

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (2)
- Recertification Assessment (Choose an item.)
- Extension of Scope

Client Company Name / Parent Company:
Client company Address: Jln Jl. Pelita 7 RT.01 RW.04, Dusun Harapan Makmur, Desa Tapung Jaya, Kecamatan Tandun, Kabupaten Rokan Hulu, Provinsi Riau 28554, Indonesia
Certification Unit: PPKSS Tayo Barokah Location of Certification Unit: Jl. Pelita 7 RT.01 RW.04, Dusun Harapan Makmur, Desa Tapung Jaya, Kecamatan Tandun, Kabupaten Rokan Hulu, Provinsi Riau 28554, Indonesia
Date of Final Report: 25/08/2023

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	PPKSS Tayo Barokah		
RSPO Membership Number	1-0293-20-000-00	Membership Approval Date	28 February 2020
Address	Jl. Pelita 7 RT.01 RW.04, Dusun Harapan Makmur, Desa Tapung Jaya, Kecamatan Tandun, Kabupaten Rokan Hulu, Provinsi Riau 28554, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	PPKSS Tayo Barokah		
Location / Address	Jl. Pelita 7 RT.01 RW.04, Dusun Harapan Makmur, Desa Tapung Jaya, Kecamatan Tandun, Kabupaten Rokan Hulu, Provinsi Riau 28554, Indonesia		
Website	-		
Management Representative	Jumal	E-mail	apksstayobarokah@gmail.com
Telephone	+6285216470890	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 733038	Certificate Start Date	24/4/2021
Date of First Certification	24/4/2021	Certificate Expiry Date	23/4/2026
Scope of Certification	Production of Sustainable Oil Palm Fresh Fruit Bunch of Independent Smallholder		
Visit Objectives	<p>To assess the conformity and consistency of auditee's management system toward RSPO Independent Smallholder Standard.</p> <p>To evaluate the ability of the management system to ensure the auditee's organization meets applicable statutory, regulatory and contractual requirements.</p>		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 2) <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"/> Indonesia National Interpretation 2022 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		
Is this a remote audit or on-site audit	<input checked="" type="checkbox"/> On-site audit (Option AI)	<input type="checkbox"/> On-site audit (Option AII)	<input type="checkbox"/> Remote audit (Option B)

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

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Kelompok Tani Barokah Dayo	Desa Dayo, Riau, Indonesia	0°36' 38.34" - 0°37' 17.64" N	100°33' 50.40" - 100°34' 12.00" E
Kelompok Tani Bina Jaya	Desa Tapung Jaya, Riau, Indonesia	0°39' 15.50" - 0°39' 31.80" N	100°30' 57.60" - 100°33' 3.60" E
Kelompok Tani Dayo Indah	Desa Dayo, Riau, Indonesia	0°37' 22.66" - 0°39' 13.04" N	100°31' 26.40" - 100°33' 25.20" E
Kelompok Tani Harapan Kita	Desa Tapung Jaya, Riau, Indonesia	0°38' 42.65" - 0°39' 48.00" N	100°30' 50.40" - 100°33' 18.00" E
Kelompok Tani Jaya Bersama	Desa Tapung Jaya, Riau, Indonesia	0°39' 48.09" - 0°40' 4.31" N	100°30' 50.40" - 100°31' 30.00" E
Kelompok Tani Jaya Mandiri	Desa Tapung Jaya, Riau, Indonesia	0°39' 44.57" - 0°40' 4.61" N	100°30' 57.60" - 100°31' 30.00" E
Kelompok Tani Maju Cerah Dayo	Desa Dayo, Riau, Indonesia	0°36' 35.35" - 0°37' 17.66" N	100°34' 19.20" - 100°34' 33.60" E
Kelompok Tani Maju Jaya	Desa Tapung Jaya, Riau, Indonesia	0°39' 57.93" - 0°40' 52.56" N	100°30' 39.60" - 100°31' 33.60" E
Kelompok Tani Makmur Jaya	Desa Tapung Jaya, Riau, Indonesia	0°38' 55.81" - 0°39' 57.97" N	100°30' 57.60" - 100°31' 44.40" E
Kelompok Tani Mekar Jaya	Desa Tapung Jaya, Riau, Indonesia	0°40' 20.99" - 0°40' 57.71" N	100°31' 48.00" - 100°33' 39.60" E
Kelompok Tani Tani Subur	Desa Tapung Jaya, Riau, Indonesia	0°37' 35.98" - 0°40' 20.99" N	100°30' 28.80" - 100°31' 51.60" E
Kelompok Tani Tunas Dayo	Desa Dayo, Riau, Indonesia	0°36' 09.39" - 0°36' 32.08" N	100°33' 46.80" - 100°34' 37.20" E
Kelompok Tani Tunas Jaya	Desa Tapung Jaya, Riau, Indonesia	0°40' 07.50" - 0°40' 14.50" N	100°30' 57.60" - 100°31' 30.00" E

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5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (Ha)	HCV (Ha)	Infrastructure & Other (Ha)	Total Area (Ha)	% of Planted
Kelompok Tani Barokah Dayo	18.76	-	-	18.76	100
Kelompok Tani Bina Jaya	19.26	-	-	19.26	100
Kelompok Tani Dayo Indah	28.72	0.03	-	28.75	100
Kelompok Tani Harapan Kita	25.32	-	-	25.32	100
Kelompok Tani Jaya Bersama	24.00	-	-	24.00	100
Kelompok Tani Jaya Mandiri	13.65	-	-	13.65	100
Kelompok Tani Maju Cerah Dayo	20.00	-	-	20.00	100
Kelompok Tani Maju Jaya	16.79	-	-	16.79	100
Kelompok Tani Makmur Jaya	26.79	-	-	26.79	100
Kelompok Tani Mekar Jaya	39.10	-	-	39.10	100
Kelompok Tani Tani Subur	53.49	1.55	-	55.04	100
Kelompok Tani Tunas Dayo	23.25	-	-	23.25	100
Kelompok Tani Tunas Jaya	17.25	-	-	17.25	100
Total	326.38	1.58	-	327.96	100

Note:
The auditor team amended the list of smallholder by added 1 additional member (on behalf of Sukirno) that missed to count since initial assessment whilst another member on behalf of Sulkin counting twice. That parcel are included the LUCA review area by RSPO Secretariat according to public notification on 20 November 2020.

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Kelompok Tani Barokah Dayo	-	-	16.51	2.25	18.76	-
Kelompok Tani Bina Jaya	-	2.00	7.43	9.83	19.26	-
Kelompok Tani Dayo Indah	-	6.00	6.75	15.97	28.72	-
Kelompok Tani Harapan Kita	-	2.00	21.07	2.25	25.32	-
Kelompok Tani Jaya Bersama	-	-	20.75	3.25	24.00	-
Kelompok Tani Jaya Mandiri	-	-	13.65	-	13.65	-

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Kelompok Tani Maju Cerah Dayo	-	-	16.25	3.75	20.00	-
Kelompok Tani Maju Jaya	-	-	11.71	5.08	16.79	-
Kelompok Tani Makmur Jaya	-	-	19.29	7.50	26.79	-
Kelompok Tani Mekar Jaya	-	-	27.04	12.06	39.10	-
Kelompok Tani Tani Subur	-	-	41.24	12.25	53.49	-
Kelompok Tani Tunas Dayo	-	-	22.50	0.75	23.25	-
Kelompok Tani Tunas Jaya	-	-	9.00	8.25	17.25	-
Total (ha)	-	10.00	233.19	83.19	326.38	-

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 (April 2022 – March 2023)	Actual (March 2022 – February 2023)		Forecast (April 2023 – March 2024)
		Previous license period (March 2022)	Current license period (April 2022 – February 2023)	
Kelompok Tani Barokah Dayo	303	30.84	344.99	394
Kelompok Tani Bina Jaya	365	28.89	360.24	404
Kelompok Tani Dayo Indah	678	41.66	612.47	661
Kelompok Tani Harapan Kita	388	26.58	365.79	456
Kelompok Tani Jaya Bersama	477	35.28	461.71	552
Kelompok Tani Jaya Mandiri	249	25.70	285.91	328
Kelompok Tani Maju Cerah Dayo	550	38.81	400.17	440
Kelompok Tani Maju Jaya	446	39.53	491.79	403
Kelompok Tani Makmur Jaya	445	38.76	464.09	536
Kelompok Tani Mekar Jaya	1,003	73.05	963.73	938

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Kelompok Tani Tani Subur	971	64.66	786.08	909
Kelompok Tani Tunas Dayo	499	28.49	393.81	465
Kelompok Tani Tunas Jaya	471	28.45	419.04	380
Total	6,845	6,850.52		6,866

Note:

The number of forecast little bit higher than estimated volume last year. That because of more than 71% of palm is on golden period (15 – 25 MT/Ha/Year) which mean the yield/Ha is above 20 MT/Ha/Year. Average yield last year was 21.46 MT/Ha/Year.

The certified volume of FFB production is based on the prorata. Therefore, the certified volume of FFB production from 31 August 2023 to 23 April 2024 is 4,577.33 mt

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

Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (April 2022 – March 2023)	Actual (March 2022 – February 2023)		Forecast (April 2023 – March 2024)
		Previous license period (March 2022)	Current license period (April 2022 – February 2023)	
N/A		N/A	N/A	
Total		N/A		

Note:

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

Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (April 2022 – March 2023)	Actual (March 2022 – February 2023)		Forecast (April 2023 – March 2024)
		Previous license period (March 2022)	Previous license period (March 2022)	
N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A		N/A

Note:

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)
1	March 2022	500.71	-	500.71

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2	April 2022	520.62	-	520.62
3	May 2022	561.97	-	561.97
4	June 2022	576.06	-	576.06
5	July 2022	585.12	-	585.12
6	August 2022	609.05	-	609.05
7	September 2022	671.95	-	671.95
8	October 2022	656.21	-	656.21
9	November 2022	638.90	-	638.90
10	December 2022	570.12	-	570.12
11	January 2023	501.33	-	501.33
12	February 2023	458.48	-	458.48
TOTAL		6,850.52	-	6,850.52

Note:

10. Summary of Certified Tonnage (MT) (not applicable for ISS)

Estimated last year (April 2022 – March 2023)	Actual (March 2022 – February 2023)		Forecast (April 2023 – March 2024)
	Previous license period (March 2022)	Previous license period (March 2022)	
FFB	FFB		FFB
N/A	N/A	N/A	N/A
	TOTAL	N/A	
CPO (OER: %)	CPO (OER: %)		CPO (OER: %)
N/A	N/A	N/A	N/A
	TOTAL	N/A	
PK (KER: %)	PK (KER: %)		PK (KER: %)
N/A	N/A	N/A	N/A
	TOTAL	N/A	

Note:

10A. Monthly Records of Certified CPO & PK since the last audit

No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	N/A	N/A	N/A
TOTAL		N/A	N/A

Note:

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

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)
1	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A
Note: <i>This table is not applicable for ISH.</i>				

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)
1	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A
Note: <i>This table is not applicable for ISH.</i>				

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
1	N/A	N/A	N/A
TOTAL		N/A	N/A

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Note:

This table is not applicable for ISH.

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
1	N/A	N/A	N/A
TOTAL			N/A

Note:

This table is not applicable for ISH.

12. Independent Smallholders Certified Tonnage (MT) / Volume

Phase	Estimated last year (April 2022 – March 2023)			Actual (March 2022 – February 2023)			Forecast (April 2023 – March 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			7,345			6,850.52			6,866
IS-CSPO									
IS-CSPKO									
IS-CSPKE									
CSPK									

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	March 2022	500.69	100.14	25.03	11.27	13.77
2	April 2022	520.62	104.12	26.03	11.71	14.32
3	May 2022	561.97	112.39	28.10	12.64	15.45
4	June 2022	576.06	115.21	28.80	12.96	15.84
5	July 2022	585.12	117.02	29.26	13.17	16.09
6	August 2022	609.05	121.81	30.45	13.70	16.75
7	September 2022	671.95	134.39	33.60	15.12	18.48
8	October 2022	656.21	131.24	32.81	14.76	18.05
9	November 2022	638.92	127.78	31.94	14.38	17.57
10	December 2022	570.12	114.02	28.51	12.83	15.68

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11	January 2023	501.33	100.27	25.07	11.28	13.79
12	February 2023	458.48	91.70	22.92	10.32	12.61
TOTAL		6,850.52	1,370.10	342.52	154.14	188.39
Note: 1 mt = 1 credit						

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
Current License period (April 2022 – February 2023)							
Credits				1,469	-	165	-
Physical							
Previous License period (March 2022)							
Credits				-	-	-	-
Physical							
Note: <i>Extension volume 500 MT on 22 March 2023</i>							

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	Buyer 1	-	-	1,469	-		-
2	Buyer 2	-	-	-	-	154	-
3	Buyer 3	-	-	-	-	11	-
TOTAL			-	1,469	-	165	-
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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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 **15 – 18 March 2023**. The audit programme is included as Section 2.3.

The approach to the audit was to treat the independent smallholders as an RSPO Certification Unit. 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 **10 June 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. Indonesia National Interpretation 2022 of the Independent Smallholder Standard 2019 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.

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.

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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)
Kelompok Tani Barokah Dayo	X			X	
Kelompok Tani Bina Jaya		X			
Kelompok Tani Dayo Indah	X		X		
Kelompok Tani Harapan Kita		X		X	
Kelompok Tani Jaya Bersama		X			
Kelompok Tani Jaya Mandiri		X		X	
Kelompok Tani Maju Cerah Dayo			X		
Kelompok Tani Maju Jaya	X				X
Kelompok Tani Makmur Jaya	X				X
Kelompok Tani Mekar Jaya	X				
Kelompok Tani Tani Subur			X		X
Kelompok Tani Tunas Dayo	X			X	
Kelompok Tani Tunas Jaya			X		X

Tentative Date of Next Visit: March 11, 2024 - March 14, 2024

Total Number of Mandays: 9 mandays

2.2 BSI Assessment Team

Name	Role	Competency
Andi Pratama Pasaribu	Team Leader	<p>Education: Holds a Bachelor Degree majoring Social Economy, Jember University</p> <p>Work Experience: 5 years working experience as Field Agronomy Assistant. 8 years working experience as RSPO Auditor / Lead Auditor.</p>

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		<p>Training attended: Completed Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training, Endorsed RSPO P&C Lead Auditor course, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, ISO 9001:2008 Lead Auditor course, ISO 14001:2005 Lead Auditor course, ISO45001:2018 Lead Auditor Course, RSPO endorsed RSPO SCCS Lead Auditor course, SMETA requirements training</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he verify Best Management Practices, ICS requirements, and supply chain aspect.</p>
Pratama Agung Sedayu	Team Member	<p>Education: Holds a Bachelor Degree majoring Social Economic of Agriculture, University of Jenderal Soedirman.</p> <p>Work Experience: 12 years of practical auditing experience with several accredited Certification Bodies covering assessment against Organic programs, RSPO, FSC, Timber certification, ISO 9001 and ISO 14001. 2 years working experience as consultant on FSC and SVLK certification and independent verifier on BioCert, SDS under CAFÉ Practices program..</p> <p>Training attended: Completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course, OHSAS 18001 Lead Auditor Course, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, ISPO Lead Auditor endorsed Course and Endorsed RSPO P&C Lead Auditor Course and Endorsed RSPO SCCS Lead Auditor Course, SMETA Requirements training.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, Land legality, Social and FFB Traceability HCV ICS requirements</p>
Imam Fakhrurozi	Team Member	<p>Education: Holds a Bachelor Degree majoring in Agriculture Technology, Gadjah Mada University.</p> <p>Work Experience: 2 years working experience oil palm industry, as a sustainability and HSE officer. 7 years working experience as RSPO Auditor / Lead Auditor</p> <p>Training attended: Completed ISO 9001:2008 Lead Auditor Course, 14001:2004 Lead Auditor Course, SMK3 Lead Auditor Course, Endorsed RSPO P&C Lead auditor course, ISO 45001:2018 Lead Auditor Course, SMETAR requirements training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he verify environmental management, Worker welfare, OHS, and ICS requirements</p>

Accompanying Persons: NIL

2.3 Assessment Plan

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

Hari/Tanggal	Pukul	Agenda	AP	PS	IF
Rabu <i>Wednesday</i> 15/03/2023	07.30 – 09.00	Perjalanan dari Jakarta – Pekanbaru (GA172) <i>Flight Jakarta – Pekanbaru</i>	√	√	√
	09.00 – 15.00	Perjalanan Pekanbaru – Kantor PPKSS Tayo Barokah <i>Traveling from Pekanbaru Airport – PPPKSS Tayo Barokah Office</i>	√	√	√
	15.00 – 16.00	Rapat Pembukaan: <i>Opening Meeting</i> <ul style="list-style-type: none"> Presentasi & Penjelasan oleh Group Manager PPKSS Tayo Barokah <i>Presentation by Group Manager PPKSS Tayo Barokah</i> Presentasi oleh Tim BSI (Detail Rencana Audit, dll.) <i>Presentation by BSI Indonesia</i> 	√	√	√
	16.00 – 17.00	Kajian dokumen audit <i>Document Review</i> <ul style="list-style-type: none"> Prinsip 1. Optimalisasi produksi, efisiensi, dampak positif dan ketahanan. <i>Principle 1: Optimize productivity, efficiency, positive impacts and resilience</i> Prinsip 2. Memastikan legalitas, menghormati hak-hak lahan dan kesejahteraan komunitas <i>Principle 2: Ensure legality, respect for land rights and community wellbeing</i> Prinsip 3. Menghormati hak asasi manusia, termasuk hak-hak dan ketentuan/perjanjian pekerja <i>Principle 3: Respect human rights, including worker's rights and conditions</i> Prinsip 4. Melindungi, melestarikan, dan memperkaya ekosistem dan lingkungan <i>Principle 4: Protect, conserve and enhance ecosystems and the environment</i> Persyaratan Sistem Kendali Internal untuk grup pekebun <i>Internal Control System (ICS) requirements for Smallholder Groups</i> 	√	√	√

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Hari/Tanggal	Pukul	Agenda	AP	PS	IF
Kamis <i>Thursday</i> 16/03/2023	08.00 – 12.00	<p>Observasi lapangan ke 15 sampel pekebun <i>Field Observation to 15 smallholders sampled</i></p> <p><i>Calculation of sample of farmer: = $\sqrt{151} \times 1.2$ (medium risk) = $12.28 \times 1.2 = 14.74$ = rounded to 15 smallholders sampled</i></p> <p>Observasi lapangan dan interview dengan pekebun serta pekerja terkait peran Group Manager dan Tim ICS, pengelolaan kebun, K3, ketenagakerjaan, pengelolaan lingkungan dan kawasan konservasi, perbaikan berkelanjutan, dll. <i>Field observation and interview with farmers and workers concerning the role of Group Manager and ICS team, best management practices, occupational health and safety, worker welfare, HCV, environmental management, continual improvement, etc.</i></p>	√	√	√
	12.00 – 14.00	ISHOMA <i>Break</i>	√	√	√
	14.00 – 17.00	Verifikasi dokumen lanjutan <i>Document review continuation</i>	√	√	√
Jumat <i>Friday</i> 17/03/2023	08.00 – 09.00	<p>Konsultasi Stakeholder: <i>Stakeholder consultation to:</i></p> <ul style="list-style-type: none"> • Instansi pemerintah Kabupaten Rokan Hulu <i>Government agencies in Rokan Hulu Regency</i> • Perwakilan masyarakat setempat <i>Local communities</i> • Pemilik lahan sebelumnya <i>Previous landowner</i> 	√	√	√
	09.00 – 12.00	Verifikasi dokumen lanjutan <i>Document review continuation</i>	√	√	√
	12.00 – 14.00	ISHOMA <i>Break</i>	√	√	√
	14.00 – 16.00	Verifikasi dokumen lanjutan <i>Document review continuation</i>	√	√	√
Sabtu <i>Saturday</i> 18/03/2023	08.00 – 10.00	Verifikasi dokumen lanjutan <i>Document review continuation</i>			
	10.00 – 11.00	Rapat penutupan <i>Closing Meeting</i>	√	√	√

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Hari/Tanggal	Pukul	Agenda	AP	PS	IF
	17.30 – 19.25	Pekanbaru – Jakarta (GA199) <i>Flight Medan – Jakarta (GA199)</i>	√	√	√

NCR Close Out Visit

Date	Time	Subjects	PS
Saturday, 10/06/2023	07.30-09.30	Flight Jakarta – Pekanbaru <i>Penerbangan Jakarta – Pekanbaru</i> Garuda Indonesia GA172	√
	09.30-14.00	Traveling Pekanbaru – Rokan Hulu <i>Perjalanan Pekanbaru – Rokan Hulu</i>	√
	14.00-14.30	Opening Meeting / <i>Rapat Pembukaan</i> - Presentation by Koperasi Tayo Barokah / <i>Presentasi oleh Koperasi Tayo Barokah</i> - Presentation by BSI Indonesia / <i>Presentasi oleh BSI terkait rencana kegiatan audit</i>	√
	14.30-17.00	Document and record verification / <i>Kajian dokumen dan catatan</i> Field observation and interview with farmers and workers concerning Correction and Corrective Action. <i>Observasi lapangan dan interview dengan pekebun serta pekerja terkait Perbaikan dan Pencegahan.</i>	
	17.00-17.30	Closing meeting / <i>Rapat penutupan</i>	√

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	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	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	Not Applicable
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	Not applicable	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	Not Applicable
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	Not applicable	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	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	Not Applicable
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Not applicable	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	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	Not Applicable
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not applicable	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	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	Not Applicable
Have there been any stakeholder (including NGO) consultation conducted?	Not applicable	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.	Not applicable	Not Applicable

Approved Time Bound Plan

Not applicable for independent smallholder.

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 five (5) Critical nonconformities raised. The PPKSS Tayo Barokah 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 #	2323410-202303-M1	Issued Date	18 March 2023
Due Date	16 June 2023	Closure Date	10 June 2023
Indicator & Category (Critical / Minor)	1.3 Milestone B (Critical)		
Statement of Nonconformity:	Implementation of GAP not in accordance with the procedure		
Requirement Reference:	Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.		
Objective Evidence:	Based on field visit, some plot’s management practices (e.g. on behalf of initial B, AW and AS) that are not in accordance with the procedures for weeding (blanket spraying) that have been set by the group manager since 31 October 2019.		
Corrections:	<p>Group Manager and ICS and Smallholder Group provide training and socialization related to GAP specific on plantation upkeep. Verified:</p> <ul style="list-style-type: none"> a. “Berita Acara Kegiatan ICS Tayo Barokah Sosialisasi GAP di Balai Desa Dayo” dated 28 May 2023. Trainer: Eko Subroto, Agus Suyono, Jaya (WRI). Attended by 30 smallholder members. b. “Berita Acara Kegiatan ICS Tayo Barokah Sosialisasi GAP di Balai Desa Tapung Jaya” dated 4 June 2023. Trainer: Jumal & Sulastri. Attended by 123 smallholder members. c. “Berita Acara Kegiatan ICS Tayo Barokah Sekolah Lapang di Kebun Eko Subroto – Desa Dayo” dated 18 June 2023. Trainer: Jaya (WRI). Attended by 30 smallholder members. d. Conduct regular monitoring to each smallholder ensure the GAP in line with the procedures and policy. e. Group manager issued Warning Letters to smallholder member and Statement letters on 17 March 2023 to stop upkeep practices deviating from group procedure. Verified: “Surat Peringatan 1 No.004/SP/PPKSS-TB/III/2023” dated 23 March 2023 for Teja Sukmana – for blanket spraying. <p>All smallholders that caused this finding have been attended this training as well.</p>		

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Root Cause Analysis:	<ul style="list-style-type: none"> • Training GAP was not including field practice, therefore not effective to improve understanding/skill of smallholder member. • Training only carried out once per year, therefore smallholder cannot remember GAP training material. • Smallholder member cannot access training material related to GAP • Some member is old, hence carried out by their son, making the plantation upkeep not optimized.
Corrective Actions:	<ul style="list-style-type: none"> • Group Manager, Saprodi Unit and Smallholder Group/KT will conduct quarterly monitoring as per working program. Monitoring carried out from sampling and ensuring all smallholder members carrying plantation upkeep in accordance with "SOP Perawatan Kebun". Verified: Record "Perawatan Kebun" month May 2023. • Adding warning signboards in each Smallholder Group/KT. The signboards indicating reminding statement to prevent incorrect GAP implementation. Verified: signboard installation on smallholder block Sutrisno (TJ.099.1); Andi Setiawan (TJ.063.4); Jumari (TJ.076.1). • Conduct training on financial management for plantation development. Verified: "Berita Acara Kegiatan ICS Tayo Barokah Sosialisasi OHS & Worker's Right; Financial Management di Balai Desa Tapung Jaya" dated 4 June 2023. Trainer: Jumal & Sulastri. Attended by 123 smallholder members. • Verified with sampled smallholder Samsu, he carried out manual weed control/slashing on 25 April 2023. Afterwards the weed controlled as per Group procedure.
Assessment Conclusion:	<p>Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.</p>

Non-conformity			
NCR Ref #	2323410-202303-M2	Issued Date	18 March 2023
Due Date	16 June 2023	Closure Date	10 June 2023
Indicator & Category (Critical / Minor)	3.4 Milestone A (Critical)		
Statement of Nonconformity:	ISH organization has not provided training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.		
Requirement Reference:	Smallholders complete training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.		
Objective Evidence:	ISH organization has not provided training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.		
Corrections:	Group Manager and OHS team communicating the minimum wage standard, worker's rights, work agreement clauses, medical checkup, and mechanism to file complaint/grievance. Verified:		

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	<p>a. "Berita Acara Kegiatan ICS Tayo Barokah Sosialisasi GAP & Worker's Right di Balai Desa Dayo" dated 28 May 2023. Trainer: Eko Subroto, Agus Suyono, Jaya (WRI). Attended by 30 smallholder members.</p> <p>b. "Berita Acara Kegiatan ICS Tayo Barokah Sosialisasi OHS and Worker's Right di Balai Desa Tapung Jaya" dated 4 June 2023. Trainer: Jumal & Sulastri. Attended by 123 smallholder members.</p> <p>c. "Berita Acara Kegiatan ICS Tayo Barokah Sekolah Lapang di Kebun Eko Subroto – Desa Dayo" dated 18 June 2023. Trainer: Jaya (WRI). Attended by 30 smallholder members.</p> <p>OHS team update worker list in all smallholder member's plantation and acknowledge by manager. Verified:</p> <p>a. "Daftar Pekerja PPKSS Tayo Barokah Desa Tapung Jaya Tahun 2023" dated 23 February 2023 consist of 67 workers.</p> <p>b. "Daftar Pekerja PPKSS Tayo Barokah Desa Dayo Tahun 2023" dated 23 February 2023 consist of 51 workers.</p>
Root Cause Analysis:	Group Manager did not implement annual working plan agreed – with regards to training on worker's right and mechanism to submit complaint/grievance.
Corrective Actions:	<ul style="list-style-type: none"> Group manager and OHS Unit carried out training and socialization plan based on working program. Verified carried out as per working plan. Training on GAP & workers wights on 28 May 2023; Training on OHS & Worker's Right on 4 June 2023; Field training planned for 10 June 2023. Verified: interview with sampled worker Ahmad Roni confirmed that ICS and Group Manager has communicating the GAP training and workers right on 4 June 2023. He now understood the GAP as per Group procedures and his rights as worker. Installation of signboards related to Worker's Right and Mechanism to file complaint/grievance. Verified: signboard installation on smallholder block Sutrisno (TJ.099.1); Andi Setiawan (TJ.063.4); Jumari (TJ.076.1).
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2323410-202303-M3	Issued Date	18 March 2023
Due Date	16 June 2023	Closure Date	10 June 2023
Indicator & Category (Critical / Minor)	A.2.3 Milestone B (Critical)		
Statement of Nonconformity:	Based on interviews with sample farmers not all members were able to show an understanding of the results of the training that had been carried out.		
Requirement Reference:	All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.		

