS-0118
66	Muhammad Ridwan	Bulian Jaya	1° 34' 35.26" S	103° 10' 23.61" E	0.50	0.50	7.20	05/08/2021	PTBS-0085
67	Muhammad Soleh	Bulian Jaya	1° 37' 12.45" S	103° 11' 45.79" E	2.00	2.00	46.72	07/08/2021	PTBS-0141
68	Muhammad Sudib A	Bulian Jaya	1° 37' 0.29" S	103° 12' 4.17" E	1.19	1.19	21.09	21/05/2021	PTBS-0037
	Muhammad Sudib B	Bulian Jaya	1° 37' 16.84" S	103° 10' 8.87" E	2.00	2.00	46.34	21/05/2021	PTBS-0037
69	Muhtadi A	Bulian Jaya	1° 37' 10.81" S	103° 10' 54.63" E	2.00	2.00	35.50	25/07/2021	PTBS-0104
	Muhtadi B	Bulian Jaya	1° 36' 20.37" S	103° 10' 59.36" E	0.51	0.51	10.84	25/07/2021	PTBS-0104
70	Mujianto	Bulian Jaya	1° 38' 8.08" S	103° 11' 6.08" E	1.36	1.36	30.84	06/05/2021	PTBS-0063
71	Mujito	Bulian Jaya	1° 36' 57.61" S	103° 12' 15.10" E	1.00	1.00	20.38	06/05/2021	PTBS-0129
72	Mukhlisin*	Bulian Jaya	1° 36' 53.69" S	103° 9' 3.62" E	1.49	1.49	29.59	07/09/2021	PTBS-0009
73	Mukiran A	Bulian Jaya	1° 38' 26.54" S	103° 11' 43.66" E	1.36	1.36	32.28	07/09/2021	PTBS-0127
	Mukiran B	Bulian Jaya	1° 37' 44.52" S	103° 11' 38.99" E	3.68	3.68	108.34	07/09/2021	PTBS-0127
	Mukiran C	Bulian Jaya	1° 38' 29.58" S	103° 11' 47.83" E	2.01	2.01	54.00	07/09/2021	PTBS-0127
	Mukiran F	Bulian Jaya	1° 37' 12.84" S	103° 11' 23.01" E	1.00	1.00	24.59	07/09/2021	PTBS-0127
	Mukiran D	Bulian Jaya	1° 37' 12.84" S	103° 11' 23.01" E	2.96	2.96	76.36	07/09/2021	PTBS-0127
	Mukiran E	Bulian Jaya	1° 37' 08.64" S	103° 37' 54.84" E	4.59	4.59	98.04	07/09/2021	PTBS-0127
	Mukiran G	Bulian Jaya	1° 37' 27.90" S	103° 11' 45.10" E	1.05	1.05	24.76	07/09/2021	PTBS-0127
74	Neli Octiana	Bulian Jaya	1° 37' 15.95" S	103° 12' 21.93" E	1.15	1.15	24.33	06/07/2021	PTBS-0134
75	Ngadiem	Bulian Jaya	1° 36' 49.72" S	103° 10' 24.27" E	2.25	2.25	40.95	26/08/2021	PTBS-0125

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
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76	Ngatiyo A	Bulian Jaya	1° 38' 8.46" S	103° 11' 23.73" E	1.00	1.00	21.98	05/10/2021	PTBS-0105
	Ngatiyo B	Bulian Jaya	1° 38' 7.37" S	103° 11' 31.75" E	2.13	2.13	39.89	08/07/2021	PTBS-0105
77	Nopal Yadi A	Bulian Jaya	1° 36' 43.95" S	103° 10' 23.86" E	2.88	2.88	62.14	27/07/2021	PTBS-003
	Nopal Yadi B	Bulian Jaya	1° 38' 2.79" S	103° 11' 20.98" E	0.50	0.50	11.52	02/10/2021	PTBS-003