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<p>Objective Evidence:</p>	<p>PPPKS Tayo Barokah has prepared a training program according to the document "Program Kerja PPKSS Tayo Barokah tahun 2023-2024" and shows records of its implementation in the "Laporan Kegiatan Pelatihan dan Sosialisasi PPKSS Tayo Barokah 2023 – 2024"</p> <p>However, based on interviews with sample farmers not all members were able to show an understanding of the results of the training that had been carried out.</p> <p>Related examples:</p> <ul style="list-style-type: none"> Record sheets to track the annual production and sales of certified volumes, Workers' pays complies with minimum legal requirements
<p>Corrections:</p>	<p>Group manager carried out monitoring and FFB traceability exercise for 5 smallholder members with multiple plantation blocks ownership. Verified:</p> <ul style="list-style-type: none"> "Lembar Catatan Panen Anggota Barokah Dayo"; Eko Subroto; 14 March 2023; No.202906 harvest 780 kg = 55 bunches; No.202907 harvest 620 kg = 58 bunches; No.202908 harvest 750 kg = 52 bunches. "Lembar Catatan Panen Anggota Maju Cerah Dayo"; Eko Subroto; 14 March 2023; No.202901 harvest 740 kg = 55 bunches; No.202902 harvest 740 kg = 50 bunches; No.202903 harvest 700 kg = 48 bunches; No.202904 harvest 750 kg = 52 bunches; No.202905 harvest 700 kg = 51 bunches. Weighbridge ticket No.SSM/TBS/230314/012 dated 14 March 2023; from Tayo Barokah; Netto 5,780 kg; Provide socialization to smallholder members and worker on minimum wage regulation as per PP 36/2021. Verified: Interview with Ahmad Roni & Edi Sucianto (worker) confirmed they have informed on minimum wage regulation and worker's rights by ICS and Group Manager. The work agreement confirmed understood by the sampled worker. OHS Unit adding statement on minimum wage for worker in the "SPK Kontrak Kerja" – work agreement, based on regulation PP 36/2021. Verified: "Surat Perjanjian Kerja Ahmad Roni" signed 12 December 2022 between Ahmad Roni and Ahmad Apipudin (plantation owner); chapter 2 indicating the rights and obligations; chapter 3 indicating the work agreement contract; chapter 4 indicating worker payment schedule and PPE provision; chapter 5 indicating payment regime; chapter 6 indicating timeframe of work agreement.
<p>Root Cause Analysis:</p>	<ul style="list-style-type: none"> There are 5 smallholder members with multiple plantation blocks – whereby some blocks certified RSPO and some are non-certified blocks. FFB traceability exercise has not been carried out by Group Manager and Marketing Team. Smallholder member and Worker does not possess information on minimum wage as per regulation PP 36/2021.
<p>Corrective Actions:</p>	<p>Group Manager carried out monitoring and FFB traceability exercise for 5 smallholder members with multiple plantation blocks ownership. Verified:</p> <ul style="list-style-type: none"> "Lembar Catatan Panen Anggota Barokah Dayo"; Eko Subroto; 14 March 2023; No.202906 harvest 780 kg = 55 bunches; No.202907 harvest 620 kg = 58 bunches; No.202908 harvest 750 kg = 52 bunches.

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	<ul style="list-style-type: none"> • "Lembar Catatan Panen Anggota Maju Cerah Dayo"; Eko Subroto; 14 March 2023; No.202901 harvest 740 kg = 55 bunches; No.202902 harvest 740 kg = 50 bunches; No.202903 harvest 700 kg = 48 bunches; No.202904 harvest 750 kg = 52 bunches; No.202905 harvest 700 kg = 51 bunches. • Weighbridge ticket No.SSM/TBS/230314/012 dated 14 March 2023; from Tayo Barokah; Netto 5,780 kg; • Group Manager and OHS unit conduct sampled checking to smallholder member to check wage received by worker is consistent with "SPK Kontrak Kerja" – work agreement. Verified: "Surat Perjanjian Kerja Ahmad Roni" signed 12 December 2022 between Ahmad Roni and Ahmad Apipudin (plantation owner); chapter 2 indicating the rights and obligations; chapter 3 indicating the work agreement contract; chapter 4 indicating worker payment schedule and PPE provision; chapter 5 indicating payment regime; chapter 6 indicating timeframe of work agreement. • Verified with sampled smallholder Samsu, he carried out manual weed control/slashing on 25 April 2023. Afterwards the weed controlled as per Group procedure on GAP.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2323410-202303-M4	Issued Date	18 March 2023
Due Date	16 June 2023	Closure Date	10 June 2023
Indicator & Category (Critical / Minor)	4.6 Milestone B (Critical)		
Statement of Nonconformity:	Found smallholder member stating they brought home and burned down fertilizer inner plastic bag.		
Requirement Reference:	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.		
Objective Evidence:	Based on interview with sampled smallholder Sarjono and Warso Haryono admitted he burned down fertilizer inner plastic bag, and Bonangin admitted he burned down fertilizer inner plastic bag.		
Corrections:	Group Manager issued Warning Letter to smallholder member found violating "SOP Penyimpanan Bahan Kimia dan Pengelolaan Wadah Bekas Kimia". Verified: <ul style="list-style-type: none"> • "Surat Peringatan 1 No.001/SP/PPKSS-TB/III/2023" dated 23 March 2023 for H. Sarjono – for burning hazardous waste. • "Surat Peringatan 1 No.002/SP/PPKSS-TB/III/2023" dated 23 March 2023 for Warso haryono – for selling hazardous waste to unlicensed collector. • "Surat Peringatan 1 No.003/SP/PPKSS-TB/III/2023" dated 23 March 2023 for Bonangin – for burning hazardous waste. 		

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	<ul style="list-style-type: none"> Group Manager issued memorandum on stop using fire for plantation management, dated 18 March 2023. Provision of container for hazardous waste from empty chemical container in each Smallholder Group. Verified: <ol style="list-style-type: none"> Tanda Terima Barang PPKSS Tayo Barokah - Penyerahan 1 buah wadah penyimpanan sementara Limbah B3" from ICS to Smallholder Group "Dayo Indah" dated 16 June 2023. Tanda Terima Barang PPKSS Tayo Barokah - Penyerahan 1 buah wadah penyimpanan sementara Limbah B3" from ICS to Smallholder Group "Maju Cerah Dayo" dated 16 June 2023.
Root Cause Analysis:	<ul style="list-style-type: none"> Not all smallholder member managed/disposed of hazardous waste as per procedure "SOP Penyimpanan Bahan Kimia dan Pengelolaan Wadah Bekas Kimia" OHS Unit does not monitor the hazardous waste disposal practice on the field.
Corrective Actions:	<ul style="list-style-type: none"> Group Manager issued memorandum on hazardous waste management for all smallholder member: plastic waste shall not burned down; empty chemical container and other hazardous waste shall be returned to ISH office. Verified: "Himbauan Group Manager Tayo Barokah" signed 18 March 2023. OHS Unit maintain form for handover empty container/hazardous waste in each Smallholder Group/KT to list the name of smallholder and type of hazardous waste handed over. Verified: Interview with Warso Haryono, he understood the mechanism for controlling hazardous waste, thus handed over 1 empty Round Up container to Smallholder Group leader – May 2023. The empty container then handed over to ISH warehouse "Tanda Terima Barang PPKSS Tayo Barokah" dated 16 June 2023; whereby Smallholder Group/KT Dayo Indah handed over 1 empty chemical container to temporary hazardous waste storage PPKSS Tayo Barokah. Monitoring on hazardous waste in each Smallholder Group/KT monitored. Verified: OHS Unit maintained "Catatan Penerimaan Bekas Wadah Pestisida/Herbisida" in period 2022-2023. From 20 April 2023 recorded: 1 liter Bionasa empty container; 2 empty bags KCL; 1 empty bag ZA fertilizer; 2 empty bags NPK fertilizer; Group Manager and ICS installing signboard to reminder smallholder member to stop using fire for waste disposal. Verified: signboard installation on smallholder block Sutrisno (TJ.099.1); Andi Setiawan (TJ.063.4); Jumari (TJ.076.1).
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2323410-202303-M5	Issued Date	18 March 2023
Due Date	16 June 2023	Closure Date	10 June 2023
Indicator & Category (Critical / Minor)	D.1.1 Eligibility, Milestone A and Milestone B (Critical)		

<p>Statement of Nonconformity:</p>	<p>With the current sales record, the tracking and accuracy for production record separation between certified and non-certified land parcel cannot be traced.</p>
<p>Requirement Reference:</p>	<p>Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.</p>
<p>Objective Evidence:</p>	<p>Based on document review the practice for tracking harvest/production and actual sales record cannot demonstrate traceability from individual smallholder member land parcel to smallholder group harvest record to weighbridge ticket in receiving mill is coming from certified smallholder block.</p> <ul style="list-style-type: none"> • Weighbridge ticket "Slip Penimbangan PT. Karya Cipta Nirvana No.KCN/TBS/230103/018; dated 3 January 2023; product FFB; Origin "Desa 1"; netto 4,534 kg; • Weighbridge ticket "Slip Penimbangan PT. Karya Cipta Nirvana No.KCN/TBS/230105/037; dated 5 January 2023; product FFB; Origin "Desa 3"; netto 3,169 kg; • Total weigh 7,703 kg from 2 weighbridge ticket – coming from certified land parcel and non-certified land parcel. • "Lembar Catatan Panen Anggota KT Maju Cerah Dayo" dated 8 January 2023 for: smallholder Eko S, land parcel 202901 dated 8 January 2023, 650 kg, 46 bunches; smallholder Eko S, land parcel 202901 dated 8 January 2023, 650 kg, 46 bunches; smallholder Eko S, land parcel 202902 dated 8 January 2023, 660 kg, 47 bunches; smallholder Eko S, land parcel 202903 dated 8 January 2023, 625 kg, 45 bunches; smallholder Eko S, land parcel 202904 dated 8 January 2023, 640 kg, 46 bunches; smallholder Eko S, land parcel 202905 dated 8 January 2023, 645 kg, 46 bunches; • "Lembar Catatan Panen Anggota KT Barokah Dayo"; smallholder Eko S, land parcel 202906 dated 8 January 2023, 655 kg, 47 bunches; smallholder Eko S, land parcel 202907 dated 8 January 2023, 630 kg, 45 bunches; smallholder Eko S, land parcel 202908 dated 8 January 2023, 640 kg, 45 bunches; • Total production from certified land parcels total 8 parcels weighed 5,145 kg. • The date of harvest record does not matched with weighbridge ticket. • The harvest record does not have prior information to demonstrate traceability and explain how Kelompok Tani can note tonnage and number of bunches produced from each certified land parcel.
<p>Corrections:</p>	<ul style="list-style-type: none"> • Group Manager and Marketing Unit prepare an update list of smallholder member of PPKSS Tayo Barokah; whose owned certified and non-certified blocks. Verified: up-to-date document "Data Lahan Bersertifikat dan Tidak Bersertifikat RSPO" dated 4 June 2023. Name in the list: Eko Subroto, Agus Suyono, Mulyadi, Samsu, Sigit S., Suwandi, Nur Aini, Siti Kahsanah. • Marketing Unit and Smallholder Group Leader suggest Eko Subroto to prepare harvesting data/production sheet in accordance to certified block (only). • Marketing Unit prepare and install smallholder ID tag in each smallholder plantation. Verified: minutes "Berita Acara Kegiatan ICS Tayo Barokah Pemasangan Penanda Kebun" – block identification tag; dated 26 June 2023 in Smallholder Group/KT Dayo Indah. Installed smallholder ID tag 295 smallholder blocks; in progress 44 smallholder blocks.

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	<ul style="list-style-type: none"> Group Manager communicating to the member on FFB record keeping and FFB record mechanism based on certified smallholder plantation block. Verified: "Berita Acara Kegiatan ICS Tayo Barokah Sosialisasi GAP di Balai Desa Tapung Jaya" dated 4 June 2023. Trainer: Jumal & Sulastri. Attended by 123 smallholder members.
<p>Root Cause Analysis:</p>	<ul style="list-style-type: none"> There are 5 smallholder members with multiple plantation blocks – whereby some blocks certified RSPO and some are non-certified blocks. FFB traceability exercise has not been carried out by Group Manager and Marketing Team. For smallholder member under name Eko Subroto, some blocks are certified RSPO and some blocks are non-certified.
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> Marketing Unit and Smallholder Group Leader monitor on regular basis the FFB traceability of 5 smallholder member. Verified: up-to-date document "Data Lahan Bersertifikat dan Tidak Bersertifikat RSPO" dated 4 June 2023. Name in the list: Eko Subroto, Agus Suyono, Mulyadi, Samsu, Sigit S., Suwandi, Nur Aini, Siti Kahsanah. Marketing Unit monitor the harvesting record based on smallholder member ID and smallholder plantation ID – in accordance with annual working program. Verified: Sampled smallholder member Eko Subroto, certified smallholder plantation ID: in smallholder group Barokah Dayo, Eko Subroto owned 3 certified smallholder plantation ID/land parcels No.202906, 202907, 202908. In smallholder group Maju Cerah Dayo, Eko Subroto owned 5 certified smallholder plantation ID/land parcels No.202901, 202902, 202903, 202904, 202905. Smallholder member record number of FFB bunches and FFB tonnage from each land parcel using the smallholder plantation ID. Smallholder Group Leader ensure smallholder report the recording on same date of harvesting day. Verification: <ol style="list-style-type: none"> "Lembar Catatan Panen Anggota Barokah Dayo"; Eko Subroto; 14 March 2023; No.202906 harvest 780 kg = 55 bunches; No.202907 harvest 620 kg = 58 bunches; No.202908 harvest 750 kg = 52 bunches. "Lembar Catatan Panen Anggota Maju Cerah Dayo"; Eko Subroto; 14 March 2023; No.202901 harvest 740 kg = 55 bunches; No.202902 harvest 740 kg = 50 bunches; No.202903 harvest 700 kg = 48 bunches; No.202904 harvest 750 kg = 52 bunches; No.202905 harvest 700 kg = 51 bunches. Weighbridge ticket No.SSM/TBS/230314/012 dated 14 March 2023; from Tayo Barokah; Netto 5,780 kg; "Lembar Catatan Panen Anggota Barokah Dayo"; Eko Subroto; 28 March 2023; No.202906 harvest 720 kg = 52 bunches; No.202907 harvest 755 kg = 54 bunches; No.202908 harvest 835 kg = 61 bunches. "Lembar Catatan Panen Anggota Maju Cerah Dayo"; Eko Subroto; 28 March 2023; No.202901 harvest 700 kg = 52 bunches; No.202902 harvest 750 kg = 51 bunches; No.202903 harvest 665 kg = 50 bunches; No.202904 harvest 700 kg = 53 bunches; No.202905 harvest 745 kg = 49 bunches. Weighbridge ticket No.SSM/TBS/230328/009 dated 28 March 2023; from Tayo Barokah; Netto 5,870 kg;

Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.
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Opportunity for Improvements	
OFI #	Description
OFI 1	NIL

Positive Findings	
PF #	Description
PF 1	NIL

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2177053-202203-M1	Issued Date	10 March 2022
Due Date	09 June 2022	Closure Date	04 June 2022
Indicator & Category (Critical / Minor)	3.5 Milestone B - Critical		
Statement of Nonconformity:	It cannot be proven that PPKSS Tayo Barokah has provided easy access to first aid needs for workers (harvesters).		
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 visits to harvesting activities on land/plots owned by Mrs. Nurbaiti Amin (TJ.105) and Nurhayati Ningsih (TJ.106) as well as interviews with harvesters on behalf of Dedi Suseno, Triyanto and Sugiono, that both the landowner and the Chair of the Jaya Bersama Farmers Sub-Group did not bring a first aid kit to provide easy access for workers (harvesters) for accident first aid, even though the first aid kit has been handed over to the 13 heads of farmer groups on December 31, 2021.		
Corrections:	1. To add first aid kit inventory in each group to anticipate members who don't have first aid kits. The PPKSS Tayo Barokah K3 Unit has carried out further investigations. The results show that the activities carried out in member farms in each sub group (KT) are different, from harvesting to maintenance. In one		

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	<p>day there can be four (4) activities carried out simultaneously by members and workers in each KT. Thus, a minimum of 4 first aid kits are needed in each KT to make it easier for members and workers to access their first aid needs.</p> <p>2. Dissemination of the addition of first aid kits</p> <p>The OHS Unit and the group head conducted dissemination of the additional availability of first aid kits to all members in each group through circulars and visits.</p>
Root Cause Analysis:	<p>The first aid kit has been given to the head of the farmer sub-group (KT) and based on the agreement, each member is required to pick up the first aid kit from KT's house when they are going to work on the land. However, the limited number of first aid kits is still an obstacle for members and workers in accessing first aid kits, especially when harvesting is conducted simultaneously.</p>
Corrective Actions:	<p>From the main issues above, the Group Manager will evaluate the worker service system at PPKSS Tayo Barokah, especially related to the ease of access to first aid needs for members and workers. From the results of the evaluation, the Group Manager has made the following improvements:</p> <ol style="list-style-type: none"> 1. PPKSS Tayo Barokah will increase the availability of first aid kits in each sub group (KT), from the original only 1, now to 5 in each KT. 2. The OHS Unit will carry out an inventory of the presence and number of first aid kits in the farmer group, both in terms of content and number. 3. The group manager will make an appeal addressed to all members regarding the ownership of the first aid kit. The appeal contains that each member is expected to bring a first aid kit when doing activities in the farm. 4. Make an appeal that every member who will carry out activities in the farms, must report to the Chair of the KT. If the member does not have a first aid kit, the member will borrow the first aid kit from the head of the KT. 5. Make an appeal that the head of the KT is obliged to prepare a storage area for the first aid kit that is easily accessible by its members, so that when the head of the KT is not available, members can take the first aid kit. 6. The OHS Unit provides Call Center information to members, conveying that all members are required to keep the number and inform if a work accident occurs members can directly contact the OHS Unit and take further action. 7. The work procedure is stated in the SOP regarding First Aid
Assessment Conclusion:	<p>Onsite Verification dated 4 June 2022:</p> <p>Onsite audit to PPKSS Tayo Barokah has been conducted on 4 June 2022 to re-verify the documentation and implementation in the field.</p> <p>The Group Manager has shown the documentation of correction and corrective action as written above. Correction and corrective action that has been verified based on document review, field observation, and interview with farmer and worker are:</p> <ul style="list-style-type: none"> - Has established and disseminated SOP of First Aid Kit Access (No. 5/SOP/UK3/PPKSS-TB/III/2022 dated 25 March 2022). - OHS Team has identified the need of first aid kit on every sub-group to cover simultaneous activities. - The additional first aid kit box from one box in every sub-group, to 5 boxes in every sub-group (minutes of hand over to every sub-group available).

	<p>- Dissemination of the SOP and additional first aid kit based on meeting on 5 April 2022. The material including how to access first aid kit and the mandatory of farmer to bring first aid kit to the farm from head of sub-group.</p> <p>Based on visits on harvesting activities on land/plots owned by Mrs. Nurbaiti Amin (TJ.105) and Nurhayati Ningsih (TJ.106) as well as interviews with harvesters on behalf of Dedi Suseno, Triyanto and Sugiono, can be concluded that the farmer has brought first aid kit to the field. Moreover, based on interview with other several farmer, can be concluded that the new system including SOP, the handover of additional first aid kit, and obligation to bring the kit to farms have been understood and implemented well.</p> <p>Based on correction, corrective action, and implementation in the farms, can be decided that the non-conformity has been complied.</p>
Effectiveness Closure (for previous audit closed Critical NC):	During this ASA-2 assessment, this corrective action plan is well implemented.

Opportunity for Improvement	
OFI#	Description
OFI 1	<p>Indicator D.2.1 MS B Major</p> <p>The Group Manager understanding on oversold of actual production and request for volume extension could be further improve. During the audit, it was found that the smallholder group has sold all the credits prior knowing the actual production. Despite this was accepted by the RSPO Secretariat that smallholder credits can be forward sold, the Group Manager shall understand his role to make sure at the end of the reporting period, there is no oversold. Meanwhile if the actual production is more than estimated, volume extension has to be request.</p> <p>During this ASA-2 assessment, the auditor noted that the Group Manager has had the estimated production in a monthly basis data based on the 3 years trends. Through the data, it can be concluded that the number of product sold still under the total certified volume allowed to sell and Group Manager request the extension volume at the end.</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
Initial Assessment				
1992265-202011-M1	Critical	RSPO ISH Standard 2019, Criteria 1.2	26/11/2020	Closed on 21/02/2021
1992265-202011-M2	Critical	RSPO ISH Standard 2019, Criteria C.1.1	26/11/2020	Closed on 21/02/2021
1992265-202011-M3	Critical	RSPO ISH Standard 2019, Criteria 4.9	26/11/2020	Closed on 21/02/2021

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ASA-1				
2177053-202203-M1	Critical	RSPO ISH Standard 2019, 3.5 Milestone B	10/03/2022	Closed on 04/06/2022
ASA-2				
2323410-202303-M1	Critical	RSPO ISH Standard 2019, 1.3 Milestone B	18/03/2022	Closed on 10/06/2023
2323410-202303-M2	Critical	RSPO ISH Standard 2019, 3.4 Milestone B	18/03/2022	Closed on 10/06/2023
2323410-202303-M3	Critical	RSPO ISH Standard 2019, A.2.3 Milestone B	18/03/2022	Closed on 10/06/2023
2323410-202303-M4	Critical	RSPO ISH Standard 2019, 4.6 Milestone B	18/03/2022	Closed on 10/06/2023
2323410-202303-M5	Critical	RSPO ISH Standard 2019, D.1.1 Eligibility, Milestone A and Milestone B	18/03/2022	Closed on 10/06/2023

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 **PKSS Tayo Barokah** 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.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Internal Stakeholders	Previous land owner: <ul style="list-style-type: none"> • Arif Kusnandar (Maju Cerah Dayo Village) • Tulam Efendi (Dayo Indah Village) 	Face to face interview
Union/Contractors/Local Communities	<ul style="list-style-type: none"> • Head of Tapung Jaya Village 	Face to face interview

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Government Departments	<ul style="list-style-type: none"> Plantation Agency of Rokan Hulu Regency Environmental Agency of Rokan Hulu Regency 	Face to face interview
NGO	Asosiasi Pekebun Swadaya Kelapa Sawit Pelalawan (Bpk. Joko Prasetyo)	Via phone

Stakeholders comment	
#01	<p>Feedbacks: Infrastructure Staff Plantation Agency of Rokan Hulu Regency</p> <ul style="list-style-type: none"> There is no negative issue such as land clearing in prohibited area, land dispute or any other illegal occupancy in PPKSS Tayo Barokah’s plot. There is no issues related to land burning. All the smallholder have attended the GAP training and invited the plantation agency. The last training has been held on 3 November 2022. <p>Audit Team verification and response: No negative issues. No need further verification</p>
#02	<p>Feedbacks: Secretary of Environmental Agency of Rokan Hulu Regency</p> <ul style="list-style-type: none"> There is no negative issues related to environmental aspect in Tayo Barokah’s plot such as land burning or excessive pesticide usage. Environmental permit can be accelerated to register under the online submission system. <p>Audit Team verification and response: No negative issues. No need further verification</p>
#03	<p>Feedbacks: Chairman of Palm Oil Smallholder Association Pelalawan Regency (Asosiasi Pekebun Swadaya Kelapa Sawit Pelalawan)</p> <ul style="list-style-type: none"> PPKSS Tayo Barokah is one of smallholder association in Rokan Hulu Regency holding RSPO ISH certificate supported by WRI. PPKSS Tayo Barokah has been implemented the sustainable palm oil cultivation and give the social impact to the community. <p>Audit Team verification and response: No negative issues. No need further verification</p>
#04	<p>Feedbacks: Village Head of Tapung Jaya</p> <ul style="list-style-type: none"> There is no legal or conflict issues related to smallholders PPKSS Tayo Barokah, especially member who come from Tapung Jaya Village All smallholders member sell their FFB to the local FFB collector.

List of land owner / user contacted

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Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Arif Kusnandar	2004	0.75	Yes	Yes	Comply
Tulam Efendi	2011	2.00	Yes	Yes	Comply

Previous land owner / user comment	
	<p>Feedbacks: Previous Landowner Mr. Arif Kusnandar – his land purchased by Sukarjo.</p> <ul style="list-style-type: none"> • Previous Landowner is the one offering to sell the land. • Sukarjo as the buyer stated his intention to purchase the land, offering price directly. • The information sharing, negotiation, payment transaction carried out directly by Arif Kusnandar as seller and Sukarjo as buyer. No representative from any party involved in the process. • The land has already issued with land title for 7,500 m²; no conflict on the land during purchase process. • Sukarjo bought the land from Arif Kusnandar January 2004. <p>Audit Team verification and response: No negative issues. No need further verification</p>
	<p>Feedbacks: Previous Landowner Mr. Tulam Efendi – his land purchased by Sigit Sugianto.</p> <ul style="list-style-type: none"> • Previous Landowner and buyer (current smallholder member) agreed to purchase the land 14 January 2011. • Sigit Sugianto as the buyer stated his intention to purchase the land, offering price directly. • The information sharing, negotiation, payment transaction carried out directly by Tulam Efendi as seller and Sigit Sugianto as buyer. No representative from any party involved in the process. • The land has already issued with land title for 20,000 m²; no conflict on the land during purchase process. • The transaction witnessed by Sardan, Kasimun, Sulkin. <p>Audit Team verification and response: No negative issues. No need further verification</p>



3.5 Impartiality and conflict of interest

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

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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 Persatuan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah 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 Persatuan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah is remain certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Andi Pratama Pasaribu	Name: Jumal
Company Name: on behalf BSI Malaysia Services Sdn Bhd.	Company Name: Persatuan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah
Title: Lead Auditor	Title: Group Manager ICS
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: 16 June 2023	Date: 16 June 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>			
<p>Eligibility</p>	<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>Legal formation: <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> has fulfil the legal regulation related to palm oil plantation for smallholder as follows:</p> <ul style="list-style-type: none"> • The deed of establishment of the cooperative is based on the notarial deed of Eni Endahwati, SH number 11 dated January 14, 2020 and has been approved by the Ministry of Law and Human Rights and the Director General of General Legal Administration in accordance with the Decree of the Minister of Law and Human Rights No: AHU-0000547.AH.01.07 of 2020 dated 20 January 2020 regarding the Ratification of the Legal Entity for the <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i>. • The renewal deed No. 35 on 26 October 2021 by Notary of Eni Endahwati, SH and has been approved by the Ministry of Law and Human Rights No: AHU-0001741.AH.01.08 of 2021 dated 1 December 2021. This amendment of organizational structure due to resignation letter of Agus Ariyanto (previous chairman/group manager) of Tayo Barokah on 28 August 2021 and appointment of Jumal ST as group manager based on approval by all the smallholders member during the annual member meeting on 18 September 2021. The last annual meeting has been held on 17 October 2022, attended by 125 participants. • Sighted the tax identification number (Nomor Pokok Wajib 	<p>Complied</p>

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		<p>Pajak/NPWP) No. 91.880.521.9-221.000 on behalf <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i>.</p> <ul style="list-style-type: none"> Registration of Nomor Induk Berusaha (NIB) from Badan Kordinasi Penanaman Modal (Capital Investment Coordinating Board) on behalf of <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> number 0218010152456 dated 25 November 2020. <p>Fair and transparent decision making and governance <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> has had statutes and bylaws related to transparent decision-making and governance. In chapter XIV clause 20 stated that:</p> <ul style="list-style-type: none"> A meeting is declared valid if it is attended by more than half of the number of members. Decision making is carried out by deliberation and consensus. if there is a deadlock, then the decision is taken based on a mechanism approved by the forum but still on an accountable basis. <p>Group Formation and Management PPKSS Tayo Barokah has formed organization structure chart as per 20 February 2023 as follows:</p> <ul style="list-style-type: none"> Group Manager ICS: Jumal Secretary: Dian Nurlaili Treasurer: Novi Ida Riani Counselling body: Purwanto, Elly Marlina, Eko Styaningsih Supervisory body: Ujang Hendra, Herman, R. Ridho Yahdi, SH Approval committee: Samsu, Rusman and Suwandi Admin: Titin Maroah 	
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		<ul style="list-style-type: none"> • Agronomy and production infrastructure: H. A Apipudin & Slamet Mulyono • Dissemination and registration: Siti Hasanah & Nuraini • Internal audit: Mulyadi S, Agus Suyono, Sigit Sugianto & Eko Subroto • Occupational Health and Safety: Sulastri, S.Pd, Elis Ramawati • HCV and Firefighter: Sukirno • Purchasing and marketing: Tri Suci Fitriani • Farmer Sub-Group: <ol style="list-style-type: none"> 1. Barokah Dayo: 24 plots 2. Bina Jaya: 17 plots 3. Dayo Indah: 31 plots 4. Harapan Kita: 26 plots 5. Jaya Bersama: 31 plots 6. Jaya Mandiri: 20 plots 7. Maju Cerah Dayo: 25 plots 8. Maju Jaya: 18 plots 9. Makmur Jaya: 33 plots 10. Mekar Jaya: 30 plots 11. Tani Subur: 46 plots 12. Tunas Dayo: 14 plots 13. Tunas Jaya: 23 plots <p>Total plot: 338 plots</p> <p>Signed or thumb printed Smallholder Declaration from all smallholder members</p>	
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		<p>Sighted the evidence of decision making in joint declaration document dated 2 March 2019 which stated:</p> <ul style="list-style-type: none"> • <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> willing to get involved and willing to promote RSPO certified palm oil. • <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> will implement the RSPO Independent Smallholders Standard. • Appointed Mr. Agus Ariyanto as Group Manager who responsible for implementation of RSPO principles and criteria. Later, the Group Manager has change due to resignation letter on 18 August 2021 and appointment of Mr. Jumal as a new Group Manager based on membership meeting on 28 September 2021. • All member of <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> will support all the joint declaration point. • Tayo Barokah also has a financial management plan such as estimation of FFB production in the next year (2022-2023) and replanting plan period 2021 - 2025. 	
<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>Group Manager <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> has set the job description for all level of board of Tayo Barokah, committee, staff, admin etc on 31 October 2019. Job and responsibility of each level of group manager, committee, secretary, treasurer etc has been written in document job description as follows:</p> <ul style="list-style-type: none"> • Group Manager ICS: Jumal • Secretary: Dian Nurlaili • Treasurer: Novi Ida Riani • Counselling body: Purwanto, Elly Marlina, Eko Styarningsih • Supervisory body: Ujang Hendra, Herman, R. Ridho Yahdi, SH • Approval committee: Samsu, Rusman and Suwandi 	<p>Complied</p>

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		<ul style="list-style-type: none"> • Admin: Titin Maroah • Agronomy and production infrastructure: H. A Apipudin & Slamet Mulyono • Dissemination and registration: Siti Hasanah & Nuraini • Internal audit: Mulyadi S, Agus Suyono, Sigit Sugianto & Eko Subroto • Occupational Health and Safety: Sulastri, S.Pd, Elis Ramawati • HCV and Firefighter: Sukirno • Purchasing and marketing: Tri Suci Fitriani • Farmer Sub-Group: <ol style="list-style-type: none"> 1. Barokah Dayo: 24 plots 2. Bina Jaya: 17 plots 3. Dayo Indah: 31 plots 4. Harapan Kita: 26 plots 5. Jaya Bersama: 31 plots 6. Jaya Mandiri: 20 plots 7. Maju Cerah Dayo: 25 plots 8. Maju Jaya: 18 plots 9. Makmur Jaya: 33 plots 10. Mekar Jaya: 30 plots 11. Tani Subur: 46 plots 12. Tunas Dayo: 14 plots 13. Tunas Jaya: 23 plots Total plot: 338 plots with 151 members 	
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		<p>Since the previous assessment, Tayo Barokah has conducted some GAP training as follows:</p> <ul style="list-style-type: none"> • Thursday, 3 March 2022 located in meeting room of Tapung Daya Village. This was an annual meeting that concerning of procedural refreshment and RSPO Independent Smallholders Standard, presentation of annual financial report and organizational activity, dissemination of premium sharing procedure and socialization of working program 2022. All of this issue presented by Group Manager and ICS. Attended by 140 member. • Saturday, 18 September 2022 located in meeting room of KUD Karya Mukti. Concerning of refreshment good agricultural practices procedures and PPE usage. Attended by 63 participants. • Thursday, 3 November 2022 located in meeting room of Tapung Jaya Village. Concerning of refreshment RSPO ISH, replanting program from BPDP-KS. Attended by 44 participants including presenter from Plantation Agency of Rokan Hulu Regency and staff of Bank Mandiri Rokan Hulu Regency. 	
<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>Fair and transparent decision-making and governance</p> <p>Referring to the policies and procedures of the organization, all decisions made are made transparently. For example, the organization has held an annual member meeting on March 3, 2022 where the group manager and ICS members submitted their 2021 financial accountability report to all members. Including submitting a premium sharing plan for 2021 with the following composition:</p> <ul style="list-style-type: none"> • Mandatory fund 23% • Institutional 46% • Member 7% • Plot maintenance 3% • Institutional Development 5% 	<p>Complied</p>

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		<ul style="list-style-type: none"> • Farmer group 14% • Annual member meeting (RAT) 2% <p>Sustainable financial management</p> <p>Based on the financial report period 2021 in document “Laporan Pertanggungjawaban Pengurus Tahun Buku 2021” stated that PPKSS Tayo Barokah has received IDR 432,938,250 through the sold the certified volume in palm trace. According to the agreement during the meeting concluded that those profit will be shared with composition as follows:</p> <ul style="list-style-type: none"> • Surveillance certification cost • Tax • Social fund • Incentives for ICS • Incentives for member • Plot maintenance (boundary poles installment/maintenance) • Organizational development (capacity building for ICS and additional membership) • Incentives for sub-farmer head. • Annual membership meeting. <p>This realization has been informed to all the members during the annual meeting and has been accepted by member.</p>	
Criteria 1.2: Smallholders have the capacity to effectively manage their farm.			
Eligibility	Not Applicable	Not Applicable	Not Applicable

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<p>Milestone A</p>	<p>Smallholders complete training on farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.</p>	<p>PPPKS Tayo Barokah has held trainings related to palm oil business.</p> <p>The trainings have been conducted includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.</p> <p>The document provides at "Program Kerja PPKSS Tayo Barokah thun 2023-2024, such as:</p> <ul style="list-style-type: none"> • Training on Best Agriculture Practices (GAP) – planned in August 2022. The training has been conducted on Saturday, 18 September 2022 – location in Aula KUD Karya Mukti – that was attended by 63 smallholder members. • Training and socialization for Palm Oil Replanting (PSR – Perkebunan Sawit Rakyat), Determination of FFB Prices based on FFB quality, financial management, member registration, socialization of RSPO premium sharing credit, appeal for prohibition of burning land and prohibition of using paraquat. The training was carried out on Tuesday, dated 3rd November 2022. • Dissemination of the material through Pocket Book of RSPO Introduction and Implementation given to all smallholders. • Awareness training of general RSPO ISH and the socialization of corporate policy to all smallholder member and workers, example: last socialization on 13th November 2022 – location in Office of Tapung Jaya Village – together with Annual Member Meeting (Rapat Anggota Tahunan) that was attended by 73 smallholder members. 	<p>Complied</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>During this ASA, individual members has shown consistently filled out the form "Laporan Produksi Kelompok Tani". The form was signed by Sub-Group Head and Marketing Section.</p>	<p>Complied</p>

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The flow chart of records starting from smallholder personal record (harvesting, manuring), then the Sub-Group Head (*Kelompok Tani*) will recap the data. After that, the data of Sub-Group will be recapped by the cooperative. It has been reviewed the data of sample of smallholders, Sub-Group and in Cooperative level. The data in Sub-Group level covering detail of every member, code number, planting year, hectarage, and production.

Records of production and sale of FFB by individual members have been carried out consistently. Sample seen – Rekap Produksi PPKSS Tayo Barokah period March 2022 to February 2023, such:

No	Subgroup Head - Kelompok Tani	Records of Production (MT)
1	Kelompok Tani Barokah Dayo	375.82
2	Kelompok Tani Bina Jaya	389.13
3	Kelompok Tani Dayo Indah	654.12
4	Kelompok Tani Harapan Kita	392.36
5	Kelompok Tani Jaya Bersama	496.98
6	Kelompok Tani Jaya Mandiri	311.61
7	Kelompok Tani Maju Cerah Dayo	438.97
8	Kelompok Tani Maju Jaya	531.32
9	Kelompok Tani Makmur Jaya	502.84
10	Kelompok Tani Mekar Jaya	1,036.77
11	Kelompok Tani Tani Subur	850.73

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12	Kelompok Tani Tunas Dayo	422.30
	13	Kelompok Tani Tunas Jaya
Total		6,850.49

No	Month - Year	Records of Production (MT)
1	Mar-22	500.69
2	Apr-22	520.62
3	May-22	561.96
4	Jun-22	576.05
5	Jul-22	585.11
6	Aug-22	609.04
7	Sep-22	671.95
8	Oct-22	656.21
9	Nov-22	638.89
10	Dec-22	570.12
11	Jan-23	501.32
12	Feb-23	458.48
Total		6,850.49

Criteria 1.3: Smallholders implement good agricultural practices (GAP) on their farms.

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<p>Eligibility</p>	<p>Smallholders commit to implementing good agricultural practices on their farms. (Reference Smallholder Declaration, 1.1.E / Appendix 1).</p>	<p><i>There is no change information since previous assessment.</i></p> <p><i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah has had Good Agricultural Procedure as follows:</i></p> <ul style="list-style-type: none"> • SOP Harvesting (No: 1/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Soil and Leaf Sampling (No: 2/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Manuring (No: 3/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Pruning (No: 4/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Weeding Control (No: 5/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Agrochemical Usage (No: 6/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Transplanting (No: 7/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Land Preparation and Replanting (No: 8/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Road Maintenance (No: 9/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Nursery (No: 10/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). • SOP Pest Control (No: 11/SOP/UBS/PPKSS-TB/X2019 dated 31 October 2019). 	<p>Complied</p>
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		<p>Sighted the evidence of decision making in joint declaration document dated 2 March 2019 which stated:</p> <ul style="list-style-type: none"> • <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> willing to get involved and willing to promote RSPO certified palm oil. • <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> will implement the RSPO principles and criteria. • All member of <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> will support all the joint declaration point. <p>Each of the farmer groups who joined the <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> signed the Farmer Group Declaration on October 1, 2020. In the declaration, the farmers declared the following commitments:</p> <ol style="list-style-type: none"> 1. Continue development in accordance with applicable standards and meet the milestones required for progress. 2. Actively participate in all required activities in groups and institutions. 3. Ensure that there are no forced labor practices in plantation operations and stop the practice of forced labor if it still exists. 4. Pay the minimum wage of workers in accordance with existing regulations at the national level. 5. Respect and facilitate workers' rights to lodge complaints and grievances. 6. Provide safe working conditions and facilities. 7. Ensure that there is no discrimination, harassment or violence in plantation operations. 8. Ensure not to involve children under 17 years in plantation 	
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		<p>operations and to immediately stop the practice if any.</p> <ol style="list-style-type: none"> 9. Do not clear land or acquire land from indigenous peoples, local communities or other users without their FPIC based on a simple FPIC approach. 10. Resolve all existing disputes with a mechanism that has been regulated in the <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> and the RSPO. 11. Do not carry out new planting or expansion of existing plantations in primary forest, HCV areas, HCS forest, peat areas, riparian areas or steep slopes (more than 25 degrees or as stipulated in the national interpretation). 12. Jointly protect HCV areas and HCS forests through a precautionary approach in accordance with the existing regulations in <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> and RSPO. 13. Use of Best Management Practices (BMP) in plantation operations. 14. Not burning for land preparation, waste management including pest and disease control. 15. Pesticide usage such as Parakuat or other kind of extremely hazardous is prohibited in Best Management Practices. 16. Minimizing and controlling erosion. 	
<p>Milestone A</p>	<p>Smallholders complete training on Good Agriculture Practices (GAP).</p>	<p>Since previous assessment, the smallholders have attended several trainings related to best management practices as recorded below:</p> <ol style="list-style-type: none"> 1. Thursday, 3 March 2022 located in meeting room of Tapung Daya Village. This was an annual meeting that concerning of procedural refreshment and RSPO Independent Smallholders Standard, presentation of annual financial report and organizational activity, dissemination of premium sharing procedure and socialization of 	<p>Complied</p>

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		<p>working program 2022. All of this issue presented by Group Manager and ICS. Attended by 140 member.</p> <ol style="list-style-type: none"> 2. Saturday, 18 September 2022 located in meeting room of KUD Karya Mukti. Concerning of refreshment good agricultural practices procedures and PPE usage. Attended by 63 participants. 3. Thursday, 3 November 2022 located in meeting room of Tapung Jaya Village. Concerning of refreshment RSPO ISH, replanting program from BPDP-KS. Attended by 44 participants including presenter from Plantation Agency of Rokan Hulu Regency and staff of Bank Mandiri Rokan Hulu Regency. 	
<p>Milestone B</p>	<p>Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.</p>	<p>Based on field visit, the smallholders have followed the procedure in their own ways. For example, no longer using Paraquat dichloride, no blanket spraying and maintain the pruning condition.</p> <p>Based on field visit, there are still plot management practices that are not in accordance with the procedures for weeding that have been set by the group manager since 31 October 2019. This is raised as noncompliance.</p> <p>The record of production submitted by each smallholders in real time after the harvesting day through WhatsApp's Group to the Head of Sub-Farmer Group and forwarded to the Purchasing and Marketing Department. Based on the record of FFB production data in a monthly basis since previous assessment as follows:</p> <ul style="list-style-type: none"> • March 2022: 500.96 MT • April 2022: 560.62 MT • May 2022: 561.96 MT • June 2022: 576.05 MT • July 2022: 585.11 MT • August 2022: 609.04 MT 	<p>Non-compliance</p>

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		<ul style="list-style-type: none"> September 2022: 671.95 MT October 2022: 656.21 MT November 2022: 638.89 MT December 2022: 570.12 MT January 2023: 501.32 MT February 2023: 458.48 MT Total: 6,850.49 MT 																																																			
<p>Principle 2: Ensure Legality, Respect for Land Rights and Community Wellbeing Comply with the law and respect communities' rights</p>																																																					
<p>Criteria 2.1: Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices</p>																																																					
<p>Eligibility</p>	<p>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>	<p>All the plots of the smallholders have taken the coordinates and maps who is facilitated by supporting team from World Resources Institute. It can be seen in Appendix E: List of Smallholder Registered and/or sampled.</p> <p>Smallholders sample during this audit:</p> <table border="1" data-bbox="1133 954 1933 1391"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Smallholders name</th> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude (N)</th> <th>Longitude (E)</th> </tr> </thead> <tbody> <tr> <td colspan="4">Dayo Indah</td> </tr> <tr> <td>1.</td> <td>Sigit Sugianto</td> <td>0°38'01.44"</td> <td>100°31'26.40"</td> </tr> <tr> <td>2.</td> <td>H. Sarjono</td> <td>0°38'33.91"</td> <td>100°32'09.60"</td> </tr> <tr> <td>3.</td> <td>Warso Haryono</td> <td>0°38'33.90"</td> <td>100°32'06.00"</td> </tr> <tr> <td>4.</td> <td>Bonangin</td> <td>0°37'22.66"</td> <td>100°31'58.80"</td> </tr> <tr> <td colspan="4">Maju Cerah Dayo</td> </tr> <tr> <td>5.</td> <td>H. Eko Subroto</td> <td>0°37'08.14"</td> <td>100°34'22.80"</td> </tr> <tr> <td>6.</td> <td>Abdul Rokhim</td> <td>0°37'04.79"</td> <td>100°34'19.20"</td> </tr> <tr> <td>7.</td> <td>Sukarjo</td> <td>0°36'45.21"</td> <td>100°34'19.20"</td> </tr> <tr> <td>8.</td> <td>Ali Sodikin</td> <td>0°37'17.57"</td> <td>100°34'26.40"</td> </tr> <tr> <td colspan="4">Tani Subur</td> </tr> </tbody> </table>	No	Smallholders name	Coordinate		Latitude (N)	Longitude (E)	Dayo Indah				1.	Sigit Sugianto	0°38'01.44"	100°31'26.40"	2.	H. Sarjono	0°38'33.91"	100°32'09.60"	3.	Warso Haryono	0°38'33.90"	100°32'06.00"	4.	Bonangin	0°37'22.66"	100°31'58.80"	Maju Cerah Dayo				5.	H. Eko Subroto	0°37'08.14"	100°34'22.80"	6.	Abdul Rokhim	0°37'04.79"	100°34'19.20"	7.	Sukarjo	0°36'45.21"	100°34'19.20"	8.	Ali Sodikin	0°37'17.57"	100°34'26.40"	Tani Subur				<p>Complied</p>
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<p>Milestone A</p>	<p>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>	<p>All of smallholders have had land title in the form of:</p> <ul style="list-style-type: none"> Land Certificate (SHM – <i>Sertifikat Hak Milik</i>) which is issued by Agrarian Agency. SHM is a highest individual land title in Indonesia, signed by Agrarian Agency in Regency level. Decree of Land Ownership History (SKT – <i>Surat Keterangan Tanah</i>) which is issued by Village Head. Land Acquisition Letter (SKGR – <i>Surat Keterangan Ganti Rugi</i>) which is issued by Village Head. <table border="1"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Smallholders name</th> <th colspan="3">Land ownership status</th> </tr> <tr> <th>SHM</th> <th>SKT</th> <th>SKGR</th> </tr> </thead> <tbody> <tr> <td colspan="5">Dayo Indah</td> </tr> <tr> <td>1.</td> <td>Sigit Sugianto</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>H. Sarjono</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Warso Haryono</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Bonangin</td> <td>√</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Maju Cerah Dayo</td> </tr> </tbody> </table>	No	Smallholders name	Land ownership status			SHM	SKT	SKGR	Dayo Indah					1.	Sigit Sugianto	√			2.	H. Sarjono	√			3.	Warso Haryono	√			4.	Bonangin	√			Maju Cerah Dayo					<p>Complied</p>
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		8.	Ali Sodikin	√			
		Tani Subur					
		9.	Abdul Warisman	√			
		10.	Samsu	√			
		11.	Suparno			√	
		12.	Jumari	√			
		Tunas Jaya					
		13.	Aji Santoso	√			
		14.	Agus Suyono	√			
		15.	Rusman			√	
		<p>Until this audit, the progress of cultivation and environmental permit still in progress. Based on interview with Group Manager obtained information that the smallholders are now preparing for submission of environmental permit through the Online Submission System (OSS). According to the interview with environmental staff of Rokan Hulu Regency noted that the permit can be accelerated to register under</p>					

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		the online submission system. There is no expulsion or sanction by the government.	
Milestone B	Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.	<p>Based on the record of boundary poles installation data, all the boundary poles have been planted in each plot of smallholder. Through the field visit obtained information that all plot sampling has had the red-mark poles in 4 side.</p> <p>There is no land conflict issue between the smallholders with the neighbours or other parties.</p>	Complied
Criteria 2.2: Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent, based on a simplified FPIC approach.			
Eligibility	For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of indigenous peoples, local communities or other users (refer to indicator 1.1E / Appendix 1).	<p>Through the public consultation with village head and government agencies of Rokan Hulu Regency (Plantation Agency) has obtained information that there are no indigenous people around the smallholder plots.</p> <p>The smallholders plot mostly originated from transmigration land ownership or land purchase from each villager.</p> <p>During this audit, there is no information of land acquisition from indigenous people or new change ownership data.</p> <p>Audit team made interview with previous landowner, Mr.Arif Kusnandar whose land purchased by Sukarjo.</p> <ul style="list-style-type: none"> • Previous Landowner is the one offering to sell the land. • Sukarjo as the buyer stated his intention to purchase the land, offering price directly. 	Complied