78	Nunuk Winarni	Bulian Jaya	1° 36' 23.73" S	103° 10' 35.46" E	0.58	0.58	16.10	03/06/2021	PTBS-0069
79	Nur Rohman A	Bulian Jaya	1° 35' 31.99" S	103° 10' 45.24" E	1.11	1.11	28.72	20/05/2021	PTBS-0071
	Nur Rohman B	Bulian Jaya	1° 35' 31.99" S	103° 10' 45.24" E	1.07	1.07	25.77	20/05/2021	PTBS-0071
80	Nurbiyantoro	Bulian Jaya	1° 37' 17.82" S	103° 11' 1.42" E	0.42	0.42	9.34	09/09/2021	PTBS-0108
81	Nuryanto A*	Bulian Jaya	1° 36' 58.356" S	103° 10' 26.37" E	0.35	0.35	10.48	22/05/2021	PTBS-0048
	Nuryanto C	Bulian Jaya	1° 37' 40.28" S	103° 11' 0.75" E	0.89	0.89	17.10	22/07/2021	PTBS-0048
	Nuryanto D	Bulian Jaya	1° 37' 31.51" S	103° 10' 48.76" E	2.93	2.93	70.22	22/07/2021	PTBS-0048
	Nuryanto B	Bulian Jaya	1° 37' 28.90" S	103° 9' 50.06" E	3.00	3.00	68.33	22/05/2021	PTBS-0048
	Nuryanto E	Bulian Jaya	1°37' 29.34" S	103° 9' 46.98" E	0.75	0.75	17.69	22/05/2021	PTBS-0048
82	Nyaman A*	Bulian Jaya	1° 38' 9.20" S	103° 10' 53.19" E	2.32	2.32	52.65	26/05/2021	PTBS-0044
	Nyaman B	Bulian Jaya	1° 37' 59.68" S	103° 11' 36.63" E	1.81	1.81	46.84	26/05/2021	PTBS-0044
	Nyaman C	Bulian Jaya	1° 37' 1.44" S	103° 10' 41.12" E	0.71	0.71	19.11	26/05/2021	PTBS-0044
	Nyaman D	Bulian Jaya	1°37' 59.28" S	103° 11' 34.88" E	2.26	2.26	37.85	26/05/2021	PTBS-0044
83	Paino	Bulian Jaya	1° 38' 17.66" S	103° 11' 4.03" E	1.50	1.50	30.31	07/09/2021	PTBS-0057
84	Parmin	Bulian Jaya	1° 36' 30.723" S	103° 10' 45.72" E	0.44	0.44	10.92	22/10/2021	PTBS-0073
85	Parno*	Bulian Jaya	1° 37' 20.81" S	103° 11' 25.45" E	1.19	1.19	28.95	15/07/2021	PTBS-0143
86	Parso	Bulian Jaya	1° 37' 27.33" S	103° 11' 0.11" E	0.97	0.97	20.82	20/05/2021	PTBS-009
87	Popi Elisna	Bulian Jaya	1° 36' 43.95" S	103° 10' 23.86" E	0.41	0.41	8.27	27/07/2021	PTBS-0128

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88	Pori Sandra*	Bulian Jaya	1° 37' 0.22" S	103° 10' 30.09" E	0.51	0.51	12.17	20/07/2021	PTBS-001
89	Prpto Dian M	Bulian Jaya	1° 36' 47.28" S	103° 11' 7.43" E	2.00	2.00	37.62	27/05/2021	PTBS-0115
90	Priadi Wibowo	Bulian Jaya	1° 36' 2.45" S	103° 9' 51.50" E	2.00	2.00	39.57	20/05/2021	PTBS-0003
91	Pujianto	Bulian Jaya	1° 36' 57.46" S	103° 11' 9.50" E	2.00	2.00	53.43	30/05/2021	PTBS-0147
92	Rais	Bulian Jaya	1° 35' 23.09" S	103° 10' 50.08" E	1.85	1.85	52.81	10/08/2021	PTBS-0076