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		<ul style="list-style-type: none"> • The information sharing, negotiation, payment transaction carried out directly by Arif Kusnandar as seller and Sukarjo as buyer. No representative from any party involved in the process. • The land has already issued with land title for 7,500 m2; no conflict on the land during purchase process. <p>Audit team made interview with previous landowner, Mr.Tulam Efendi whose land purchased by Sigit Sugianto.</p> <ul style="list-style-type: none"> • Previous Landowner and buyer (current smallholder member) agreed to purchase the land 14 January 2011. • Sigit Sugianto as the buyer stated his intention to purchase the land, offering price directly – no representative. • The information sharing, negotiation, payment transaction carried out directly by Tulam Efendi as seller and Sigit Sugianto as buyer. No representative from any party involved in the process. • The land has already issued with land title for 20,000 m2; no conflict on the land during purchase process. • The transaction witnessed by Sardan, Kasimun, Sulkin. 	
<p>Milestone A</p>	<p>For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).</p>	<p>Through the public consultation with village head and government agencies of Rokan Hulu Regency (Plantation Agency) has obtained information that there are no indigenous people around the smallholder plots.</p> <p>The smallholders plot mostly originated from transmigration land ownership or land purchase from each villager.</p> <p>During this audit, there is no information of land acquisition from indigenous people or new change ownership data.</p>	<p>Complied</p>

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Milestone B	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).	<p>Through the public consultation with village head and government agencies of Rokan Hulu Regency (Plantation Agency) has obtained information that there are no indigenous people around the smallholder plots.</p> <p>The smallholders plot mostly originated from transmigration land ownership or land purchase from each villager.</p> <p>During this audit, there is no information of land acquisition from indigenous people or new change ownership data.</p>	Complied
Criteria 2.3: The right to use the land is not disputed by indigenous peoples, local communities or other users.			
Eligibility	Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to indicator 1.1E / Appendix 1).	<p>Each member under <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> has signed smallholder's declaration dated 1 October 2020. Those declaration (point number 9 and 10) stated the commitment to:</p> <p>9. <i>Do not expand the land or acquire land from indigenous peoples, local communities or other users without their FPIC based on a simple FPIC approach.</i></p> <p>10. <i>Resolve all existing disputes with a mechanism that has been regulated in the PPKSS Tayo Barokah and the RSPO.</i></p>	Complied
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.	During this surveillance audit, the auditor team has interviewed the village head of Tapung Jaya, previous land owner and related government agencies in Rokan Hulu Regency obtained information that there is no land disputes against the smallholders plot until this audit. Most of plot originated from transmigration (appointed by government) area in 1982 while some others from land purchase from the villager.	Complied
Milestone B	There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access	During this surveillance audit, the auditor team has interviewed the village head of Tapung Jaya, previous land owner and related	Complied

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	rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.	government agencies in Rokan Hulu Regency obtained information that there is no land disputes against the smallholders plot until this audit. Most of plot originated from transmigration (appointed by government) area in 1982 while some others from land purchase from the villager.	
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).	Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah has made overlay map the smallholder block against forest area map:	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).	<ul style="list-style-type: none"> Forest area map "Peta Kawasan Hutan" based on Keputusan Menteri Lingkungan Hidup dan Kehutanan Republik Indonesia No.SK.903/MENLHK/SETJEN/PLA.2/12/2016 tentang Kawasan Hutan Provinsi Riau, dated 7 December 2016. Spatial planning "Peraturan Daerah Rokan Hulu No.1 Tahun 2020 tentang Rencana Tata Ruang Wilayah Kabupaten Rokan Hulu Tahun 2020-2040" dated 30 March 2020. 	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).	<ul style="list-style-type: none"> "Surat Keputusan Menteri Lingkungan Hidup dan Kehutanan No.SK.7594/MENLHK-PKTL/IPSDH/PLA.1/9/2022 tentang Penetapan Peta Indikatif Penghentian Pemberian Perizinan Berusaha, Persetujuan penggunaan Kawasan Hutan, Atau Perubahan Peruntukan Kawasan Hutan Baru Pada Hutan Alam Primer dan Lahan Gambut Tahun 2022 Periode II (PIPPIB)" <p>From the overlay maps, the block area located outside protected forest "Hutan Lindung Bukit Suligi dan Bukit Sigadung".</p> <p>From the overlay maps, the block area located in mineral area, and not peat area.</p>	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.			

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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).	<p>Each member under <i>Perkumpulan Petani Kelapa Sawit Swadaya (PPKSS) Tayo Barokah</i> has signed smallholder's declaration dated 1 October 2020. Those declaration (point number 9 and 10) stated the commitment to:</p> <p>9. <i>Do not expand the land or acquire land from indigenous peoples, local communities or other users without their FPIC based on a simple FPIC approach.</i></p> <p>10. <i>Resolve all existing disputes with a mechanism that has been regulated in the PPKSS Tayo Barokah and the RSPO.</i></p> <p>Tayo Barokah has a Dispute Prevention and Resolution Procedure (No. 2/SOP/GM/PPKSS-TB/X/2020 dated 30 October 2020). Based on the procedure, conflict resolution mechanism shall follow:</p> <ol style="list-style-type: none"> 1. Reporting if any conflict/land dispute 2. Planning of conflict/land dispute resolution 3. Conflict/land dispute handling 4. Monitoring and evaluation 	Complied
Milestone A	Smallholders complete training on how to conduct a simplified FPIC approach.	The smallholders of PPKSS Tayo Barokah has attended simplified FPIC approach training as a preventive action of land clearing/acquisition with no FPIC. The simplified FPIC approach training has been included in RSPO ISH 2019 standard training conducted on 3 March 2022.	Complied
Milestone B	Based on a simplified FPIC approach, smallholders jointly agree on a plan with the affected indigenous peoples and/or local communities and/or other rights holders, including vulnerable groups, for new oil palm developments, if these involve land-use change.	Until this audit, PPKSS Tayo Barokah does not have any new planting or expansion plan.	Complied
<p>Principle 3: Respect human rights, including workers' rights and conditions Safeguard human rights and protect workers' rights, ensuring safe and decent working conditions.</p>			
<p>Criteria 3.1: There is no use of forced labour.</p>			

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<p>Eligibility</p>	<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>Based on interview with sample of smallholder member (dated 16 March 2023) namely Mr Sukarjo – ID number: D.026, Mr Ali Sadikin – ID number: D.025, Mr Abdul Rohim – ID number: D.040, Mr Eko Subroto – ID number: D.029, they have understood to commit to no use of forced labour and ensure that any use of forced labour on the farm is prohibited.</p> <p>PPKSS Tayo Barakah has established a decree related to the Prohibition of Discrimination, Forced Labour and Trafficking, SK Group Manager No. 14/SK/GM/PPKSS-TB/X/2019 dated October 31, 2019, explaining:</p> <ul style="list-style-type: none"> • Members of PPKSS - Tayo Barokah are prohibited any forms of discrimination (skin colour, ethnicity, gender, religion, political affiliation, and others) on any basis. • It is forbidden to perform forced labour against labour or others under any circumstances. • It is forbidden to trade people/labour in any form. <p>The policy has been communicated to all smallholder member and workers, example: last socialization on 13th November 2022 – location in Office of Tapung Jaya Village – together with Annual Member Meeting (Rapat Anggota Tahunan) that was attended by 73 smallholder members.</p> <p>All workers who work at the PPKSS - Tayo Barokah Plantation are residents / communities, i.e., Tapung Jaya Village and Dayo Village. Information was provided by PPKSS Tayo Barokah related to sources of labour including family, contract and hired labour.</p> <p>In year 2023, PPKSS - Tayo Barokah has recorded the list pf employee – Daftar Pekerja PPKSS Tayo Barokah, there are 108 workers,</p>	<p>Complied</p>
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		<p>meanwhile, there were 104 male workers (92.29%) and 4 female workers (3.37%).</p> <p>According to the list of workers PPKSS Tayo barokah above, it appears that PPKSS Tayo Barokah does not distinguish the origin of workers (local or non-local) and gender.</p> <p>All workers are people living in villages around PPKSS Tayo Barokah plantations (100% of the villagers around ex-transmigration)</p> <p>In terms of hiring workers, the ICS Tayo Barokah Management has made a Work Agreement with workers, which explains the rights and obligations of workers the list of workers is attached, including the determination of workers' wages.</p> <p>Sample seen during this ASA for example:</p> <ul style="list-style-type: none"> • Surat Perjanjian Kerja - Work Agreement Letter, no: /PPKSS-TB-SPK/TJ/ dated 8 February 2020, which was signed by both parties (job provider and recipient). The work agreement between the farmer on behalf of Mr Abdul Rohim – ID number: D.040 and Pak Liyasin (41 years old) as a harvest and fertilizer worker. • Surat Perjanjian Kerja - Work Agreement Letter, no: /PPKSS-TB-SPK/TJ/ dated 6 April 2020, which was signed by both parties (job provider and recipient). The work agreement between the farmer on behalf of Mr Ali Sadikin – ID number: D.025 and Pak Narlin (54 years old) as a harvest and fertilizer worker. • Surat Perjanjian Kerja - Work Agreement Letter, no: /PPKSS-TB-SPK/TJ/ dated 6 April 2020, which was signed by both parties (job provider and recipient). The work agreement between the farmer on behalf of Mr Eko Subroto – ID number: D.029, and Pak Abdul Muis (36 years old) as a harvest and fertilizer worker. 	
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		<ul style="list-style-type: none"> • Surat Perjanjian Kerja - Work Agreement Letter, no: /PPKSS-TB-SPK/TJ/ dated 6 April 2020, which was signed by both parties (job provider and recipient). The work agreement between the farmer on behalf of Mr Eko Subroto – ID number: D.029, and Pak Eko Dimas Arian (28 years old) as a harvest and fertilizer worker. <p>In Work Agreement Letter has also explained that if there is a cancellation of the Work Agreement due to death, even though the period of the agreement has not ended, there is a violation or action that is not justified, this Work Agreement will be canceled. If the worker intends to resign, then the worker is obliged to submit his resignation to the plantation owner.</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>During this ASA, the smallholder member of PPKSS – Tayo Barokah complete training on 3 November 2022 related to 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>PPKS - Tayo Barokah has provided training to farmers and their workers (Harvesters, fertilizers, and sprayers) on 8th November 2022</p>	<p>Complied</p>

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<p>Milestone B</p>	<p>Workers on the farm, including their families, have unrestricted access to their identity documents, have freedom of movement and can declare that their employment is freely chosen.</p>	<p>Based on interview with sample of worker Mr Muis (harvester at Mr Eko Subroto – ID number: D.029), dated 16th February 2023, obtained information that all workers in the plot, including their families, have the right of access to obtain the Work Agreement documents. This Agreement Letter is made in 3 (three) copies which can be held by each party, including their family members.</p> <p>All the workers were given the freedom to access identity documents and could freely opt for the jobs listed in the Employment Agreement Letter.</p>	<p>Complied</p>
<p>Criteria 3.2: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.</p>			
<p>Eligibility</p>	<p>Smallholders are aware of what defines child labour and ensure that any child labour in the farm operations is terminated at Eligibility. Awareness of child labour and commitment to no child labour includes:</p> <ol style="list-style-type: none"> 1. Compliance with the minimum age of workers 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>During this ASA, PPKSS Tayo Barokah has established a policy regarding the prohibition of employing minors through Decree No. 02/SK/GM/ PPKSS-TB/X/2019 dated 31 October 2019 concerning the Prohibition of Using Child Labor, i.e.:</p> <ul style="list-style-type: none"> • For PPKSS-Tayo Barokah members not to employ children under 18 years of age. • 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; Law No. 13 of 2013 concerning the prohibition of using child labour.</p>	<p>Complied</p>
<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. 	<p>During this ASA, PPKSS Tayo Barokah has established a policy regarding the prohibition of employing minors through Decree No. 02/SK/GM/ PPKSS-TB/X/2019 dated 31 October 2019 concerning the Prohibition of Using Child Labor, i.e.:</p>	<p>Complied</p>

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	<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>	<ul style="list-style-type: none"> • For PPKSS-Tayo Barokah members not to employ children under 17 years of age. • 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; Law No. 13 of 2013 concerning the prohibition of using child labour.</p> <p>The policy has been communicated to all smallholder member and workers, example: last socialization on 13th November 2022 – location in Office of Tapung Jaya Village – together with Annual Member Meeting (Rapat Anggota Tahunan) that was attended by 73 smallholder members.</p>	
<p>Milestone B</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 mentally harmful and that may intervene with the educational activities at school. 3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. (Young workers are not permitted in Indonesia). 	<p>During this ASA 2, PPKSS Tayo Barokah has established a policy regarding the prohibition of employing minors through Decree No. 02/SK/GM/ PPKSS-TB/X/2019 dated 31 October 2019 concerning the Prohibition of Using Child Labor, i.e.:</p> <ul style="list-style-type: none"> • For PPKSS-Tayo Barokah members not to employ children under 17 years of age. • 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; Law No. 13 of 2013 concerning the prohibition of using child labour.</p> <p>The policy has been communicated to all smallholder member and workers, example: last socialization on 13th November 2022 – location in Office of Tapung Jaya Village – together with Annual Member</p>	<p>Complied</p>

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		<p>Meeting (Rapat Anggota Tahunan) that was attended by 73 smallholder members.</p> <p>Based on the Work Agreement Letter, also include personal identity (KTP) to see the age of the worker.</p> <p>Based on the PPKSS Tayo Barokah Worker List updated in February 2023 - also include personal identity (KTP) to see the age of the worker for the harvester, fertilizer and spray workers, the youngest age on the list is Radika Surya Pradana (as a worker at Ali Sanggar's plot – ID number: D041); Date of birth 23-06-2022 and at the age of 20 years and 5 months.</p>	
<p>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.</p>			
<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>During this ASA, 2023, PPKS Tayo Barokah has committed in terms of paying workers' wages by establishing policies related to wages through Group Manager Decree No. 12/SK/GM/PPKS-TB/X/2019 dated 31 October 2019 concerning Wage Payments, mentioned: "<i>PPKSS Tayo barokah membayar upah kepada pekerja merujuk pada standar upah minimum propinsi, kabupaten, regional atau peraturan terkait yang sudah ditetapkan oleh pemerintah</i> - PPKSS Tayo barokah pays wages to workers referring to the provincial, district or regional minimum wage standards or related regulations that have been set by the government".</p> <p>The Policy also stipulates that:</p> <ul style="list-style-type: none"> • If the wage is lower than the stipulated, it must be explained by the conversion system of working hours or a special situation • If overtime has to be done, wages can be adjusted based on the duration of overtime work after going through the wage conversion calculation set by the government. 	<p>Complied</p>

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		<ul style="list-style-type: none"> • PPKSS - Tayo Barokah or members (farmers) are prohibited from withholding worker's wages • Facilitate the mechanism for making work agreements between farmers and workers that refer to applicable government regulations and RSPO requirements. <p>The policy has been communicated to all smallholder member and workers, example: last socialization on 13th November 2022 – location in Office of Tapung Jaya Village – together with Annual Member Meeting (Rapat Anggota Tahunan) that was attended by 73 smallholder members.</p> <p>All smallholder members have signed the statement letter “Pernyataan Pekebun” which stated at point D.4 “Pay of national level minimum wage”.</p> <p>PPKSS Tayo Barokah is in Tandun District, Rokan Hulu Regency, Riau Province, Riau Regency/City Minimum Wage (UMK) is stipulated through Decree (SK) Number Kpts.xxx/XI/2022 on UMK in Riau Province in 2023 amounting to IDR 3,248,333.52</p> <p>Based on document interview with sample of smallholder member dated 16th March 2023 namely Mr Sukarjo – ID number: D.026, Mr Ali Sadikin – ID number: D.025, Mr Abdul Rohim – ID number: D.040, Mr Eko Subroto – ID number: D.029, are entitled to wages / salaries from lowers (farmer) in accordance with the type of work they do:</p> <ul style="list-style-type: none"> • Harvest work of Rp 150,000 – Rp 200,000 per MT of FFB • Pruning work on average Rp 700,000 per ha • Fertilization work of Rp 10,000 per ton • Spraying work of IDR 150,000 per Ha (but based on interview as IDR 64,000 per Liter). • Grass mowing of Rp 500,000 per ha 	
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<p>Milestone A</p>	<p>Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.</p>	<ul style="list-style-type: none"> FFB loading work of Rp 15,000 per ton <p>PPKSS Tayo Barokah is in Tandun District, Rokan Hulu Regency, Riau Province, Riau Regency/City Minimum Wage (UMK) is stipulated through Decree (SK) Number Kpts.xxx/XI/2022 on UMK in Riau Province in 2023 amounting to IDR 3,248,333.52 per month, /or IDR 129,933.3 per day, /or IRD 18,561.91 per hour.</p> <p>During ASA 2- year 2023, the auditor team has reviewed a document (pay slip receipt). Based on the verification of harvesters' wages/pay slips for the period of January and February 2023:</p> <ul style="list-style-type: none"> Slip payment of wages for period 7 February 2023: On behalf of: Mr *hm** Plot owner/Farmer: Ali Sadikin - ID number: D.025 Type of Work: Harvest Total yields: 445 Kg Working hours: 2.5 hours Wages received by workers: IDR 67,000 Or per hour of IDR 36,800 Slip payment of wages for period 14 February 2023: On behalf of: Mr *M**s Plot owner/Farmer: Mr. Eko Subroto (D.029.3) Type of Work: Sparing using herbicide <i>glyphosate-isopropyl ammonium</i> Total yields: 1 litter Working hours: 4.6 hours Wages received by workers: IDR 120,000 Or per hour as much as IDR 36,666 <p>The payment of harvest wages is in accordance with the agreement in the harvester's employment contract and also has not been identified as discrimination against workers both men and women. Based on the</p>	<p>Complied</p>
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		<p>harvester's wage payment slip above, PPKSS Tayo Barokah provides workers' wages above the UMK Rokan Hulu Regency in 2023 period.</p> <p>Dated 16th March 2023, the auditor team has interviewed with several harvesters and smallholder's member (Namely Mr Sukarjo – ID number: D.026, Mr Ali Sadikin – ID number: D.025, Mr Abdul Rohim – ID number: D.040, Mr Eko Subroto – ID number: D.029) and found that the payment had been made fairly and no discrimination.</p>	
<p>Milestone B</p>	<p>Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups including women.</p>	<p>PPKSS Tayo Barokah is in Tandun District, Rokan Hulu Regency, Riau Province, Riau Regency/City Minimum Wage (UMK) is stipulated through Decree (SK) Number Kpts.xxx/XI/2022 on UMK in Riau Province in 2023 amounting to IDR 3,248,333.52 per month, /or IDR 129,933.3 per day, /or IRD 18,561.91 per hour.</p> <p>During ASA 2- year 2023, the auditor team has reviewed a document (pay slip receipt). Based on the verification of harvesters' wages/pay slips for the period of January and February 2023:</p> <ul style="list-style-type: none"> • Slip payment of wages for period 7 February 2023: On behalf of: Mr *hm** Plot owner/Farmer: Ali Sadikin - ID number: D.025 Type of Work: Harvest Total yields: 445 Kg Working hours: 2.5 hours Wages received by workers: IDR 67,000 Or per hour of IDR 36,800 • Slip payment of wages for period 14 February 2023: On behalf of: Mr *M**s Plot owner/Farmer: Mr. Eko Subroto (D.029.3) Type of Work: Sparing using herbicide <i>glyphosate-isopropyl ammonium</i> Total yields: 1 litter 	<p>Complied</p>

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		<p>Working hours: 4.6 hours Wages received by workers: IDR 120,000 Or per hour as much as IDR 36,666</p> <p>The payment of harvest wages is in accordance with the agreement in the harvester's employment contract and also has not been identified as discrimination against workers both men and women. Based on the harvester's wage payment slip above, PPKSS Tayo Barokah provides workers' wages above the UMK Rokan Hulu Regency in 2023 period.</p> <p>Dated 16th March 2023, the auditor team has interviewed with several harvesters and smallholder's member (Namely Mr Sukarjo – ID number: D.026, Mr Ali Sadikin – ID number: D.025, Mr Abdul Rohim – ID number: D.040, Mr Eko Subroto – ID number: D.029) and found that the payment had been made fairly and no discrimination.</p>	
<p>Criteria 3.4: Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.</p>			
<p>Eligibility</p>	<p>Smallholders commit to respect the rights of workers to file a complaint/grievance (refer to indicator 1.1E / Appendix 1).</p>	<p>Complaint and grievance handling regulated under "SOP Pengaduan dan Keluhan Eksternal Internal No.1/SOP/KP/PPKSS-TB/XI/2019" dated 1 November 2019.</p> <ul style="list-style-type: none"> • All parties can submit complaint and grievance. • Complaint, grievance, suggestion, input can be submitted to "Komite Persetujuan" in writing, then convey to Group Manager. • Complaint and grievance can be submitted with anonymity. • Complaint and grievance in form: SARA, issues instigating conflict, issues related to domestic violence, sexual harassment, human rights violation, criminal activity. <p>Complaint and grievance book recorded in "Laporan Monitoring Saran dan Keluhan PPKSS Tayo Barokah". For January-December 2022, no complaint or grievance recorded.</p>	<p>Complied</p>

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		<p>ISH organization has prepared suggestion box in the office. So far no complaint or grievance received.</p> <p>Based on interview with sampled smallholder member “Perkumpulan Petani Sawit Swadaya Tayo Barokah”, they confirmed signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration “Pernyataan Pekebun” in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed “Surat Pernyataan pekebun”. Point D.5 stated “Menghormati hak pekerja untuk menyampaikan pengaduan” – committed to respecting the rights of workers to file a complaint. Verified signed smallholder declarations:</p> <ul style="list-style-type: none"> - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suparno on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Agus Suyono on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Rusman on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Ali Sodikin on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Sukarjo on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Abdul Rohim on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suparno on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Eko Subroto on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Bonangin on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Warso Haryono on 30 August 2022. 	
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		<ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sarjono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sigit Sugianto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aji Santoso on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Warisman on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Jumari on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Samsu on 30 August 2022 	
Milestone A	Smallholders complete training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.	ISH organization has not provide training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance. This is raised as Non-compliance .	Non-compliance
Milestone B	Workers are aware of and have access to an effective means for filing a complaint/grievance.	During the interview, the auditor team noted that the workers has been informed about where and how to complaint if any dispute with the plot owner/members in writing to the board of ICS. Until this ASA known that there is no complaint/grievances submitted.	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).	<p>During this ASA, there was obtained information that all smallholder members have signed the statement letter "Pernyataan Pekebun" which stated at point 6 "Menyediakan kondisi dan fasilitas kerja yang aman".</p> <p>PPKS Tayo Barokah provide PPE for workers:</p> <ul style="list-style-type: none"> - Harvester: Safety helmet, Safety boots, Safety glasses - Spraying workers: Apron, Masker, Rubber Hand gloves, Safety glasses 	Complied

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		<p>Evidence of PPE provision are available as per "List Peminjaman Alat Pelindung Diri (APD) PPKS Tayo Barokah in January – December 2021 period". The loan of PPE is intended for the purposes of harvesting activities on farmers' land, such as:</p> <ul style="list-style-type: none"> - On 17 December 2022, loaned by farmer Asep S, in the form of 1 pair of rubber boots, 1 glasses, 1 glove and 1 mask. loaned by farmer Asep S, in the form of 1 pair of rubber boots, 1 glasses, 1 glove and 1 mask. - On December 20, 2021 there is a loan of APD in the form of rubber boots by farmers on behalf of Mr. Eko Subroto and Sunarti. - On March 3, 2022, the handover of safety helmet to all farmers as many as 150 farmers. <p>Based on interviews with land owners, information was obtained that the PPE was loaned as long as the person concerned worked for the land owner. If the worker resigns or is no longer working for the land owner, the PPE must be returned. This is in accordance with national regulations which state that employers are required to provide PPE for workers, in which case workers have used proper PPE while working.</p> <p>As of 2020 - 2022, the list of PPE in PPKSS Tayo Barokah is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No.</th> <th style="text-align: center;">Type of PPE</th> <th style="text-align: center;">Year 2020 (Unit)</th> <th style="text-align: center;">Year 2021 (Unit)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Safety helmet</td> <td style="text-align: center;">39</td> <td style="text-align: center;">39</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Safety glasses</td> <td style="text-align: center;">60</td> <td style="text-align: center;">60</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Apron</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Mask</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	No.	Type of PPE	Year 2020 (Unit)	Year 2021 (Unit)	1.	Safety helmet	39	39	2.	Safety glasses	60	60	3.	Apron	5	5	4.	Mask	5	5	
No.	Type of PPE	Year 2020 (Unit)	Year 2021 (Unit)																				
1.	Safety helmet	39	39																				
2.	Safety glasses	60	60																				
3.	Apron	5	5																				
4.	Mask	5	5																				

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		<table border="1"> <tr> <td>5.</td> <td>Cloth gloves</td> <td>48</td> <td>48</td> </tr> <tr> <td>6.</td> <td>First aid box</td> <td>4</td> <td>4</td> </tr> <tr> <td>7.</td> <td>Rubber boot</td> <td>60</td> <td>60</td> </tr> <tr> <td>8.</td> <td>Fire extinguisher</td> <td>2</td> <td>2</td> </tr> </table>	5.	Cloth gloves	48	48	6.	First aid box	4	4	7.	Rubber boot	60	60	8.	Fire extinguisher	2	2	
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6.	First aid box	4	4																
7.	Rubber boot	60	60																
8.	Fire extinguisher	2	2																
<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>Based on field visit on harvest activities in the plot of farmers Mrs. Nurbaiti Amin and Mrs. Nurhayati that harvesters have used PPE required by PPKSS Tayo Barokah in the form of safety helmet and rubber boots.</p> <p>PPKSS Tayo Barokah has been identified risk associated with the farm work and recorded in Identifikasi Sumber Bahaya, Penilaian dan Pengendalian Resiko PPKSS Tayo Barokah update on January 2022.</p> <p>PPKSS Tayo Barokah has reviewed and monitored the risk assessment on 17 February 2023 where some smallholders getting involve in this meeting (total 32 participant). The review meeting took the work incidents data during January – December 2022. Through the data concluded that there was no work incidents record during that period. Based on that facts, there was no need to change the risk assessment and control.</p>	<p>Complied</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 	<p>Workers including smallholder family member have access to safe working conditions and amenities.</p> <p>Each worker and smallholder has their own housing. During field visit to smallholder housing indicated that the housing is met with standard for health and safety, working equipment for harvesting store in speared place, herbicide/pesticide store in the separate place.</p> <p>During this ASA, there is no record of new handover of first aid kit. However, there some record of changing the expired of first aid kit</p>	<p>Complied</p>																

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	<ul style="list-style-type: none"> Access to toilets 	<p>content such as alcohol, betadine and cotton cleaner facilitated by the government clinics of Tapung Jaya Village. The last renewal of first aid kit content was on 16 January 2023.</p> <p>Based on a field visit to Farmers Sub-Group - Maju Cerah Dayo (dated 16 March 2023), the auditor team found that the head of Farmers Sub-Group already had a first aid kit which was brought to the plot when there was activity/work such harvesting, manuring /or pesticides application.</p>	
<p>Criteria 3.6: There is no discrimination, harassment, or abuse on the farm.</p>			
Eligibility	<p>Smallholders commit to no discrimination, harassment or abuse on the farm (refer to indicator 1.1E / Appendix 1).</p>	<p>Smallholder members have signed the statement letter "Pernyataan Pekebun" which stated at point 7 "No discrimination, harassment or abuse on the farm".</p> <p>PPKSS Tayo Barokah has policies related to discrimination, violence, forced labor and abuses at work based on Group Manager Decree No. 14/SK/GM/PPKSS/X/2019 dated 31 October 2019. The policy explains: "prohibition of discrimination (skin color, ethnicity, gender, religion, political affiliation and others), prohibition against forced labour, prohibition of detention. Worker's wages if the worker resigns and prohibits trafficking in persons / labour in any form".</p> <p>This policy has been disseminated to farmers and workers at PPKSS Tayo Barokah at the time with This policy was socialized to all farmers and workers at the time with <i>Rapat Anggota Tahunan</i> on March 3, 2022, this socialization was attended by 140 member/farmers and workers in Tayo Barokah, attendance lists and materials can be shown during the audit.</p>	Complied
Milestone A	<p>Smallholders complete training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace.</p>	<p>PPKS Tayo Barokah has policies related to discrimination, violence, forced labor and abuses at work based on Group Manager Decree No. 14/SK/GM/PPKSS/X/2019 dated 31 October 2019. The policy explains: "prohibition of discrimination (skin color, ethnicity, gender, religion,</p>	Complied

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		<p>political affiliation and others), prohibition against forced labor, prohibition of detention. workers' wages if the worker resigns and prohibits trafficking in persons / labor in any form".</p> <p>This policy has been disseminated to farmers and workers at PPKSS Tayo Barokah on 3 March 2022 attended by 140 members, on 18 September 2022 attended by 63 members and on 3 November 2022 attended by 44 members. Attendance lists and materials can be shown during the audit.</p> <p>In year 2023, PPKSS - Tayo Barokah has recorded the list of employee – Daftar Pekerja PPKSS Tayo Barokah, there are 108 workers, meanwhile, there were 104 male workers (92.29%) and 4 female workers (3.37%).</p> <p>According to the list of workers PPKSS Tayo barokah above, it appears that PPKSS Tayo Barokah does not distinguish the origin of workers (local or non-local) and gender.</p> <p>All workers are people living in villages around PPKSS Tayo Barokah plantations (100% of the villagers around ex-transmigration), there is no practices of discrimination, harassment and abuse on workplace.</p>	
<p>Milestone B</p>	<p>Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.</p>	<p>PPKS Tayo Barokah has policies related to discrimination, violence, forced labor and abuses at work based on Group Manager Decree No. 14/SK/GM/PPKSS/X/2019 dated 31 October 2019. The policy explains: "prohibition of discrimination (skin color, ethnicity, gender, religion, political affiliation and others), prohibition against forced labor, prohibition of detention. workers' wages if the worker resigns and prohibits trafficking in persons / labor in any form".</p> <p>This policy has been disseminated to farmers and workers at PPKSS Tayo Barokah on 3 March 2022 attended by 140 members, on 18</p>	<p>Complied</p>

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		<p>September 2022 attended by 63 members and on 3 November 2022 attended by 44 members. Attendance lists and materials can be shown during the audit.</p> <p>In year 2023, PPKSS - Tayo Barokah has recorded the list of employee – Daftar Pekerja PPKSS Tayo Barokah, there are 108 workers, meanwhile, there were 104 male workers (92.29%) and 4 female workers (3.37%).</p> <p>According to the list of workers PPKSS Tayo barokah above, it appears that PPKSS Tayo Barokah does not distinguish the origin of workers (local or non-local) and gender.</p> <p>All workers are people living in villages around PPKSS Tayo Barokah plantations (100% of the villagers around ex-transmigration), there is no practices of discrimination, harassment and abuse on workplace.</p>	
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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.

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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).	Based on interview with sampled smallholder member "Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah", they confirmed signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration "Pernyataan Pekebun" in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed "Surat Pernyataan pekebun". Point D.12 stated "Melindungi NKT dan Hutan SKT melalui pendekatan Praktik Kehati-hatian"– committed to protect HCV and HCS through precautionary approach. Verified signed smallholder declarations: <ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suparno on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Agus Suyono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Rusman on 30 August 2022. 	Complied
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		<ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Ali Sodikin on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukarjo on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Rohim on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suparno on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Eko Subroto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Bonangin on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Warso Haryono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sarjono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sigit Sugianto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aji Santoso on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Warisman on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Jumari on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Samsu on 30 August 2022. 	
<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 	<p>ISH Organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah carried out training on HCV to its smallholder member on 14 November 2022. The training attended by 73 smallholder members. Sighted training material: HCV type, definition of HCS, legal requirement on RTE species and reason to protect, mitigate conflict</p>	<p>Complied</p>

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	ecosystems.	wildlife and human, presence of HCV 4.1 for water source and flood control for community living downstream the river (natural service).	
Milestone B	Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS forests, where applicable.	<p>The planting year for smallholder block in ISH Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah started since 1982.</p> <p>Report of HCV management and monitoring by NKT team Mr. Sukirno:</p> <ul style="list-style-type: none"> - 30 October 2022, in block Siti Hasanah: natural vegetation maintained, no chemical spraying activity along river buffer zone, river clean from rubbish, border for chemical application clear, planting 10 bamboo trees. - 30 October 2022, in block Mulyadi: natural vegetation maintained, no chemical spraying activity along Tapung river buffer zone, river clean from rubbish, border for chemical application clear. No sign of encroachment. 	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).	Based on interview with sampled smallholder member "Perkumpulan Petani Sawit Swadaya Tayo Barokah", they confirmed through signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration "Pernyataan Pekebun" in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed "Surat Pernyataan pekebun". Point C.3 stated "Memberikan informasi berikut kepada manager kelompok saya: mengenai semua petak yang telah dikonversi dan ditanami dengan kelapa sawit setelah tahun 2005 melalui penggunaan pendekatan NKT-SKT yang dikombinasikan dan disederhanakan untuk Pekebun" – committed to provide the following information to group manager: Information on all plots converted and planted with oil palm after 2005 (through use	Complied

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		<p>of the simplified combined HCV-HCS approach for Smallholders). Verified signed smallholder declarations:</p> <ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suparno on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Agus Suyono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Rusman on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Ali Sodikin on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukarjo on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Rohim on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suparno on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Eko Subroto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Bonangin on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Warso Haryono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sarjono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sigit Sugianto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aji Santoso on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Warisman on 30 August 2022. 	
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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.	Based on interview and document review upon working plan, ISH organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah does not have plan for new planting. However there is plan to add new member. Whereby as per the SOP for member registration, potential member shall demonstrate the oil palm plantation is not converting primary forest, HCV, HCS.	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"> - ISH organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah submitted the filled form "Reporting Template for Disclosure Area Cleared without Prior HCV Assessment since November 2005 (Independent Smallholders) to RSPO. - The form covers ISH certification scope of 151 smallholder members, 342 land parcels, total planted area 333.58 Ha. <p>RSPO Secretariat stated on 20 October 2020: "Based on the revised disclosure form, all 151 farmers (342 plots, 333,58 ha) have disclosed no liability and thus, LUCA would not be applicable to Tayo Barokah and they made proceed with the certification process".</p>	Complied
<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	Smallholders provide information on all planned new planting and commit to no new planting are on HCVs or HCS forests, on steep slopes	Perkumpulan Petani Sawit Swadaya Tayo Barokah assisted by WRI to prepared "Laporan Identifikasi Areal dengan Nilai Konservasi Tinggi (NKT) Perkumpulan Petani Sawit Swadaya Tayo Barokah 2020". The	Complied

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	<p>(more than 22 degrees or as in the National Interpretation) or on peat (refer to indicator 1.1E / Appendix 1).</p>	<p>HCV assessment report identified HCV 1.1 and HCV 4.1 in form of riparian for Tapung River of 17.18 Ha.</p> <p>Based on interview with sampled smallholder member “Perkumpulan Petani Sawit Swadaya Tayo Barokah”, they confirmed signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration “Pernyataan Pekebun” in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed “Surat Pernyataan pekebun”. Point D.11 stated “Tidak melakukan penanaman baru atau perluasan dan kebun yang ada saat ini di hutan primer, Kawasan NKT, hutan SKT, kawasan sempadan sungai atau lereng curam (lebih dari 25 derajat atau sebagaimana diatur dalam Interpretasi Nasional)” – committed to no new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation). Verified signed smallholder declarations:</p> <ul style="list-style-type: none"> - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suparno on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Agus Suyono on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Rusman on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Ali Sodikin on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Sukarjo on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Abdul Rohim on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suparno on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Eko Subroto on 30 August 2022. 	
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<p>Milestone A</p>	<p>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>	<p>HCV management and monitoring plan: HCV 1.1 and HCV4.1: Management: maintain vegetation, enrichment planting, maintain signboard. Monitoring: Group Manager and NKT team monitor the HCV area onsite through vegetation, signboard condition, waste in the river. HCV 1.2: Management: maintain RTE species signboard; socialization on no-hunting, no-poaching, no-killing policy; Monitoring: Group Manager and NKT team monitor the HCV area: presence of RTE species; any incident of wildlife conflict with human</p> <p>From field visit and planting record review, there was no new planting after November 2005. The youngest age was just only replanting progeny. See table 6 (page 5)</p>	<p>Complied</p>

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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.	From field visit and planting record review, there was no new planting after November 2005. The youngest age was just only replanting progeny. See table 6 (page 5).	Complied																																																		
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>Based on overlaid smallholder member block map overlaid with soil type map "Peta Jenis Tanah Pusat Penelitian Tanah dan Agroklimat Bogor". Based on soil type map for Tandun District where smallholder member block located is <i>Alluvial</i>. There is no peat soil in the area.</p> <p>According to the HCV Assessment report conducted by ICS board of PPKSS Tayo Barokah that facilitated by WRI, there is no plot identified as peat land.</p> <p>During this audit, the auditor team who conducted field visit also confirmed that there is no soil type identified as peat. The smallholders plot visited during this ASA was:</p> <table border="1" data-bbox="1137 949 1930 1385"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Smallholders name</th> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude (N)</th> <th>Longitude (E)</th> </tr> </thead> <tbody> <tr> <td colspan="4">Dayo Indah</td> </tr> <tr> <td>1.</td> <td>Sigit Sugianto</td> <td>0°38'01.44"</td> <td>100°31'26.40"</td> </tr> <tr> <td>2.</td> <td>H. Sarjono</td> <td>0°38'33.91"</td> <td>100°32'09.60"</td> </tr> <tr> <td>3.</td> <td>Warso Haryono</td> <td>0°38'33.90"</td> <td>100°32'06.00"</td> </tr> <tr> <td>4.</td> <td>Bonangin</td> <td>0°37'22.66"</td> <td>100°31'58.80"</td> </tr> <tr> <td colspan="4">Maju Cerah Dayo</td> </tr> <tr> <td>5.</td> <td>H. Eko Subroto</td> <td>0°37'08.14"</td> <td>100°34'22.80"</td> </tr> <tr> <td>6.</td> <td>Abdul Rokhim</td> <td>0°37'04.79"</td> <td>100°34'19.20"</td> </tr> <tr> <td>7.</td> <td>Sukarjo</td> <td>0°36'45.21"</td> <td>100°34'19.20"</td> </tr> <tr> <td>8.</td> <td>Ali Sodikin</td> <td>0°37'17.57"</td> <td>100°34'26.40"</td> </tr> <tr> <td colspan="4">Tani Subur</td> </tr> </tbody> </table>	No	Smallholders name	Coordinate		Latitude (N)	Longitude (E)	Dayo Indah				1.	Sigit Sugianto	0°38'01.44"	100°31'26.40"	2.	H. Sarjono	0°38'33.91"	100°32'09.60"	3.	Warso Haryono	0°38'33.90"	100°32'06.00"	4.	Bonangin	0°37'22.66"	100°31'58.80"	Maju Cerah Dayo				5.	H. Eko Subroto	0°37'08.14"	100°34'22.80"	6.	Abdul Rokhim	0°37'04.79"	100°34'19.20"	7.	Sukarjo	0°36'45.21"	100°34'19.20"	8.	Ali Sodikin	0°37'17.57"	100°34'26.40"	Tani Subur				Complied
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Milestone A	Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimize risk of fire, to apply BMPs for plantings on peat and manage water systems in the certification unit.	Although no peat land identified, the smallholder have attended the training on best management practices (BMP's) in peat. The last training conducted along the best management practices training was	Complied																																

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		held on Saturday, 18 September 2022 located in meeting room of KUD Karya Mukti. Attended by 63 participants.	
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>Due to no peat land identified, there is no implementation of BMP’s on peat.</p> <p>Although no peat land identified, the smallholder have attended the training on best management practices (BMP’s) in peat. The last training conducted along the best management practices training was held on Saturday, 18 September 2022 located in meeting room of KUD Karya Mukti. Attended by 63 participants.</p>	Complied
Criteria 4.5: Plots on peat are replanted only on areas with low risk of flooding or saline intrusion as demonstrated by a risk assessment.			
Eligibility	Smallholders commit to provide information on all plans for replanting and commit that replanting will only be in areas with low risk of flooding or saline intrusion (refer to indicator 1.1E / Appendix 1).	<p>Based on interview with sampled smallholder members “Perkumpulan Petani Sawit Swadaya Tayo Barokah”, they confirmed through signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration “Pernyataan Pekebun” in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed “Surat Pernyataan pekebun”. Point D.13 stated “Tidak melakukan penanaman baru di atas lahan gambut dan penanaman Kembali di atas gambut hanya dilakukan di wilayah dengan resiko banjir dan intrusi air asin yang rendah” – committed to no new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion. Verified signed smallholder declarations:</p> <ul style="list-style-type: none"> - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suparno on 30 August 2022. 	Complied

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		<ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Agus Suyono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Rusman on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Ali Sodikin on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukarjo on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Rohim on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suparno on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Eko Subroto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Bonangin on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Warso Haryono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sarjono on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sigit Sugianto on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aji Santoso on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Abdul Warisman on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Jumari on 30 August 2022. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Samsu on 30 August 2022. 	
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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 overlaid smallholder member block map overlaid with soil type map "Peta Jenis Tanah Pusat Penelitian Tanah dan Agroklimat Bogor". Based on soil type map for Tandun District where smallholder member block located is <i>Alluvia</i> . There is no peat soil in the area. No peat in smallholder member plantation of Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah.	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 overlaid smallholder member block map overlaid with soil type map "Peta Jenis Tanah Pusat Penelitian Tanah dan Agroklimat Bogor". Based on soil type map for Tandun District where smallholder member block located is <i>Alluvia</i> . There is no peat soil in the area. No peat in smallholder member's plantation of Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah.	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).	PPKSS Tayo Barokah also has a policy to prohibit land clearing and planting on peat area or peat ecosystem according to " <i>Surat Keputusan Nomor: 13/Sk/GM/PPKSS-TB/X/2019 Tentang Larangan Bakar Lahan Dan No Peat, No Forest, No Conflict</i> ", dated 13 October 2019. Last dissemination was on 3 March 2022 during <i>Rapat Anggota PPKSS Tayo Barokah</i> that attended by 140 members. Evidence of socialization can be demonstrated during audit. During interview with smallholders sampled, the auditor team noted that the smallholders aware regarding the policy of no burning for land preparation, pest control and waste management. All smallholder members have signed the commitment letter which stated in point 15 that "No burning for preparing land or pest control".	Complied

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		<p>Sample taken for 15 smallholders from Farmer Group/<i>Kelompok Tani</i> of Dayo Indah, Maju Cerah Dayo, Tani Subur and Tunas Jaya.</p> <p>PPKSS Tayo Barokah also established procedure of chemical storage and ex chemical container management as per "<i>SOP Penyimpanan Bahan Kimia dan Pengelolaan Wadah Bekas Kimia Np: 4/SOP/UK3/PPKS-TB/XI/2019</i>" dated 1 October 2020. According to the procedure ex chemical container, no open fire was allowed for the waste management. Those procedure also disseminated during best management practices training on Saturday, 18 September 2022 located in meeting room of KUD Karya Mukti. Attended by 63 participants.</p>	
Milestone A	<p>There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • Alternatives to fire for land preparation and farm waste management (where appropriate possible). • Alternatives to fire for pest control. • Fire prevention and how to respond to and manage fires in their community and village. 	<p>During this audit, the auditor team who conducted field visit to 15 smallholders sampled also confirmed that there is no physical evidence of new burning for land preparation, replanting or pest control.</p> <p>Other than that, PPKSS Tayo Barokah has establish the procedure for fire prevention and mitigation as per "SOP Penanggulangan Kebakaran Lahan No: 2/SOP/UNKT-PKL/PPKSS-TB/X/2019" dated 31 October 2019. Those procedure also disseminated during best management practices training on Saturday, 18 September 2022 located in meeting room of KUD Karya Mukti. Attended by 63 participants.</p>	Complied
Milestone B	<p>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>	<p>During this audit, the auditor team who conducted field visit to 15 smallholders sampled also confirmed that there is no physical evidence of new burning for land preparation, replanting or pest control.</p> <p>Based on interview with sampled smallholder Sarjono admitted he burned down fertilizer inner plastic bag, and Bonangin admitted he burned down fertilizer inner plastic bag. Non Compliance.</p>	Non-compliance
<p>Criteria 4.7: Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.</p>			

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<p>Eligibility</p>	<p>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>	<p>Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah assisted by consultant WRI to prepare map of river riparian zone scale 1:11,000. There was identified small irrigation flow across KT Tani Subur and KT Dayo Indah.</p> <p>No new planting in the riparian buffer zone since the area was already planted with oil palm as early as 1982.</p> <p>Based on interview with sampled smallholder member “Perkumpulan Petani Sawit Swadaya Tayo Barokah”, they confirmed signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration “Pernyataan Pekebun” in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed “Surat Pernyataan pekebun”. Point D.11 stated “Tidak melakukan penanaman baru atau perluasan dan kebun yang ada saat ini di hutan primer, Kawasan NKT, hutan SKT, kawasan sempadan sungai atau lereng curam (lebih dari 25 derajat atau sebagaimana diatur dalam Interpretasi Nasional)” – committed to no new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation). Verified signed smallholder declarations:</p> <ul style="list-style-type: none"> - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suparno on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Agus Suyono on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Rusman on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Ali Sodikin on 30 August 2022. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Sukarjo on 30 August 2022. 	<p>Complied</p>
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Milestone A	Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	ISH Organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah carried out training on HCV to its smallholder member on 13 November 2023. The training attended by 73 smallholder members. Sighted training material: presence of HCV 4.1 in form river buffer zone for water source and flood control for community living downstream the river (natural service).	Complied
Milestone B	Smallholders maintain and/or enhance riparian buffer zone areas.	Field visit to smallholder block Warso Haryono and Sarjono located adjacent to the riparian buffer zone; the smallholder member does not	Complied

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		perform spraying in the last palm. The riparian buffer zone was naturally vegetated.	
Criteria 4.8: Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.			
Eligibility	<p>Smallholders commit to phase out paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by:</p> <ul style="list-style-type: none"> • Immediately stopping purchasing of these pesticides • Phasing out use of remaining stock by MS A • Providing information for the group manager to keep record of pesticide purchase and use. <p>(refer to indicator 1.1E / Appendix 1)</p>	<p>Commitment of smallholder members phase out paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions confirmed during field audit and interview. All of smallholder member sample interview were no longer use pesticide categorized as WHO Class 1A or 1B.</p> <p>In addition, PPKSS Tayo Barokah has a Policy to stop and prohibit paraquat usage as per "SOP Penggunaan Bahan Kimia No: 6/SOP/UBS/PPKS-TB/X/2019" dated 14 July 2020.</p>	Complied
Milestone A	Smallholders complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions (and in compliance with 3.5).	Smallholders has attended the training related to pesticide usage and awareness on risk for pregnant and breastfeeding women and young workers, pesticide handling as well on best management practices training dated 18 September 2022 located in meeting room of KUD Karya Mukti. Attended by 63 participants.	Complied
Milestone B	Smallholders implement BMPS for all pesticide use, including prohibiting use of pesticides by pregnant and breastfeeding women and young workers, and exclusion of paraquat and pesticides that are categorized as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions, unless when authorized by relevant authorities for pest outbreaks.	<p>During interview and field visit to the 15 smallholders sampled plot, the auditor team noted that there is no paraquat usage, no pregnant or breastfeeding worker who work as pesticide applicator.</p> <p>Other than that, the smallholders can explain the risk of paraquat usage as WHO's highly hazardous pesticide. Refer to their best management practices training result, the smallholders and ICS also known the substitution of paraquat which is isopropyl amine glyphosate for chemical weeding.</p>	Complied
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.			