93	Riaman A	Bulian Jaya	1° 38' 14.73" S	103° 11' 22.93" E	1.21	1.21	27.91	06/05/2021	PTBS-012
	Riaman B	Bulian Jaya	1° 38' 17.21" S	103° 11' 23.36" E	1.33	1.33	29.23	06/05/2021	PTBS-012
94	Riana Pepfrianti A	Bulian Jaya	1° 35' 19.55" S	103° 9' 53.57" E	2.02	2.02	49.28	10/08/2021	PTBS-0077
	Riana Pepfrianti B	Bulian Jaya	1° 35' 21.18" S	103° 9' 52.34" E	2.05	2.05	45.52	10/08/2021	PTBS-0077
95	Robi	Bulian Jaya	1° 36' 49.72" S	103° 10' 24.27" E	0.50	0.50	11.57	26/08/2021	PTBS-0029
96	Rofi Mungfarid	Bulian Jaya	1° 36' 42.24" S	103° 10' 53.66" E	2.00	2.00	46.54	30/08/2021	PTBS-0007
97	Rosepille Situmorang	Bulian Jaya	1° 38' 8.40" S	103° 12' 4.41" E	1.44	1.44	37.73	10/09/2021	PTBS-0109
98	Rudi Harianto A**	Bulian Jaya	1° 37' 6.90" S	103° 12' 8.40" E	2.49	2.49	49.41	07/05/2021	PTBS-0014
	Rudi Harianto B	Bulian Jaya	1° 37' 32.58" S	103° 13' 3.69" E	0.80	0.80	13.78	07/05/2021	PTBS-0014
	Rudi Harianto C	Bulian Jaya	1° 36' 35.03" S	103° 10' 20.60" E	0.49	0.49	11.28	07/05/2021	PTBS-0014
99	Ruswanto	Bulian Jaya	1° 36' 26.57" S	103° 10' 51.04" E	0.53	0.53	15.11	23/05/2021	PTBS-0083
100	Sabki	Bulian Jaya	1° 37' 18.61" S	103° 8' 42.12" E	1.60	1.60	39.10	05/05/2021	PTBS-0039
101	Sakiman	Bulian Jaya	1° 37' 40.12" S	103° 11' 12.76" E	0.95	0.95	24.17	06/05/2021	PTBS-0119
102	Sami'ah*	Bulian Jaya	1° 38' 14.55" S	103° 11' 14.59" E	2.00	2.00	43.86	28/05/2021	PTBS-0094
103	Samira	Bulian Jaya	1° 38' 7.03" S	103° 11' 37.61" E	1.11	1.11	25.22	19/10/2021	PTBS-0098
104	Samuri*	Bulian Jaya	1° 37' 5.11" S	103° 10' 34.57" E	0.43	0.43	10.03	23/05/2021	PTBS-0043
105	Sarmanto	Bulian Jaya	1° 37' 45.22" S	103° 11' 47.13" E	1.85	1.85	41.25	06/05/2021	PTBS-0113

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
106	Sayuti	Bulian Jaya	1° 36' 47.52" S	103° 10' 27.26" E	0.50	0.50	11.47	07/05/2021	PTBS-0016
107	Silpian A**	Bulian Jaya	1° 37' 29.83" S	103° 13' 10.62" E	1.65	1.65	34.81	20/05/2021	PTBS-0027
	Silpian B	Bulian Jaya	1° 36' 6.79" S	103° 10' 35.44" E	0.54	0.54	12.44	20/05/2021	PTBS-0027
	Silpian C	Bulian Jaya	1° 37' 30.77" S	103° 13' 5.97" E	2.00	2.00	50.05	20/05/2021	PTBS-0027
108	Siman	Bulian Jaya	1° 37' 35.79" S	103° 13' 20.29" E	2.00	2.00	43.45	20/05/2021	PTBS-0028
109	Siti Romlah**	Bulian Jaya	1° 37' 3.47" S	103° 12' 21.67" E	1.00	1.00	22.32	15/10/2021	PTBS-004