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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>Training for BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management has been conducted by ICS on 18 September 2022 and 3 November 2022. Training material and evidence of training are available.</p> <p>During interview with smallholder member confirmed that they aware with BMPs and well implemented in the field.</p>	Complied
Milestone B	The group and smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm.	<p>Integrated pest management has been developed by PPKSS Tayo Barokah as per "Program Kerja PPKSS Tayo Barokah 2022 – 2023". Program of integrated pest management are covering:</p> <ul style="list-style-type: none"> • Turnera subulate planting as a beneficial plants (host of natural enemies of caterpillar) • Pest and disease monitoring in each Kelompok Tani (annually) • Prohibiting total spraying/blanket spraying • Integrated pest management training to smallholder members. <p>During the field visit observed that there is physical evidence of beneficial plant such as <i>Turnera subulate</i> planted in plot of smallholders. For example, plot on behalf of Sigit Sugianto, H. Sarjono, Abdul Warisman and Aji Santoso.</p> <p>Until this assessment, there is no chemical usage to control rat infestation. The smallholders still using the natural predator such as owl and snake to control rat.</p>	Complied
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 Manager of Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah was Mr. Agus Ariyanto. In 4 September 2021, he resigned from the position as Group Manager; sighted resignation letter "Surat Pernyataan Pengunduran Agus Ariyanto".</p> <p>The ISH organization made meeting to appoint Group Manager as per minute "Berita Acara Musyawarah Pemilihan Group Manager PPKSS Tayo Barokah" dated 18 August 2021. The member meeting attended by 84 members and led by governance body "Badan Pengawas"; the number of meeting participant met quorum for decision making.</p> <p>Through the member meeting, organization member appointed new Group Manager Mr. Jumal, effective 18 September 2021.</p>	Complied
Milestone A	The Group has appointed a group manager	<p>Group Manager of Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah was Mr. Agus Ariyanto. In 4 September 2021, he resigned from the position as Group Manager; sighted resignation letter "Surat Pernyataan Pengunduran Agus Ariyanto".</p> <p>The ISH organization made meeting to appoint Group Manager as per minute "Berita Acara Musyawarah Pemilihan Group Manager PPKSS Tayo Barokah" dated 18 August 2021. The member meeting attended by 84 members and led by governance body "Badan Pengawas"; the number of meeting participant met quorum for decision making.</p> <p>Through the member meeting, organization member appointed new Group Manager Mr. Jumal, effective 18 September 2021.</p>	Complied
Milestone B	The Group has appointed a group manager	<p>Group Manager of Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah was Mr. Agus Ariyanto. In 4 September 2021, he resigned</p>	Complied

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		<p>from the position as Group Manager; sighted resignation letter "Surat Pernyataan Pengunduran Agus Ariyanto".</p> <p>The ISH organization made meeting to appoint Group Manager as per minute "Berita Acara Musyawarah Pemilihan Group Manager PPKSS Tayo Barokah" dated 18 August 2021. The member meeting attended by 84 members and led by governance body "Badan Pengawas"; the number of meeting participant met quorum for decision making.</p> <p>Through the member meeting, organization member appointed new Group Manager Mr. Jumal, effective 18 September 2021.</p>	
A.1.2			
Eligibility	The group manager has evidence of legal identity.	<ul style="list-style-type: none"> Deed of establishment: "Akta Pendirian Perkumpulan Petani Sawit Swadaya Tayo Barokah No.11 oleh Notaris Eni Endahwati, SH." dated 14 January 2020. There is update in the deed of establishment as in "Pernyataan perubahan Anggaran Dasar Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah No.35 oleh Notaris Eni Endahwati, SH." Dated 26 October 2021. The change in the deed of establishment related to resignation of Mr. Agus Ariyanto from Group Manager, and newly appointed Group Manager Mr. Jumal. Registration with the Ministry of Justice and Human Rights "Keputusan Menteri Hukum dan Hak Asasi Manusia No.AHU-0001741.AH.01.08. Tahun 2021 tentang Persetujuan Perubahan Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah", dated 1 December 2021. The attachment including information on Group Manager, Secretary, Treasurer and Governing Body. Statute as in the deed of establishment "Anggaran Dasar dan Anggaran Rumah Tangga (AD/ART) Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah" dated 14 January 2020. 	Complied
Milestone A	The group manager has evidence of legal identity.		Complied
Milestone B	The group manager has evidence of legal identity.		Complied

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		<ul style="list-style-type: none"> Business Permit of organization "Perizinan Berusaha Berbasis Resiko Nomor Induk Berusaha 1503230058476" dated 15 March 2023. 	
A1.3			
Eligibility	The group has membership requirements.	<p>The ISH organization membership requirement has been established. In the statute "Anggaran Dasar/Anggaran Rumah Tangga" as per the deed of establishment. Chapter 7 regulated:</p> <ul style="list-style-type: none"> Active in organization activity Accept the statute, general program, regulation in the ISH organization Apply as member for the organization by filling in registration form Approved and established as member by committee. <p>Membership requirement as per "SOP Kriteria dan Syarat Anggota No.3/SOP/UPP/PPKSS-TB/X/2019" dated 31 October 2019.</p> <ul style="list-style-type: none"> Member criterion: Obey rules on PPKSS Tayo Barokah rules; has oil palm plantation; if as caretaker – shall demonstrate letter on power of attorney from landowner; able to demonstrate legal ownership of the land; land is not located in peat area/forest area/conflict area; plantation is well managed. Register to "Unit Penyuluhan dan Pendaftaran Anggota" Fill in registration form Complete the administration requirement: copy of ID, photograph, copy of legal ownership of land, fill in application form for certification. "Unit Pendaftaran" and "Unit NKT dan PKL" conduct gap analysis. Approval from Approval Committee "Komite Persetujuan" and validated by Group Manager, once all requirement completed by potential member. Obey ISH organization rules on regulating worker in member's plantation. 	Complied
Milestone A	The group has membership requirements.		Complied
Milestone B	The group has membership requirements.		Complied

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		<ul style="list-style-type: none"> • Approved member registered under "Buku Registrasi <p>Resignation and expulsion of member as per "SOP Keluar dan Bergabung Kembali Anggota No.5/SOP/UPP/PPKSS-TB/X/2019" dated 31 October 2019.</p> <p>Resign:</p> <ul style="list-style-type: none"> • Submit resignation letter as member • Group Manager will issue validation on resigning member. <p>Expulsion:</p> <ul style="list-style-type: none"> • Member violate ISH organization rules and regulation. • Member conduct heavy violation and/or damage organization name. • Member does not carry out ISH organization rules • Member does not improve the plantation condition for 3 years. • Member does not rectify finding from internal audit for 3 semesters. <p>Group Manager will consult "Unit Penyuluhan dan Pendaftaran" and "Komite Persetujuan" to decide and issue expulsion letter.</p>	
A.1.4			
Eligibility	All members have signed and acknowledged membership requirements.	<p>Membership requirement for ISH organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah stated in registration form "Formulir Pendaftaran Anggota" – made reference to the SOP on registration.</p> <p>Sampled smallholder:</p> <ul style="list-style-type: none"> • "Formulir Pendaftaran Anggota" for Warso Haryono, signed 24 March 2019. • "Formulir Pendaftaran Anggota" for Sarjono, signed 23 March 2019. 	Complied

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		<ul style="list-style-type: none"> • "Formulir Pendaftaran Anggota" for Sigit Sugianto, signed 22 March 2019. • "Formulir Pendaftaran Anggota" for Bonangin, signed 12 April 2019. • "Formulir Pendaftaran Anggota" for Sukarjo, signed 23 March 2019. • "Formulir Pendaftaran Anggota" for Abdul Rohim, signed 3 April 2019. • "Formulir Pendaftaran Anggota" for Aji Santoso, signed 25 February 2019. • "Formulir Pendaftaran Anggota" for Samsu, signed 25 February 2019. • "Formulir Pendaftaran Anggota" for Abdul Warisman, signed 26 February 2019. • "Formulir Pendaftaran Anggota" for Rusman, signed 20 March 2019. • "Formulir Pendaftaran Anggota" for Ali Sodikin, signed 23 March 2019. • "Formulir Pendaftaran Anggota" for Suparno, signed 20 March 2019. • "Formulir Pendaftaran Anggota" for Jumari, signed 22 March 2019. • "Formulir Pendaftaran Anggota" for Agus Suyono, signed 22 March 2019. • "Formulir Pendaftaran Anggota" for Eko Subroto, signed 23 March 2019. 	
Milestone A	All members can demonstrate understanding of membership requirements.	Based on interview with sampled smallholder, Bonangin, Sarjono, Warso Haryono understand the membership requirement and have fulfilled the requirement.	Complied
Milestone B	All members can demonstrate understanding of membership requirements.	<ul style="list-style-type: none"> • The sampled member has oil palm plantation • The sampled member has legal ownership of the land in form of land title/"Sertifikat Hak Milik" 	Complied

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		<ul style="list-style-type: none"> • The sampled smallholder member has register to “Unit Pendaftaran” • The sampled smallholder member has fulfilled the administrative requirement. • The sampled smallholder member’s block has been inspected/carried out with gap analysis. • The sampled smallholder member understood they will obey ISH organization rules, be subject to internal audit on each year. 	
A.2 The Group Manager is responsible for managing the Group for certification.			
A.2.1			
Eligibility	The group manager has planned for the implementation of the ICS.	The Group Manager has arranged the annual ICS program, including trainings, internal audit, HCV management, land title improvement, OHS management, FFB sales reporting and transparency, external audit, annual member meeting, and annual report.	Complied
Milestone A	The group manager can demonstrate compliance of the ICS by individual members.	<p>Based on interview with sampled smallholder member “Perkumpulan Petani Sawit Swadaya Tayo Barokah”, they confirmed signing the smallholder declaration. Sampled smallholder signed the Smallholder Declaration “Pernyataan Pekebun” in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. All sampled smallholder signed “Surat Pernyataan pekebun”.</p> <p>The compliance against their smallholders declaration or RSPO Independent Smallholders Standard can be prove through the annual internal audit or regular field visit. The last internal audit has been held in the period of April – August 2022 by ICS team and reported on 30th September 2022.</p> <p>Moreover, thought the interview with sample of smallholders, it is verified that smallholders were able to explain the group program and RSPO general requirement, for instance the prohibition of paraquat</p>	Complied
Milestone B	The group manager can demonstrate compliance of the ICS by individual members.		Complied

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		application. The cooperative also promotes the smallholder to manual weeding instead of chemical weeding.	
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>The Group Manager has attended the Training of Trainer for Smallholder Facilitators on March 20-24 March 2017 and has received a certificate from the RSPO.</p> <p>Several certificates from the training that the Group Manager has participated in, including:</p> <ul style="list-style-type: none"> • Internal audit training related to RSPO ISH Indonesia Interpretation year 2019 facilitated by TUV Rheinland on 8 – 10 February 2021. • Training of Trainer related to “Family Friendly and Resilient Farming” facilitated on 2 November – 2 December 2022. • Training for Local Trained with topic RSPO ISH 2019, ICS Requirement and Preparing Procedure ICS. Facilitated by FORTASBI on 2 - 3 September 2022. - Sustainability training certificate for group management / ICS at Tapung Jaya and Dayo, on 24-26 January 2019 organized by a collaboration between Fortasbi, WRI Indonesia, ASOFA-SKE and RSPO related to the “<i>Pelatihan Dinamika Kelompok bagi ICS Desa Tapung jaya dan Desa Dayo</i>”. <p>The group manager has formed organization structure and has managed sufficient resources to manage the PPKSS Tayo Barokah. Existing resources are managed based on the Organizational Structure of the Independent Oil Palm Farmer Association Tayo Barokah based on the Decree of the Group Manager No. 17/SK/GM/PPKSS-TB/X/2019</p>	Complied

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		<p>dated 31 October 2019, concerning the Formation of Work Units in the PPKSS Tayo Barokah ICS Structure, as follows:</p> <ol style="list-style-type: none"> a. <i>Komite Persetujuan</i> - The Approval Committee is the unit responsible for examining and approving candidate members b. <i>Unit Budidaya dan Saprodi</i> - Cultivation Unit and Saprodi are the units responsible for planning production, replanting and the best cultivation techniques for oil palm plantations, planning fertilization and providing production facilities for members. c. <i>Unit Penyuluh dan Pendaftaran</i> - Extension and Registration Unit is a unit that is responsible for socialization and field extension related to Oil Palm Cultivation and certification regulations and field implementation, this unit is also in charge of implementing new recruits. d. <i>Unit Penilai Internal</i> - Internal Assessment Unit is a unit that is responsible for assessing members in the application of the P&C standard for sustainable palm oil, both documents and plantation application. e. <i>Unit K3</i> – Occupational Health and Safety Unit is the unit responsible for identifying risks of work in the garden, office. Conducting outreach on the use of Personal Protective Equipment and B3 waste management f. <i>Unit NKT/HCV dan Praktek Kerja Lapangan</i> - HCV and Field Pratices units are units responsible for identifying High Conservation Values in the PPKSS-Tayo Barokah management area, carrying out management and monitoring and disseminating the importance of maintaining and protecting HCV. g. <i>Unit Pemasaran</i> - Marketing Unit is a unit that is responsible for marketing FFB members and documenting the amount of production on a regular basis. h. <i>Unit Administrasi</i> – Administrations units is a unit that is responsible for data and documents in the institution. 	
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		<p>Furthermore, the fields mentioned above are in charge of the 9 farmer Sub-groups in PPKSS Tayo Barokah, namely:</p> <ol style="list-style-type: none"> 1. Jaya Mandiri Farmer Sub-Group 2. Jaya Bersama Farmer Sub-Group 3. Harapan Kita Farmer Sub-Group 4. Bina Jaya Sub-Group 5. Makmur Jaya Farmer Sub-Group 6. Subur Farmer Sub-Group 7. Barokah Dayo Farmer Sub-Group 8. Maju Cerah Dayo Farmer Sub-Group 9. Dayo Indah Farmer Sub-Group <p>To manage programs and activities in PPKS Tayo Barokah according to the organizational structure, PPKS Barokah has set TUPOKSI (Main Duties and Functions – <i>Tugas Pokok dan Fungsi</i>).</p> <p>Furthermore, the Group manager also has sufficient funding to manage the group that comes from RSPO premium sharing. The premium sharing has been agreed as per SOP of RSPO Credit Sharing (No. 01/SK/GM/PPKSS-TB/XI/2021 dated 16 November 2021). The premium sharing term and mechanism also have been communicated during Annual Member Meeting (<i>Rapat Anggota Tahunan/RAT</i>) on 3 March 2022.</p> <p>According to procedure, RSPO premium sharing will be used for:</p> <ul style="list-style-type: none"> • Mandatory contribution : 23% • Organization : 46% 	
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		<ul style="list-style-type: none"> Members : 7% Farmer's plot : 3% Organization development : 5% Farmers Group : 14% Annual member meeting (RAT) : 2% 	
Milestone A	The group manager can demonstrate capacity to manage and operate ISH Standard and certification requirements.	<p>During the audit, can be concluded that the Group Manager has understood the implementation of RSPO ISH standard and how to manage the group. During interview with KUD officials, ICS teams, and members, can be concluded that the effectiveness of the ICS system and implementation in the field is because of the result of effective management system conducted by the Group Manager. For instance, monthly and annual ICS meetings have been conducted regularly to monitor the implementation of the standard.</p> <p>Based on interview with sample of smallholders, as well as RSPO standard implementation in the field, can be concluded that the Group Manager have sufficient capacity to manage and implement the RSPO standard in the field.</p> <p>The resources have been mentioned in the report such as organization structure (team), trainings, and sub-group (kelompok tani) structure.</p> <p>Furthermore, the Group manager also has sufficient funding to manage the group that comes from RSPO premium sharing. The premium sharing has been agreed as per SOP of RSPO Credit Sharing (No. 01/SK/GM/PPKSS-TB/XI/2021 dated 16 November 2021). The premium sharing term and mechanism also have been communicated during Annual Member Meeting (<i>Rapat Anggota Tahunan/RAT</i>) on 3 March 2022.</p> <p>According to procedure, RSPO premium sharing will be used for:</p> <ul style="list-style-type: none"> Mandatory contribution : 23% 	Complied
Milestone B	The group manager can demonstrate capacity to manage and operate ISH Standard and certification requirements.		Complied

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		<ul style="list-style-type: none"> • Organization : 46% • Members : 7% • Farmer’s plot : 3% • Organization development : 5% • Farmers Group : 14% • Annual member meeting (RAT) : 2% 	
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>PPKSS Tayo Barokah has determined the 2023 Training Plan program, it contains: Objectives, activities, achievement indicators, targets, PIC and implementation time targets, as follows:</p> <ul style="list-style-type: none"> • Limited use of pesticides • Hazardous Waste Management • Prevention and Handling of Forest and Forestry • Financial Management Training • Internal Audit Training • Oil palm plantation best practice field school and sustainability training for members, including limited pesticide use training, B3 and K3 as well as fire prevention and control training • Training on RSPO Principles and Criteria 2019, SOP, Policies and PPKSS changes decision by Tayo Barokah. 	Complied
Milestone A	The group manager implements a phased approach to ensure members have progressively attended training on the ISH Standard, group management and other topics as outlined in the ISH Standard according to the group annual training plan.	All member has included in training. Since IC PPKSS Tayo Barokah directly implement the Milestone B requirement.	Complied
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><i>PPKSS Tayo Barokah</i> has been held some training related to palm oil business. The trainings have been conducted in this ASA as follows:</p> <ul style="list-style-type: none"> • Training on Best Agriculture Practices (GAP) – planned in August 2022. The training has been conducted on Saturday, 18 September 2022 – location in Aula KUD Karya Mukti – that was attended by 63 smallholder members. 	Non-compliance

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		<ul style="list-style-type: none"> • Training and socialization for Palm Oil Replanting (PSR – Perkebunan Sawit Rakyat), Determination of FFB Prices based on FFB quality, financial management, member registration, socialization of RSPO premium sharing credit, appeal for prohibition of burning land and prohibition of using paraquat. The training was carried out on Tuesday, dated 3rd November 2022. • Dissemination of the material through Pocket Book of RSPO Introduction and Implementation given to all smallholders. • Awareness training of general RSPO ISH and the socialization of corporate policy to all smallholder member and workers, example: last socialization on 13th November 2022 – location in Office of Tapung Jaya Village – together with Annual Member Meeting (Rapat Anggota Tahunan) that was attended by 73 smallholder members. <p>PPPKS Tayo Barokah has prepared a training program according to the document "<i>Program Kerja PPKSS Tayo Barokah tahun 2023-2024</i>" and shows records of its implementation in the "<i>Laporan Kegiatan Pelatihan dan Sosialisasi PPKSS Tayo Barokah 2023 – 2024</i>"</p> <p>However, based on interviews with sample farmers not all members were able to show an understanding of the results of the training that had been carried out.</p> <p>Related examples:</p> <ul style="list-style-type: none"> • Record sheets to track the annual production and sales of certified volumes, • Workers' pays complies with minimum legal requirements <p>This is raised as non-compliance.</p>	
<p>B – ICS: Policies and management</p>			

B.1 The group Internal Control System contains documented policies and procedures for operational management.			
B.1.1			
Eligibility	A group Internal Control System is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits	<p>PPKSS Tayo Barokah has established an internal audit implementation mechanism based on Procedure No. 1/SOP/UPI/PPKSS-TB/XI/2019 Rev.01 dated 30 October 2020 concerning Assessment. The procedure explains that: <i>"Internal assessment is a systemic and documented process, carried out by an internal assessment without having a relationship with the subject of the assessment (clear of conflicts of interest), to assess the performance of group members and determine the effectiveness of the ICS system implemented by the Group"</i>.</p> <p>The sample study should always include interviews of Group members whose locations are being studied. Based on the results of the risk assessment of PPKSS-Tayo Barokah is the High-risk level. Audit sampling, for the latest procedure is 100% members and the audit is carried out once a year. Internal audit is carried out by means of a 50% member being audited in the first semester and the remaining 50% of the members being audited in the second semester of the current year.</p> <p>PPKSS Tayo Barokah has also established procedures related to improvements to internal audit findings, SOP No: 2/SOP/UPI/PPKSS-TB/XI/2019 dated November 1, 2019 and SOP No. 6/SOP/UPP/PPKSS-TB/X/2019 dated 31 October 2019 related to giving warnings and sanctions - <i>Pemberian Peringatan dan Sanksi</i>, explaining that:</p> <ul style="list-style-type: none"> • Members are required to meet or correct the findings of the Assessment within a predetermined time limit. • Group Manager has the right to give a warning, if a member does not attempt to correct the findings. • Furthermore, the Group Manager has the right to provide a warning letter 1 or 2 or 3 (<i>Surat Peringatan-SP</i>), then also has the 	Complied

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		<p>right to remove members if they do not heed or correct the findings of the Assessment. (set in SOP Warning and Sanctions for Members)</p> <ul style="list-style-type: none"> • If the member does not correct the findings, it will have implications for ICS such as the certification will be pending, then the Group Manager has the right to exclude the member from the RSPO certification process. • The repair period is carried out by members for 90 days after the findings are reported. • If there are findings that are not carried out by members, the sanctions will return to the SOP for Warning and Sanctions. • Internal assessors can go through a return visit after 90 days, to ensure the findings have been completed by the members. 	
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	The last internal audit has been conducted for all smallholders in the period of April – August 2022 by ICS team – the document reported on 30 th September 2022.	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>The ICS from a sub-group cannot perform audit in the same sub-group. Some common issues have been identified such as over spraying (founded in 10 member) and consistency of usage of harvester PPE (founded in 10 member). The follow up has been conducted for those members/NC such as giving reprimand letter and awareness training. The reprimand letter has included clause of sanction if no further improvement such as the termination from organization. The closure description and status also has been included.</p> <p>Based on field observation, the auditors have seen the follow up of this issue and was not found over spraying activities and PPE issue for harvester.</p>	Complied
B.1.2			

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Eligibility	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	<p>PPKSS Tayo Barokah has recorded all plantations information including production data for each farmer per month, recorded legality documents (Copy of SHM and SKGR documents) and a copy of the declaration of farmer membership in PPKSS Tayo Barokah, which includes: name, Farmer ID (KTP), date of birth, address, total area and membership number (attached). The land title of sample of smallholder can be seen in indicator 2.1 MS A.</p> <p>Group manager and their smallholder member bound by contractual agreement as group member. The contract explains commitment in organization; commitment to implement sustainable oil palm production; commitment to fulfil administrative requirement; allowing ICS and external auditor to perform field inspection; commitment to obey group manager rules and sanction; contract valid during membership period.</p> <p>The record of production submitted by each smallholders in real time after the harvesting day through WhatsApp's Group to the Head of Sub-Farmer Group and forwarded to the Purchasing and Marketing Department. Based on the record of FFB production data in a monthly basis since previous assessment as follows:</p> <ul style="list-style-type: none"> • March 2022: 500.96 MT • April 2022: 560.62 MT • May 2022: 561.96 MT • June 2022: 576.05 MT • July 2022: 585.11 MT • August 2022: 609.04 MT • September 2022: 671.95 MT • October 2022: 656.21 MT • November 2022: 638.89 MT 	Complied
Milestone A	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager		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

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		<ul style="list-style-type: none"> December 2022: 570.12 MT January 2023: 501.32 MT February 2023: 458.48 MT <p>Total: 6,850.49 MT</p>	
C – ICS: Group Business planning			
C.1 The group has a Business Plan prepared with the participation and contributions of all group members			
C.1.1			
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>PPKSS TayoBarokah has set the annual business plan. That document informed of estimate of FFB production, replanting area, FFB price etc. Based on interview with group manager during this audit, there is no expansion plan in the next 5 year ahead.</p> <p>The record of production submitted by each smallholders in real time after the harvesting day through WhatsApp’s Group to the Head of Sub-Farmer Group and forwarded to the Purchasing and Marketing Department. Based on the record of FFB production data in a monthly basis since previous assessment as follows:</p> <ul style="list-style-type: none"> March 2022: 500.96 MT April 2022: 560.62 MT May 2022: 561.96 MT June 2022: 576.05 MT July 2022: 585.11 MT August 2022: 609.04 MT September 2022: 671.95 MT October 2022: 656.21 MT November 2022: 638.89 MT 	Complied

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		<ul style="list-style-type: none"> • December 2022: 570.12 MT • January 2023: 501.32 MT • February 2023: 458.48 MT <p style="text-align: center;">Total: 6,850.52 MT</p> <p>For the next certification period, Group Manager ICS has estimated PPKSS Tayo Barokah to produced 6,866 MT FFB.</p>	
Milestone A	The group business plan is implemented and reviewed at least annually.	<p>The annual business plan has been conducted and reported in the Annual Report. Then the Annual Report is presented in the Annual Member Meeting (RAT - <i>Rapat Anggota Tahunan</i>). The last annual member meeting has been held 3 March 2022.</p> <p>During this assessment, the annual member meeting for financial year 2022 did not conducted yet. It planned on April 2023.</p>	Complied
Milestone B	The group demonstrates financial stability and growth, and is able to support itself financially.	<p>As informed in previous assessment, during annual member meeting Group Manager ICS presented the financial report of 2021 (including the revenue from RSPO premium sales), the achievement of 2021 compares with the work program, projection of 2022 and described and reviewed of each program.</p> <p>Based on the financial report presented and accepted by the member, the auditor team noted that all the members accept the Group Manager’s presentation. Until this assessment obtained that the organization are able to support the organization activity.</p>	Complied
C.2 The ICS of the group is integrated with the group’s management plan.			
C.2.1			
Eligibility	A group management plan is available which includes:	During this ASA, PPKSS – Tayo Barokah has prepared An Annual Group	Complied

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	<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>Management Plan is available as per "Program Kerja Group Manager 2022 - 2023 of PPKS Tayo Barokah, which includes:</p> <ul style="list-style-type: none"> • Organization strengthening program. • Submission of work reports and accountability for the 1st year of management of PPKSS – Tayo Barokah • Designing work programs that will be implemented and evaluating work programs that have been implemented or have not been implemented. • Designing an HCV management and monitoring program and implementing the program • Increasing the legality of member's plantations to become SHM • Increase members' knowledge about gardening • Organization strengthening program. • Training/capacity building plans to improve productivity of group members. • An approach to strengthen links within the supply chain, available as "Kelembagaan Program" • Plan for continuous improvement projects (i.e., on waste, soil, etc.), if any. 	
<p>Milestone A</p>	<p>The group management plan is implemented and reviewed at least annually.</p>	<p>The annual business plan has been implemented and reported in the Annual Report.</p> <p>Then the Annual Report is presented in the Annual Member Meeting (RAT- <i>Rapat Anggota Tahunan</i>). The RAT for bookkeeping of 2021 has been conducted on 3 March 2022 – location in Balai Desa Tapung Jaya. This meeting is open to all member members, Cooperative Agency and Agricultural Agency, and Village Officials.</p> <p>Agenda on meeting to discuss:</p> <ul style="list-style-type: none"> • Submission of management accountability reports for fiscal year 2021 	<p>Complied</p>

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		<ul style="list-style-type: none"> • Submission of the fiscal year 2021 supervisory agency accountability report • Submission of the 2022 work plan • Reporting of operational activities • 2021 financial reporting. • The meeting and report have described and reviewed of each program. <p>For the Annual Member Meeting (RAT- <i>Rapat Anggota Tahunan</i>) period bookkeeping year 2022 will be planned in May 2023 (after Idul Fitri)</p>																					
Milestone B	The group manager demonstrates the group’s compliance with this ISH Standard.	The Group Manager has able to demonstrate compliance with ISH standard by showing compliance to legal requirements, annual business plan, annual work program, annual review, record of smallholder activity covering production, fertilizer input, upkeep, IPM and financial report. Moreover, ICS team has been formed in every sub-group (<i>kelompok tan</i>) to monitor the implementation of the standard. Internal audit also has been conducted annually covering all farmers, all NCs have been followed up and fulfilled.	Complied																				
D – ICS: Group trading system for certified volumes																							
D.1 The group has a procedure and system in place for the tracking of FFB.																							
D.1.1																							
Eligibility	Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.	<p>Audit team checked the production and sales record for each smallholder member. Sampled smallholder member production data (in Kg):</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Sarjono</th> <th>Samsu</th> <th>Aji Santoso</th> <th>Ali Sodikin</th> </tr> </thead> <tbody> <tr> <td>Sold to</td> <td>FFB Collector</td> <td>FFB Collector</td> <td>FFB Collector</td> <td>FFB Collector</td> </tr> <tr> <td>Mar 2022</td> <td>2,500</td> <td>995</td> <td>1,238</td> <td>2,400</td> </tr> <tr> <td>Apr 2022</td> <td>4,981</td> <td>1,450</td> <td>1,205</td> <td>3,320</td> </tr> </tbody> </table>	Name	Sarjono	Samsu	Aji Santoso	Ali Sodikin	Sold to	FFB Collector	FFB Collector	FFB Collector	FFB Collector	Mar 2022	2,500	995	1,238	2,400	Apr 2022	4,981	1,450	1,205	3,320	Non-compliance
Name	Sarjono	Samsu	Aji Santoso	Ali Sodikin																			
Sold to	FFB Collector	FFB Collector	FFB Collector	FFB Collector																			
Mar 2022	2,500	995	1,238	2,400																			
Apr 2022	4,981	1,450	1,205	3,320																			

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May 2022	3,200	1,750	1,310	4,300
Jun 2022	2,800	1,480	1,657	2,805
Jul 2022	2,810	1,320	1,269	2,770
Aug 2022	2,942	1,530	1,695	3,000
Sep 2022	3,447	1,545	1,740	3,100
Oct 2022	4,070	1,840	1,810	3,210
Nov 2022	3,440	1,940	1,500	3,300
Dec 2022	4,020	1,695	1,500	3,600
Jan 2023	4,555	1,580	1,025	1,500
Feb 2023	3,973	1,230	1,626	1,700

Certified FFB production sold as non-certified FFB to non-certified collectors.

Based on document review the practice for tracking harvest/production and actual sales record cannot demonstrate traceability from individual smallholder member land parcel to smallholder group to weighbridge ticket in receiving mill is coming from certified smallholder block. This is raised as **non-compliance**.

Objective Evidence:

- Weighbridge ticket "Slip Penimbangan PT. Karya Cipta Nirvana No.KCN/TBS/230103/018; dated 3 January 2023; product FFB; Origin "Desa 1"; netto 4,534 kg;
- Weighbridge ticket "Slip Penimbangan PT. Karya Cipta Nirvana No.KCN/TBS/230105/037; dated 5 January 2023; product FFB; Origin "Desa 3"; netto 3,169 kg;
Total weigh 7,703 kg from 2 weighbridge ticket – coming from certified land parcel and non-certified land parcel.
- "Lembar Catatan Panen Anggota KT Maju Cerah Dayo" dated 8 January 2023 for: smallholder Eko S, land parcel 202901 dated 8 January 2023, 650 kg, 46 bunches; smallholder Eko S, land parcel

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		<p>202901 dated 8 January 2023, 650 kg, 46 bunches; smallholder Eko S, land parcel 202902 dated 8 January 2023, 660 kg, 47 bunches; smallholder Eko S, land parcel 202903 dated 8 January 2023, 625 kg, 45 bunches; smallholder Eko S, land parcel 202904 dated 8 January 2023, 640 kg, 46 bunches; smallholder Eko S, land parcel 202905 dated 8 January 2023, 645 kg, 46 bunches;</p> <ul style="list-style-type: none"> • Lembar Catatan Panen Anggota KT Barokah Dayo; smallholder Eko S, land parcel 202906 dated 8 January 2023, 655 kg, 47 bunches; smallholder Eko S, land parcel 202907 dated 8 January 2023, 630 kg, 45 bunches; smallholder Eko S, land parcel 202908 dated 8 January 2023, 640 kg, 45 bunches; • The date of harvest record does not matched with weighbridge ticket. • The harvest record does not have prior information to demonstrate traceability and explain how Kelompok Tani can note tonnage and number of bunches produced from each certified land parcel. • With the current sales record, the tracking and accuracy for production record separation between certified and non-certified land parcel cannot be traced. 															
Milestone A	Group manager maintains annual production records and sales of certified volumes.	ISH Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah record the FFB production period "Rekap Produksi PPKSS Tayo Barokah".	Non-compliance														
Milestone B	Group Manager maintains annual production records and sales of certified volumes of all FFB sources.	<table border="1"> <thead> <tr> <th>Month</th> <th>FFB Production (MT)</th> </tr> </thead> <tbody> <tr> <td>Mar 2022</td> <td>500.69</td> </tr> <tr> <td>Apr 2022</td> <td>520.62</td> </tr> <tr> <td>May 2022</td> <td>561.96</td> </tr> <tr> <td>Jun 2022</td> <td>576.05</td> </tr> <tr> <td>Jul 2022</td> <td>585.11</td> </tr> <tr> <td>Aug 2022</td> <td>609.04</td> </tr> </tbody> </table>	Month	FFB Production (MT)	Mar 2022	500.69	Apr 2022	520.62	May 2022	561.96	Jun 2022	576.05	Jul 2022	585.11	Aug 2022	609.04	Non-compliance
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Sep 2022	671.95
Oct 2022	656.21
Nov 2022	638.89
Dec 2022	570.12
Jan 2023	501.32
Feb 2023	458.48
	6,850.49

Sales in PalmTrace

- Allocated 6,845 MT
- For IS-CPKO: 154 IS-CSPKO dated 27 September 2022 at USD 200 – total USD 30,800.
- No sales on IS-CSPKE to date.
- Balance 3.91 MT

Member Information		License Information	
Member Name	PPKSS-TAYO BAROKAH	License ID	CB137405
Member ID	RSPO_PO1000011295	Issued By	BSI Services Malaysia Sdn Bhd.
Member Country	Indonesia	Issued On	25-09-2022
Member Category	Independent smallholder group	Start Date	16-06-2022
Core Product	Palm Oil	End Date	23-04-2023
		License Status	Active

Product	Supply Chain Model	Certified Volume*	Announced Volume*	Volume Allocated as Credits*	Volume Sold as Physical*	Volume Sold as Credits*	Volume Removed*	Remaining Certified Volume*
FFB	Identity Preserved	6.845	0	6.841.09	0	0	0	3.91

D.2 The group documents and implements a system for the tracking of FFB

D.2.1

Eligibility	Not Applicable	Not Applicable	Not Applicable
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<p>Milestone A</p>	<p>The group manager maintains annual production data and sales of certified volumes through Book and Claim for the group based on actual receipts for and sales by all members</p>	<p>Group Manager calculated the forecast for next certification cycle (12 months) based on previous year production record. Current production record maintained. This information has been recorded and reported in the public summary report</p> <table border="1" data-bbox="1137 507 1841 724"> <thead> <tr> <th>Period</th> <th>Forecast FFB Production (MT)</th> <th>Actual FFB Production (MT)</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>6,968.81</td> <td>7,010.49</td> </tr> <tr> <td>2022</td> <td>6,845.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td>-</td> </tr> </tbody> </table>	Period	Forecast FFB Production (MT)	Actual FFB Production (MT)	2021	6,968.81	7,010.49	2022	6,845.00		2023		-	<p>Complied</p>										
Period	Forecast FFB Production (MT)	Actual FFB Production (MT)																							
2021	6,968.81	7,010.49																							
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2023		-																							
<p>Milestone B</p>	<p>The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.</p>	<p>ISH Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah record the FFB production period "Rekap Produksi PPKSS Tayo Barokah".</p> <table border="1" data-bbox="1137 852 1576 1350"> <thead> <tr> <th>Month</th> <th>FFB Production (MT)</th> </tr> </thead> <tbody> <tr> <td>Mar 2022</td> <td>500.69</td> </tr> <tr> <td>Apr 2022</td> <td>520.62</td> </tr> <tr> <td>May 2022</td> <td>561.96</td> </tr> <tr> <td>Jun 2022</td> <td>576.05</td> </tr> <tr> <td>Jul 2022</td> <td>585.11</td> </tr> <tr> <td>Aug 2022</td> <td>609.04</td> </tr> <tr> <td>Sep 2022</td> <td>671.95</td> </tr> <tr> <td>Oct 2022</td> <td>656.21</td> </tr> <tr> <td>Nov 2022</td> <td>638.89</td> </tr> <tr> <td>Dec 2022</td> <td>570.12</td> </tr> </tbody> </table>	Month	FFB Production (MT)	Mar 2022	500.69	Apr 2022	520.62	May 2022	561.96	Jun 2022	576.05	Jul 2022	585.11	Aug 2022	609.04	Sep 2022	671.95	Oct 2022	656.21	Nov 2022	638.89	Dec 2022	570.12	<p>Complied</p>
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D.3 The group has a procedure and system for premium distribution.

D.3.1

Eligibility	The group and group manager have agreed on how the premiums should be used and the agreement is recorded and communicated to the group members. Prices, premiums, and timing of premium payment are clearly communicated and transparent to all group members. Premiums disbursed to members at all stages are recorded and the premiums are paid in a timely and convenient manner.	Group Manager and ICS team prepared the allocation for premium sharing "Premium Sharing 2022". This information on premium sharing has been communicated to smallholder group/"kelompok tani". Sighted:	Complied
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		<ul style="list-style-type: none"> • Communication to ICS team "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 8 January 2023. • Communication to smallholder group/"kelompok tani" KT Harapan Kita and its smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 7 January 2023. • Communication to smallholder group/"kelompok tani" KT Makmur Jaya and its smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 9 January 2023. • Communication to smallholder group/"kelompok tani" KT Dayo indah and 16 smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 17 January 2023. • Communication to smallholder group/"kelompok tani" KT Tani Subur and 14 smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 10 January 2023. • Communication to smallholder group/"kelompok tani" KT Bina Jaya and 7 smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 13 January 2023. • Communication to smallholder group/"kelompok tani" KT Tunas Dayo and 22 smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 15 January 2023. • Communication to smallholder group/"kelompok tani" KT Tunas jaya and 11 smallholder member "Notulen Sosialisasi Penjualan TBS Satu Pintu, Penambahan Anggota, K3, Premium Sharing 2022" dated 4 January 2023. 	
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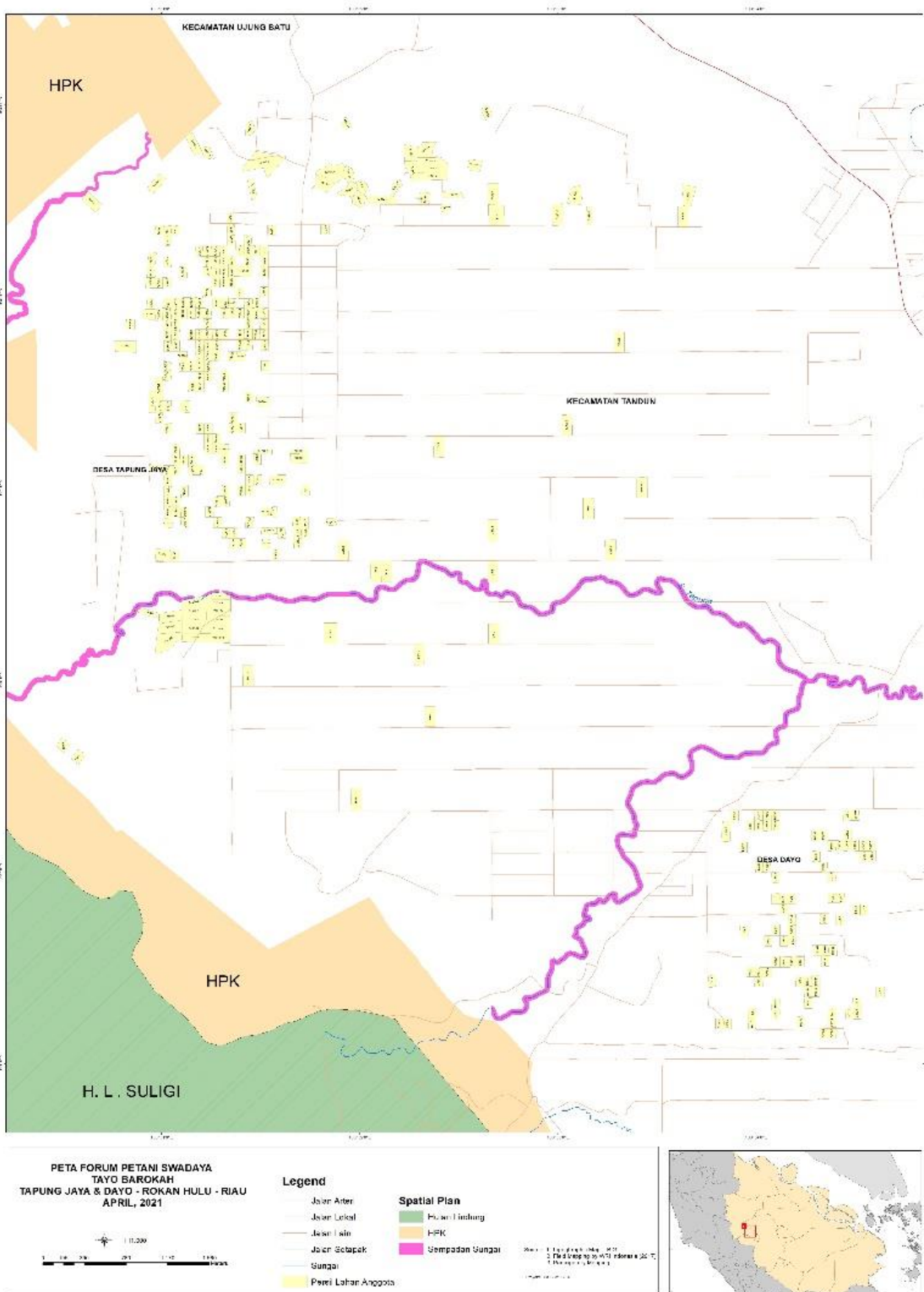
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Milestone A	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	<p>ISH Organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah has prepared the RSPO allocation premium year 2021 based on RSPO IS-CSPKO and IS-CSPKE sales performance year 2021. The premium allocation recorded in "Rencana dan Realisasi Anggaran PPKSS Tayo Barokah 2021", as agreed by the smallholder members.</p> <p>The organization has disbursed the year 2021 RSPO premium for all of its smallholder member during the latest annual member meeting "Rapat Anggota Tahunan" dated 3 March 2022. The rate Rp.150,000 + PPE helmet for each smallholder member – as recorded "Daftar Pengambilan Insentif dan APD Anggota Petani PPKSS Tayo Barokah 2022.</p>	Complied
Milestone B	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	<p>ISH Organization Perkumpulan Petani Kelapa Sawit Swadaya Tayo Barokah has prepared the RSPO allocation premium year 2021 based on RSPO IS-CSPKO and IS-CSPKE sales performance year 2021. The premium allocation recorded in "Rencana dan Realisasi Anggaran PPKSS Tayo Barokah 2021", as agreed by the smallholder members.</p> <p>The organization has disbursed the year 2021 RSPO premium for all of its smallholder member during the latest annual member meeting "Rapat Anggota Tahunan" dated 3 March 2022. The rate Rp.150,000 + PPE helmet for each smallholder member – as recorded "Daftar Pengambilan Insentif dan APD Anggota Petani PPKSS Tayo Barokah 2022.</p>	Complied

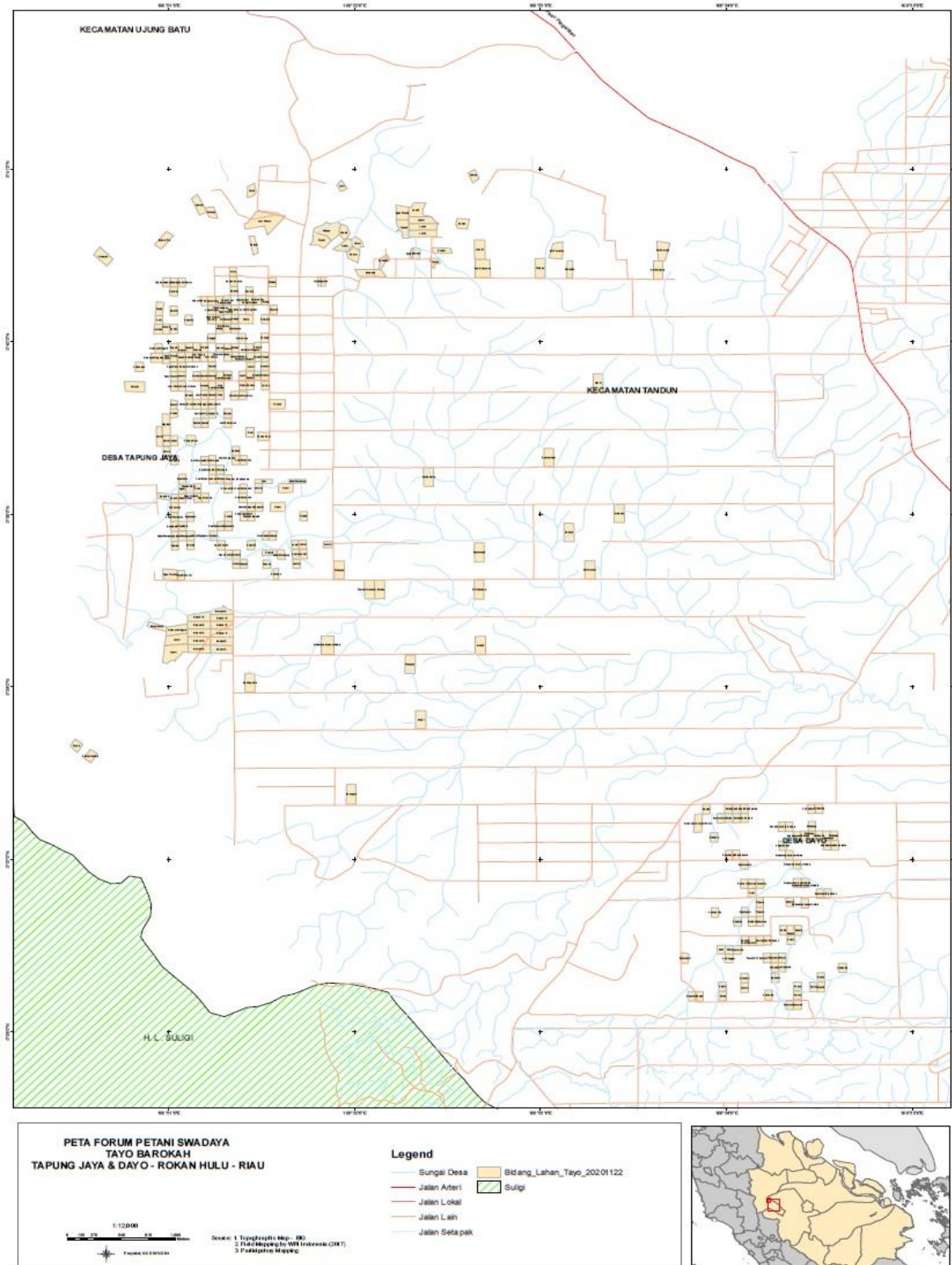
Appendix B: GHG Reporting Executive Summary

Not Applicable

Appendix C: Location Map of Certification Unit and Supply bases



Appendix D: Estate Field Map



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Appendix E: List of Smallholder Registered and/or sampled

No.	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
1	Triyanto	Dayo Village	0°36'45.10"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.001
		Dayo Village	0°36'41.74"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.001
2	Wardi	Dayo Village	0°36'25.78"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.002
		Dayo Village	0°37'48.58"	100°32'20.40"	2	2	38.00	21/06/2019	D.002
3	Mulyono	Dayo Village	0°38'53.71"	100°33'10.80"	2	2	38.00	21/06/2019	D.003
4	Uji Samboro	Dayo Village	0°36'25.75"	100°34'15.60"	0.75	0.75	15.79	21/06/2019	D.004
5	Ika Wulandari	Dayo Village	0°36'31.82"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.005
6	Suseto	Dayo Village	0°36'35.41"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.006
		Dayo Village	0°36'35.35"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.006
7	Warso Haryono*	Dayo Village	0°38'33.90"	100°32'06.00"	2	2	42.12	21/06/2019	D.007
8	Nurholis	Dayo Village	0°39'00.28"	100°33'25.20"	2	2	42.12	21/06/2019	D.008
9	Mastur Ifas	Dayo Village	0°36'28.55"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.009
10	Syamsuari	Dayo Village	0°36'25.69"	100°33'46.80"	0.75	0.75	15.79	21/06/2019	D.010
		Dayo Village	0°36'41.71"	100°34'4.80"	0.75	0.75	15.79	21/06/2019	D.010
		Dayo Village	0°36'48.11"	100°34'30.00"	0.75	0.75	15.79	21/06/2019	D.010
		Dayo Village	0°36'48.09"	100°34'33.60"	0.75	0.75	15.79	21/06/2019	D.010
11	Parino	Dayo Village	0°36'12.79"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.011
		Dayo Village	0°36'15.83"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.011
		Dayo Village	0°36'15.64"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.011
12	Muslih	Dayo Village	0°36'35.40"	100°34'19.20"	2	2	38.00	21/06/2019	D.012
		Dayo Village	0°36'15.61"	100°34'30.00"	0.75	0.75	15.79	21/06/2019	D.012
		Dayo Village	0°38'14.42"	100°32'42.00"	0.75	0.75	15.79	21/06/2019	D.012
13	Pamuji Tri Prasetyo	Dayo Village	0°36'25.70"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.013
14	Siti Hasanah	Dayo Village	0°38'33.88"	100°32'38.40"	1.97	1.97	41.49	21/06/2019	D.014
15	Wahyono	Dayo Village	0°38'40.63"	100°31'55.20"	2	2	42.12	21/06/2019	D.015
		Dayo Village	0°37'11.58"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.015
		Dayo Village	0°37'08.22"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.015
		Dayo Village	0°37'08.22"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.015
		Dayo Village	0°37'08.22"	100°34'30.00"	0.75	0.75	15.79	21/06/2019	D.015
		Dayo Village	0°37'08.22"	100°34'33.60"	0.75	0.75	15.79	21/06/2019	D.015
		Dayo Village	0°37'08.23"	100°34'33.60"	0.75	0.75	15.79	21/06/2019	D.015
		Dayo Village	0°38'07.87"	100°32'16.80"	2	2	42.12	21/06/2019	D.015
16	Suwandi	Dayo Village	0°36'18.73"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.016
		Dayo Village	0°36'31.80"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.016

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No.	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
17	Rusito	Dayo Village	0°36'51.56"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.017
18	Jumari	Dayo Village	0°36'15.39"	100°34'40.80"	0.75	0.75	15.79	21/06/2019	D.018
19	Memed	Dayo Village	0°37'17.48"	100°33'54.00"	0.75	0.75	15.79	21/06/2019	D.019
		Dayo Village	0°36'12.39"	100°33'50.40"	0.75	0.75	15.79	21/06/2019	D.019
20	Musalim	Dayo Village	0°36'12.40"	100°33'50.40"	0.75	0.75	15.79	21/06/2019	D.020
		Dayo Village	0°36'18.83"	100°34'15.60"	0.75	0.75	15.79	21/06/2019	D.020
		Dayo Village	0°36'31.81"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.020
21	Sigit Sugianto*	Dayo Village	0°38'01.44"	100°31'26.40"	2	2	42.12	21/06/2019	D.021
22	Sutarmo	Dayo Village	0°36'51.52"	100°34'08.40"	0.75	0.75	15.79	21/06/2019	D.022
23	H. Sarjono*	Dayo Village	0°38'33.91"	100°32'09.60"	2	2	42.12	21/06/2019	D.023
24	Hariyanto	Dayo Village	0°36'51.53"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.024
25	Ali Sodikin*	Dayo Village	0°37'17.57"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.025
		Dayo Village	0°37'17.66"	100°34'30.00"	0.75	0.75	15.79	21/06/2019	D.025
		Dayo Village	0°36'12.84"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.025
		Dayo Village	0°36'22.48"	100°34'15.60"	0.75	0.75	15.79	21/06/2019	D.025
		Dayo Village	0°36'22.32"	100°34'37.20"	0.75	0.75	15.79	21/06/2019	D.025
		Dayo Village	0°36'22.50"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.025
26	Sukarjo*	Dayo Village	0°36'45.21"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.026
27	Sulkin	Dayo Village	0°36'15.76"	100°33'57.60"	0.75	0.75	15.79	21/06/2019	D.027
		Dayo Village	0°36'12.47"	100°33'57.60"	0.75	0.75	15.79	21/06/2019	D.027
28	Muhammad Jaenal Abidin	Dayo Village	0°37'12.56"	100°33'50.40"	1.51	1.51	31.80	21/06/2019	D.028
		Dayo Village	0°37'01.47"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.028
		Dayo Village	0°38'14.63"	100°31'51.60"	2	2	38.00	21/06/2019	D.028
		Dayo Village	0°36'58.26"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.028
		Dayo Village	0°36'51.81"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.028
		Dayo Village	0°36'51.83"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.028
		Dayo Village	0°36'44.79"	100°34'26.40"	0.75	0.75	15.79	21/06/2019	D.028
29	Eko Subroto*	Dayo Village	0°37'11.37"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'11.35"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'08.14"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'04.92"	100°34'33.60"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'04.89"	100°34'33.60"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'14.42"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'17.64"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.029
		Dayo Village	0°37'17.56"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.029