110	Solehan	Bulian Jaya	1° 36' 44.28" S	103° 10' 36.39" E	0.52	0.52	11.41	30/07/2021	PTBS-002
111	Sri Agustina	Bulian Jaya	1° 38' 4.04" S	103° 11' 25.03" E	2.50	2.50	56.93	19/10/2021	PTBS-0112
112	Sri Harjati	Bulian Jaya	1° 37' 47.03" S	103° 11' 41.09" E	1.01	1.01	23.51	23/08/2021	PTBS-01
113	Sri Mujayati	Bulian Jaya	1° 36' 40.40" S	103° 10' 35.26" E	0.52	0.52	11.30	03/07/2021	PTBS-0068
114	Sugimo	Bulian Jaya	1° 36' 59.74" S	103° 11' 11.65" E	1.48	1.48	31.53	06/07/2021	PTBS-015
115	Suhari A*	Bulian Jaya	1° 35' 44.94" S	103° 9' 36.79" E	3.62	3.62	69.52	26/05/2021	PTBS-0019
	Suhari B	Bulian Jaya	1° 37' 2.31" S	103° 11' 6.83" E	1.73	1.73	37.60	26/05/2021	PTBS-0019
	Suhari C	Bulian Jaya	1° 37' 40.17" S	103° 10' 49.12" E	2.82	2.82	64.60	26/05/2021	PTBS-0019
	Suhari D	Bulian Jaya	1° 37' 26.58" S	103° 10' 44.90" E	2.40	2.40	57.00	26/05/2021	PTBS-0019
	Suhari E	Bulian Jaya	1° 37' 54.36" S	103° 11' 30.08" E	1.92	1.92	43.00	26/05/2021	PTBS-0019
	Suhari F	Bulian Jaya	1° 36' 55.66" S	103° 11' 2.97" E	2.18	2.18	46.97	26/05/2021	PTBS-0019
	Suhari G	Bulian Jaya	1° 37' 7.36" S	103° 10' 48.30" E	0.50	0.50	10.10	26/05/2021	PTBS-0019
	Suhari H	Bulian Jaya	1° 37' 32.13" S	103° 10' 43.04" E	2.40	2.40	53.25	26/05/2021	PTBS-0019
	Suhari I	Bulian Jaya	1° 37' 7.36" S	103° 10' 47.47" E	0.50	0.50	10.22	26/05/2021	PTBS-0019
116	Suhartini	Bulian Jaya	1° 38' 12.71" S	103° 11' 25.71" E	2.00	2.00	46.05	03/07/2021	PTBS-0067
117	Suharto A	Bulian Jaya	1° 36' 48.55" S	103° 9' 35.13" E	0.50	0.50	11.07	10/10/2021	PTBS-0033

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
118	Sukarmin A	Bulian Jaya	1° 37' 13.79" S	103° 11' 0.08" E	0.50	0.50	12.39	23/05/2021	PTBS-0017
	Sukarmin B	Bulian Jaya	1° 36' 20.53" S	103° 10' 23.90" E	0.48	0.48	11.05	23/05/2021	PTBS-0017
	Sukarmin C	Bulian Jaya	1° 36' 16.45" S	103° 10' 23.35" E	0.91	0.91	20.66	10/10/2021	PTBS-0017
	Sukarmin D	Bulian Jaya	1° 36' 20.32" S	103° 10' 27.16" E	0.49	0.49	11.45	23/05/2021	PTBS-0017
119	Sukartini	Bulian Jaya	1° 37' 17.03" S	103° 12' 18.68" E	1.15	1.15	22.29	06/07/2021	PTBS-0139
120	Sukasmi	Bulian Jaya	1° 36' 54.50" S	103° 10' 55.94" E	0.53	0.53	10.77	05/05/2021	PTBS-0046
121	Sukijo	Bulian Jaya	1° 36' 12.56" S	103° 10' 26.76" E	1.80	1.80	39.12	06/05/2021	PTBS-0004