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			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
30	Sumaryanto	Dayo Village	0°37'14.39"	100°33'57.60"	0.75	0.75	15.79	21/06/2019	D.030
		Dayo Village	0°36'58.21"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.030
		Dayo Village	0°37'01.51"	100°34'01.20"	0.75	0.75	15.79	21/06/2019	D.030
		Dayo Village	0°38'46.80"	100°32'42.00"	2	2	42.12	21/06/2019	D.030
		Dayo Village	0°38'40.71"	100°33'14.40"	2	2	42.12	21/06/2019	D.030
		Dayo Village	0°37'01.58"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.030
31	Radi	Dayo Village	0°36'48.36"	100°34'08.40"	0.75	0.75	15.79	21/06/2019	D.031
32	Sumarno	Dayo Village	0°36'09.39"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.032
		Dayo Village	0°36'09.39"	100°34'22.80"	0.75	0.75	15.79	21/06/2019	D.032
		Dayo Village	0°36'38.34"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.032
		Dayo Village	0°36'38.43"	100°34'12.00"	0.75	0.75	15.79	21/06/2019	D.032
33	Rusito	Dayo Village	0°36'19.00"	100°34'30.00"	0.75	0.75	15.79	21/06/2019	D.033
34	Sutiyo	Dayo Village	0°37'17.58"	100°34'01.20"	0.75	0.75	15.79	21/06/2019	D.034
		Dayo Village	0°37'14.37"	100°34'04.80"	0.75	0.75	15.79	21/06/2019	D.034
		Dayo Village	0°37'14.39"	100°34'01.20"	0.75	0.75	15.79	21/06/2019	D.034
35	Salam	Dayo Village	0°36'32.08"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.035
36	Miskiyah	Dayo Village	0°37'07.69"	100°33'57.60"	0.75	0.75	15.79	21/06/2019	D.036
37	Jepi Damanik	Dayo Village	0°36'31.72"	100°34'08.40"	0.75	0.75	15.79	21/06/2019	D.037
38	Adi Sumarto	Dayo Village	0°39'13.04"	100°32'24.00"	2	2	42.12	21/06/2019	D.038
39	Adnan Arifin	Dayo Village	0°36'41.55"	100°33'57.60"	0.75	0.75	15.79	21/06/2019	D.039
40	Abdul Rohim*	Dayo Village	0°37'04.79"	100°34'19.20"	0.75	0.75	15.79	21/06/2019	D.040
41	Ali Sanggar	Dayo Village	0°36'25.55"	100°34'01.20"	0.75	0.75	15.79	21/06/2019	D.041
42	Mudiono	Dayo Village	0°36'38.37"	100°34'08.40"	0.75	0.75	15.79	21/06/2019	D.042
43	Sukir	Dayo Village	0°36'28.65"	100°33'57.60"	0.75	0.75	15.79	21/06/2019	D.043
		Dayo Village	0°36'28.60"	100°34'01.20"	0.75	0.75	15.79	21/06/2019	D.043
44	Bonangin*	Dayo Village	0°37'22.66"	100°31'58.80"	2	2	42.12	21/06/2019	D.044
45	Wijiono	Tapung Jaya Village	0°40'20.77"	100°31'33.60"	0.75	0.75	15.79	21/06/2019	TJ.001
		Tapung Jaya Village	0°40'25.66"	100°32'60.00"	1.32	1.32	27.80	21/06/2019	TJ.001
		Tapung Jaya Village	0°40'38.86"	100°31'51.60"	1.84	1.84	38.75	21/06/2019	TJ.001
46	Arifin	Tapung Jaya Village	0°40'24.35"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.002
47	Teja Sukmana	Tapung Jaya Village	0°40'20.71"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.003
		Tapung Jaya Village	0°40'11.12"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.003
48	Saiful Anwar	Tapung Jaya Village	0°40'14.40"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.004
		Tapung Jaya Village	0°40'20.67"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.004
49	Mulyadi	Tapung Jaya Village	0°39'41.39"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.006

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		Tapung Jaya Village	0°39'57.93"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.006
50	Dede Yusuf	Tapung Jaya Village	0°40'14.38"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.007
51	Oong Herdiana	Tapung Jaya Village	0°40'14.38"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.008
52	Rusman*	Tapung Jaya Village	0°40'29.62"	100°30'39.60"	0.75	0.75	15.79	21/06/2019	TJ.009
		Tapung Jaya Village	0°40'11.16"	100°31'33.60"	1.43	1.43	30.12	21/06/2019	TJ.009
53	Mulyadi S.	Tapung Jaya Village	0°38'26.20"	100°31'15.60"	1.9	1.13	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'15.88"	100°31'15.60"	1.9	1.9	40.01	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'16.02"	100°31'08.40"	1.9	1.9	40.01	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'13.05"	100°31'15.60"	1.9	1.9	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'13.24"	100°31'08.40"	1.9	1.13	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'23.97"	100°31'15.60"	1.9	1.9	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'24.26"	100°31'08.40"	1.9	1.9	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'21.48"	100°31'15.60"	1.9	1.9	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'21.51"	100°31'08.40"	1.9	1.9	38.00	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'18.72"	100°31'15.60"	1.9	1.9	40.01	21/06/2019	TJ.010
		Tapung Jaya Village	0°38'18.81"	100°31'08.40"	1.9	1.9	42.12	21/06/2019	TJ.010
54	Sutarlim	Tapung Jaya Village	0°39'44.41"	100°30'50.40"	2	2	42.12	21/06/2019	TJ.011
55	Buardjo	Tapung Jaya Village	0°40'17.54"	100°31'26.40"	1.58	1.58	33.27	21/06/2019	TJ.012
56	Amri	Tapung Jaya Village	0°40'07.50"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.013
57	Suwadak	Tapung Jaya Village	0°40'27.99"	100°32'09.60"	1.9	1.9	40.01	21/06/2019	TJ.014
		Tapung Jaya Village	0°40'23.94"	100°32'06.00"	0.1	0.1	2.11	21/06/2019	TJ.014
		Tapung Jaya Village	0°40'25.23"	100°33'10.80"	1	1	21.06	21/06/2019	TJ.014
58	Suparno*	Tapung Jaya Village	0°40'07.76"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.015
		Tapung Jaya Village	0°39'6.29"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.015
		Tapung Jaya Village	0°39'05.54"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.015
		Tapung Jaya Village	0°38'49.34"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.015
59	Jaer Renata	Tapung Jaya Village	0°39'41.58"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.016
		Tapung Jaya Village	0°39'44.46"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.016
		Tapung Jaya Village	0°39'54.73"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.016
		Tapung Jaya Village	0°40'41.94"	100°31'30.00"	2	2	42.12	21/06/2019	TJ.016
		Tapung Jaya Village	0°39'54.73"	100°31'12.00"	1	1	21.06	21/06/2019	TJ.016
60	Riyadi	Tapung Jaya Village	0°40'35.35"	100°31'48.00"	2	2	42.12	21/06/2019	TJ.017
61	Kholis	Tapung Jaya Village	0°40'07.89"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.018
		Tapung Jaya Village	0°40'07.87"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.018
62	Taslim	Tapung Jaya Village	0°40'27.79"	100°32'27.60"	0.25	0.25	5.26	21/06/2019	TJ.019

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63	Sukron	Tapung Jaya Village	0°40'41.13"	100°32'34.80"	0.93	0.93	19.59	21/06/2019	TJ.020
		Tapung Jaya Village	0°40'57.71"	100°32'38.40"	1	1	21.06	21/06/2019	TJ.020
64	Abdul Muhni	Tapung Jaya Village	0°40'14.50"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.021
		Tapung Jaya Village	0°40'14.27"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.021
		Tapung Jaya Village	0°40'14.22"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.021
		Tapung Jaya Village	0°40'14.25"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.021
		Tapung Jaya Village	0°40'11.00"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.021
65	Helmi	Tapung Jaya Village	0°39'09.14"	100°31'37.20"	2	2	40.12	21/06/2019	TJ.022
		Tapung Jaya Village	0°39'2.58"	100°31'33.60"	0.75	0.75	15.79	21/06/2019	TJ.022
		Tapung Jaya Village	0°40'34.28"	100°32'02.40"	0.75	0.75	15.79	21/06/2019	TJ.022
		Tapung Jaya Village	0°40'33.34"	100°31'55.20"	0.75	0.75	15.79	21/06/2019	TJ.022
		Tapung Jaya Village	0°40'52.56"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.022
66	Untung	Tapung Jaya Village	0°40'14.42"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.023
67	Sukidi	Tapung Jaya Village	0°40'30.59"	100°32'16.80"	0.25	0.25	5.26	21/06/2019	TJ.024
68	Yanti	Tapung Jaya Village	0°40'54.12"	100°31'55.20"	0.94	0.94	19.80	21/06/2019	TJ.025
69	Hendra	Tapung Jaya Village	0°40'38.25"	100°31'55.20"	1.81	1.81	38.12	21/06/2019	TJ.026
70	Samsu*	Tapung Jaya Village	0°40'04.45"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.027
		Tapung Jaya Village	0°38'46.15"	100°31'40.80"	0.75	0.75	15.79	21/06/2019	TJ.027
		Tapung Jaya Village	0°38'52.62"	100°31'33.60"	0.75	0.75	15.79	21/06/2019	TJ.027
		Tapung Jaya Village	0°39'35.15"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.027
71	Samsul Hadi	Tapung Jaya Village	0°39'19.76"	100°33'03.60"	2	2	42.12	21/06/2019	TJ.028
72	Trimo	Tapung Jaya Village	0°40'20.99"	100°31'48.00"	0.25	0.25	5.26	21/06/2019	TJ.029
73	Herman	Tapung Jaya Village	0°40'04.31"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.030
74	Sahudi	Tapung Jaya Village	0°39'54.65"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.031
		Tapung Jaya Village	0°39'54.65"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.031
75	Maman Saiman	Tapung Jaya Village	0°40'20.99"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.032
76	Saman Ichwan	Tapung Jaya Village	0°39'44.57"	100°31'4.80"	0.75	0.75	15.79	21/06/2019	TJ.033
77	Suyarto	Tapung Jaya Village	0°38'42.65"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.034
		Tapung Jaya Village	0°38'46.68"	100°31'33.60"	0.75	0.75	15.79	21/06/2019	TJ.034
78	Mulyadi	Tapung Jaya Village	0°40'10.81"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.035
		Tapung Jaya Village	0°40'17.64"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.035
		Tapung Jaya Village	0°40'33.65"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.035
79	Suwandi R.	Tapung Jaya Village	0°39'35.02"	100°31'12.00"	2	2	40.12	21/06/2019	TJ.035
		Tapung Jaya Village	0°39'38.28"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.036
		Tapung Jaya Village	0°39'35.09"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.036

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80	Samsul	Tapung Jaya Village	0°40'31.77"	100°32'27.60"	1.01	1.01	21.27	21/06/2019	TJ.036
81	Suwono	Tapung Jaya Village	0°40'30.71"	100°32'20.40"	0.75	0.75	15.79	21/06/2019	TJ.037
82	Tatik	Tapung Jaya Village	0°39'41.44"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.038
		Tapung Jaya Village	0°39'44.83"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.039
83	Suyatmi	Tapung Jaya Village	0°40'21.02"	100°31'51.60"	0.25	0.25	5.26	21/06/2019	TJ.039
84	Robiah	Tapung Jaya Village	0°38'59.37"	100°31'44.40"	0.75	0.75	15.79	21/06/2019	TJ.040
85	Ade M. Sholehuddin	Tapung Jaya Village	0°39'12.21"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.041
86	Ngadi	Tapung Jaya Village	0°39'08.86"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.042
		Tapung Jaya Village	0°39'45.73"	100°33'18.00"	2	2	42.12	21/06/2019	TJ.043
87	Tri Utari	Tapung Jaya Village	0°39'38.30"	100°31'33.60"	0.75	0.75	15.79	21/06/2019	TJ.043
		Tapung Jaya Village	0°39'44.78"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.044
88	Kasupin	Tapung Jaya Village	0°40'01.43"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.045
		Tapung Jaya Village	0°39'54.85"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.045
		Tapung Jaya Village	0°39'54.86"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.045
		Tapung Jaya Village	0°39'54.66"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.045
		Tapung Jaya Village	0°39'58.00"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.045
		Tapung Jaya Village	0°39'57.96"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.045
		Tapung Jaya Village	0°40'04.44"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.045
89	Asef Safarudin	Tapung Jaya Village	0°39'44.75"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.046
		Tapung Jaya Village	0°39'48.19"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.046
90	Sugiono	Tapung Jaya Village	0°39'38.30"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.047
91	Atmari	Tapung Jaya Village	0°39'44.88"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.048
92	Supardi	Tapung Jaya Village	0°39'02.57"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.049
		Tapung Jaya Village	0°39'57.97"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.049
		Tapung Jaya Village	0°39'54.29"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.049
93	Siswoyo	Tapung Jaya Village	0°39'48.29"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.050
		Tapung Jaya Village	0°39'44.74"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.050
		Tapung Jaya Village	0°40'45.02"	100°31'12.00"	1.03	1.03	21.69	21/06/2019	TJ.050
94	Sringah	Tapung Jaya Village	0°39'54.76"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.051
		Tapung Jaya Village	0°39'58.03"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.051
		Tapung Jaya Village	0°40'01.20"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.051
95	Kaiman	Tapung Jaya Village	0°39'54.73"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.052
		Tapung Jaya Village	0°39'58.03"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.052
									TJ.053
									TJ.053

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No.	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
97	Slamet Mulyono	Tapung Jaya Village	0°39'54.80"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.054
		Tapung Jaya Village	0°39'51.32"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.054
98	Supijan	Tapung Jaya Village	0°39'31.80"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.055
		Tapung Jaya Village	0°39'31.79"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.055
99	Supartin	Tapung Jaya Village	0°40'07.59"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.056
100	Munasir	Tapung Jaya Village	0°39'51.47"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.057
		Tapung Jaya Village	0°39'48.30"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.057
101	Suwandi (B)	Tapung Jaya Village	0°39'09.00"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.058
102	Sundari	Tapung Jaya Village	0°39'48.33"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.059
		Tapung Jaya Village	0°39'48.27"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.059
103	Kastubi	Tapung Jaya Village	0°39'48.18"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.060
		Tapung Jaya Village	0°39'51.44"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.059
		Tapung Jaya Village	0°39'48.12"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.059
104	Nuribat	Tapung Jaya Village	0°39'44.87"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.061
		Tapung Jaya Village	0°39'48.09"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.061
		Tapung Jaya Village	0°39'38.30"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.061
105	Waijin	Tapung Jaya Village	0°40'04.54"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.062
		Tapung Jaya Village	0°40'11.49"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.062
106	Andi Setiyawan	Tapung Jaya Village	0°39'18.86"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.063
		Tapung Jaya Village	0°39'08.99"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.063
		Tapung Jaya Village	0°39'05.83"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.063
		Tapung Jaya Village	0°39'12.29"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.063
		Tapung Jaya Village	0°39'12.28"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.063
		Tapung Jaya Village	0°39'31.77"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.063
		Tapung Jaya Village	0°40'25.49"	100°32'42.00"	1	1	21.06	21/06/2019	TJ.063
107	Sukirman	Tapung Jaya Village	0°38'39.25"	100°31'33.60"	0.75	0.75	15.79	21/06/2019	TJ.064
108	Musfiroh	Tapung Jaya Village	0°39'22.06"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.065
		Tapung Jaya Village	0°38'49.29"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.065
109	Warsim	Tapung Jaya Village	0°39'35.10"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.066
110	Jumari*	Tapung Jaya Village	0°38'42.85"	100°31'40.80"	0.75	0.75	15.79	21/06/2019	TJ.067
		Tapung Jaya Village	0°38'49.49"	100°31'51.60"	0.75	0.75	15.79	21/06/2019	TJ.065
111	Sucipto	Tapung Jaya Village	0°37'39.59"	100°30'28.80"	2	2	42.12	21/06/2019	TJ.068
112	Edi Purwanto	Tapung Jaya Village	0°40'31.59"	100°33'03.60"	1.95	1.95	41.07	21/06/2019	TJ.069
		Tapung Jaya Village	0°39'15.50"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.069
		Tapung Jaya Village	0°39'15.50"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.069

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			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
		Tapung Jaya Village	0°39'18.73"	100°31'15.60"	1	1	21.06	21/06/2019	TJ.069
		Tapung Jaya Village	0°39'18.71"	100°31'12.00"	1.58	1.58	33.27	21/06/2019	TJ.069
		Tapung Jaya Village	0°40'24.98"	100°33'39.60"	1.91	1.91	40.22	21/06/2019	TJ.069
		Tapung Jaya Village	0°40'31.81"	100°33'39.60"	2	2	42.12	21/06/2019	TJ.069
113	Mujiyat	Tapung Jaya Village	0°38'52.57"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.070
		Tapung Jaya Village	0°38'46.00"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.070
		Tapung Jaya Village	0°38'42.76"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.070
		Tapung Jaya Village	0°38'42.78"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.070
114	Sasa	Tapung Jaya Village	0°39'09.00"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.071
115	Budi	Tapung Jaya Village	0°39'28.45"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.072
		Tapung Jaya Village	0°39'11.47"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.072
116	Nur Sobirin	Tapung Jaya Village	0°38'52.62"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.073
117	Yamidi	Tapung Jaya Village	0°38'59.25"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.075
118	Jumal	Tapung Jaya Village	0°38'49.44"	100°31'40.80"	0.75	0.75	15.79	21/06/2019	TJ.076
		Tapung Jaya Village	0°38'49.50"	100°31'44.40"	0.75	0.75	15.79	21/06/2019	TJ.076
		Tapung Jaya Village	0°38'46.18"	100°31'44.40"	0.75	0.75	15.79	21/06/2019	TJ.076
119	Narwin	Tapung Jaya Village	0°39'21.89"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.077
		Tapung Jaya Village	0°39'25.62"	100°30'57.60"	0.75	0.75	15.79	21/06/2019	TJ.077
		Tapung Jaya Village	0°39'27.04"	100°30'57.60"	1.43	1.43	30.12	21/06/2019	TJ.077
120	Agus Suyono*	Tapung Jaya Village	0°38'46.02"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.078
		Tapung Jaya Village	0°38'49.27"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.078
		Tapung Jaya Village	0°40'11.19"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.078
121	Nuraini	Tapung Jaya Village	0°40'30.31"	100°31'58.80"	1.49	1.49	31.38	21/06/2019	TJ.079
122	Ngateno	Tapung Jaya Village	0°39'31.18"	100°30'57.60"	2	2	42.12	21/06/2019	TJ.080
123	Dedi Sumarlin	Tapung Jaya Village	0°38'55.92"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.081
124	Syaefudin	Tapung Jaya Village	0°38'55.94"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.082
		Tapung Jaya Village	0°38'59.15"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.082
		Tapung Jaya Village	0°38'55.94"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.082
		Tapung Jaya Village	0°38'55.81"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.082
		Tapung Jaya Village	0°39'12.29"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.082
		Tapung Jaya Village	0°39'18.75"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.082
125	Ahmad Roni	Tapung Jaya Village	0°39'27.11"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.083
		Tapung Jaya Village	0°39'08.94"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.083
		Tapung Jaya Village	0°39'25.59"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.083
126	Agus Taryana	Tapung Jaya Village	0°38'39.10"	100°31'01.20"	3.64	3.64	76.66	21/06/2019	TJ.084

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			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
127	Ahmad Apipudin	Tapung Jaya Village	0°39'18.85"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.085
		Tapung Jaya Village	0°39'02.58"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.085
		Tapung Jaya Village	0°38'59.33"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.085
		Tapung Jaya Village	0°38'59.33"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.085
128	Agus Ariyanto	Tapung Jaya Village	0°40'07.80"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.086
		Tapung Jaya Village	0°40'11.02"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.086
		Tapung Jaya Village	0°39'05.76"	100°31'12.00"	0.75	0.75	15.79	21/06/2019	TJ.086
		Tapung Jaya Village	0°39'05.71"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.086
129	Junaidi	Tapung Jaya Village	0°40'32.08"	100°32'42.00"	2	2	42.12	21/06/2019	TJ.087
130	Aji Santoso*	Tapung Jaya Village	0°39'02.34"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.088
		Tapung Jaya Village	0°39'51.29"	100°30'50.40"	0.75	0.75	15.79	21/06/2019	TJ.088
		Tapung Jaya Village	0°40'07.84"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.088
131	Agus Riyanto	Tapung Jaya Village	0°39'48.00"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.089
		Tapung Jaya Village	0°40'44.85"	100°32'16.80"	1.78	1.78	37.49	21/06/2019	TJ.089
		Tapung Jaya Village	0°39'54.75"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.089
		Tapung Jaya Village	0°39'51.36"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.089
132	Turinah	Tapung Jaya Village	0°40'39.71"	100°32'16.80"	1.91	1.91	40.22	21/06/2019	TJ.090
133	Sudarso	Tapung Jaya Village	0°40'20.64"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.091
		Tapung Jaya Village	0°40'17.50"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.091
134	Kusdi	Tapung Jaya Village	0°39'25.60"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.092
135	Sidi Darmo	Tapung Jaya Village	0°39'41.31"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.093
		Tapung Jaya Village	0°39'41.27"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.093
		Tapung Jaya Village	0°40'01.15"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.093
		Tapung Jaya Village	0°40'04.58"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.093
		Tapung Jaya Village	0°40'04.61"	100°31'19.20"	0.75	0.75	15.79	21/06/2019	TJ.093
136	Asmari	Tapung Jaya Village	0°39'38.20"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.094
		Tapung Jaya Village	0°39'48.09"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.094
137	Solihun	Tapung Jaya Village	0°39'57.94"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.095
138	Hamidin	Tapung Jaya Village	0°39'41.52"	100°31'15.60"	0.75	0.75	15.79	21/06/2019	TJ.096
139	Abdul Halim	Tapung Jaya Village	0°39'05.60"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.097
140	Dedi Supriadi	Tapung Jaya Village	0°40'11.12"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.098
141	Sutrisno	Tapung Jaya Village	0°40'07.87"	100°31'30.00"	0.75	0.75	15.79	21/06/2019	TJ.099
142	Slamet Iswanto	Tapung Jaya Village	0°37'35.98"	100°30'36.00"	2	2	42.12	21/06/2019	TJ.100
143	Rosidin	Tapung Jaya Village	0°38'49.01"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.101
144	Sumarji	Tapung Jaya Village	0°40'47.54"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.102

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			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
		Tapung Jaya Village	0°39'09.10"	100°31'30.00"	1.54	1.54	32.43	21/06/2019	TJ.102
145	Luyati	Tapung Jaya Village	0°39'48.21"	100°31'22.80"	0.75	0.75	15.79	21/06/2019	TJ.104
		Tapung Jaya Village	0°39'51.40"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.104
		Tapung Jaya Village	0°40'37.68"	100°32'20.40"	2	2	42.12	21/06/2019	TJ.104
		Tapung Jaya Village	0°40'40.01"	100°32'20.40"	1.95	1.95	41.07	21/06/2019	TJ.104
		Tapung Jaya Village	0°40'42.27"	100°32'20.40"	2	2	42.12	21/06/2019	TJ.104
		Tapung Jaya Village	0°40'45.78"	100°32'20.40"	2	2	42.12	21/06/2019	TJ.104
		Tapung Jaya Village	0°38'16.44"	100°31'01.20"	2	2	42.12	21/06/2019	TJ.104
		Tapung Jaya Village	0°38'12.05"	100°31'01.20"	2	2	42.12	21/06/2019	TJ.104
146	Nurbaiti Amin	Tapung Jaya Village	0°39'38.28"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.105
		Tapung Jaya Village	0°38'20.99"	100°30'57.60"	1	1	21.06	21/06/2019	TJ.105
147	Nurhayati Ningsih	Tapung Jaya Village	0°39'54.55"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.106
		Tapung Jaya Village	0°39'57.75"	100°31'26.40"	0.75	0.75	15.79	21/06/2019	TJ.106
		Tapung Jaya Village	0°39'54.43"	100°30'57.60"	2	2	42.12	21/06/2019	TJ.106
		Tapung Jaya Village	0°39'57.76"	100°30'57.60"	0.9	0.9	18.95	21/06/2019	TJ.106
		Tapung Jaya Village	0°38'19.78"	100°31'01.20"	2	2	42.16	21/06/2019	TJ.106
148	Sucipto Pio	Tapung Jaya Village	0°40'35.39"	100°30'57.60"	1	1	21.06	21/06/2019	TJ.107
149	Abdul Warisman*	Tapung Jaya Village	0°39'11.52"	100°31'40.80"	0.75	0.75	15.79	21/06/2019	TJ.108
		Tapung Jaya Village	0°38'59.03"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.108
		Tapung Jaya Village	0°38'52.54"	100°31'08.40"	0.75	0.75	15.79	21/06/2019	TJ.108
		Tapung Jaya Village	0°38'52.47"	100°31'04.80"	0.75	0.75	15.79	21/06/2019	TJ.108
		Tapung Jaya Village	0°38'52.41"	100°31'01.20"	0.75	0.75	15.79	21/06/2019	TJ.108
		Tapung Jaya Village	0°38'46.01"	100°31'37.20"	0.75	0.75	15.79	21/06/2019	TJ.108
150	Apip Munawar	Tapung Jaya Village	0°38'38.83"	100°31'4.80"	0.75	0.75	15.15	21/06/2019	TJ.109
151	Sukirno	Tapung Jaya Village	0°37'30.95"	100°30'25.20"	1.32	1.32	26.66	21/06/2019	TJ.074
Total					327.96	326.38	6,866.00		

Note: * are smallholders sampled in this audit.

The certified volume of FFB production is based on the prorata. Therefore, the certified volume of FFB production from 31 August 2023 to 23 April 2024 is 4,577.33 mt

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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