122	Sulastri	Bulian Jaya	1° 36' 53.02" S	103° 10' 41.30" E	0.58	0.58	9.22	18/07/2021	PTBS-0034
123	Sumarno A*	Bulian Jaya	1° 37' 20.02" S	103° 10' 45.56" E	2.82	2.82	63.55	05/05/2021	PTBS-0041
	Sumarno B	Bulian Jaya	1° 37' 6.94" S	103° 11' 10.51" E	0.50	0.50	10.45	05/05/2021	PTBS-0041
	Sumarno C	Bulian Jaya	1° 37' 7.22" S	103° 10' 46.63" E	0.40	0.40	8.73	05/05/2021	PTBS-0041
	Sumarno D	Bulian Jaya	1° 36' 59.23" S	103° 10' 43.13" E	0.50	0.50	10.57	05/05/2021	PTBS-0041
124	Sunarti	Bulian Jaya	1° 36' 22.52" S	103° 11' 4.89" E	1.57	1.57	42.73	31/04/2021	PTBS-0053
125	Sunarti	Bulian Jaya	1° 37' 37.24" S	103° 10' 52.78" E	2.00	2.00	47.26	29/05/2021	PTBS-0087
126	Sunarti	Bulian Jaya	1° 38' 12.71" S	103° 11' 25.71" E	1.22	1.22	35.93	25/05/2021	PTBS-0088
127	Sunaryo	Bulian Jaya	1° 37' 2.80" S	103° 12' 25.04" E	1.37	1.37	30.99	15/10/2021	PTBS-0062
128	Sunawan A**	Bulian Jaya	1° 35' 52.16" S	103° 10' 44.58" E	2.00	2.00	45.46	02/07/2021	PTBS-008
	Sunawan B	Bulian Jaya	1° 36' 18.11" S	103° 10' 43.23" E	0.51	0.51	11.49	02/07/2021	PTBS-008
129	Supriyanto A*	Bulian Jaya	1° 37' 57.17" S	103° 11' 58.80" E	1.46	1.46	31.19	28/05/2021	PTBS-0123
	Supriyanto B	Bulian Jaya	1° 37' 28.87" S	103° 10' 54.04" E	1.28	1.28	29.27	25/05/2021	PTBS-0123
	Supriyanto C	Bulian Jaya	1° 37' 47.66" S	103° 11' 32.32" E	1.35	1.35	30.94	25/05/2021	PTBS-0123
	Supriyanto D	Bulian Jaya	1° 36' 20.56" S	103° 10' 21.96" E	0.54	0.54	11.49	23/05/2021	PTBS-0123

No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
	Supriyanto E	Bulian Jaya	1° 37' 0.77" S	103° 10' 35.87" E	0.49	0.49	11.21	23/05/2021	PTBS-0123
130	Supriyono A	Bulian Jaya	1° 37' 59.79" S	103° 11' 9.89" E	1.58	1.58	33.75	28/05/2021	PTBS-0092
	Supriyono B	Bulian Jaya	1° 38' 4.56" S	103° 11' 55.53" E	3.51	3.51	80.69	28/05/2021	PTBS-0092
131	Suripah*	Bulian Jaya	1° 36' 43.53" S	103° 11' 6.94" E	0.87	0.87	20.54	08/08/2021	PTBS-0137
132	Surono A A*	Bulian Jaya	1°36' 42.24" S	103°10' 53.66" E	0.50	0.50	12.29	07/07/2021	PTBS-0008
	Surono A B	Bulian Jaya	1° 36' 54.09" S	103° 10' 27.47" E	0.50	0.50	10.51	07/07/2021	PTBS-0008
	Surono A C	Bulian Jaya	1° 35' 52.69" S	103° 9' 50.42" E	2.70	2.70	50.12	07/07/2021	PTBS-0008
	Surono A D	Bulian Jaya	1° 37' 30.80" S	103° 9' 21.07" E	2.80	2.80	70.25	07/07/2021	PTBS-0008
	Surono A E	Bulian Jaya	1° 35' 51.35" S	103° 10' 5.96" E	1.80	1.80	47.40	07/07/2021	PTBS-0008
	Surono A F	Bulian Jaya	1° 35' 48.22" S	103° 9' 42.59" E	4.00	4.00	89.63	07/07/2021	PTBS-0008
133	Surono B A	Bulian Jaya	1° 37' 43.59" S	103° 11' 43.48" E	1.40	1.40	30.42	07/09/2021	PTBS-0126
	Surono B B	Bulian Jaya	1° 37' 52.61" S	103° 11' 13.54" E	2.70	2.70	62.21	07/09/2021	PTBS-0126
	Surono B C	Bulian Jaya	1° 38' 26.54" S	103° 11' 43.66" E	2.20	2.20	48.71	07/09/2021	PTBS-0126
134	Suryanto A	Bulian Jaya	1° 37' 19.19" S	103° 11' 38.67" E	2.00	2.00	41.76	28/05/2021	PTBS-0135
	Suryanto B	Bulian Jaya	1° 37' 16.62" S	103° 11' 42.67" E	1.27	1.27	26.39	28/05/2021	PTBS-0135
135	Sutris	Bulian Jaya	1° 37' 44.66" S	103° 11' 30.80" E	1.34	1.34	27.87	22/05/2021	PTBS-0114
136	Sutrisno	Bulian Jaya	1° 36' 24.94" S	103° 10' 45.14" E	0.52	0.52	12.70	05/07/2021	PTBS-0075
137	Suwarji	Bulian Jaya	1° 37' 45.49" S	103° 11' 9.10" E	1.99	1.99	44.33	23/05/2021	PTBS-0107
138	Suyuti A*	Bulian Jaya	1° 36' 27.53" S	103° 9' 31.73" E	2.72	2.72	50.66	28/05/2021	PTBS-0013
	Suyuti B	Bulian Jaya	1° 37' 48.35" S	103° 11' 23.08" E	1.60	1.60	31.78	28/05/2021	PTBS-0013
	Suyuti C	Bulian Jaya	1° 37' 39.39" S	103° 11' 7.37" E	0.49	0.49	13.10	28/05/2021	PTBS-0013
	Suyuti D	Bulian Jaya	1° 37' 1.45" S	103° 11' 0.71" E	1.99	1.99	51.02	28/05/2021	PTBS-0013

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No	Name Of Farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude	Longitude	Total Certified Area	Planted Area			
	Suyuti E	Bulian Jaya	1°37' 39.12" S	103° 11' 10.84" E	0.72	0.72	15.08	28/05/2021	PTBS-0013
139	Taska A	Bulian Jaya	1° 37' 24.99" S	103° 11' 18.00" E	1.76	1.76	34.14	15/06/2021	PTBS-0151
	Taska B	Bulian Jaya	1° 37' 7.21" S	103° 11' 5.07" E	0.53	0.53	12.91	15/06/2021	PTBS-0151
140	Teguh Fitriyono A**	Bulian Jaya	1° 38' 18.60" S	103° 11' 12.16" E	1.45	1.45	36.01	23/05/2021	PTBS-0106
	Teguh Fitriyono B	Bulian Jaya	1° 37' 48.01" S	103° 11' 8.83" E	2.00	2.00	40.40	23/05/2021	PTBS-0106
	Teguh Fitriyono C	Bulian Jaya	1° 37' 50.50" S	103° 11' 9.30" E	2.00	2.00	47.53	23/05/2021	PTBS-0106
141	Toiman A	Bulian Jaya	1° 35' 42.09" S	103° 10' 12.81" E	1.92	1.92	46.05	22/10/2021	PTBS-0079
	Toiman B**	Bulian Jaya	1° 35' 47.61" S	103° 10' 39.62" E	2.06	2.06	47.07	22/10/2021	PTBS-0079
	Toiman C	Bulian Jaya	1° 36' 25.39" S	103° 10' 46.55" E	0.52	0.52	11.70	22/10/2021	PTBS-0079
	Toiman D	Bulian Jaya	1° 35' 23.47" S	103° 10' 38.05" E	3.56	3.56	82.37	22/10/2021	PTBS-0079
	Toiman E	Bulian Jaya	1° 36' 26.19" S	103° 10' 47.80" E	0.52	0.52	11.94	22/10/2021	PTBS-0079
142	Tri Mega Y*	Bulian Jaya	1° 37' 39.63" S	103° 10' 46.14" E	2.03	2.03	45.07	31/04/2021	PTBS-0036
143	Tukijo A	Bulian Jaya	1° 37' 11.26" S	103° 11' 1.24" E	0.57	0.57	13.02	29/05/2021	PTBS-0138
	Tukijo B	Bulian Jaya	1° 36' 50.71" S	103° 11' 7.59" E	1.54	1.54	31.75	29/05/2021	PTBS-0138
144	Tukiman	Bulian Jaya	1° 36' 27.16" S	103° 10' 29.55" E	0.46	0.46	11.37	22/05/2021	PTBS-0081
145	Warsini	Bulian Jaya	1° 37' 23.57" S	103° 10' 50.85" E	1.83	1.83	42.45	06/05/2021	PTBS-0052
146	Yahya A**	Bulian Jaya	1° 38' 19.82" S	103° 10' 54.94" E	2.36	2.36	45.73	30/04/2021	PTBS-006
	Yahya B	Bulian Jaya	1° 38' 23.46" S	103° 10' 54.93" E	1.67	1.67	37.74	31/04/2021	PTBS-006
147	Yandri	Bulian Jaya	1° 35' 52.82" S	103° 10' 0.29" E	1.15	1.15	16.72	31/07/2021	PTBS-0001
148	Yogi Eko Prasetyo A	Bulian Jaya	1° 37' 21.37" S	103° 11' 35.50" E	1.85	1.85	30.46	01/07/2021	PTBS-0142
	Yogi Eko Prasetyo B	Bulian Jaya	1° 37' 8.02" S	103° 11' 28.46" E	2.00	2.00	40.38	28/05/2021	PTBS-0142
149	Yuni Priatiningsih A	Bulian Jaya	1° 37' 8.80" S	103° 11' 6.04" E	0.53	0.53	10.34	23/08/2021	PTBS-0148

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			Latitude	Longitude	Total Certified Area	Planted Area			
	Yuni Priatiningsih B	Bulian Jaya	1° 37' 7.94" S	103° 11' 6.83" E	0.51	0.51	9.27	23/08/2021	PTBS-0148
150	Yut Wuri Handayani	Bulian Jaya	1° 38' 12.02" S	103° 11' 15.06" E	3.08	3.08	54.57	20/07/2021	PTBS-0055
151	Zulkipli*	Bulian Jaya	1° 37' 19.01" S	103° 10' 12.18" E	2.67	2.67	62.60	22/05/2021	PTBS-0038
TOTAL					383.23	383.23	8,436		

Note:

- The forecast Oct'23 – Sep'24 is 8,435.59 MT, however due to oversold of FFB volume by an amount 171.79 MT for actual period Oct'22 – Sep'23, the forecast Oct'23 – Sep'24 reduced become to 8,263.79 MT (refers to Table 7).
- * Sampled in IAV audit. ** sampled in ASA1

Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure