

**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: Koperasi Sawit Jaya
Client company Address: JI Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia
Certification Unit: Koperasi Sawit Jaya
Location of Certification Unit: JI Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia
Date of Final Report: 28/07/2023

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Koperasi Sawit Jaya		
RSPO Membership Number	1-0289-20-000-00	Membership Approval Date	06/02/2020
Address	Jl Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Koperasi Sawit Jaya		
Location / Address	Jl Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia		
Website	-		
Management Representative	Afif M Nurudin (Group Manager)	E-mail	sawitjaya.ics@gmail.com
Telephone	+62 813 7165 6847	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 733163	Certificate Start Date	03/05/2021
Date of First Certification	03/05/2021	Certificate Expiry Date	02/05/2026
Scope of Certification	Production of Fresh Fruit Bunch of Independent Smallholder		
Visit Objectives	Conduct 2 nd annual surveillance assessment (ASA2) to determination of the conformity against the RSPO Independent Smallholder Standard, 6 November 2019.		
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"/> Choose an item. National Interpretation Choose an item. for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	N/A
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input checked="" type="checkbox"/> Milestone B <input type="checkbox"/> Not Applicable		

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

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	Jl Pemda RT011 RW 004, Benteng Hulu Village, Mempura District, Siak Regency, Riau Province, Indonesia	0° 46' 19.53" N	102° 3' 14.14" E
Notes:			

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
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	237.15	0	2.28	239.43	100
Total	237.15	0	2.28	239.43	100

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

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7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (May 2022 – April 2023)	Actual (April 2022 – March 2023)		Forecast (May 2023 – April 2024)
		Previous license period (April 2022)	Current license period (May 2022 – March 2023)	
Koperasi Sawit Jaya (112 smallholders, 114 parcels)	5,209.00	430.56	4,780.13	5,391.58
Total	5,209.00	5,210.69		5,391.58
Note:				

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Not Applicable)	Actual (Not Applicable)		Forecast (Not Applicable)
		Previous license period (N/A)	Current license period (N/A)	
		-	-	
Total		-		
Note: -				

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (Not Applicable)	Actual (Not Applicable)		Forecast (Not Applicable)
		Previous license period (N/A)	Current license period (N/A)	
-	-	-	-	-
Total	-	-		-
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)
	N/A	N/A	N/A	N/A
	TOTAL	N/A	N/A	N/A

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Note: -

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

Estimated last year (Not Applicable)	Actual (Not Applicable)		Forecast (Not Applicable)
	Previous license period (N/A)	Current license period (N/A)	
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)
N/A	N/A	N/A	N/A
	TOTAL	N/A	N/A

Note: -

11. Summary of Actual Volume sold

Current License 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					
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

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Note: Conventional is RSPO certified material but sold as non-RSPO.

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
N/A	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A
Note: -				

11B. Records of certified CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
N/A	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A
Note: -				

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

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

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (May 2022 – April 2023)			Actual (April 2022 – March 2023)			Forecast (May 2023 – April 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			5,209.00			5,210.69			5,391.58
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	April 2022	430.56	-	-	-	-
2	May 2022	436.33	-	-	-	-
3	June 2022	436.35	-	-	-	-
4	July 2022	428.55	-	-	-	-
5	Aug 2022	433.56	-	-	-	-
6	Sept 2022	434.82	-	-	-	-
7	Oct 2022	439.11	-	-	-	-
8	Nov 2022	430.43	-	-	-	-
9	Dec 2022	419.52	-	-	-	-
10	Jan 2023	437.48	-	-	-	-
11	Feb 2023	437.45	-	-	-	-
12	Mar 2023	446.53	-	-	-	-
TOTAL		5,210.69	-	-	-	-

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 (03 May 2022 – 5 April 2023)							
Credits				1,041	-	117	-
Physical	-	-	-				

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Previous License period (April 2022)							
Credits				-	-	-	-
Physical	-	-	-				

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	SC Johnson and Son, Inc	18721				117 IS-CSPKO	
2	Unilever Asia Private Limited	18968		1,041 IS-CSPO			
TOTAL				1,041		117	
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 **3-5 April 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 **12 July 2023**. The audit programs are included in Section 2.3.

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

The sampling of smallholder was 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 total number of smallholder is confirmed 112 smallholder members with 114 land parcels. Based on the risk assessment, the auditor defined Koperasi Sawit Jaya has a medium risk (multiplier 1.2), due to geographically and socioeconomically homogenous, no replanting and expansion. Based on the formula, the sample were 13 smallholders. The sampled smallholders 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. Koperasi Sawit Jaya 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.

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.

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

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

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

Tentative Date of Next Visit: March 4, 2024 – March 6, 2024

Total Number of Mandays: 7.5 mandays

2.2 BSI Assessment Team

Name	Role	Competency
Pratama Agung Sedayu	Team Leader	<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, Endorsed RSPO SCCS Lead Auditor Course, SMETA Requirements training, RSPO ISH Standard Training Course and Endorsed RSPO Refresher Trainings.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he assessed the aspect of legality, ICS.</p>
Yudwi Wisnu Rahmanto	Team Member	<p>Education: Holds a Bachelor of Forestry with Silviculture background from Gadjah Mada University.</p> <p>Work Experience: 7 months working experience in palm oil industry as Agronomy Field Assistant. 11 years working experience as sustainability auditor covering Sustainable Forest Management by FSC FM/COC Scheme, RSPO, ISPO, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile</p> <p>Training attended: Completed Endorsed RSPO P&C Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Training, SMETA Requirements Training, ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ</p>

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		<p>Programme, High Conservation Value (HCV) Training, Sustainability Reporting Assurance Training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, RSPO ISH Standard Training Course, Endorsed RSPO Supply Chain Lead Auditor Training Course and Endorsed RSPO Refresher Trainings.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he assessed the aspect of environment, conservation.</p>
Edy Widodo	Team Member	<p>Education: Holds a Bachelor Degree majoring Agricultural Technology from University of Padjadjaran, Bandung.</p> <p>Work Experience: 8 years working experience in palm oil industry as Agronomist and Assistant Manager in various companies. 9 year working experience as RSPO/ISPO auditor.</p> <p>Training attended: Completed ISO 9001 Lead Auditor Course, ISPO endorsed auditor course, Understanding ISO 14001 training, Auditing ISO 14001: 2004 training, Endorsed RSPO Supply Chain Certification Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, SMETA Requirements Training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation training, RSPO ISH Standard Training Course, and Endorsed RSPO Refresher Trainings.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he assessed the aspect of social, OHS and worker welfare; and conducted stakeholder consultation.</p>

Accompanying Persons:

Name	Role
Nil	

1.3 Assessment Plan

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

The Assessment plan of ASA 2

Date	Time	Subjects	PS	YW	EW
Monday / 03/04/2023	07.30 -	Flight Jakarta – Pekanbaru 07.30 – 09.15	√	√	√
		Travelling Pekanbaru – Koperasi Sawit Jaya	√	√	√
	13.00 – 13.30	<p>Opening Meeting:</p> <ul style="list-style-type: none"> - Presentation by Audit team. - Presentation by Auditee. - Confirmation audit scope, requirements, document access permission and clarifying audit plan. 	√	√	√

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Date	Time	Subjects	PS	YW	EW
	13.30 – 16.30	Document review <ul style="list-style-type: none"> - Principle 1: Optimize productivity, efficiency, positive impacts and resilience - Principle 2: Ensure legality, respect for land rights and community wellbeing - Principle 3: Respect human rights, including worker’s rights and conditions - Principle 4: Protect, conserve and enhance ecosystem and the environment - The Internal Control System (ICS) requirements for Smallholder Groups 	√	√	√
	16.30 – 17.00	Wash up meeting	√	√	√
Tuesday / Selasa, 04/04/2023	08.00 – 08.30	Field visit to 6 smallholder plots: (Formula: $\sqrt{112}$ members x 1.2 = total 13 samples)	√	√	-
	08.30 – 12.00	Field observation and interview with smallholders and workers concerning to best management practices, occupational health and safety, worker welfare, HCV, environmental management, continual improvement, etc.			
		Stakeholder consultation <ul style="list-style-type: none"> - Stakeholder consultation to relevant agencies of Siak Regency; - Stakeholder consultation with local community/villagers; previous landowners; NGO 	-	-	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 16.30	Field visit to 7 smallholder plots: (Formula: $\sqrt{112}$ members x 1.2 = total 13 samples) Field observation and interview with smallholders and workers concerning to best management practices, occupational health and safety, worker welfare, HCV, environmental management, continual improvement, etc.	√	√	√
	16.30 – 17.00	Wash up meeting and Reporting	√	√	√
Wednesday / Rabu, 05/04/2023	08.00 – 12.00	Continue stakeholder consultation Continue the document review	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 16.00	Continue morning agenda	√	√	√
	16.00 – 16.30	Audit report preparation	√	√	√

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Date	Time	Subjects	PS	YW	EW
	16.30 – 17.00	Closing meeting	√	√	√

Assessment Plan of field visit of NC Close Out of ASA2

Date	Time	Subjects	PS
Wednesday, 12/07/2023	08.00-08.30	Opening Meeting - Presentation by Koperasi Sawit Jaya - Presentation by BSI Indonesia	√
	08.30-12.00	Document and record verification Field observation and interview with farmers and workers concerning Correction and Corrective Action.	√
	12.00-14.00	Break	√
	14.00-16.30	Document review continued	√
	16.30-17.00	Closing Meeting	

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Not Applicable	N/A
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	Not Applicable	N/A
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.	Not Applicable	N/A
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	Not Applicable	N/A
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Not Applicable	N/A
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	Not Applicable	N/A
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	Not Applicable	N/A
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	N/A
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Not Applicable	N/A
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	N/A
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Not Applicable	N/A
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not Applicable	N/A
Did the company conduct internal audit for those	Not Applicable	N/A

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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.		
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	N/A
Have there been any stakeholder (including NGO) consultation conducted?	Not Applicable	N/A

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 ten (10) Critical; no Minor nonconformities and no Opportunity For Improvement raised. The Koperasi Sawit Jaya Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-conformity			
NCR Ref #	2329472-202304-M1	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	2.1 MS B Critical		
Statement of Nonconformity:	Audit team found 3 smallholder blocks in which boundary marker cannot found.		
Requirement Reference:	Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.		
Objective Evidence:	From field visit, the audit team found some boundary marker cannot be found: - Sudirwan plot No.7050121, 1 boundary marker cannot be found; - Zulfa plot No.7050161, 3 boundary markers cannot be found; - Marwanto No.702012, 1 boundary marker cannot be found; This is a recurring NC Critical.		
Corrections:	Correction taken: 1. Group Manager provide suggestion to smallholder member to re-monitor their boundary poles and following up by replacing missing or broken boundary poles. Verified: Minutes "Berita Acara Sosialisasi Patok Batas Kebun" – socialization on smallholder plantation boundary poles installation; dated 4 June 2023. The awareness session attended by 28 smallholder members and smallholder group leader. 2. Group Manager giving instruction to ICS and smallholder group leader to prepare list of plantation boundary poles in all smallholder member planation. Verified: Ceklist Kelompok Pinang Hijau (Sudirwan, Zulfa), Ceklist Kelompok Pinang Merah, Ceklist Kelompok Sido Makmur, Ceklist Kelompok Sido Mulyo, Ceklist Kelompok Sido Rejo (Marwanto), Ceklist Kelompok Sido Rukun. 3. Group Manager giving instruction to ICS and smallholder group leader to monitor the plantation boundary poles for each smallholder member plantation minimum 2x per year. Verified: Minutes "Berita Acara Himbauan Monitoring Ulang Patok Batas Kebun Dua Kali Setahun" – socialization on smallholder plantation boundary poles monitoring 2 times per year; dated 11 June 2023. The awareness session attended by 11 committee members and smallholder group leader.		

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	Field verification to Sudirwan, Katemin and Zulfa’s smallholder plantation block the boundary poles have been reinstalled and/or cleaned – during NCR Close Out visit all can be located and visibly maintained.
Root Cause Analysis:	Boundary poles have been installed but Koperasi Sawit Jaya has not monitored properly the boundary poles; hence missing boundary poles cannot identified. The monitoring process not optimized due to: lack of monitoring officer to cover all smallholder block/land parcel; lack of awareness from smallholder/block owner on boundary poles presence; the boundary poles monitoring not properly carried out.
Corrective Actions:	<ol style="list-style-type: none"> 1. Group Manager installing reminder signboard to maintain boundary poles in 2 locations. Verified: Minutes “Berita Acara Pemasangan Plang Himbauan Pentingnya Patok Batas” installation signboard reminder importance boundary poles – dated 10 June 2023. Verified: Signboard installed on smallholder member plantation: Ngatina No.ID706009; Adnan No.ID702002; 2. Group Manager evaluating 2x per year the boundary poles and the maintenance of boundary poles. Verified: Record “Monitoring Patok dan ID Kebun Tahap Satu Koperasi Sawit Jaya” dated 2-6 July 2023. Sampled smallholder Sudirwan, Marwanto and Zulfa from Pinang Hijau smallholder group boundary poles installed and plantation block ID maintained. 3. Internal Audit checklist “Formulir Internal Audit Internal Koperasi Sawit Jaya Kepatuhan Praktik Lapangan di Kebun” for sample Nurwati No.ID701009 – point 14 stated boundary poles “Yes”.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

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

	<p>Independent smallholders will sign a smallholder declaration covering information on the history of their land acquisition and land clearing (see Annex 3 of the RSPO ISH Standard Indonesia National Interpretation 2022).</p> <p>MS-A For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).</p> <p>MS-B For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).</p>
Objective Evidence:	<p>Smallholder members Koperasi Sawit Jaya have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard-Indonesia National Interpretation 2022;</p>
Corrections:	<ol style="list-style-type: none"> Operational Manager evaluate the smallholder member database. Verified: record evaluation "Ceklist Kelengkapan Data Anggota Kelompok" for smallholder group/KT Pinang Hijau, Pinang Merah, Sido Makmur, Sido Mulyo, Sido Rejo, Sido Rukun. Operational Manager provide socialization on how to filling the form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: Minutes "Berita Acara Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" – socialization on filling in form declaration covering information on the history of their land acquisition and land clearing; dated 7 June 2023. The socialization trainer from WRI attended by 37 smallholder members and smallholder group leaders. Smallholder members filled in and handed over the form declaration covering information on the history of their land acquisition and land clearing – to ICS and signed/acknowledged by Operational Manager. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.
Root Cause Analysis:	<p>Operational Manager has not received information on new requirement for "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" from Appendix 4 RSPO ISH Standard – Indonesia National Interpretation 2022.</p>
Corrective Actions:	<ol style="list-style-type: none"> Operational manager ensure new member has filled in and completed "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: So far, no new smallholder member applying for membership. But ISH organization prepare database for existing member "Ceklist Kelengkapan Data Anggota Kelompok" on last column indicating "Formulir Sejarah Lahan". To ensure correct filling and complete information "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan", Operational Manager will conduct random sampling from Internal Audit process and ensure filing properly in Koperasi Sawit Jaya's office. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan

	Pemanfaatan Lahan serta Keberadaan Konflik Lahan” for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M3	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	2.3 Eligibility, MS-A, MS-B Critical		
Statement of Nonconformity:	Smallholder members have not filled in and signed “Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan” from the Annex 4 of the RSPO ISH Standard-Indonesia National Interpretation 2022.		
Requirement Reference:	<p>Eligibility</p> <p>Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to indicator 1.1E / Appendix 1).</p> <p>Note: The Form on the History of Land Tenure and Conflict Disclosure of the RSPO ISH Standard Indonesia National Interpretation 2022 shall be completed to comply with this indicator</p> <p>MS-A</p> <p>There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.</p> <p>Note: Annex 4 of the RSPO ISH Standard Indonesia National Interpretation 2022 on Land Conflict Resolution Records shall be completed to comply with this Indicator</p> <p>MS-B</p> <p>There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.</p>		
Objective Evidence:	Smallholder members Koperasi Sawit Jaya have not filled in and signed “Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan” from the Annex 4 of the RSPO ISH Standard-Indonesia National Interpretation 2022;		
Corrections:	<ol style="list-style-type: none"> Operational Manager evaluate the smallholder member database. Verified: record evaluation “Ceklist Kelengkapan Data Anggota Kelompok” for smallholder group/KT Pinang Hijau, Pinang Merah, Sido Makmur, Sido Mulyo, Sido Rejo, Sido Rukun. 		

	<p>2. Operational Manager provide socialization on how to filling the form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: Minutes "Berita Acara Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" – socialization on filling in form declaration covering information on the history of their land acquisition and land clearing; dated 7 June 2023. The socialization trainer from WRI attended by 37 smallholder members and smallholder group leaders.</p> <p>3. Smallholder members filled in and handed over the form declaration covering information on the history of their land acquisition and land clearing – to ICS and signed/acknowledged by Operational Manager. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.</p>
Root Cause Analysis:	Operational Manager has not received information on new requirement for "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" from Appendix 4 RSPO ISH Standard – Indonesia National Interpretation 2022.
Corrective Actions:	<p>1. 1.Operational manager ensure new member has filled in and completed "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: So far, no new smallholder member applying for membership. But ISH organization prepare database for existing member "Ceklist Kelengkapan Data Anggota Kelompok" on last column indicating "Formulir Sejarah Lahan".</p> <p>2. To ensure correct filling and complete information "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan", Operational Manager will conduct random sampling from Internal Audit process and ensure filing properly in Koperasi Sawit Jaya's office. Verified: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.</p>
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M4	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	2.5 MS-A Critical		
Statement of Nonconformity:	ISH organization Koperasi Sawit Jaya has not complete training on how to conduct a simplified FPIC approach.		
Requirement Reference:	Smallholders complete training on how to conduct a simplified FPIC approach. Note: While the simplified FPIC guide that is being developed by RSPO, trainings to be delivered to independent smallholders should include phases in the FPIC in		

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	relation to fulfilling Indicator 2.1.E, 2.2.E and 2.3.E (on the History of Land Tenure and Conflict Disclosure and the Land Conflict Resolution Records of the RSPO ISH Standard Indonesia National Interpretation 2022).
Objective Evidence:	Based on interview with sampled smallholder member: Katemin No.702009, Mardiah No.702010, Marwanto No.702011, Zaidin No.701020; the ISH organization Koperasi Sawit Jaya has not provide training on how to conduct a simplified FPIC approach nor fulfilment of History of Land Tenure and Conflict Disclosure and the Land Conflict Resolution Records of the RSPO ISH Standard Indonesia National Interpretation 2022.
Corrections:	Operational Manager Koperasi Sawit Jaya provide re-training for FPIC to smallholder members including socialization on how to fill in and completing form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". Verified: Minutes "Berita Acara Pelatihan FPIC" with trainer Mr. Siswanto, dated 6 June 2023. Attended by 37 smallholder members. Training material related to FPIC evident.
Root Cause Analysis:	Koperasi Sawit Jaya has not carried out re-training on FPIC for smallholder member and how to fill in: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan". The Operational Manager did not prepare detailed training plan for annual ICS working plan, only attached information on latest training material for smallholder member.
Corrective Actions:	<ol style="list-style-type: none"> Operational Manager will input training plan and re-training for FPIC material into annual working plan. Koperasi Sawit Jaya will carry out training and make training report. Verified: Minutes "Berita Acara Pelatihan FPIC" with trainer Mr. Siswanto, dated 6 June 2023. Attended by 37 smallholder members. <p>Verified form that has been filled: "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan" for sampled Afif M Nurudin, Akamudin, Selamat, Sudirwan, Sukeni, Taufik – signed by Group Manager and Village Head.</p> <p>Interview with Mardian, Katemin and Marwanto, for example, now they understood the information and filling in form "Formulir Pengungkapan Sejarah Penguasaan Lahan dan Pemanfaatan Lahan serta Keberadaan Konflik Lahan"; they also admitted no new land bought/no new land acquisition.</p>
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M5	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	4.6 MS-A, MS-B Critical		
Statement of Nonconformity:	Waste management and control was not monitored by ISH organization.		

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Requirement Reference:	<p>MS-A: There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • Alternatives to fire for land preparation and farm waste management (where appropriate possible). • Alternatives to fire for pest control. Fire prevention and how to respond to and manage fires in their plots. <p>MS-B: Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e. where no other effective measures exist and with prior approval of relevant authority.</p>
Objective Evidence:	<ol style="list-style-type: none"> 1. No evidence smallholder member Zulfa No.7050161 has attend training on waste management; 2. Based on field visit to smallholder block Zulfa No.7050161, audit team found plastic refuse from food and fertilizer inner bag spread around the oil palm block; 3. Smallholder member Katemin No.702009 stated the empty fertilizer inner bag and empty pesticide container sold to junkyard collector;
Corrections:	<ol style="list-style-type: none"> 1. Operational Manager issued a warning letter for Zulfa No.7050161 dan Katemin No.702009 for not managing the hazardous waste as per ISH Group SOP. Verified: "Surat Teguran No.02/KSJ-BHL/ST/VI/2023 Zulfa No.7050161 Membuang Limbah B3" signed by the smallholder and Group Manager. 2. The sampled smallholder made statement letter acknowledging their mistake and accepting the sanction from Group Manager. Verified: "Surat Pernyataan & Kediaan Zulfa No.7050161 dan Katemin No.702009" signed by the smallholder and Group Manager. 3. Operational Manager provide training on hazardous waste management. Verified: Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members including Zulfa and Katemin.
Root Cause Analysis:	Some smallholder has not understand the SOP on hazardous waste management because not present during training session.
Corrective Actions:	<ol style="list-style-type: none"> 1. ICS Koperasi Sawit Jaya prepare warehouse to store hazardous waste. Verified: Cooperative chairman allocated warehouse behind office to function as hazardous waste storage. 2. ICS Koperasi Sawit Jaya refer back to SOP for handling hazardous waste and its empty container "SOP Unit K3 dan NKT tentang Pengelolaan Wadah Bekas Kimia No.4/SOP/UK3-NKT/ICS-KSJ/X/2018" dated 25 October 2018. 3. ICS Koperasi Sawit Jaya listing smallholder member that perform spraying and fertilizer application to monitor the hazardous waste disposal. List sighted.

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	<p>4. Operational Manager perform random checking to monitor the smallholder member compliance to ISH regulation.</p> <p>5. ICS and Internal Auditor carried out working program to monitor the smallholder member compliance related to hazardous waste management. Verified: Internal Audit checklist "Formulir Internal Audit Internal Koperasi Sawit Jaya Kepatuhan Praktik Lapangan di Kebun" for sample Nurwati No.ID701009 – point 16 stated waste disposal through burning/disposed of into river "No".</p>
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M6	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS A.1.4 Eligibility, MS-A, MS-B Critical		
Statement of Nonconformity:	Smallholder member unable to demonstrate understanding of signed smallholder declaration as membership requirements.		
Requirement Reference:	All members can demonstrate understanding of membership requirements.		
Objective Evidence:	<ul style="list-style-type: none"> - Not all smallholder sampled is attending the audit to interview related understanding of membership requirements. - Smallholder sample under name Taufik No.7060181; Katemin No.702009; Marwanto No.702011; cannot demonstrate understanding of signed smallholder declaration as part of membership requirement. - Smallholder declaration does not equipped with date of signing. 		
Corrections:	<ol style="list-style-type: none"> 1. ICS conduct checking on smallholder declaration filled by smallholder members. Verified: Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members. 2. ICS assist smallholder member in reading and signed the smallholder declaration. Verified: Smallholder declaration "Surat Pernyataan Pekebun" for Arlinus Gulo, Katemin, Mardiah, Ngatina, Nurwati, Sudiono, Zainal Abidin dated 7 June 2023. 		
Root Cause Analysis:	<ol style="list-style-type: none"> 1. Some smallholder member has passed away and represented by next of kin. 2. Some smallholder member cannot describe smallholder declaration form they signed because lack of socialization. 		
Corrective Actions:	<ol style="list-style-type: none"> 1. Operational Manager through Registration Unit conduct socialization on smallholder declaration filling and signing. Verified: Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. 		

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	<p>Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Affif Rahman and Candra Rivana, Training attended by 36 smallholder members.</p> <p>2. Operational manager check and verified result of filling in smallholder declaration during internal audit. Verified: Minutes "Berita Acara Hasil Pengisian Pernyataan Pekebun" – filling smallholder declaration and verification; dated 7 June 2023. Sampled for Arlinus Gulo, Katemin, Mardiah, Ngatina, Nurwati, Sudiono, Zainal Abidin dated 7 June 2023.</p> <p>3. Interview with Katemin and Marwanto can demonstrate understanding on smallholder declaration.</p>
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M7	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS A.2.3 MS-B Critical		
Statement of Nonconformity:	Not all members attended the training of ISH Standard, thus awareness of several aspect within the standard is less understanding.		
Requirement Reference:	All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.		
Objective Evidence:	<p>There are a number of training not carried out in 2002, related to:</p> <ol style="list-style-type: none"> 1. Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); 2. Training on how to conduct a simplified FPIC approach (2.5); 3. Training on free and fair labour (3.1); 4. Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); 5. Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); 6. Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8); 		
Corrections:	Operational Manager provide training related to Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); Training on how to conduct a simplified FPIC approach (2.5); Training on free and fair labour (3.1); Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); Training on BMPs for pesticides including pesticide usage, awareness on		

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	<p>risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8);</p> <p>Verified:</p> <ul style="list-style-type: none"> - Minutes "Berita Acara Pelatihan Praktik Pengelolaan Terbaik Pestisida; Pengisian Surat Pernyataan Pekebun; Pengelolaan Kebun Secara Berkelanjutan" dated 6 June 2023. Training material including pesticide handling, pesticide storage, pesticide safe disposal; RSPO Smallholder Declaration; Sustainable Oil Palm Plantation upkeep. Trainer Afif Rahman and Candra Rivana, Training attended by 36 smallholder members. - Minutes "Berita Acara Pelatihan FPIC" with trainer Mr. Siswanto, dated 6 June 2023. Attended by 37 smallholder members. Trainer Siswanto. - Minutes "Berita Acara Pelatihan Pekerja yang Adil dan Bebas; Hak Pekerja untuk Menyampaikan Pengaduan dan Keluhan; Diskriminasi; Pelecehan dan Kekerasan di Tempat Kerja" - free and fair labour; Training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance; Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace, trainer Mrs. Erma Liza (WRI); dated 7 June 2023; attended 35 smallholder members.
Root Cause Analysis:	ICS did not implement the annual working program related to training provision for smallholder members.
Corrective Actions:	<p>Operational Manager update and monitor the monthly meeting to check achievement in each unit – in line with the "Program Kerja Manager Operasional Koperasi Sawit Jaya".</p> <p>Verified: "Program Kerja Manager Operasional Koperasi Sawit Jaya" indicated monitoring on socialization of SOP and ISH policy done as per July 2023.</p> <p>Interview with Katemin and Marwanto, they now understand training explanation on hazardous waste disposal method.</p>
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M8	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS B.1.1 MS-B Critical		
Statement of Nonconformity:	Audit team found the internal audit was not effective to ensure all previous finding remains closed.		
Requirement Reference:	The ICS is implemented, and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.		
Objective Evidence:	<p>Internal audit report missing important information or does not cover actual condition or check previous NC CAP effectiveness:</p> <ul style="list-style-type: none"> - Internal audit report for Zulfa No.705016; does not indicate internal auditor name; 		

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	<ul style="list-style-type: none"> - Internal audit report for Marwanto No.702011; Zulfa No.705016; Sudirwan No.705012 stated the boundary marker available, while based on field visit, the boundary marker cannot be found. - Internal audit report for Suwadi No.706015 carried out by internal auditor Suwadi. Internal auditor checking on his own plantation. This is violation against procedure for internal audit "Standar Operasional Prosedur Unit Penilai Internal tentang Pelaksanaan Penilaian Internal No.1/UPI/ICS-KSJ/X/2018" dated 24 October 2018.
Corrections:	<ol style="list-style-type: none"> 1. Operational Manager add personnel for Internal Auditor. Verified: "Surat Penunjukan Tugas Sutrisno sebagai Internal Audit, menggantikan Sadiman" dated 6 July 2023. conflict of interest declaration "Surat Pernyataan Konflik Kepentingan – Sutrisno, 6 July 2023". 2. Provide refreshment training for internal auditor related to technical process on raising finding and verification of finding. Verified: Minutes "Berita Acara Pelatihan Internal Auditor" - Training on internal auditor, trainer Mr. Ahmad Zuhdi and Mrs. Erma Liza (WRI); dated 7 June 2023; attended 35 smallholder members. 3. Internal audit team prepare and signed conflict of interest declaration. Verified: conflict of interest declaration "Surat Pernyataan Konflik Kepentingan – Suwadi, 31 May 2023"; 4. Internal auditor conduct internal audit for the scope of certification. Verified: Internal Audit checklist "Formulir Internal Audit Internal Koperasi Sawit Jaya Kepatuhan Praktik Lapangan di Kebun" for sample Nurwati No.ID701009 – point 14 stated boundary poles "Yes". <p>Interview with Suwadi, he now understood the meaning of conflict of interest and integrity of internal audit process. He can demonstrate sample of deviation from conflict of interest in simple manner such as perform internal audit to his son's plantation block, etc.</p>
Root Cause Analysis:	Internal auditor lack of competence and currently only 2 person.
Corrective Actions:	Operational Manager evaluate the internal audit progress on regular basis. Verified: evaluation on internal audit checklist by Operational Manager evident.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M9	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS B.1.2 Eligibility, MS-A, MS-B Critical		
Statement of Nonconformity:	An updating of basic information with the actual site plot information is unavailable to the group manager.		

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Requirement Reference:	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager.
Objective Evidence:	Based on field visit to smallholder block Ariyanto No.706002 found the location and exact location of the oil palm block different with the smallholder map. In the map, block No.67 under other member Rohani Barus.
Corrections:	Operational Manager revised the smallholder basic information for smallholder member name Ariyanto -> Rohani Barus. Verified: Minutes of Change "Berita Acara Pergeseran Lokasi Ariyanto kepada Rohani Barus" dated 13 June 2023.
Root Cause Analysis:	Operational Manager has not updated the basic information related to smallholder member name and location map/sketch of smallholder plantation block/land parcel.
Corrective Actions:	Operational Manager update working plan. Verified: Program Kerja Manager Operasional Koperasi Sawit Jaya Periode Tahun 2023" indicating "Update Patok dan ID Petani" – done July 2023.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Non-conformity			
NCR Ref #	2329472-202304-M10	Issued Date	5 April 2023
Due Date	4 July 2023	Closure Date	12 July 2023
Indicator & Category (Critical / Minor)	ICS D.2.1 MS B Critical		
Statement of Nonconformity:	Sales of 1,041 IS-CPO on December 2022 and 117 IS-CSPKO on November 2022 was not based on actual receipt and sales of certified volume (FFB quota).		
Requirement Reference:	The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.		
Objective Evidence:	<p>ISH organization Koperasi Sawit Jaya sold all PalmTrace credit allocation when the actual FFB production has not reach said figure:</p> <ul style="list-style-type: none"> - 1,041 IS-CPO (100% CSPO credit allocated from 5,209 MT FFB projected) - 117 IS-CSPKO (100% CSPKO credit allocated from 5,209 MT FFB projected) <p>Based on FFB production and sales database, the actual was lower:</p> <ul style="list-style-type: none"> - As at November 2022 the FFB production and sales volume 3,469 MT FFB (equal to 693.8 MT CSPO; 78.05 MT CSPKO) - As at December 2022 the FFB production and sales volume 3,889 MT FFB (equal to 777.8 MT CSPO 87.50 MT CSPKO) 		
Corrections:	Operational Manager matching the actual FFB production data with PalmTrace stock for Koperasi Sawit Jaya. As at April 2023 actual FFB production (May 2022 – April 2023) 5,756.45 MT; actual FFB production meet estimate and sold credit.		
Root Cause Analysis:	Operational Manager lack knowledge on PalmTrace stock calculation.		

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Corrective Actions:	<ol style="list-style-type: none"> 1. Operational Manager evaluate the actual FFB production against PalmTrace stock – as of April 2023 actual FFB production (May 2022 – April 2023) 5,756.45 MT; actual FFB production meet estimate and sold credit. 2. Operational manager joined PalmTrace training 6 June 2023. 3. Communicate with RSPO on calculation PalmTrace stock calculation.
Assessment Conclusion:	Group manager and smallholder member demonstrated consistent correction and corrective action. Implemented action has been checked and verified satisfactory. NC Critical closed.

Opportunity for Improvements	
OFI #	Description
OFI 1	-

Positive Findings	
PF #	Description
PF 1	-

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2179521-202203-M1	Issued Date	19 March 2022
Due Date	18 June 2022	Closure Date	4 June 2022
Indicator & Category (Critical / Minor)	2.1 MS B Critical		
Statement of Nonconformity:	It can't be shown that all land demarcations are available clearly, visibly, and maintained.		
Requirement Reference:	Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.		
Objective Evidence:	<p>Based on the results of interviews with farmer and Group Managers/ICS, it is known that land boundaries are determined unwritten in the form of boundary markers installed on all four corners of the land (tiing points).</p> <p>The results of field observations on the land plots of Sudirwan (ID 705012), Zahara (ID 705015), Yusrina (ID 705013), it is known that not all corners of these lands have boundary markers (lost unmonitored), namely:</p> <ul style="list-style-type: none"> - Sudirwan's plot (ID 705012): no 1 stake - Zahara's plot (ID 705015): no 1 stake - Yusrina' plot (ID 705013): no 1 stake <p>In addition, in a place where these boundary markers are not available, there are also no other obvious natural signs.</p> <p>Furthermore, it is known that the Cooperative does not yet have a mechanism that</p>		

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	regulates land boundaries (determination, installation, maintenance and monitoring).
Corrections:	<ol style="list-style-type: none"> 1. The Group Manager gives advice to cooperative members to replace the lost plantation boundary markers and maintain the existing plantation boundary markers. Damaged/lost stakes are replaced with PVC pipes filled with cement and it is recommended to plant farm boundary stakes with natural signs in the form of live plants. 2. The Group Manager gives instructions to ICS and the sub-group leader to make a list of farm stakes in all groups and their conditions to provide evidence of compliance. 3. The ICS Manager of the Sawit Jaya Cooperative makes an appeal to ICS and the head of the farmer group to monitor the boundaries of members' plantations consistently at least once a year.
Root Cause Analysis:	The stakes have been installed on every smallholding parcel both at the time of plantation development and at the preparation stage for RSPO certification. However, the Sawit Jaya Cooperative has not consistently monitored the boundaries of members' plantations every 6 (six) months so that many boundary markers are not well maintained and are missing.
Corrective Actions:	<p>To anticipate the recurrence of these findings, Koperasi Sawit Jaya made:</p> <ol style="list-style-type: none"> 1. The ICS Manager of the Sawit Jaya Cooperative prepares SOPs that regulate the mechanism, procedures for monitoring garden boundary stakes and maintaining farm boundary stakes. 2. Disseminate SOPs related to mechanisms, monitoring procedures, replacement of lost plantation boundary markers and maintenance of plantation boundary markers to all farmer groups of the Sawit Jaya Cooperative. 3. Periodically evaluate at least once a year farm boundary markers and farm maintenance reported by farmer groups, as well as follow up immediately to replace missing stakes and replace farm boundary markers that are not maintained.
Assessment Conclusion:	Based on field observation, interview with smallholder member and document verification as described above, it can be concluded that Koperasi Sawit Jaya has implemented correction and corrective action with satisfactory dan effectively.
Effectiveness Closure (for previous audit closed Critical NC):	Not effective, this is recurring NC Critical.

NCR Ref #	2179521-202203-M2	Issued Date	19 March 2022
Due Date	18 June 2022	Closure Date	4 June 2022
Indicator & Category (Critical / Minor)	4.1 MS B Critical		
Statement of Nonconformity:	The organization not conducting HCV Area management effectively		
Requirement Reference:	Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS forests, where applicable.		

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Objective Evidence:	Based on field observation in the identified HCV areas, namely in the Sudirwan, Mukhtar, Yusrina and Zahara plots, it was observed that there were no information boards on HCV areas and no signs on spraying and fertilizing at the canal border.
Corrections:	ICS of Sawit Jaya Cooperative identified locations that required installation and put up a signboard for HCV areas, warning planks to prohibit spraying and fertilizing at canal borders.
Root Cause Analysis:	The Sawit Jaya Cooperative has prepared an integrated HCV identification document with a water management plan. However, there is still a limited understanding of the HCV team in implementing management and monitoring actions in HCV areas as well as in terms of maintaining HCV facilities and infrastructure including HCV area marker boards, related Appeal Plans; signs prohibiting spraying and fertilizing at the canal border which is included in the HCV area of the Sawit Jaya Cooperative
Corrective Actions:	<ol style="list-style-type: none"> 1. ICS Manager disseminate to members belonging to HCV areas to maintain an advisory plank for HCV areas in their respective plantations, providing an understanding of the functions of the HCV areas in members' plantation 2. The ICS Manager conducts a 6 (six) month evaluation of the HCV areas to ensure that the warning planks and HCV marking boards are well maintained.
Assessment Conclusion:	Based on field observation, interview with smallholder member and document verification as described above, it can be concluded that Koperasi Sawit Jaya has implemented correction and corrective action with satisfactory dan effectively.
Effectiveness Closure (for previous audit closed Critical NC):	The corrective action implemented consistently during ASA2.

NCR Ref #	2179521-202203-M3	Issued Date	19 March 2022
Due Date	18 June 2022	Closure Date	4 June 2022
Indicator & Category (Critical / Minor)	4.8 MS B Critical		
Statement of Nonconformity:	Farmers have not been able to demonstrate a commitment not to use paraquat and pesticides which are included in WHO Class 1A and 1B.		
Requirement Reference:	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.		
Objective Evidence:	<ul style="list-style-type: none"> - Based on interview with farmer, obtained information in the last 2-3 months ago, he/she using paraquat to eradicate weed. - Based on interview with farmer, obtained information he/she using pesticides without knowing what is the pesticides and packaged in mineral bottle. - There are no records of pesticide use in Koperasi Sawit Jaya 		
Corrections:	<ol style="list-style-type: none"> 1. The ICS Manager gives an appeal to all members of the Sawit Jaya Cooperative not to use paraquat and other types of chemicals in the management of their plantations, unless there are extraordinary conditions and their use is with the approval of the ICS Manager and extension workers with strict records. 		

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	<ol style="list-style-type: none"> 2. Give one warning to members who are still using paraquat chemicals in managing their gardens. 3. Members who are caught using paraquat in managing their plantations are required to make a statement not to do it again, and if they are still found to use paraquat chemicals, they will be subject to sanctions from being a member of the RSPO certification of the Sawit Jaya Cooperative.
Root Cause Analysis:	The Sawit Jaya Cooperative has committed to not using chemicals in weed control. Pests and diseases are included in Paraquat, unless there are extraordinary conditions and its use is with the approval of the ICS Manager and extension workers with strict records. However, in the field there is still a lack of monitoring and guidance from the group leader and ICS to ensure discipline towards the group's policies.
Corrective Actions:	<ol style="list-style-type: none"> 1. Manager and ICS of the Sawit Jaya Cooperative conducted a re-socialization regarding the prohibition on the use of paraquat and other chemicals to all members of the Sawit Jaya Cooperative. 2. Managers and ICS check every six months on member gardens to detect the use of paraquat and other chemicals in member gardens, and if members are still found spraying with paraquat chemical, they will be given a warning. 3. Create and add plank appeals to prohibit the use of paraquat-type chemicals in garden areas.
Assessment Conclusion:	Based on field observation, interview with smallholder member and document verification as described above, it can be concluded that Koperasi Sawit Jaya has implemented correction and corrective action with satisfactory dan effectively.
Effectiveness Closure (for previous audit closed Critical NC):	Smallholder member does not use paraquat anymore. The corrective action implemented consistently during ASA2.

NCR Ref #	2179521-202203-M4	Issued Date	19 March 2022
Due Date	18 June 2022	Closure Date	4 June 2022
Indicator & Category (Critical / Minor)	D.2.1 MS B Critical		
Statement of Nonconformity:	Credit transaction in Palmtrace not match with actual FFB production period May 2021 – February 2022		
Requirement Reference:	The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.		
Objective Evidence:	<ul style="list-style-type: none"> - The organization has sold or claimed Credit through Palmtrace in September 2021 with a quantity of 970 MT of IS CSPO and 109 MT of IS CSPK. - Projections during the Initial Audit (May 2021 - April 2022) for FFB of 4,850.78 MT, IS CSPO of 970.17 MT and IS CSPK of 242.54 MT. Meanwhile, the actual data on FFB production for the period May 2021 - February 2022 is 4,208.40 MT which is converted to IS CSPO to be 841.68 MT and IS CSPK is 210.42 MT. - There was an excess of IS CSPO sales by 128.32 MT (970 MT – 841.68 MT). 		

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Corrections:	<p>In accordance with the standard requirement of clause D.2.1, the Beringin Jaya Cooperative has properly recorded production and sales and keeps a good record of sales of 100% RSPO credit from all members.</p> <p>In accordance with the projection of FFB for the May 2021-April 2022 period of 4,850.78 MT, IS CSPO of 970.17 MT and IS CSPK of 242.54 MT. Meanwhile, the actual data on FFB production for the period May 2021 - February 2022 is 4,208.40 MT which is converted to IS CSPO of 841.68 MT and IS CSPK of 210.42 MT.</p> <p>The ICS Group Manager enters the actual production data for March 2022 - April 2022 into the Sawit Jaya Cooperative's actual production data so that the RSPO credit sales quota for the May 2021 - April 2022 period can be closed.</p> <p>The Group Manager sent an email to RSPO and UTZ on 7 April 2022 to ask if there was oversold in Palm Trace, and UTZ as the manager of Palmtrace replied that there was no oversold.</p>
Root Cause Analysis:	Credit sales at Palmtrace do not match actual FFB production sales for the period May 2021-February 2022. Because the actual FFB calculation is calculated as 10 months instead of 12 months, the actual production has not been met in February 2022.
Corrective Actions:	<ul style="list-style-type: none"> - The Group Manager will confirm to the RSPO regarding the use of reference time for calculating FFB production considering that the surveillance audit is carried out before 12 months. - The Group Manager will evaluate the realization of FFB production in accordance with the FFB projection in May 2021-April 2022 and report if there is an excess of credit sales.
Assessment Conclusion:	Based on field observation, interview with smallholder member and document verification as described above, it can be concluded that Koperasi Sawit Jaya has implemented correction and corrective action with satisfactory dan effectively.
Effectiveness Closure (for previous audit closed Critical NC):	Not effective, this is recurring NC Critical.

Opportunity for Improvement	
OFI#	Description
OFI	<i>Nil there was no nonconformity at previous audit.</i>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
2179521-202203-M1	Critical	2.1 MS B	19 March 2022	Closed; 4 June 2022

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2179521-202203-M2	Critical	4.1 MS B	19 March 2022	Closed; 4 June 2022
2179521-202203-M3	Critical	4.8 MS B	19 March 2022	Closed; 4 June 2022
2179521-202203-M4	Critical	D.2.1 MS B	19 March 2022	Closed; 4 June 2022
2329472-202304-M1	Critical	2.1 MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M2	Critical	2.2 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M3	Critical	2.3 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M4	Critical	2.5 MS-A	5 April 2023	Closed; 12 July 2023
2329472-202304-M5	Critical	4.6 MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M6	Critical	A.1.4 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M7	Critical	A.2.3 MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M8	Critical	B.1.1 MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M9	Critical	B.1.2 Eligibility, MS-A, MS-B	5 April 2023	Closed; 12 July 2023
2329472-202304-M10	Critical	D.2.1 MS-B	5 April 2023	Closed; 12 July 2023

3.4 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Koperasi Sawit Jaya Certification Unit's environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO ISH 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. Separate visits were made to each of the local communities to meet with the village head and residents. Cooperative 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)
Contractors/Local Communities	<ul style="list-style-type: none"> - PT. Budi Tani Kembang Jaya (Independent Mill that receives FFB from Koperasi Sawit Jaya) - Village Head of Benteng Hulu 	Face to face interview

Government Departments	<ul style="list-style-type: none"> - Cooperative Department of Siak Regency - Environmental Department of Siak Regency - Plantation Department of Siak Regency 	Face to face interview
NGO	Land Fire Controller Organization "Manggala Agni" Region Sumatera VI, Siak Regency	Face to face interview

Stakeholders comment

1	<p>Feedbacks: Manggala Agni</p> <ul style="list-style-type: none"> - Communication between the organization and Manggala Agni is good - So far there was no fire hotspot in the plantation area of Koperasi Sawit Jaya - Organization support Koperasi Sawit Jaya managing the peat area with water level monitoring, water drainage and subsidence level - Organization can support Koperasi Sawit Jaya in identifying high-medium-low risk of forest and land fire - Koperasi Sawit Jaya can improve the infrastructure for fire-fighting. <p>Audit Team verification and response: For fire-fighting infrastructure, Koperasi Sawit Jaya has prepare simple tools. No further follow up from audit team.</p>
2	<p>Feedbacks: Plantation Department Siak Regency</p> <ul style="list-style-type: none"> - All member of Koperasi Sawit Jaya has equipped with STD-B (plantation business permit) - FFB production from Koperasi Sawit Jaya smallholder member sold to Budi Tani POM, with price determined through market price review - So far no report to Plantation Department with regards to land conflict in Koperasi Sawit Jaya area - Plantation Department communicating and coordinating with Koperasi Sawit Jaya for pest and disease control. Pest and disease identified so far: nettle caterpillar, rat and ganoderma <p>Audit Team verification and response: Koperasi Sawit Jaya stated will continue to communicate and coordinating with Plantation Department on pest and disease control. No further follow up from audit team.</p>
3	<p>Feedbacks: Cooperative Department Siak Regency</p> <ul style="list-style-type: none"> - Koperasi Sawit Jaya carried out annual meeting "Rapat Anggota Tahunan" on February 2023 - The annual meeting invited Cooperative Department as controlling function - The cooperative need to consistently carry out annual meeting, 3 years in a row to obtain cooperative registration and business registration <p>Audit Team verification and response:</p>

	<ul style="list-style-type: none"> - Koperasi Sawit Jaya have commitment to meet government requirement by allocating budget and schedule time for annual meeting discussing 2023 cooperative performance in February 2024. - Audit team verified and report for indicator C.1.1
4	<p>Feedbacks: Environmental Department Siak Regency</p> <ul style="list-style-type: none"> - Some of smallholder member in Koperasi Sawit Jaya is still in process for environmental statement "Surat Pernyataan Pengelolaan Lingkungan" - Part of Koperasi Sawit Jaya smallholder plantation is in peat soil. Therefore cooperative need to manage and monitor the water level in the plantation area. Critical parameter is the water level and peat subsidence should be monitored regularly. <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> - Koperasi Sawit Jaya has installed water level monitoring pole in various location inside the collection drainage, install simple water gate to monitor and maintain water level. Koperasi Sawit Jaya has installed peat subsidence pole to monitor peat subsidence. Furthermore, cooperative has appoint trained PIC for water level monitoring and peat subsidence. - Audit team verified and report for indicator 4.4
5	<p>Feedbacks: Benteng Hulu Village Head</p> <ul style="list-style-type: none"> - Koperasi Sawit Jaya has established fire-fighting team and coordinating with Manggala Agni, Koto Ringin Village. Fire monitoring is always carried out by patrolling - There is no land conflict reported to village head - The mechanism for the transfer of land ownership or transfer to next of kin reported and acknowledged by Benteng Hulu Village. - Small portion of Koperasi Sawit Jaya's smallholder obtained land certificate, while the rest of the member shall wait. <p>Audit Team verification and response: Audit team noted as positive comment and reported under 2.1.1</p>
	<p>Feedbacks: Budi Tani Kembang Jaya</p> <ul style="list-style-type: none"> - Koperasi Sawit Jaya has work relation in selling FFB to the palm oil mill. The FFB quality has been improved from time to time. - Koperasi Sawit Jaya and the POM is cooperating in making sure the FFB supplied is from legal land. - The FFB price sets at market price. <p>Audit Team verification and response: Audit team noted as positive comment and reported under 2.1.1 and D.1.1</p>

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

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Sail (represented by his son); contacted through phone call	1990	2.7 Ha	Land compensation letter "Surat Keterangan Ganti Rugi"	Yes	From Sail to Parwoto, the land sold without any pressure/coercion.
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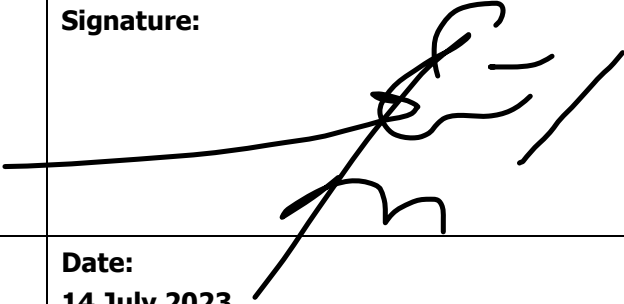
Previous land owner / user comment	
1	<p>Feedbacks:</p> <p>Sail (represented by his son)</p> <ul style="list-style-type: none"> - The land sold from Mr. Sail to Parwoto on 2007 - The father (Sail) needed the money for family necessity - The father (Sail) negotiating directly, measure the land together with the buyer and village government made statement of land compensation. - During the land purchase transfer, there was no pressure, no coercion and based on need to meet monetary necessity. <p>Audit Team verification and response:</p> <p>Audit team verified the land compensation letter and reported under indicator 2.1.1</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.

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 Koperasi Sawit Jaya has complied with the Independent Smallholder Standard 2019 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Koperasi Sawit Jaya is remain certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Pratama Agung Sedayu	Name: Afif M. Nurudin
Company Name: On behalf BSI Services Malaysia Sdn Bhd	Company Name: Koperasi Sawit Jaya
Title: Lead Auditor	Title: Group Manager
Signature: 	Signature: 
Date: 14 July 2023	Date: 14 July 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 members, reference Annex 2 (see appendix 1 for details needed in declaration). 	<p>Koperasi Sawit Jaya demonstrated the document of legal entity, such as:</p> <ol style="list-style-type: none"> 1. Deed of establishment of a cooperative based on a notary deed Yoni Sudarti, S.H No. 86 dated 26 April 2010 and has been registered to the related agency - Dinas Perindustrian dan Perdagangan, Koperasi dan UMKM Kabupaten Siak on 30 June 2010. 2. Decree of Establishment of Koperasi Sawit Jaya (located at Benteng Hulu Village, Mempura District, Siak Regency) from The State Minister for Cooperatives and Small Medium Enterprises of the Republic of Indonesia, u.b Head of the Siak Regency Industry and Trade, Cooperatives and Small Medium Enterprise Office No.06/BH/IV.8/VI/2010 dated 30 June 2010. 3. Trading Business License (SIUP) No.16/04.12/KEC.MPR-PATEN/XII/2016 issued by Mempura District Head on 30 December 2016. <p>Fair and Transparent Decision-Making Process and Governance, regulated and stipulated under deed establishment act as statute "Akta Pendirian Perkumpulan Koperasi Sawit Jaya No.86 – oleh Kantor Notaris Yoni Sudarti, SH" dated 26 April 2010:</p> <ul style="list-style-type: none"> - "Nama dan Tempat Kedudukan - Pasal 1" – explains organization name and location; 	<p>Complied</p>

		<ul style="list-style-type: none"> - "Azas dan Landasan - Pasal 2" – explains organization platform and principle; - "Keanggotaan - Pasal 6" – explains membership requirements, including - "Hak Anggota – Pasal 9" – explains rights of members; - "Kewajiban – Pasal 8" – explains obligation of member; - "Berakhir keanggotaan – Pasal 12" – explains membership expulsion/resignation; - "Rapat Anggota – Pasal 13" – explains the highest decision-making authority is with member meeting, minimum once per annum. The member annual meeting is to determine the statute, organization policy, selection of committee, working plan and budget, establishment of committee report, exclusion of member. Minimum quorum 1/2 of all members shall attend. - "Pengurus – Pasal 21" – explains the structure of association’s committee; - "Pengawas – Pasal 26" – explains the supervisory body of association; <p>Fair and Transparent Decision making process through Annual Member Meeting "Rapat Anggota Tahunan". The latest Annual Member Meeting carried out 16 February 2023, for financial year 2022.</p> <p>The minutes of meeting for Annual Member Meeting, "Berita Acara Hasil Rapat Anggota Tahunan Koperasi Sawit Jaya Tahun 2022" resulted in:</p> <ul style="list-style-type: none"> - The meeting participants accepts the report from Cooperative Committee for year 2022; - Cooperative member accepts the financial report year 2022; - Discussion on member discipline and meeting for smallholder group - Presentation on RSPO credit sales 2022 	
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		<ul style="list-style-type: none"> - Installment for PERSI 10% Annual member training attended 51 smallholder members. <p>Sampled smallholder signed smallholder declaration "Surat Pernyataan Pekebun". Verified signed smallholder declarations:</p> <ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zar'ah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukeni. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Marwanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suanda. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Selamat. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zaidin. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Parwoto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aryanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Taufik. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Mardiah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Katemin. 	
<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</p>	<p>Operational Manager (Group Manager) Koperasi Sawit Jaya has prepared the documented procedure and human resources to regulate the organization structure. Koperasi Sawit Jaya can demonstrate member's Joint Declaration to participates in RSPO certification dated 7-8 June 2020. Appointed Group Manager is Mr.</p>	<p>Complied</p>

	<p>organisations as well as socialising the mechanism at which pricing is set for smallholder organisations.</p>	<p>Afif M. Nurudin. Organization Structure and Job Description also have been made.</p> <p>Koperasi Sawit Jaya structure:</p> <ul style="list-style-type: none"> - Cooperative Chairman: Sutrisno - Secretary: Komari - Treasury: Mardiah <p>ICS Structure</p> <ul style="list-style-type: none"> - Operational Manager (Group Manager): Afif M Nurudin - Secretary to ICS: Dadang Sofyanto - Treasury to ICS: Sukeni - Approval Committee: Jaya Masra, Suanda - Trainer and Pest Management Unit: Dadang Sofyanto and Sagiyanto; - Registration Unit: Joko Paryanto, Dadang Sofyanto, Akamudin; - Internal Auditor: Joko Paryanto, Suradi, Sadiman, Suwadi; - Health and Safety & HCV Unit: Subiakto, Taufik, Ridho, Lukman; - Sales and Marketing Unit: Komari, H Sudirwan; - Fire Fighting Unit: M. Bachtiar, Risky Kurniawan, Selamat; <p>Trainings related to RSPO certification:</p> <ul style="list-style-type: none"> - <i>Pelatihan Kelembagaan dan Sertifikasi Keberlanjutan untuk ICS dan Ketua Kelompok</i> - Training on Sustainability Certification for ICS and Group Manager, dated 16 Jul 2018. Attended by 15 members, including ICS and cooperative organisation management structure. - <i>Pengendalian Kebakaran Hutan dan Lahan di Kabupaten Siak</i> – Training on Forest Fire Control, dated 22 Jan 2020. - Limited pesticide use training, Hazardous and toxic material, and Occupational Health and Safety delivered by the Siak Regency Agriculture and Manpower Office on 11 February 2020. - <i>Pelatihan ISH Standard Baru, Premium Sharing dan Pencatatan Produksi</i> – Training on New ISH Standard, Premium Sharing and Production Recording, dated 31 August 2020. 	
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		<ul style="list-style-type: none"> - <i>Teknik Budidaya Tanaman Kelapa Sawit</i> – Training on oil palm cultivation; 25 September 2018. - External Training of Sustainable Palm Oil: Supply and Demand on 28 October 2021 by PT. Kualitas Sertifikasi Indonesia, attended by Cooperative Officials, Group Manager and ICS team. - External Training of Effective Manuring on 06 January 2022 by PPKS (Indonesian Oil Palm Research institute), attended by Cooperative Officials, Group Manager and ICS team. - Internal training of good agricultural practices conducted regularly for smallholder in Sub Group level. For instance, training of Tani Makmur Sub-Group conducted on 05 October 2021, Jaya Bersama Sub-Group conducted on 04 November 2021. - Training of HCV management, mapping, and financial management by WRI (World Resources Institute) were conducted on 30 July 2021. - Training of general RSPO ISH Standard of 2019 by FORTASBI was conducted on 12 December 2021. - Online training of RSPO ISH Standard for smallholders has been conducted on 29 December 2022. 	
<p>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>Financial report has been compiled for financial year 2022, indicating income, cost, cash status, account receivable, assets status, etc.</p> <p>Koperasi Sawit Jaya established procedure for RSPO premium sharing “Standar Operasional Prosedur Sistem Pembagian dan Penggunaan Premi RSPO No.1/SOP/UPA/ICS-KSJ/XI/2021” dated 15 November 2021.</p> <p>The SOP stated the sales of RSPO credit carry out by Operational Manager; Allocation of the premium: ICS welfare 38% (management and ICS operation); organization 10%; surveillance cost 27%; smallholder member 24%; social activity 1%; realization of premium disbursement is adjusted with situation and condition of sales.</p>	<p>Complied</p>

		<p>Fair and Transparent Decision making process through Annual Member Meeting "Rapat Anggota Tahunan". The latest Annual Member Meeting carried out 16 February 2023, for financial year 2022.</p> <p>The minutes of meeting for Annual Member Meeting, "Berita Acara Hasil Rapat Anggota Tahunan Koperasi Sawit Jaya Tahun 2022" resulted in:</p> <ul style="list-style-type: none"> - The meeting participants accepts the report from Cooperative Committee for year 2022; - Cooperative member accepts the financial report year 2022; - Discussion on member discipline and meeting for smallholder group; - Presentation on RSPO credit sales 2022 - Installment for PERSI 10% <p>Annual member training attended 51 smallholder members.</p>	
<p>Criteria 1.2 Smallholders have the capacity to effectively manage their farm.</p>			
Eligibility	Not Applicable	Not Applicable	Not Applicable
Milestone A	Smallholders complete training on farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.	<p>The Smallholders have been given complete training on farm business operations, monitoring and planning; during the preparation of RSPO initial certification:</p> <ul style="list-style-type: none"> - <i>Pelatihan Kelembagaan dan Sertifikasi Keberlanjutan untuk ICS dan Ketua Kelompok</i> - Training on Sustainability Certification for ICS and Group Manager, dated 16 July 2018. Attended by 15 members, including ICS and cooperative organisation management structure. - <i>Pengendalian Kebakaran Hutan dan Lahan di Kabupaten Siak</i> – Training on Forest Fire Control, dated 22 January 2020. - Limited pesticide use training, Hazardous and toxic material, and 	Complied

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		<p>Occupational Health and Safety delivered by the Siak Regency Agriculture and Manpower Office on 11 February 2020.</p> <ul style="list-style-type: none"> - <i>Pelatihan ISH Standard Baru, Premium Sharing dan Pencatatan Produksi</i> – Training on New ISH Standard, Premium Sharing and Production Recording, dated 31 Aug 2020. - <i>Teknik Budidaya Tanaman Kelapa Sawit</i> – Training on oil palm cultivation; 25 Sep 2018. - External Training of Sustainable Palm Oil: Supply and Demand on 28 October 2021 by PT. Kualitas Sertifikasi Indonesia, attended by Cooperative Officials, Group Manager and ICS team. - External Training of Effective Manuring on 06 January 2022 by PPKS (Indonesian Oil Palm Research institute), attended by Cooperative Officials, Group Manager and ICS team. - Internal training of good agricultural practices conducted regularly for smallholder in Sub Group level. For instance, training of Tani Makmur Sub-Group conducted on 5 October 2021, Jaya Bersama Sub-Group conducted on 04 November 2021. - Training of HCV management, mapping, and financial management by WRI (World Resources Institute) were conducted on 30 July 2021. - Training of general RSPO ISH Standard of 2019 by FORTASBI was conducted on 12 December 2021. - Online training of RSPO ISH Standard for smallholders has been conducted on 29 December 2022. 	
<p>Milestone B</p>	<p>Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sales.</p>	<p>In general, smallholder member put consideration on best management practices for the oil palm plantation, since its located on peat soil:</p> <ul style="list-style-type: none"> - Water management and the related infrastructure is monitored and reported; - Access management to avoid accident and arson in peat area; - Fertilizer application to improve soil condition; 	<p>Complied</p>

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Production data for FFB production and FFB sales for period April 2022 – March 2023 is available.

Month	Smallholder group production (in kg)						Per month
	Sido Mulyo	Sido Rejo	Sido Makmur	Sido Rukun	Pinang Hijau	Pinang Merah	
Apr-22	66230	76715	69664	71405	68975	77580	430569
May-22	68190	76849	70900	68695	74395	77295	436324
Jun-22	68035	76271	71365	68032	75545	77100	436348
Jul-22	66255	76645	69752	67904	73090	74910	428556
Aug-22	66815	77346	72244	67765	75685	73705	433560
Sep-22	67430	78703	70145	68542	75820	74175	434815
Oct-22	67285	84117	71152	68172	73950	74430	439106
Nov-22	66549	80920	70022	67018	75535	70390	430434
Dec-22	67140	75061	67537	66700	71438	71643	419519
Jan-23	69660	74440	71549	71725	72975	77135	437484
Feb-23	69415	79110	70430	67765	71005	79730	437455
Mar-23	67515	76871	74600	74495	72105	80940	446526
Subtotal	810519	933048	849360	828218	880518	909033	5210696

Based on field observation to the sample of smallholder, can be concluded that the smallholder has implemented good agricultural practices, such conducting water management, most of them weeding manually rather than chemically. Moreover for IPM, they has understood not to hunt eagle, because eagle has a role as natural predator of rats. Smallholders said that the eagles naturally controlled the rat infestation. Verified during field visit in harvesting activity, that there is no significant rat infestation symptom in the FFBs that have been collected in harvesting platform.

Criteria 1.3 Smallholders implement good agricultural practices (GAP) on their farms.			
Eligibility	Smallholders commit to implementing good agricultural practices on their farms. (Reference Smallholder Declaration, 1.1.E, Annex 2).	Based on field visits to farmers as many as 13 sample farmers, that farmers are still consistent in implementing good agricultural practices in accordance with the declared commitment. Smallholders have stated their commitment related to the implementation of good agricultural practices in the document " <i>Surat Pernyataan Pekebun: Kesiediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO</i> " which was declared on 5 February 2020 and all members have signed the declaration. It is stated in the document that: "Farmers are committed to optimizing productivity and yields by implementing good and sustainable plantation practices in accordance with the training provided by the Sawit Jaya Cooperative". Example of document verification is taken: <ol style="list-style-type: none"> 1. Statement letter of farmers to commit on behalf of Jasmiar in the Pinang Hijau Farmers Group (Farmer ID 705006 and Lan ID 7060061). 2. Statement letter of farmers to commit on behalf of Lukman in the Pinang Hijau Farmers Group (Farmer ID 705007 and Lan ID 7050071). 3. Statement letter of farmers to commit on behalf of Katmin in the Sido Rejo Farmers Group (Farmer ID 702009 and Lan ID 7050091). 4. Statement letter of farmers to commit on behalf of Mardiah in the Sido Rejo Farmers Group (Farmer ID 702010 and Lan ID 7020101). Based on interviews with several sample farmers (3 farmers from the Sido Makmur Farmer Group and 3 farmers from the Pinang Hijau	Complied

		<p>Farmer Group), that they have understood the commitments that have been declared and signed in February 2020.</p> <p>Records of the activities of the farmers have been carried out by the ICS staff of the Sawit Jaya Cooperative through a daily activity book "Diary and monthly" which includes harvesting, fertilizing, maintenance and IPM activities. The following is an example of recording and monitoring plant production and maintenance.</p>	
Milestone A	Smallholders complete training on Good Agriculture Practices (GAP).	<p>All members of the Sawit Jaya Cooperative have received training related to Good Agriculture Practices (GAP) organized by <i>Penyuluh Lapangan</i> (Field Extension Officer) Mempura District, Siak Regency Bpk. Ano Warsono On the date 10 December 2022 attended by 44 farmers and 10 March 2023 attended by 73 farmers.</p> <p>On 12 December 2022, 6 farmer groups also conducted training on the maturation of immature oil palm plantations, as follows:</p> <ol style="list-style-type: none"> 1. The Siderejo Farmers Group was attended by 22 farmers 2. The Sido Mulyo Farmer Group was attended by 20 farmers 3. The Sido Mukti Farmer Group was attended by 18 farmers 4. The Sido Rukun Farmer Group was attended by 18 farmers 5. The Pinang Hijau farmer group was attended by 17 farmers 6. The Pinang Merah farmer group was attended by 20 farmers. <p>Based on interviews with farmers during field observations on Mr. Suanda (farmers ID: 704014 land ID: 7040141), Mr. Selamat (farmers ID: 704012 land ID: 7040121) and Mr. Parwoto (farmers ID: 704008 land ID: 7040081), that in general farmers understand enough about GAP and in practice it has been implemented, for example: crop quality, weed control etc.)</p>	Complied
Milestone B	Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.	<p>Based on field observations of sample plots of farmers Suanda (farmers ID: 704014 land ID: 7040141), Mr. Selamat (farmers ID: 704012 land ID: 7040121) and Mr. Parwoto (farmers ID: 704008 land ID: 7040081) and interviews with them, it shown that farmers have implemented good agricultural practices in their blocks. FFB production</p>	Complied

		<p>and sales, fertilizer inputs, weeding rotations are recorded and traceable and control of pests and plant diseases as well.</p> <p>The recording flow diagram starts from the farmer's personal records (harvest, fertilization, etc.), then will be recapitulated by the Head of the Farmer Group. After that, the Farmer Group data will be recapitulated by the cooperative. The sample data of smallholder farmers, sub-groups and at the cooperative level have been reviewed. Data at the Sub-Group level includes details of each member, code number, year planted, hectare area, and production.</p> <p>For example:</p> <p>A. Production data for April 2022 to December 2022 for each farmer group, as follows:</p> <ol style="list-style-type: none"> 1. Production on Sido Mulyo Farmer Group was as 604,199 kg or 15.11 ton per Ha per year 2. Production on Sido Rejo Farmer Group was as 230,421 kg or 5.01 ton per Ha per year 3. Production on Sido Makmur Farmer Group was as 216,579 kg or 5.48 ton per Ha per year 4. Production on Sido Rukun Farmer Group was as 542,828 kg or 13.26 ton per Ha per year 5. Production on Pinang Hijau Farmer Group was as 590,458 kg or 15.14 ton per Ha per year 6. Production on Pinang Merah Farmer Group was as 593,648 kg or 14.85 ton per Ha per year <p>B. Fertilizer/manuring data for April 2022 to December 2022 for each farmer group, as follows:</p> <ul style="list-style-type: none"> - NPK fertilization at the Sido Mulyo Farmer Group in June 2022 covering an area of 40 hectares with 8 tons of NPK fertilizer. - NPK fertilization at the Sido Rejo Farmer Group in April 2023 covering an area of 46 hectares with 9.2 tons of NPK fertilizer. 	
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- NPK fertilization at the Sido Makmur Farmer Group in June 2022 covering an area of 39.5 hectares with 7.9 tons of NPK fertilizer.
- C. Realization of pruning of oil palm plantations in August 2022, as follows:
- Oil palm pruning in the Sidomulyo Farmers Group covering an area of 40 Ha.
 - Oil palm pruning in the Sidomulyo Farmers Group covering an area of 46 Ha.
 - Oil palm pruning in the Sidomulyo Farmers Group covering an area of 46 Ha conducted on November 2022

Koperasi Sawit Jaya monitors and tracks the FFB production of its members by recapitulating FFB production per farmer group, the following is a recapitulation of FFB production for the 2022 period, as follows:

No.	Group Farmer	Hetarage (Ha)	Production in 2022	
			FFB (Ton)	(Ton/Ha/Year)
1	Sido Rejo	46,00	702,627	15,27
2	Sido Mulyo	40,00	604,199	15,10
3	Sido Mukti	39,50	632,781	16,02
4	Sido Rukun	40,93	614,233	15,01
5	Pinang Hijau	39,00	659,433	16,91
6	Pinang merah	40,00	671,228	16,78
Total		245,43	3.884,501	15,83

Koperasi Sawit Jaya also keeps a record of every sale of FFB supplied by farmers to PT Budi Tani Kembang Jaya (PT BTKJ). Verify the record of selling FFB to PT BTKJ, as follows:

Farmers' FFB sales from the Sido Mulyo Farmer Group:

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NO	Name	Hectarage (Ha)	Harvest Date	Tonase (Kg)	FFB Prices (IDR)	FFB Sales (IDR)
1	Asmawati	2,00	11-Mar-23	1020	Rp 2.670	Rp 6.060.900
2	Erlinda	2,00	10-Mar-23	1150	Rp 2.670	Rp 6.060.900
3	Heri Purwanto	2,00	10-Mar-23	1250	Rp 2.670	Rp 6.060.900
4	M. Bachtiar	2,00	8-Mar-23	1005	Rp 2.670	Rp 6.060.900
5	M. Syarif	2,00	8-Mar-23	1040	Rp 2.670	Rp 6.060.900

Farmers' FFB sales from the Sido Rejo Farmer Group:

NO	Name	Hectarage (Ha)	Harvest Date	Tonase (Kg)	FFB Prices (IDR)	FFB Sales (IDR)
1	Asmawati	2,00	11-Mar-23	1020	Rp 2.670	Rp 6.060.900
2	Erlinda	2,00	10-Mar-23	1150	Rp 2.670	Rp 6.060.900
3	Heri Purwanto	2,00	10-Mar-23	1250	Rp 2.670	Rp 6.060.900
4	M. Bachtiar	2,00	8-Mar-23	1005	Rp 2.670	Rp 6.060.900
5	M. Syarif	2,00	8-Mar-23	1040	Rp 2.670	Rp 6.060.900

Farmers' FFB sales from the Sido Makmur Farmer Group:

NO	Name of Smalholder	Hectarage (Ha)	Harvest Date	Tonase (Kg)	FFB Prices (Rp)	FFB Sales (Rp)
1	Ahmad Arif	3,00	9-Mar-23	1.990	Rp 2.670	Rp 5.313.300
2	Ali Amran	2,00	9-Mar-23	1.150	Rp 2.670	Rp 3.070.500
3	Arianto	2,00	8-Mar-23	1.040	Rp 2.670	Rp 2.776.800
4	Beza Erwansyah	2,00	9-Mar-23	1.050	Rp 2.670	Rp 2.803.500
5	Ikhwandi	3,00	10-Mar-23	2.080	Rp 2.670	Rp 5.553.600

Farmers' FFB sales from the Sido Rukun Farmer Group:

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No.	Name of Smallholder	Hectarage (Ha)	Harvest Date	Tonase (Kg)	FFB Prices (Rp)	FFB Sales (Rp)
1	Ahmad Yugo P.	3,00	10-Mar-23	1.580	Rp 2.670	Rp4.218.600
2	Antoni	2,00	7-Mar-23	1.140	Rp 2.670	Rp3.043.800
3	Arlinus Gulo	1,93	8-Mar-23	1.015	Rp 2.670	Rp2.710.050
4	Edi Priono	2,00	10-Mar-23	1.460	Rp 2.670	Rp3.898.200
5	Eko Satriono	2,00	7-Mar-23	1.205	Rp 2.670	Rp3.217.350

Farmers' FFB sales from the Pinang Hijau Farmer Group:

No.	Name of Smallholder	Hectarage (Ha)	Harvest Date	Tonase (Kg)	FFB Prices (Rp)	FFB Sales (Rp)
1	Asmawi	2,00	09 Maret 2023	1.225	Rp 2.670	Rp 3.270.750
2	Chadirin	2,00	05 Maret 2023	1.070	Rp 2.670	Rp 2.856.900
3	Darlan	2,00	10 Maret 2023	1.210	Rp 2.670	Rp 3.230.700
4	Farid M.Faruk A.W	1,00	05 Maret 2023	660	Rp 2.670	Rp 1.762.200
5	Hefa widayani	2,00	05 Maret 2023	1.005	Rp 2.670	Rp 2.683.350

Farmers' FFB sales from the Pinang Merah Farmer Group:

No.	Name of Smallholder	Hectarage (Ha)	Harvest Date	Tonase (Kg)	FFB Prices (Rp)	FFB Sales (Rp)
1	Agus Waluyo	2,0	7-Mar-23	1260	Rp 2.670	Rp 3.364.200
2	Ariyanto	2,0	8-Mar-23	1450	Rp 2.670	Rp 3.871.500
3	H. Bakri	2,0	11-Mar-23	1210	Rp 2.670	Rp 3.230.700
4	Husin / candra	1,0	8-Mar-23	745	Rp 2.670	Rp 1.989.150
5	Firdaus	2,0	5-Mar-23	1770	Rp 2.670	Rp 4.725.900

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

Comply with the law and respect communities' rights

Criteria 2.1

Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices

<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>The Operational Manager, together with WRI (World Resources Institute) have mapped all smallholders plots and taken their coordinate. Therefore, available global map of all smallholders, and maps of every sub-group.</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. - Land history statement “Surat Pernyataan Riwayat Tanah” 	<p>Complied</p>
<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>The sample of smallholder member demonstrated legal ownership or native and/or customary rights to use the land. Sampled smallholder member and its legal ownership of the land:</p> <ul style="list-style-type: none"> - Katemin demonstrated statement of land ownership “Surat Pernyataan Riwayat Tanah Katemin, 19,997 m²” – dated 29 March 2004. The letter stated the piece of land has been under possession since 12 October 1990, located in Benteng Hulu village, Siak District. Completed with sketch map describing the land and surrounding landowners. - Jasnimar demonstrated statement of land ownership “Surat Keterangan Riwayat Pemilikan Penguasaan Tanah No.107/SKRP/DS/2004, Jasnimar, 10,800 m²” dated 11 April 2004; located in Benteng Hulu, Siak District – and will be used for agriculture – signed by District Head No.456/SKRP/2004 dated 11 June 2004. Completed with sketch map describing the land and surrounding landowners. - Mardiah demonstrated statement of land ownership “Surat Keterangan Riwayat Pemilikan Penguasaan Tanah 	<p>Complied</p>

		<p>No.108/07/SKRP/DS/V/2004, Mardiah, 21,112 m²” dated 7 May 2004; located in Benteng Hulu, Siak District – and will be used for agriculture – signed by District Head No.456/SKRP/2004 dated 11 June 2004. Completed with sketch map describing the land and surrounding landowners.</p> <ul style="list-style-type: none"> - Zulfa demonstrated statement of land ownership “Surat Pernyataan Riwayat Lahan – Zulfa; 23,120 m²” dated 21 December 2004; located in Benteng Hulu village, Siak district; used for plantation – signed by Village head. Completed with sketch map describing the land and surrounding landowner. - Taufik demonstrated statement of land ownership from village “Surat Keterangan Kepala Desa No.89/80019/6/95 Desa Benteng Hulu, Kecamatan Siak; Taufik; 20,000 m²” – dated 20 June 1995; originally from forest. Completed with sketch map describing the land and surrounding landowner. - Aryanto demonstrated statement of land ownership “Surat Keterangan Riwayat Kepemilikan Penguasaan Lahan No.64/03/SKRPPT/IX/2007; Desa Benteng Hulu; Kecamatan Siak; Ariyanto; 20,000 m²” – dated year 2007. Completed with sketch map describing the land and surrounding landowner. - Parwoto demonstrated land compensation statement “Surat Keterangan Ganti Kerugian dari Sail kepada Parwoto; 27,500 m²; Desa Benteng Hulu; Kecamatan Mempura” dated 8 November 2007; registered with village Head Benteng Hulu No.52/03/Ds-Bhl/SKGR/XI/07 dated 8 November 2007. Completed with sketch map describing the land and surrounding landowner. - Suanda demonstrated statement of land ownership “Surat Keterangan Riwayat Kepemilikan Penguasaan Lahan No.08/03/SKRPPT/II/2006; Desa Benteng Hulu; Kecamatan Mempura; Zulroydi; 34,000 m²” – dated 8 February 2006. Completed with sketch map describing the land and surrounding landowner. 	
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		<ul style="list-style-type: none"> - Selamat demonstrated statement of land ownership "Surat Keterangan Kepala Desa No.84/2019/11/95 Desa Benteng Hulu, Kecamatan Siak; Selamat; 20,000 m²" – dated 17 November 1995. Completed with sketch map describing the land and surrounding landowner. - Zaidin demonstrated statement of land ownership from village "Surat Keterangan Kepala Desa Benteng Hulu, Kecamatan Mempura No.87/04/SKGR/IX/2019; Zaidin; 20, 140 m²" dated 2 September 2019. Completed with sketch map No.87/04/SKGR/IX/2019 describing the land of 20,140 m² and surrounding landowner. - Marwanto demonstrated statement of land ownership "Surat Keterangan Riwayat Kepemilikan Penguasaan Lahan No.129/07/SKRP/DS/IV/2004; Desa Benteng Hulu; Kecamatan Siak; Marwanto; 20,000 m²" – dated 21 June 2004. Completed with sketch map describing the land and surrounding landowner. - Sukeni demonstrated statement of land ownership from village "Surat Keterangan Kepala Desa No.2019/95 Desa Benteng Hulu, Kecamatan Siak; Sukeni; 20,000 m²" – dated 23 September 1995. Initially from logged over forest. Completed with sketch map describing the land and surrounding landowner. - Zar'ah demonstrated statement of land ownership from village "Surat Keterangan Kepala Desa No.302/09/95 Desa Benteng Hulu, Kecamatan Siak; Zar'ah; 20,000 m²" – dated 23 September 1995. Initially from logged over forest. Completed with sketch map describing the land and surrounding landowner. 	
<p>Milestone B</p>	<p>Smallholder plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.</p>	<p>Based on field observation on 13 samples of smallholder's plot, 8 smallholders can demonstrate that their plots are clearly and visibly demarcated and maintained. However, 3 of them cannot demonstrate that their land demarcations are available clearly, visibly, and maintained.</p>	<p>Non-compliance</p>

		<p>The results of field observations on the oil palm blocks, coordinates for smallholder block's boundary poles (sampled):</p> <ul style="list-style-type: none"> - Mardiah: 0° 45' 28.28" N & 102° 4' 40.36" E - Katemin: 0° 45' 16.32" N & 102° 4' 47.43" E - Zulfa: 0° 44' 5.68" N & 102° 3' 53.87" E - Aryanto: 0° 43' 37.62" N & 102° 3' 47.21" E - Selamat: 0° 44' 37.00" N & 102° 4' 25.78" E - Parwoto: 0° 44' 33.97" N & 102° 4' 23.88" E - Taufik: 0° 44' 12.55" N & 102° 3' 34.99" E - Suanda: 0° 44' 30.60" N & 102° 4' 21.73" E - Marwanto: 0° 45' 20.78" N & 102° 4' 36.59" E - Zaidin: 0° 45' 8.27" N & 102° 4' 55.92" E - Sukeni: 0° 44' 44.85" N & 102° 4' 25.42" E - Zar'ah: 0° 44' 51.08" N & 102° 4' 22.25" E <p>NC Critical: Audit team found 3 smallholder blocks in which boundary poles cannot be found.</p> <p>Objective evidence:</p> <ul style="list-style-type: none"> - Sudirwan plot No.7050121, 1 boundary marker cannot be found; - Zulfa plot No.7050161, 3 boundary markers cannot be found; - Marwanto No.702012, 1 boundary marker cannot be found; 	
<p>Criteria 2.2 Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent, based on a simplified FPIC approach.</p>			
<p>Eligibility</p>	<p>For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of indigenous peoples, local communities or other users (refer to indicator 1.1E / Appendix 1).</p>	<p>Oil palm plantation blocks under Koperasi Sawit Jaya have been established since 2005. The oil palm plantation in the cooperative was developed by the government programme namely the "Siak I Project", which is a collaboration between the Siak Regency Government and</p>	<p>Non-compliance</p>

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Milestone A	For existing plots, smallholders can demonstrate that they have not acquired land without free, prior and informed consent of indigenous peoples, local communities or other users (refer to appendix 1).	PT. Permodalan Siak (Siak regency state enterprises/BUMD Siak) and PT. Perkebunan Nusantara (PTPN V) Riau. Therefore, the smallholder's oil palm blocks were sets up and developed through Siak Regency programme.	Non-compliance
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>Based on landownership of smallholders database, the members have Land Historical Statement or "Surat Keterangan Riwayat Pemilikan Penguasaan Tanah" and/or Ownership Certificate (SHM). As at Annual Surveillance Assessment 2 in 2023, smallholders can demonstrate these documents.</p> <p>Based on public consultation with Village Officials and Government Agencies, it is been verified that the smallholder's plots were officially appointed by government, and there was no indigenous people or local communities at that moment.</p> <p>Commitment to not acquiring land without FPIC of indigenous people, local communities or other user stipulated under the Smallholder Declaration "Surat Pernyataan Pekebun" in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. Point D.9 stipulated "Tidak membuka lahan atau mendapatkan lahan dari masyarakat adat, masyarakat setempat, atau pengguna lain tanpa FPIC dari mereka berdasarkan pendekatan FPIC yang disederhanakan" - Not clearing or acquiring land from indigenous people, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach. Sampled smallholder signed "Surat Pernyataan Pekebun". Verified signed smallholder declarations (no date):</p> <ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zar'ah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukeni. 	Non-compliance

		<ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Marwanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suanda. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Selamat. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zaidin. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Parwoto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aryanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Taufik. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Mardiah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Katemin. <p>NC Critical: Smallholder members have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard Indonesia National Interpretation 2022; whereby indicating Section 1, Section 2 on land hectareage, land location, land boundaries, ownership type, history on land obtained, history of land use.</p>	
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<p>Criteria 2.3 The right to use the land is not disputed by indigenous peoples, local communities or other users</p>
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<p>Eligibility</p>	<p>Smallholders declare any existing disputes on the land commit to resolving said disputes and provide information on the current status of those disputes (if any) (refer to indicator 1.1E / Appendix 1).</p>	<p>Based on interview with sampled smallholder member, they confirmed signing the member declaration. Sampled smallholder signed the Smallholder Declaration "Pernyataan Pekebun" in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. Section C.7 stated "menginformasikan segala sengketa atas lahan yang masih ada saat ini" – informing any existing land dispute; Section D.10 stating "Menyelesaikan segala sengketa yang masih ada saat ini" – resolving any existing dispute.</p> <p>Sampled smallholder signed "Surat Pernyataan Pekebun". Verified signed smallholder declarations (no date):</p> <ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zar'ah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukeni. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Marwanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suanda. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Selamat. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zaidin. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Parwoto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aryanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Taufik. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Mardiah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Katemin. 	<p>Non-compliance</p>
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		<p>NC Critical: Smallholder members have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard Indonesia National Interpretation 2022; whereby indicating Section 1, Section 2 on land hectarage, land location, land boundaries, ownership type, history on land obtained, history of land use.</p>	
Milestone A	<p>There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.</p> <p>Note: Annex 4 of the RSPO ISH Standard Indonesia National Interpretation 2022 on Land Conflict Resolution Records shall be completed to comply with this Indicator</p>	<p>Based on information gathered during interview with sample of member Koperasi Sawit Jaya, there was no disputes between smallholder members with other landowner regarding land hectarage, borders, border poles, cattle, crops, access rights or other things. This statement was gathered through village heads during stakeholder consultation.</p>	Non-compliance
Milestone B	<p>There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented, and the process is accepted by all parties involved.</p>	<p>NC Critical: Smallholder members have not filled in and signed "Formulir Pengungkapan Sejarah Penguasaan dan Pemanfaatan Lahan Serta Keberadaan Konflik Lahan" from the Annex 4 of the RSPO ISH Standard Indonesia National Interpretation 2022; whereby indicating Section 1, Section 2 on land hectarage, land location, land boundaries, ownership type, history on land obtained, history of land use.</p>	Non-compliance
<p>Criteria 2.4 Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law or as specified in National Interpretation.</p>			
Eligibility	<p>Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (refer to indicator 1.1E / Appendix 1).</p>	<p>Location of Koperasi Sawit Jaya is not changes, event for the members. No additional member/plots during this surveillance audit. Also, since 2022 no changes of national regulation regarding</p>	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).	determination of national parks, protected areas or forest area status which classified by national or regional. Refer to evidence history on developing smallholders organization as below:	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"> - Koperasi Sawit Jaya has been established since 2005. The oil palm plantation in the cooperative was developed by the government programme through the Siak I project, which is a collaboration between the Siak Regency Government and PT. Permodalan Siak (Siak owned enterprises/BUMD Siak) and PT. Perkebunan Nusantara (PTPN V) Riau. - Refer to Regulation of Environmental and Forestry Minister Decree No: P.10/MENLHK/SETJEN/KUM.1/3/2019 related Identification, Determination and Management of Peat Dome with Peat Hydrological Unit, on Article 8 Section 6.b it was stated that "For the protection function of Peat Ecosystem and cultivation function of Peat Ecosystem which has been utilized, it can still be continued while maintaining its hydrological function." - In addition, audit team observed the information correspondence between ISH consultant (WRI) and RSPO secretariat indicating 3 smallholder land parcels identified under production forest removed from scope as of 4 December 2020. <p>Then, smallholders plot of Koperasi Sawit Jaya located outside of areas classified as national parks or protected areas as defined by national, regional or local law.</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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<p>Eligibility</p>	<p>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>	<p>Based on interview with group manager, ICS; based on review of ISH organization working plan – there is no plan for new planting in Koperasi Sawit Jaya.</p> <p>Commitment to not acquiring land without FPIC of indigenous people, local communities or other user stipulated under the Smallholder Declaration “Pernyataan Pekebun” in RSPO ISH 2019 – INA NI, endorsed 14 February 2022 – Annex 2. Point D.9 stipulated “Tidak membuka lahan atau mendapatkan lahan dari masyarakat adat, masyarakat setempat, atau pengguna lain tanpa FPIC dari mereka berdasarkan pendekatan FPIC yang disederhanakan” - Not clearing or acquiring land from indigenous people, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</p> <p>Based on interview with sampled smallholder member, 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 1. Sampled smallholder signed “Surat Pernyataan Pekebun”. Verified signed smallholder declarations (no date):</p> <ul style="list-style-type: none"> - Smallholder declaration “Surat Pernyataan Pekebun” signed by Zar’ah. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Sukeni. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Marwanto. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Suanda. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Selamat. - Smallholder declaration “Surat Pernyataan Pekebun” signed by Zaidin. 	<p>Complied</p>
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		<ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Parwoto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aryanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Taufik. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Mardiah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Katemin. 	
Milestone A	Smallholders complete training on how to conduct a simplified FPIC approach.	<p>NC Critical: ISH organization Koperasi Sawit Jaya has not complete training on how to conduct a simplified FPIC approach.</p> <p>Objective evidence: Based on interview with sampled smallholder member: Katemin, Mardiah, Marwanto, Zaidin; the ISH organization Koperasi Sawit Jaya has not provide training on how to conduct a simplified FPIC approach nor fulfilment of History of Land Tenure and Conflict Disclosure and the Land Conflict Resolution Records of the RSPO ISH Standard Indonesia National Interpretation 2022.</p>	Non-compliance
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.	Based on interview with Group Manager and ICS team, the ISH organization does not have plan for new planting of oil palm.	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>			

<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. 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>Sawit Jaya Cooperative farmers have consistently committed to prohibiting force labor and ensuring that every operation in the field is free from forced labor practices. All farmers in the Sawit Jaya Cooperative have committed by signing a commitment declaration document. Recruitment of workers is carried out directly by farmers or heads of farmer groups without any formal concessions. Workers are a village where farmers even live, enabling workers to be their own family. However, the Koperasi Sawit Jaya and its members are very committed to the policies and commitments of the farmers that have been signed. Smallholders have stated their commitment related to the prohibited to the force labor in the document "<i>Surat Pernyataan Pekebun: Kesiediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO</i>" which was declared on 5 February 2020 and all members have signed the declaration. It is stated in the document that: [3] "Farmers are committed to ensuring there are no forced labor practices in plantation operations and stopping the remaining practice of forced labor". Example of document verification is taken:</p> <ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Jasmiar in the Pinang Hijau Farmers Group (Farmer ID 705006 and Lan ID 7060061) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Lukman in the Pinang Hijau Farmers Group (Farmer ID 705007 and Lan ID 7050071) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Katmin in the Sido Rejo Farmers Group (Farmer ID 702009 and Lan ID 7050091) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Mardiah in the Sido Rejo Farmers Group (Farmer ID 702010 and Lan ID 7020101) dated 5 February 2020. 	<p>Complied</p>
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		<ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Mardiah in the Sido Rejo Farmers Group (Farmer ID 702010 and Lan ID 7020101) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Sukeni in the Sido Makmur Farmers Group (Farmer ID 702010 and Lan ID 7020101) dated 5 February 2020. <p>Based on interviews with 3 sample farmers in the field (Bpk. Suanda, Bpk. Selamat and Bpk. Parwoto) as well as interviews with the village of Benteng Hulu, Bpk. Fachrurozi, that until now no forced labor practices have been identified.</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>The ICS has established ICS Policy of Sustainable Palm Oil, “<i>Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya</i>” document no.1/ICS-KSJ/X/2020, Revision 1, dated 20 October 2020. The policy stated in Chapter IV (Best Governance in Social Relations), Article 12 (Protection of Labour and Fair Wages), stipulate:</p> <ol style="list-style-type: none"> The ICS Koperasi Sawit Jaya is committed to protect workers who work within cooperative or workers who work in members farm. The remuneration system is based on the government’s minimum wage standard or in accordance with the agreement of the two parties, which is the workers and the farm owner in the following categories: <ul style="list-style-type: none"> ▪ The salary is based on the volume of FFB, or ▪ The salary is based on land area worked on, or ▪ The salary is based on the man days. Work is carried out according to the agreement and carried out without any compulsion. No contracts substitution forced salary cuts and withholding of salary without a clear reason. <p>All farmers of the Koperasi Sawit Jaya have received training related to employment (free and fair labor and to ensure that all work is voluntary) on 15-18 July 2018 organized by WRI Indonesia (Mr. Imam</p>	<p>Complied</p>

		<p>A. El Marzuq) in collaboration with Fortasbi -SNV. Training related to employment focuses on discussing: Considering being responsible for workers and respecting workers' rights in accordance with laws and regulations.</p> <p>Furthermore, the ICS Manager (Mr. Afif M. Nurudin) also provided a refresher on training related to the application of policies and procedures set by the Sawit Jaya Cooperative on March 10, 2023 which was attended by 97 farmers.</p> <p>Based on interviews with 3 sample farmers (Mr. Suanda, Mr. Selamat and Mr. Parwoto) during field observations, revealed that farmers guarantee workers' rights voluntarily and there are no practices as follows:</p> <ul style="list-style-type: none"> - Withhold identity documents that are withheld (KTP or Family Card or others); - Provide clear work in accordance with the agreement - There is no compulsion to work outside the set working hours - Forcing workers and not giving them the freedom to resign; - Carry out punishment in the form of deductions from work wages; - Hiring workers with a background of debt; - Give punishment to workers up to resignation 	
<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>Recruitment of workers is carried out directly by farmers or heads of farmer groups without any formal concessions. Workers are a village where farmers even live, enabling workers to be their own family. However, the Koperasi Sawit Jaya and its members are very committed to the policies and commitments of the farmers that have been signed. Based on interviews with the management of the Sawit Jaya Cooperative (Bpk. Sadiman and Bpk. Joko Paryanto), smallholders (Bpk. Suanda, Bpk. Selamat and Bpk. Parwoto) and the Head of Benteng Hulu Village (Bpk. M. Fahrurrozi) obtained information that no migrant workers were carried out in their operational activities.</p>	<p>Complied</p>

		<p>The farmers of the Koperasi Sawit Jaya generally work their land by themselves or employ members of their family. Work agreements are usually based on verbal agreements or letters based on kinship. All workers in the plots, including their families, have the right of access to obtain Work Agreement documents. This Agreement is made in 3 (three) copies which can be held by each party, including their family members.</p> <p>Based on interviews with smallholder during field visits (Persil/plot code: 7040141, 7040121 and 7040081) namely Bpk. Suanda, Bpk. Selamat and Bpk. Parwoto, that they are given the freedom to access identity documents and can freely choose the work listed in the Work Agreement. There are no obligations or complaints from workers and until now all workers are freely chosen and given the right to work according to the agreement and can complete themselves voluntarily.</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>Sawit Jaya Cooperative farmers have consistently committed to prohibiting child labor and ensuring that every operation in the field is free from forced labor practices. All farmers in the Sawit Jaya Cooperative have committed themselves by signing a commitment declaration document.</p> <p>Smallholders have stated their commitment related to the prohibited to the force labor in the document "<i>Surat Pernyataan Pekebun: Kesiediaan Mengikuti Sertifikasi RSPO dan Komitmen Mematuhi Prinsip, Persyaratan dan Indikator RSPO</i>" which was declared on 5 February 2020 and all members have signed the declaration. It is stated in the document that: [8] "Farmers are committed to ensure there is no child labor in plantation operations and stop child labor that is still ongoing". Example of document verification is taken:</p>	<p>Complied</p>

		<ul style="list-style-type: none"> • Statement letter of farmers to commit on behalf of Jasmir in the Pinang Hijau Farmers Group (Farmer ID 705006 and Lan ID 7060061) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Lukman in the Pinang Hijau Farmers Group (Farmer ID 705007 and Lan ID 7050071) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Katmin in the Sido Rejo Farmers Group (Farmer ID 702009 and Lan ID 7050091) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Mardiah in the Sido Rejo Farmers Group (Farmer ID 702010 and Lan ID 7020101) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Sukeni in the Sido Makmur Farmers Group (Farmer ID 702010 and Lan ID 7020101) dated 5 February 2020. • Statement letter of farmers to commit on behalf of Asmawi in the Pinang Hijau Farmers Group (Farmer ID 705002 and Lan ID 7050021) dated 5 February 2020. <p>Based on interviews with 3 sample farmers in the field (Bpk. Suanda, Bpk. Selamat and Bpk. Parwoto) as well as interviews with the village of Benteng Hulu, Bpk. Fachrurozi, that until now no child labor practices have been identified.</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. 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>Koperasi Sawit Jaya Cooperative has workers who carry out operations in the field (harvesting, fertilizing, spraying, pruning etc.). Based on the list of workers up to March 2023, there are 22 workers. Based on the list of workers, there were no identified child workers, the youngest workers aged 30-33 years on behalf of Saipin, Agus Waluyo and Sagianato. During field visits to sample farmer plots and interviews with farmers, there is no indications of child labor were found.</p>	<p>Complied</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).	According interviews with the village of Benteng Hulu, Bpk. Fachrurozi, that until now no child labor practices have been identified.	
Milestone B	<p>Group managers and smallholders implement measures to protect children as follows:</p> <ol style="list-style-type: none"> 1. There are no workers on smallholder farms under the age of 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>Koperasi Sawit Jaya Cooperative has workers who carry out operations in the field (harvesting, fertilizing, spraying, pruning etc.). Based on the list of workers up to March 2023, there are 22 workers. Based on the list of workers, there were no identified child workers, the youngest workers aged 30-33 years on behalf of Saipin, Agus Waluyo and Sagianato. During field visits to sample farmer plots and interviews with farmers (Bpk Parwoto dan Bpk. Selamat), there is no indications of child labor were found.</p> <p>According interviews with the village of Benteng Hulu, Bpk. Fachrurozi, that until now no child labor practices have been identified.</p>	Complied
<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. Note: Are there workers on the farm? If no, SKIP</p>			
Eligibility	Smallholders commit to pay workers according to at least equal to the Minimum Wage based on the smallholder's location as applicable by law (refer to indicator 1.1E / Appendix 1).	All farmers in the Koperasi Sawit Jaya Cooperative have stated their commitment regarding the determination of wages in accordance with the minimum wage set by the Governor of Riau every year. Each smallholder has signed this commitment when declaring to join the RSPO Certification program. In Chapter D point 4 which states that: "Farmers will pay the minimum wage in accordance with applicable regulations".	Complied
Milestone A	Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.	Policies related to wage payments to workers in the Sawit Jaya Cooperative have been established through cooperative policy No. 02/Manager.XI.2021 concerning Minimum Wage Based on Type of Work, states that wages paid to workers refer to the Siak Regency	Complied

		<p>Regency Minimum Wage (UMK) provisions every year. This policy has been consistently implemented by the Sawit Jaya Cooperative by implementing of decision of the Governor of Riau No. Kpts.1783/XII/2022 dated 7 December 2022 concerning District/City Minimum Wage in Riau Province for 2023, amounting to IDR 3,361,913.16 per month or IDR 134,476.52 per day.</p> <p>Koperasi Sawit Jaya, through the Policy on Minimum Wage Amounts, has determined the minimum wage for types of work, namely:</p> <ul style="list-style-type: none"> - Harvesting of IDR 200,000 – IDR 300,000 per ton - Pruning of IDR 1.100.000 – IDR 750,000 per plot (2 ha) - Manuring / Fertilization of IDR 150.000 – IDR 200.000 per day - Cutting grass using a machine of IDR 1,300,000 – 1,700,000 per plot (2 Ha) - FFB loader of IDR 20,000 per ton - The weight of FFB at TPH is IDR 18,000 – 20,000 per ton. <p>During this surveillance 2nd audit conducted a document (pay slip receipt) verification, based on the verification of harvesters' wages/pay slips for the period of 2023:</p> <ol style="list-style-type: none"> 1) Slip payment of wages for period March 2023: Worker On behalf of: Yono Plot owner/Farmer: Suanda (ID 704014) Type of Work: Harvesting Yields on 28 March 2023: 910 Kg Average working hours: 5 hours Wages received by workers (@IDR 200 per Kg): IDR 182,000 (above the regulation) 2) Slip payment of wages for period 28 March 2023: Worker On behalf of: Uden and Afif Plot owner/Farmer: Suanda (ID 704012) Type of Work: Harvesting Yields on 28 March 2023: 2,190 Kg 	
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		<p>Average working hours: 5 hours Wages received by workers (@IDR 200 per Kg): IDR 438,000 or or IDR 219,000 per person per day (above the regulation)</p> <p>3) Wage payment slip on 28 March 2023: On behalf of: Rusu Plot owner/Farmer: Agustina (ID 702004) Type of Work: Manuring - NPK fertilizer. Total yields: 400 Kg (8 sacks) Working hours: 5 hours Wages received by workers (@IDR 160,000 per day): IDR 160,000 (above the regulation)</p> <p>4) Date 08 August 2022 wage payment slip: On behalf of: Jaya Type of Work: Pruning on plot owner A. Karim (ID. 702001) Total yields: 2 Ha (1 plot) Working day: 3 days Wages received by workers: IDR 750,000 Or per day of IDR 250,000</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, Koperasi Sawit Jaya provides workers wages above the Siak Regency minimum wage in 2023 period.</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>Policies related to wage payments to workers in the Sawit Jaya Cooperative have been established through cooperative policy No. 02/Manager.XI.2021 concerning Minimum Wage Based on Type of Work, states that wages paid to workers refer to the Siak Regency Regency Minimum Wage (UMK) provisions every year. This policy has been consistently implemented by the Sawit Jaya Cooperative by implementing of decision of the Governor of Riau No. Kpts.1783/XII/2022 dated 7 December 2022 concerning District/City</p>	<p>Complied</p>

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		<p>On behalf of: Rusu Plot owner/Farmer: Agustina (ID 702004) Type of Work: Manuring - NPK fertilizer. Total yields: 400 Kg (8 sacks) Working hours: 5 hours Wages received by workers (@IDR 160,000 per day): IDR 160,000 (above the regulation)</p> <ul style="list-style-type: none"> ▪ Date 08 August 2022 wage payment slip: On behalf of: Jaya Type of Work: Pruning on plot owner A. Karim (ID. 702001) Total yields: 2 Ha (1 plot) Working day: 3 days Wages received by workers: IDR 750,000 Or per day of IDR 250,000 <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, Koperasi Sawit Jaya provides workers wages above the Siak Regency minimum wage in 2023 period.</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>All farmers in the Koperasi Sawit Jaya Cooperative have stated their commitment regarding the rights of workers to file a complaint/grievance. Each smallholder has signed this commitment when declaring to join the RSPO Certification program and have signed on 5 February 2020. Described in Chapter D point 4 which states that: "member commit to respect the rights of workers to file a complaint/grievance."</p>	<p>Complied</p>

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<p>Milestone A</p>	<p>Smallholders complete training on workers' rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance.</p>	<p>All farmers of the Koperasi Sawit Jaya have received training related to employment (free and fair labor and to ensure that all work is voluntary) on 15-18 July 2018 organized by WRI Indonesia (Mr. Imam A. El Marzuq) in collaboration with Fortasbi -SNV. Training related to employment focuses on discussing: Considering being responsible for workers and respecting workers' rights in accordance with laws and regulations.</p> <p>Furthermore, the ICS Manager (Mr. Afif M. Nurudin) also provided a refresher on training related to the application of policies and procedures set by the Sawit Jaya Cooperative on March 10, 2023 which was attended by 97 farmers.</p> <p>Based on interviews with 3 sample farmers (Mr. Suanda, Mr. Selamat and Mr. Parwoto) during field observations, that farmers guarantee workers' rights voluntarily and there are no practices as follows:</p> <ul style="list-style-type: none"> - Withhold identity documents that are withheld (KTP or Family Card or others); - Provide clear work in accordance with the agreement - There is no compulsion to work outside the set working hours - Forcing workers and not giving them the freedom to resign; - Carry out punishment in the form of deductions from work wages; - Hiring workers with a background of debt; - Give punishment to workers up to resignation - Give rights to workers to submit complaints in accordance with the established mechanism. 	<p>Complied</p>
<p>Milestone B</p>	<p>Workers are aware of and have access to an effective means for filing a complaint/grievance.</p>	<p>As a form of concern and implementation of cooperative policies, the Sawit Jaya Cooperative also provides a suggestion and complaint box which is placed at the Sawit Jaya Cooperative Office to accommodate outpourings/suggestions from farmers or from workers. Up to this Surveillance 2 audit, there were no complaints submitted through the suggestion and complaint box at the Cooperative office.</p>	<p>Complied</p>

		<p>Based on interviews with smallholder members, they understand that the group manager has established procedures for dealing with grievances and grievances.</p> <p>Based on interviews with smallholder during field visits (Persil/plot code: 7040141, 7040121 and 7040081) namely Bpk. Suanda, Bpk. Selamat and Bpk. Parwoto, that they understood that the group manager has established procedures for dealing with grievances and grievances.</p>	
<p>Criteria 3.5 Working conditions and facilities are safe and meet minimum legal requirements.</p>			
Eligibility	Smallholders commit to providing safe working conditions and facilities (refer to indicator 1.1E / Appendix 1).	<p>Smallholders commit to providing safe working conditions and facilities refer to the ICS Policy of Sustainable Palm Oil, "<i>Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya</i>" document no.1/ICS-KBJ/VII/2020, Revision 1, dated 9 July 2020. Commitment stated in Chapter III, Article 9 (Occupational Health and Safety).</p> <p>Each farmer (member) have signed declaration to join RSPO certification and commitment to comply with the RSPO Principles, Criteria and Indicators. Chapter D, Article 6 of the declaration stated that member commit to providing safe working conditions and facilities.</p>	Complied
Milestone A	Smallholders, workers, and family members who work at the farm complete training and are aware of health and safety risks associated with farm work, (including that of pesticide use) and how to mitigate them.	<p>Training on Pesticide Handling, Hazardous Waste Management, Health and Safety was held on 11 February 2020, attended by members of the Sawit Jaya Cooperative Group Manager. The trainers came from the Department of Plantations, the Office of Manpower and the Health Office of Riau Province. Furthermore, the ICS Manager (Mr. Afif M. Nurudin) also provided a refresher on training related to the application of policies and procedures set and safety working as well by the Sawit Jaya Cooperative on 10 March 2023 which was attended by 97 farmers.</p>	Complied

		<p>Smallholders have provided awareness of the health and safety risks associated with agricultural work prior to signing the waiver.</p>	
<p>Milestone B</p>	<p>Workers, including smallholder family members, have access to safe working conditions and amenities that include:</p> <ul style="list-style-type: none"> • Safe and adequate housing, where applicable, • Access to basic first aid supplies • Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work. • Adequate drinking water • Access to toilets 	<p>The Group Manager of the Koperasi Sawit Jaya has prepared a hazard identification and risk control document based on the document "SOP: 3/UK3-NK3/ICS-KSJ/X/2018 concerning Risk Control and Use of PPE, last updated on March 12 2020. The risk assessment is in the form of an Identification Table and Handling of Hazardous Sources update on 13 September 2021, has covered all activities in farmer plots, for example: harvesting, fertilizing, transporting FFB.</p> <p>Based on interviews with smallholder during field visits (Persil/plot code: 7040141, 7040121 and 7040081) namely Bpk. Suanda, Bpk. Selamat and Bpk. Parwoto, they stated that Koperasi Sawit Jaya have been provided with PPE according to the requirements in the hazard identification and risk control documents.</p> <p>Smallholders are aware of the health and safety risks associated with working in the field prior to signing a statement of willingness to participate in RSPO certification. Smallholder awareness has been implemented through:</p> <ul style="list-style-type: none"> - The obligation to use personal protective equipment (PPE) for workers (harvesters, TBS Loaders, pruning and sprayers) in the form of: helmets, gloves, goggles and rubber boots. - Farmers have provided access to first aid kits; The first aider kit is the responsibility of the farmer group leader. - Harvesters don't lack drinking water supplies, even farmers will bring drinks and food to harvesters for filing. <p>Several documents were verified during this audit, including:</p> <ul style="list-style-type: none"> - To ensure that all members and workers in Koperasi Sawit Jaya have access to health, the cooperative has collaborated with the nearest Health Center / Puskesmas based on the K3 (Occupational Health and Safety) Cooperation Agreement document Perjanjian Kerja Sama K3 (Kesehatan Keselamatan Kerja) Koperasi Sawit 	<p>Complied</p>

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		<p>Jaya dengan Pusat Kesehatan Masyarakat (Puskesmas) Kecamatan Mempura Kabupaten Siak No. 001/PKS-K3-Koperasi Sawit Jaya/2020 dated 31 June 2020.</p> <ul style="list-style-type: none"> - The list of PPE availability at the Sawit Jaya Cooperative for the period of 31 March 2022 consists of: <table border="1" data-bbox="1178 523 1834 770"> <thead> <tr> <th>No.</th> <th>Type of PPE</th> <th>Quantity</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Helmet</td> <td>16 pcs</td> <td>good</td> </tr> <tr> <td>2.</td> <td>Rubber gloves</td> <td>14 pairs</td> <td>good</td> </tr> <tr> <td>3.</td> <td>Cloth gloves</td> <td>24 pairs</td> <td>good</td> </tr> <tr> <td>4.</td> <td>Mask for sprayer</td> <td>3 pcs</td> <td>good</td> </tr> <tr> <td>5.</td> <td>Glasses</td> <td>12 pcs</td> <td>good</td> </tr> <tr> <td>6.</td> <td>Apron</td> <td>2 pcs</td> <td>good</td> </tr> <tr> <td>7.</td> <td>Rubber boot</td> <td>15 pairs</td> <td>good</td> </tr> <tr> <td>8.</td> <td>First aider kit</td> <td>14 unit</td> <td>good</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Koperasi Sawit Jaya also lends PPE to workers if the worker has not received PPE from the farmer concerned. So that the Cooperative provides loans that are recorded through the List of PPE (Personal Protective Equipment) Loaned to Sawit Jaya Cooperative Workers, for example: <ol style="list-style-type: none"> 1. Workers on behalf of Sepi on 6 July 2022, borrowed Helmets, gloves and boots, returned on 8 July 2022. 2. Workers on behalf of Rezi on 20 October 2022, borrowed Helmets, gloves, glasses and boots, returned on 22 October 2022. 3. Workers on behalf of Hari on 19 January 2023, borrowed Helmets, gloves and boots, returned on 20 January 2022. 	No.	Type of PPE	Quantity	Condition	1.	Helmet	16 pcs	good	2.	Rubber gloves	14 pairs	good	3.	Cloth gloves	24 pairs	good	4.	Mask for sprayer	3 pcs	good	5.	Glasses	12 pcs	good	6.	Apron	2 pcs	good	7.	Rubber boot	15 pairs	good	8.	First aider kit	14 unit	good	
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<p>Criteria 3.6 There is no discrimination, harassment, or abuse on the farm.</p>																																							
Eligibility	Smallholders commit to no discrimination, harassment or abuse on the farm (refer to indicator 1.1E / Appendix 1).	Smallholders commit to no discrimination, harassment or abuse on the farm refer to the ICS Policy of Sustainable Palm Oil, " <i>Kebijakan tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya</i> "	Complied																																				

		document no.1/ICS-KBJ/VII/2020, Revision 1, dated 9 July 2020. Commitment stated in Chapter IV (Best Governance in Social Relations), Article 14 (Human Right Protection), Verse b (No discrimination against race, religion and ethnicity; No harassment and intimidation of workers).	
Milestone A	Smallholders complete training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace.	<p>On 11 February 2020, training related to employment was carried out focusing on discussions: job safety, discrimination, violence and coercion as well as respecting workers' rights in accordance with laws and regulations.</p> <p>Furthermore, the ICS Manager (Mr. Afif M. Nurudin) also provided refresher training regarding the application of policies and procedures established by the Sawit Jaya Cooperative on 10 March 2023 which was attended by 97 farmers.</p> <p>Based on interviews with 3 sample farmers (Mr. Suanda, Mr. Selamat and Mr. Parwoto) during field observations, that farmers guarantee workers' rights voluntarily and there are no practices as follows:</p> <ul style="list-style-type: none"> - Safety in the work area - Discrimination - Forced labor - Violence at work and - Abuse on the workplace 	Complied
Milestone B	Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.	Based on interviews with a sample of farmer members during field visits (on Persil/plot codes: 7040141, 7040121 and 7040081), namely Bpk. Soanda, Bpk. Selamat and Bpk. Parwoto. They stated that all workers in the Koperasi Sawit Jaya freely disclosed that they worked in a place that was free from discrimination, harassment, violence or destruction and abuse.	Complied

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

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

Preamble

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

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

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

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

Remediation and Compensation Procedure (RaCP)

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

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

Criteria 4.1

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

Eligibility	Smallholders commit to protect HCVs and HCS forests through the precautionary practices approach (refer to indicator 1.1E / Appendix 1).	Smallholders commit to protect HCVs and HCS forests through the precautionary practices approach in form of signing the smallholders declaration (as refer to appendix 1). Sample of documented evidence smallholder declaration or "Surat Pernyataan Pekebun" during this Surveillance are: 1. Zaidin (ID 7010201) 2. Katemin (ID 7020091) 3. Mardiah (ID 7020101)	Complied
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		<ol style="list-style-type: none"> 4. Sukeni (ID 7030121) 5. Zar'ah (ID 7030181) 6. Parwoto (ID 7040081) 7. Selamat (ID 7040121) 8. Suanda (ID 7040141) 9. Sudirwan (ID 7050121) 10. Zulfa (ID 7050161) 11. Ariyanto (ID 7060021) 12. Jasnimar (ID 7060061) 13. Taufik (ID 7060181) <p>All those declaration was signed by smallholder.</p>	
Milestone A	<p>Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • The importance of maintaining and conserving HCVs and HCS forests • Human-wildlife conflict and mitigation efforts; • Rare, threatened and endangered species and important ecosystems. 	<p>HCV training for smallholders conducted in February 2020 by qualified trainer from Asofa consultant. Coverage of HCV area identified is 65.13 ha (HCV 4) at 31 plot smallholder member. HCV training material consist of the importance of maintaining and conserving HCVs and HCS forests; human-wildlife management conflict and RTE's species and important ecosystems.</p> <p>In 2021, refreshment/awareness was conducted for the members with the trainer from ICS with training material refer to HCV assessment report.</p> <p>During 2022, dissemination information of about HCV conducted in form of giving refreshments for the members by installing HCV signboards at some point where HCV exists.</p> <p>Based on interviews with sample smallholders on their plots, awareness of conserving HCV area, and protection of RTE's species and another wildlife animal already understand. Particularly to preserve the buffer watercourse and natural canals from chemicals used.</p>	Complied

<p>Milestone B</p>	<p>Smallholders implement precautionary practices and manage and maintain rare, threatened and endangered species, HCVs and HCS forests, where applicable.</p>	<p>Smallholders implement precautionary practices and manage and maintain HCV and HCS forest by disallowing apply chemicals at HCV area in form of peat canals. For example: during field observation at Ariyanto plot (ID 7060021) which borders with main canals and forest concession, precautionary practices that implemented by manual upkeep for weeding control and totally not applying chemicals. Also, smallholders implement frequent monitoring for HCV area and documented in "Lembar pemantauan NKT" dated 30 Sep 2022. HCV location to monitored are at plots of Ariyanto; Zahara; Jaya Mesra; Mansur; Ahmad Yugo.</p>	<p>Complied</p>
<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>			
<p>Eligibility</p>	<p>Smallholders provide information on all smallholder plots converted and planted with oil palm after November 2005, through use of the simplified combined HCV-HCS approach for Smallholders (refer to indicator 1.1E / Appendix 1).</p>	<p>No changes of information on smallholders plots. Group manager keep and maintained the Identification HCV Assessment Report that conducted on March 2020 by WRI. Based on HCV assessment, only HCV4 that were identified in form of peat area. While there is no riparian that identified. HCV area identified as for its ecosystem functions or called "<i>Fungsi Ekosistem Gambut</i>" and refer to the Minister Decree of Environment and Forestry No. 130/MENLHK/SETJEN/PKL.0/2/2017 concerning the Establishment of the National Peat Ecosystem Function Map dated 28 February 2017. Coverage of HCV area identified is 65.13 ha (HCV 4) at 31 plot smallholder member. However, the group manager has already setup the Policy of Sustainable Palm Oil within "<i>Kebijakan Tentang Minyak Sawit Berkelanjutan Unit Sertifikasi ICS Koperasi Sawit Jaya, No.1/ICS-KSJ/2020</i>", dated 20 October 2020. Commitment of smallholder member to protect the HCV and HCF forets stated in "Surat Pernyataan Pekebun" point D.12 "<i>Melindungi</i></p>	<p>Complied</p>

		<p><i>NKT dan hutan SKT melalui pendekatan praktik kehati-hatian,"</i> witnessed by Group Manager Koperasi Sawit Jaya. The declaration also stated member committed shall inform to ICS – Koperasi Sawit Jaya</p> <ol style="list-style-type: none"> 1. All the land ownership 2. Location of their oil palm plots 3. Information of converted plots after November 2005 using HCV-HCS approach. 4. Every plot located on steep area. 5. Every plot located on peat area. 6. Details on replanting programme and extension area. 7. Every land dispute occurs. 8. Land use and ownership status. 9. Source of manpower used. <p>Statement of Free Liability – Koperasi Sawit Jaya based on based on email form RSPO dated 27th February 2020, the statement that Koperasi Sawir Jaya is free liability and no need to go LUCA.</p>	
Milestone A	Group members develop a plan to identify the maximum area for on-site remediation of HCVs lost since November 2005 and HCS forests lost since November 2019, through a participatory process and the plan is submitted to RSPO.	Statement of Free Liability – Koperasi Sawit Jaya based on email from RSPO dated 27 th February 2020, the statement that Koperasi Sawit Jaya is free liability and no need to go LUCA. Therefore, Koperasi Sawit Jaya no need to submit remediate for HCV lost.	Complied
Milestone B	An RSPO-approved plan to remediate for HCVs lost since November 2005 and HCS forests lost since November 2019 is implemented.	Statement of Free Liability – Koperasi Sawit Jaya based on email from RSPO dated 27 th February 2020, the statement that Koperasi Sawit Jaya is free liability and no need to go LUCA. Therefore, Koperasi Sawit Jaya no need to submit remediate for HCV lost.	Complied
<p>Criteria 4.3 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 			

<ul style="list-style-type: none"> • Are not on steep slopes (more than 25 degrees or as in the National Interpretation) • Are not on peat areas of any depth. 																																																										
Eligibility	<p>Smallholders provide information on all planned new planting and commit to no new planting are on HCVs or HCS forests, on steep slopes (more than 22 degrees or as in the National Interpretation) or on peat (refer to indicator 1.1E / Appendix 1).</p>	<p>Koperasi Sawit Jaya developed since 2005 and 2006. During surveillance-2, there is no new planting planned by groups. The possibility for the groups is adding new member (without new planting) where the planting year is similar with others member. Location of all members plot is on peatland (out of classified as protected area by government). As commitment that no new planting on HCV/HCS forests and slopes (more than 25 degrees), the smallholders have signed the smallholder declaration or "Surat Pernyataan Pekebun" as referred to Appendix on RSPO Independent Smallholder Standard 2019 – RSPO Smallholder Standard Indonesia National Interpretation, 14 February 2022.</p> <p>Sample of smallholder declaration sighted during this surveillance are:</p> <table border="1"> <thead> <tr> <th>No</th> <th>SH name</th> <th>SH ID</th> <th>Signing Declaration</th> </tr> </thead> <tbody> <tr><td>1</td><td>Zaidin</td><td>7010201</td><td>10 Jul 2020</td></tr> <tr><td>2</td><td>Katemin</td><td>7020091</td><td>2 Jul 2020</td></tr> <tr><td>3</td><td>Mardiah</td><td>7020101</td><td>3 Jul 2020</td></tr> <tr><td>4</td><td>Sukeni</td><td>7030121</td><td>8 Jul 2020</td></tr> <tr><td>5</td><td>Zar'ah</td><td>7030181</td><td>8 Jul 2020</td></tr> <tr><td>6</td><td>Parwoto</td><td>7040081</td><td>12 Jul 2020</td></tr> <tr><td>7</td><td>Selamat</td><td>7040121</td><td>12 Jul 2020</td></tr> <tr><td>8</td><td>Suanda</td><td>7040141</td><td>12 Jul 2020</td></tr> <tr><td>9</td><td>Sudirwan</td><td>7050121</td><td>5 Jul 2020</td></tr> <tr><td>10</td><td>Zulfa</td><td>7050161</td><td>5 Jul 2020</td></tr> <tr><td>11</td><td>Ariyanto</td><td>7060021</td><td>7 Jul 2020</td></tr> <tr><td>12</td><td>Jasnimar</td><td>7060061</td><td>7 Jul 2020</td></tr> <tr><td>13</td><td>Taufik</td><td>7060181</td><td>7 Jul 2020</td></tr> </tbody> </table> <p>Koperasi Sawit Jaya has a commitment to protect the HCV area and maintain HCV area. HCV assessment has been conducted in March</p>	No	SH name	SH ID	Signing Declaration	1	Zaidin	7010201	10 Jul 2020	2	Katemin	7020091	2 Jul 2020	3	Mardiah	7020101	3 Jul 2020	4	Sukeni	7030121	8 Jul 2020	5	Zar'ah	7030181	8 Jul 2020	6	Parwoto	7040081	12 Jul 2020	7	Selamat	7040121	12 Jul 2020	8	Suanda	7040141	12 Jul 2020	9	Sudirwan	7050121	5 Jul 2020	10	Zulfa	7050161	5 Jul 2020	11	Ariyanto	7060021	7 Jul 2020	12	Jasnimar	7060061	7 Jul 2020	13	Taufik	7060181	7 Jul 2020
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Complied

		<p>2020 by World Resources Institute (WRI). Coverage of HCV area identified is HCV 1 and HCV 4; total area 37.9 Ha at 21 smallholder members block. HCV 1 with total area 0.9 Ha – found in the 4 smallholder blocks located near riparian Air Jernih river. HCV 4 in form of boundary to deep peat with protection function to prevent flooding; with total 37 Ha – in the boundary of 17 smallholder blocks neighboring with PT. Ekawana (to the south of the smallholder block).</p>																		
<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>Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members that join to certification with similar year of planting.</p> <p>HCV assessment has been conducted in March 2020 by World Resources Institute (WRI). Coverage of HCV area identified is HCV 1 and HCV 4; total area 37.9 Ha at 21 smallholder members block. HCV 1 with total area 0.9 Ha – found in the 4 smallholder blocks riparian Air Jernih river. HCV 4 with total 37 Ha – in the boundary of 17 smallholder blocks neighboring with PT. Ekawana to the south of the smallholder block.</p> <p>Based on HCV assessment, the integrated management plan:</p> <table border="1" data-bbox="1131 976 1955 1396"> <thead> <tr> <th>Threat</th> <th>Management Objective</th> <th>Management Plan</th> <th>Monitoring method</th> <th>Monitoring indicator</th> </tr> </thead> <tbody> <tr> <td colspan="5">HCV 1.1 and HCV 4.1</td> </tr> <tr> <td>Subsidence causing loss of peat layer</td> <td rowspan="3"> <ul style="list-style-type: none"> - Minimizing subsidence to be under allowed threshold; - Ensure protection vegetation in collection drain as erosion reduction tools; </td> <td rowspan="3"> <ul style="list-style-type: none"> - Maintain and upkeep the natural vegetation and no chemical application along the collection drain riparian; </td> <td rowspan="3"> <p>Monitoring method: Group Manager and HCV team will conduct direct monitoring in managed area and in subsidence monitoring area.</p> </td> <td rowspan="3"> <ul style="list-style-type: none"> - Water level 40-60 cm from ground level; - Subsidence under 5cm per year - Vegetation along the collection drain - Presence of warning sign </td> </tr> <tr> <td>Spraying and/or fertilizer application leached or running off to collection drain</td> </tr> <tr> <td>Presence of waste/debris</td> </tr> </tbody> </table>	Threat	Management Objective	Management Plan	Monitoring method	Monitoring indicator	HCV 1.1 and HCV 4.1					Subsidence causing loss of peat layer	<ul style="list-style-type: none"> - Minimizing subsidence to be under allowed threshold; - Ensure protection vegetation in collection drain as erosion reduction tools; 	<ul style="list-style-type: none"> - Maintain and upkeep the natural vegetation and no chemical application along the collection drain riparian; 	<p>Monitoring method: Group Manager and HCV team will conduct direct monitoring in managed area and in subsidence monitoring area.</p>	<ul style="list-style-type: none"> - Water level 40-60 cm from ground level; - Subsidence under 5cm per year - Vegetation along the collection drain - Presence of warning sign 	Spraying and/or fertilizer application leached or running off to collection drain	Presence of waste/debris	<p>Not Applicable</p>
Threat	Management Objective	Management Plan	Monitoring method	Monitoring indicator																
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Subsidence causing loss of peat layer	<ul style="list-style-type: none"> - Minimizing subsidence to be under allowed threshold; - Ensure protection vegetation in collection drain as erosion reduction tools; 	<ul style="list-style-type: none"> - Maintain and upkeep the natural vegetation and no chemical application along the collection drain riparian; 	<p>Monitoring method: Group Manager and HCV team will conduct direct monitoring in managed area and in subsidence monitoring area.</p>	<ul style="list-style-type: none"> - Water level 40-60 cm from ground level; - Subsidence under 5cm per year - Vegetation along the collection drain - Presence of warning sign 																
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		that causing disturbance to water flow and water quality	<ul style="list-style-type: none"> - Ensure no spraying no fertilizer regime along the water drainage; - Ensuring water flow directly 	<ul style="list-style-type: none"> - Natural vegetation enrichment; - Maintain water level in drainage at 40-6- cm from ground level; - Group Manager carried out socialization to smallholder member in peat area; - Make social activity to clean the river drainage; 	Monitoring period: every 6 months Decision-making method: If indicator value is medium and poor; the management activity need to improve	no chemical use no fertilizer along the water drain - No waste inside the water drain	
		However, this indicator is Not Applicable.					
Milestone B	Smallholders have an RSPO approved integrated management plan for their planned new planting and share a notice of this plan with those involved in the participatory mapping before any land preparation commences.	Koperasi Sawit Jaya have no plan for developing new planting in the future. The organization has plan the possibility of new members that join to certification with similar year of planting. Therefore, this indicator is Not Applicable.				Not Applicable	
Criteria 4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils is minimised by use of best management practices.							
Eligibility	Group manager confirms presence of peat on existing plots within the group and smallholders on peat commit to using best management practices (BMPs), and minimizing subsidence and degradation of peat	HCV assessment has been conducted in March 2020 by World Resources Institute (WRI). Coverage of HCV area identified is 65.13 ha (HCV 4) at 31 plot smallholder member. The group and the smallholders commit to action plan:				Complied	

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	soils (refer to indicator 1.1E / Appendix 1).	<ol style="list-style-type: none"> 1. Implement peat and water management plan to maintain surface and ground water level at 40 – 60 cm; 2. Stop chemical treatment at the border of main canal; 3. Maintenance of natural vegetation quality at riparian; <p>Commitment to use best management practice (BMPs) on peat has also stated in "Surat Pernyataan Pekebun" point D.14 "<i>Penggunaan pengelolaan terbaik untuk sawit yang berada di atas gambut</i>" witnessed by Group Manager Koperasi Sawit Jaya.</p> <p>Sample of smallholder declaration sighted during this surveillance are:</p> <table border="1" data-bbox="1131 683 1832 1150"> <thead> <tr> <th>No</th> <th>SH name</th> <th>SH ID</th> <th>Signing Declaration</th> </tr> </thead> <tbody> <tr><td>1</td><td>Zaidin</td><td>7010201</td><td>10 Jul 2020</td></tr> <tr><td>2</td><td>Katemin</td><td>7020091</td><td>2 Jul 2020</td></tr> <tr><td>3</td><td>Mardiah</td><td>7020101</td><td>3 Jul 2020</td></tr> <tr><td>4</td><td>Sukeni</td><td>7030121</td><td>8 Jul 2020</td></tr> <tr><td>5</td><td>Zar'ah</td><td>7030181</td><td>8 Jul 2020</td></tr> <tr><td>6</td><td>Parwoto</td><td>7040081</td><td>12 Jul 2020</td></tr> <tr><td>7</td><td>Selamat</td><td>7040121</td><td>12 Jul 2020</td></tr> <tr><td>8</td><td>Suanda</td><td>7040141</td><td>12 Jul 2020</td></tr> <tr><td>9</td><td>Sudirwan</td><td>7050121</td><td>5 Jul 2020</td></tr> <tr><td>10</td><td>Zulfa</td><td>7050161</td><td>5 Jul 2020</td></tr> <tr><td>11</td><td>Ariyanto</td><td>7060021</td><td>7 Jul 2020</td></tr> <tr><td>12</td><td>Jasnimar</td><td>7060061</td><td>7 Jul 2020</td></tr> <tr><td>13</td><td>Taufik</td><td>7060181</td><td>7 Jul 2020</td></tr> </tbody> </table>	No	SH name	SH ID	Signing Declaration	1	Zaidin	7010201	10 Jul 2020	2	Katemin	7020091	2 Jul 2020	3	Mardiah	7020101	3 Jul 2020	4	Sukeni	7030121	8 Jul 2020	5	Zar'ah	7030181	8 Jul 2020	6	Parwoto	7040081	12 Jul 2020	7	Selamat	7040121	12 Jul 2020	8	Suanda	7040141	12 Jul 2020	9	Sudirwan	7050121	5 Jul 2020	10	Zulfa	7050161	5 Jul 2020	11	Ariyanto	7060021	7 Jul 2020	12	Jasnimar	7060061	7 Jul 2020	13	Taufik	7060181	7 Jul 2020	
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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.	Smallholder member have knowledge BMP's on peat areas. Koperasi Sawit Jaya has conducted groundwater level monitoring (TMAT) and peat subsidence refers to the Minister of Environment and Forestry Regulation (Permen LHK) No.15 of 2017 which is regulated in more detail in the Regulation of the Director General of Pollution and Environmental Damage Control (PPKL) No. 3 of 2019.	Complied																																																								

		<p>Training for BMPs for peat was conducted on 29 December 2021 attended by 100 members (total members are 114 farmers). The members who not join in the meeting inform their absence to Pengurus Koperasi. ICS team regularly conduct socialization to members simultaneously with their monthly payment The tools used in Koperasi Sawit Jaya are manual tools, in the form of monitoring wells. This tool is made by inserting a PVC pipe into the peat soil until the bottom of pipe passes through the groundwater level below. The subsidence level is measured by installing a stake or stick made of PVC to 1 meter depth below the mineral soil boundary (substratum). Peat depth identification is required prior to stake installation. Monitoring targets are:</p> <ol style="list-style-type: none"> 1. Minimizing subsidence below the threshold. 2. Ensure the presence of protective vegetation in the canals to protect erosion. 3. Ensure that there is no spraying or fertilization in the canal border area. 4. Ensuring the water flow is running well, clean from rubbish. 	
<p>Milestone B</p>	<p>Smallholders implement the group's action plan based on BMPs, including fire and water management, and monitoring of subsidence rate for existing planting on peat.</p>	<p>Koperasi Sawit Jaya has conducted groundwater level monitoring (TMAT) and peat subsidence refers to the Minister of Environment and Forestry Regulation (Permen LHK) No.15 of 2017 which is regulated in more detail in the Regulation of the Director General of Pollution and Environmental Damage Control (PPKL) No. 3 of 2019. Koperasi Sawit Jaya have a procedure regarding peat management, which is SOP <i>Pemantauan Subsistensi Gambut</i> No : 14/SOP-UPPA/ICS-KSJ/X/2018 dated 24 Oktober 2018. Last dissemination was on 29 December 2021. Monitoring of subsidence rate for existing planting on peat conducted weekly period and recorded in "Laporan Pemantauan Tinggi Muka Air dan Tinggi Muka Air Kanal periode Januari – Desember 2022"</p>	<p>Complied</p>

		<p>Piezometer and subsidence stick installed in 5 plots. Water level installed in 14 points.</p> <table border="1"> <caption>Monitoring Average of Water Level and Peat Subsidence Koperasi Sawit Jaya (in cm)</caption> <thead> <tr> <th>Monitoring Point</th> <th>Piezometer</th> <th>Water level</th> <th>Subsidence</th> </tr> </thead> <tbody> <tr> <td>SM 1 2021</td> <td>36.55</td> <td>36.96</td> <td>0</td> </tr> <tr> <td>SM 2 2021</td> <td>37.45</td> <td>37.44</td> <td>0</td> </tr> <tr> <td>SM 1 2022</td> <td>44.29</td> <td>45.04</td> <td>3</td> </tr> <tr> <td>SM 2 2022</td> <td>42.6</td> <td>42.6</td> <td>0</td> </tr> </tbody> </table>	Monitoring Point	Piezometer	Water level	Subsidence	SM 1 2021	36.55	36.96	0	SM 2 2021	37.45	37.44	0	SM 1 2022	44.29	45.04	3	SM 2 2022	42.6	42.6	0	
Monitoring Point	Piezometer	Water level	Subsidence																				
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<p>Criteria 4.5</p>			
<p>Plots on peat are replanted only on areas with low risk of flooding or saline intrusion as demonstrated by a risk assessment.</p>			
<p>Eligibility</p>	<p>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>	<p>Year of Planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030.</p>	<p>Not Applicable</p>
<p>Milestone A</p>	<p>Smallholders with plots on peat complete training on identification of future risks of flooding or saline intrusion and alternate land development strategies.</p>	<p>Year of Planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030.</p>	<p>Not Applicable</p>

		No replanting for smallholders plot in nearest year, therefore training on identification of future risks of flooding or saline intrusion and alternate land development strategies was not held.																					
Milestone B	Prior to replanting on peat smallholders complete a risk assessment related to flooding or saline intrusion and, where there is high risk, present a plan that includes alternate land development strategies, referencing alternative livelihood planning.	<p>Year of Planting of Koperasi Sawit Jaya is 2005 and 2006, plan for replanting is in 2030.</p> <p>Replanting planned to be started in 2030. Currently, a peat assessment has been carried out resulting in mapping based on the depth of the peat.</p> <p>Based on HCV identification report – “<i>Laporan Identifikasi Areal dengan Nilai Konservasi Tinggi (NKT) Koperasi Sawit Jaya Tahun 2020</i>”, Koperasi Sawit Jaya has developed drainage network in the area.</p> <p>The group and the smallholders commit to action plan:</p> <ol style="list-style-type: none"> Implement peat and water management plan to maintain surface and ground water level at 40 – 60 cm; Stop chemical treatment at the border of main canal; Maintenance of natural vegetation quality at riparian; 	Not Applicable																				
Criteria 4.6																							
Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.																							
Eligibility	Smallholders commit to no burning for preparing land or for pest control, nor open fire for waste management. Group manager records evidence of prior burning of members joining the group (refer to indicator 1.1E / Appendix 1).	<p>Each member of Koperasi Sawit Jaya has signed the Cooperation Policy, dated 9 July 2020. In Article 8 was mentioned no burning for preparing land or pest control. Beside that, the members also has signed the Farmers Commitment.</p> <p>Sample of smallholder declaration sighted during this surveillance are:</p> <table border="1"> <thead> <tr> <th>No</th> <th>SH name</th> <th>SH ID</th> <th>Signing Declaration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Zaidin</td> <td>7010201</td> <td>10 Jul 2020</td> </tr> <tr> <td>2</td> <td>Katemin</td> <td>7020091</td> <td>2 Jul 2020</td> </tr> <tr> <td>3</td> <td>Mardiah</td> <td>7020101</td> <td>3 Jul 2020</td> </tr> <tr> <td>4</td> <td>Sukeni</td> <td>7030121</td> <td>8 Jul 2020</td> </tr> </tbody> </table>	No	SH name	SH ID	Signing Declaration	1	Zaidin	7010201	10 Jul 2020	2	Katemin	7020091	2 Jul 2020	3	Mardiah	7020101	3 Jul 2020	4	Sukeni	7030121	8 Jul 2020	Complied
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<p>Milestone A</p>	<p>There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> • Alternatives to fire for land preparation and farm waste management (where appropriate possible). • Alternatives to fire for pest control. • Fire prevention and how to respond to and manage fires in their community and village. 	<p>Training was conducted at the 1st time for IAV, but smallholder not aware of farm waste management. Not all smallholders was attended the farm waste management training, in example: No evidence smallholder member Zulfa No.7050161 has attend training on waste management. This cause non-conformity against this indicator.</p>	<p>Non-compliance</p>																																				
<p>Milestone B</p>	<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 field observation on sample of smallholders plots, smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. But, waste management plan was not understood by smallholders. Based on field visit to smallholder block Zulfa No.7050161, audit team found plastic refuse from food and fertilizer inner bag spread around the oil palm block; and Smallholder member Katemin No.702009</p>	<p>Non-compliance</p>																																				

		stated the empty fertilizer inner bag and empty pesticide container sold to junkyard collector. This cause non-conformity against this indicator.																																																									
Criteria 4.7																																																											
Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.																																																											
Eligibility	Group manager identifies riparian buffer zones within the group and smallholders commit to no new planting in riparian zones (refer to indicator 1.1E / Appendix 1).	<p>Commitment of smallholder member to no new planting are on HCVs or HCS forests, on steep slopes stated in "Surat Pernyataan Pekebun" point D.11 "<i>Tidak melakukan penanaman baru atau perluasan kebun yang ada saat ini di hutan primer, kawasan NKT, hutan SKT, kawasan sempadan sungai atau lereng curam (lebih dari 25 derajat atau sebagaimana diatur di dalam Interpretasi Nasional)</i>". witnessed by Group Manager Koperasi Sawit Jaya. Sample of smallholder declaration sighted during this surveillance are:</p> <table border="1"> <thead> <tr> <th>No</th> <th>SH name</th> <th>SH ID</th> <th>Signing Declaration</th> </tr> </thead> <tbody> <tr><td>1</td><td>Zaidin</td><td>7010201</td><td>10 Jul 2020</td></tr> <tr><td>2</td><td>Katemin</td><td>7020091</td><td>2 Jul 2020</td></tr> <tr><td>3</td><td>Mardiah</td><td>7020101</td><td>3 Jul 2020</td></tr> <tr><td>4</td><td>Sukeni</td><td>7030121</td><td>8 Jul 2020</td></tr> <tr><td>5</td><td>Zar'ah</td><td>7030181</td><td>8 Jul 2020</td></tr> <tr><td>6</td><td>Parwoto</td><td>7040081</td><td>12 Jul 2020</td></tr> <tr><td>7</td><td>Selamat</td><td>7040121</td><td>12 Jul 2020</td></tr> <tr><td>8</td><td>Suanda</td><td>7040141</td><td>12 Jul 2020</td></tr> <tr><td>9</td><td>Sudirwan</td><td>7050121</td><td>5 Jul 2020</td></tr> <tr><td>10</td><td>Zulfa</td><td>7050161</td><td>5 Jul 2020</td></tr> <tr><td>11</td><td>Ariyanto</td><td>7060021</td><td>7 Jul 2020</td></tr> <tr><td>12</td><td>Jasnimar</td><td>7060061</td><td>7 Jul 2020</td></tr> <tr><td>13</td><td>Taufik</td><td>7060181</td><td>7 Jul 2020</td></tr> </tbody> </table> <p>Riparian area in Koperasi Sawit Jaya documented in "<i>Rencana Pengelolaan Sumber Daya Air dan Lahan Gambut Perkebunan Rakyat</i>"</p>	No	SH name	SH ID	Signing Declaration	1	Zaidin	7010201	10 Jul 2020	2	Katemin	7020091	2 Jul 2020	3	Mardiah	7020101	3 Jul 2020	4	Sukeni	7030121	8 Jul 2020	5	Zar'ah	7030181	8 Jul 2020	6	Parwoto	7040081	12 Jul 2020	7	Selamat	7040121	12 Jul 2020	8	Suanda	7040141	12 Jul 2020	9	Sudirwan	7050121	5 Jul 2020	10	Zulfa	7050161	5 Jul 2020	11	Ariyanto	7060021	7 Jul 2020	12	Jasnimar	7060061	7 Jul 2020	13	Taufik	7060181	7 Jul 2020	Complied
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		<i>Koperasi Sawit Jaya, 2020'</i> . Map of Sungai Jernih riparian area was available .	
Milestone A	Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	<p>Training for BMPs for peat including riparian management was conducted on 29 December 2021 attended by 100 members (total members are 114 farmers).</p> <p>Training on Immature crops management: 12 December 2022 (104 members, include prospective new members).</p> <p>Training on pest control management: 12 December 2022 (104 members, include prospective new members).</p> <p>The members who not join in the meeting inform their absence to Pengurus Koperasi. ICS team regularly conduct socialization to members simultaneously with their monthly payment</p>	Complied
Milestone B	Smallholders maintain and/or enhance riparian buffer zone areas.	Based on field visit to sample plots of Ariyanto (canal); Zahara (creek); Jaya Mesra (canal); Mansur (creek); Ahmad Yugo (main canal), the buffer zone are maintain consistently with enrichment, shrubs allowed to grow naturally and no agrochemical applies.	Complied
Criteria 4.8			
Pesticides are used in ways that do not endanger health of workers, family, communities or the environment.			
Eligibility	<p>Smallholders commit to phase out paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by:</p> <ul style="list-style-type: none"> • Immediately stopping purchasing of these pesticides • Phasing out use of remaining stock by MS A • Providing information for the group manager to keep record of pesticide purchase and use. <p>(refer to indicator 1.1E / Appendix 1)</p>	<p>Koperasi Sawit Jaya have established a policy/procedure regarding use of pesticide such as :</p> <ol style="list-style-type: none"> a. <i>SOP Pengendalian Hama Terpadu</i> No: 1/SOP-UDA-PHT/ICS-KSJ/X/2018 dated 24 October 2018. b. <i>SOP Penggunaan Bahan Kimia</i> No : 4/UK3-NKT/ICS-KSJ/VIII/2020 dated 12 August 2020 <p>Commitment to not use paraquat and pesticides categorized as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions was stated in point 8 in <i>SOP Penggunaan Bahan Kimia</i>.</p>	Complied

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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).	<p>Training for BMPs for peat including pesticides was conducted on 29 December 2021 attended by 100 members (total members are 114 farmers).</p> <p>Training on Immature crops management: 12 December 2022 (104 members, include prospective new members).</p> <p>Training on pest control management: 12 December 2022 (104 members, include prospective new members).</p> <p>The members who not join in the meeting inform their absence to Pengurus Koperasi. ICS team regularly conduct socialization to members simultaneously with their monthly payment.</p>	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>Based on field visit to sample of smallholders plot Sudirwan (7050121), Zulfa (7050161), Ariyanto (7060021), Jasnimar (7060061) and Taufik (7060181) do not use chemical, weeding managed manually by grass mower.</p> <p>Smallholders sample have knowledge that Paraquat and pesticides/herbicides that are Class 1A and 1B was disallowed.</p>	Complied
<p>Criteria 4.9 The group and smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.</p>			
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 for peat including IPM was conducted on 29 December 2021 attended by 100 members (total members are 114 farmers).</p> <p>The members who not join in the meeting inform their absence to Pengurus Koperasi. ICS team regularly conduct socialization to members simultaneously with their monthly payment</p> <p>Training on Immature crops management: 12 December 2022 (104 members, include prospective new members).</p>	Complied

		Training on pest control management: 12 December 2022 (104 members, include prospective new members).	
Milestone B	The group and smallholders maximize use of IPM approaches to minimize use of pesticides and herbicides on their farm.	<p>During field observation at Jasnimar and Sudirwan plots sighted some crops infested by rhino beetle.</p> <p>IPM for rhino beetle management, installed plastic container with roofing and water then hanging up, this aim to catch or trapping rhino beetle.</p> <p>This improvement was sighted on plots Upik, Mansur, M. Syarif, Afif, Zulnaidi. Rhino beetle infestation in 2022, but this year (2023) no more infested pests.</p> <p>Koperasi Sawit Jaya have established a policy/procedure regarding use of pesticide such as :</p> <ul style="list-style-type: none"> a. SOP <i>Pengendalian Hama Terpadu</i> No: 1/SOP-UDA-PHT/ICS-KSJ/X/2018 dated 24 October 2018. b. SOP <i>Penggunaan Bahan Kimia</i> No : 4/UK3-NKT/ICS-KSJ/VIII/2020 dated 12 August 2020 	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	Koperasi Sawit Jaya appointed Mr. Afif M Nurudin as Operational Manager (Group Manager) through decree letter "Surat Keputusan Penunjukan Manajer Operasional (Representative) ICS Koperasi Sawit Jaya untuk Implementasi Minyak Sawit Berkelanjutan No.01/SK-KSJ/X/2018" dated 22 October 2018. No change in Group Manager to date.	Complied
Milestone A	The Group has appointed a group manager		Complied
Milestone B	The Group has appointed a group manager		Complied
		ISH organization developed Job Description for Operational Manager	

		<p>(Group Manager), regulating the main job, function and authority:</p> <ul style="list-style-type: none"> - Act as Operational Manager and design the Internal ICS Policy; - Develop and appoint ICS working group; - In coordination with "Dewan penyuluh, Komisi Persetujuan Unit Pendaftaran" design the requirement for registration and membership; - Provide input to approval committee in membership acknowledge; - Coordinating working units under ICS; - Prepare external audit and internal audit to ensure member RSPO compliance; - To carry out RSPO certificate sales through book and claim to buyer after consulting the ISH cooperative member; - Communication and consultation with stakeholders related to certification; - Ensure all ICS document related to sustainable palm oil implementation min. 5 years; - Appointing, and stopping ICS working units; - Develop, adding or dividing ICS working units; - Give sanction as collectively agreed to working units; - Give sanction to member deviates from rules and regulation, both ICS rules and RSPO requirements; - Taking reports from working units in ICS; - Delegating authority to ICS member in events; - Has response rights if there's one-side decision making. 	
A.1.2			
Eligibility	The group manager has evidence of legal identity.	<p>Koperasi Sawit Jaya demonstrated the document of legal entity, such as:</p> <ol style="list-style-type: none"> 1. Deed of establishment of a cooperative based on a notary deed Yoni Sudarti, S.H No. 86 dated 26 April 2010 and has been registered to the related agency - Dinas Perindustrian dan Perdagangan, Koperasi dan UMKM Kabupaten Siak on 30 June 	Complied
Milestone A	The group manager has evidence of legal identity.		Complied
Milestone B	The group manager has evidence of legal identity.		Complied

		<p>2010.</p> <ol style="list-style-type: none"> 2. Decree of Establishment of Koperasi Sawit Jaya (located at Benteng Hulu Village, Mempura District, Siak Regency) from The State Minister for Cooperatives and Small Medium Enterprises of the Republic of Indonesia, u.b Head of the Siak Regency Industry and Trade, Cooperatives and Small Medium Enterprise Office No.06/BH/IV.8/VI/2010 dated 30 June 2010. 3. Trading Business License (SIUP) No.16/04.12/KEC.MPR-PATEN/XII/2016 issued by Mempura District Head on 30 December 2016. <p>Fair and Transparent Decision-Making Process and Governance, regulated and stipulated under deed establishment act as statute "Akta Pendirian Perkumpulan Koperasi Sawit Jaya No.86 – oleh Kantor Notaris Yoni Sudarti, SH" dated 26 April 2010:</p> <ul style="list-style-type: none"> - "Nama dan Tempat Kedudukan - Pasal 1" – explains organization name and location; - "Azas dan Landasan - Pasal 2" – explains organization platform and principle; - "Keanggotaan - Pasal 6" – explains membership requirements, including - "Hak Anggota – Pasal 9" – explains rights of members; - "Kewajiban – Pasal 8" – explains obligation of member; - "Berakhir keanggotaan – Pasal 12" – explains membership expulsion/resignation; - "Rapat Anggota – Pasal 13" – explains the highest decision-making authority is with member meeting, minimum once per annum. The member annual meeting is to determine the statute, organization policy, selection of committee, working plan and budget, establishment of committee report, exclusion of member. Minimum quorum 1/2 of all members shall attend. - "Pengurus – Pasal 21" – explains the structure of association's 	
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		committee; - "Pengawas – Pasal 26" – explains the supervisory body of association;	
A1.3			
Eligibility	The group has membership requirements.	Koperasi Sawit Jaya has procedure for member application, member application assessment, expulsion and member reinstatement: "Standar Operasional Prosedur Pendaftaran Anggota No.1/SOP/UPA/ICS-KSJ/X/2018" dated 24 October 2018. The group explains the process for member receiving. "Standard Operasional Prosedur Penilaian Kesenjangan Awal Anggota Baru No.2/SOP/UPA/ICS-KSJ/X/2018" dated 24 October 2018. The procedure explains assessment process, before any potential member joining group manager. "Standar Operasional Prosedur Unit Penyuluhan dan Pendaftaran Anggota tentang Keluar dan Bergabung Kembali Anggota No.5/UPP/ICS-KSJ/X/2018" dated 24 October 2018. For resigning member: provide resignation letter to ICS and Operational Manager; Registration Unit and Operational Manager and Approval committee with meet and make decision; Approval committee issue letter on resigning member. For expelled member: Based on violation by member; Conducting heavy violation and/or defamation; Violate rules and regulation; does not improve field condition for 3 consecutive years; does not improve and/or rectify issues from internal audit process for 3 semester; Operational Manager after coordinating with Approval Committee issued expulsion letter for member. For reinstating member: treated as new member, filling in application form; reviewed upon status of correction and corrective action.	Complied
Milestone A	The group has membership requirements.		Complied
Milestone B	The group has membership requirements.		Complied
A.1.4			

Eligibility	All members have signed and acknowledged membership requirements.	<p>Sampled smallholder signed "Surat Pernyataan Pekebun". Verified signed smallholder declarations (no date):</p> <ul style="list-style-type: none"> - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zar'ah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Sukeni. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Marwanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Suanda. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Selamat. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Zaidin. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Parwoto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Aryanto. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Taufik. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Mardiah. - Smallholder declaration "Surat Pernyataan Pekebun" signed by Katemin. <p>NC Critical: Smallholder member unable to demonstrate understanding of signed smallholder declaration as membership requirements. Objective evidence:</p> <ul style="list-style-type: none"> - Not all smallholder sampled is attending the audit to interview related understanding of membership requirements. 	Non-compliance
Milestone A	All members can demonstrate understanding of membership requirements.		Non-compliance
Milestone B	All members can demonstrate understanding of membership requirements.		Non-compliance

		- Smallholder sample under name Taufik No.7060181; Katemin; Marwanto; cannot demonstrate understanding of signed smallholder declaration as part of membership requirement.	
A.2 The Group Manager is responsible for managing the Group for certification.			
A.2.1			
Eligibility	The group manager has planned for the implementation of the ICS.	<p>Koperasi Sawit Jaya’s Operational Manager (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.</p> <p>ICS program in form of “Program Kerja Koperasi Sawit Jaya Tahun 2023”. The program consist of:</p> <ul style="list-style-type: none"> - Annual Member Meeting “Rapat Anggota Tahunan” – planned 1 time per annum; - Meeting to prepare Group Management Plan – planned 1 time per annum; - Meeting for Cooperative Working Program Evaluation – planned 1 time per annum; - Prepare program for HCV management and monitoring - HCV management and monitoring – planned 2 times per annum; - Prepare business program for cooperative – planned 1 time per annum; - Implement business program – planned implementation per month; - Improve legality of smallholder member – if there is TORA program from government; - Prepare health and safety cooperation with Health Facility “Pusat Kesehatan Masyarakat” – 2023 - PPE provision for smallholder member and its worker – planned 1 time per annum; 	Complied

		<ul style="list-style-type: none"> - Creating suggestion box to gather information, input, complaint – planned 1 time per annum; - FFB sales/trading – implemented every month; - Monitoring of water level – planned every month; - Monitoring and maintaining boundary markers in smallholder members block – planned 2 times per annum; - Internal audit – planned 1 time per annum; - Finding rectification – planned 1 time per annum; 	
Milestone A	The group manager can demonstrate compliance of the ICS by individual members.	<p>The Group Manager has the procedure related compliance of individual member, such as procedure for member application, member application assessment, expulsion and member reinstatement:</p> <p>“Standar Operasional Prosedur Pendaftaran Anggota No.1/SOP/UPA/ICS-KSJ/X/2018” dated 24 October 2018. The group explains the process for member receiving.</p> <p>“Standard Operasional Prosedur Penilaian Kesenjangan Awal Anggota Baru No.2/SOP/UPA/ICS-KSJ/X/2018” dated 24 October 2018. The procedure explains assessment process, before any potential member joining group manager.</p> <p>“Standar Operasional Prosedur Unit Penyuluhan dan Pendaftaran Anggota tentang Keluar dan Bergabung Kembali Anggota No.5/UPP/ICS-KSJ/X/2018” dated 24 October 2018.</p> <p>Based on interview with sample of smallholder, it is verified that farmers have been able to explain the group program and RSPO general requirement, for instance the prohibition of paraquat application. The cooperative also promote the smallholder to manual weeding instead of chemical weeding.</p>	Complied
Milestone B	The group manager can demonstrate compliance of the ICS by individual members.		Complied
A.2.2			

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Eligibility	The group manager demonstrates understanding of the ISH Standard, group certification and related topics and has sufficient resources to manage the group.	<p>During the audit, Operational Manager (Group Manager) has understood the implementation of RSPO ISH standard, group certification, and how to manage the group. During interview with cooperative officials, ICS teams, and members, can be concluded that the effectiveness of the ICS system and implementation in the field is because of the result of effective management system conducted by the Operational Manager.</p> <p>Operational Manager (Group Manager) Koperasi Sawit Jaya has appointed the Internal Control System, prepared the manpower for information officer (<i>penyuluh</i>). Based on interview and observation in the cooperative office and smallholder's plots, can be concluded that the group manager has sufficient resources in term of human capital (organization structure and job description), financial, buildings and other infrastructure such as agriculture tools, emergency response equipment, vehicles and office utensils.</p>	Complied
Milestone A	The group manager can demonstrate capacity to manage and operate group certification and certification requirements.	Operational Manager (Group Manager) Koperasi Sawit Jaya can demonstrate capacity to manage and operate group certification and certification requirements based on these evidences:	Complied
Milestone B	The group manager can demonstrate capacity to manage and operate group certification and certification requirements.	<ul style="list-style-type: none"> - has developed Internal Control System: including human resources (internal auditor) and system (SOPs). - Has formed organization structure and job descriptions. - Has an annual plan and conducted internal and external training. - Has an annual plan and conducted internal audit. <p>Based on interview with sample of smallholders, as well as RSPO standard implementation in the field, can be concluded that the Group Manager have sufficient capacity to manage and implement the RSPO standard in the field.</p>	Complied
A.2.3			
Eligibility	A group annual training plan is available covering the RSPO	Training plan for Koperasi Sawit Jaya year 2023 is available:	Complied

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	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.	<ul style="list-style-type: none"> - Good Agriculture Practices training planned June 2023; - Integrated Pest Management training planned July 2023; - FFB quality training planned August 2023; - Internal audit training planned 1 time in 2023; - HCV training planned May 2023; - Traceability training planned 1 time in 2023; - Land and forest fire prevention and firefighting training planned August 2023 - Socialization of RSPO ISH 2019 to smallholder member – planned 1 time in 2023; - Health and Safety training planned June 2023 - Mapping training planned May 2023 - Financial reporting planned December 2023. 	
Milestone A	The group manager implements a phased approach to ensure members have progressively attended training on the ISH Standard, group management and other topics as outlined in the ISH Standard according to the group annual training plan.	<p>NC Critical: Not all members attended the training of ISH Standard, thus awareness of several aspect within the standard is less understanding.</p> <p>Objective Evidence: There are a number of training not carried out in 2002, related to:</p> <ol style="list-style-type: none"> 1. Training on oil palm pricing mechanisms, financial management for smallholder organization (1.1); 2. Training on how to conduct a simplified FPIC approach (2.5); 3. Training on free and fair labour (3.1); 4. Training on workers’ rights to file a complaints/grievance and communicate to workers the means to file a complaint/grievance (3.4); 5. Training on workplace discrimination, harassment and abuse and are aware of need for a safe workspace (3.6); 	Non-compliance
Milestone B	All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.		Non-compliance

		6. Training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B (4.8);	
B – ICS: Policies and management			
B.1 The group Internal Control System contains documented policies and procedures for operational management.			
B.1.1			
Eligibility	A group Internal Control System is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits	<p>Group Manager has prepared procedure for internal audit “Standar Operasional Prosedur Unit Penilai Internal tentang Pelaksanaan Penilaian Internal No.1/UPI/ICS-KSJ/X/2018” dated 24 October 2018. The internal audit using formulation and risk during sample determination.</p> <p>Steps for internal audit:</p> <ul style="list-style-type: none"> - Assemble team: consist of “Unit Penilai Internal”/internal assessor (representative of smallholder group) or person appointed by Operational Manager (Group Manager); - Internal assessor cannot perform internal audit for himself and/or member of his group/“Kelompok Tani”; - Prepare checklist: including finding forms and correction/corrective action form - Prepare assessment plan: informing smallholder member minimum 1 week prior to internal audit; Request necessary document to Operational Manager; Internal audit checklist hand over to Operational Manager - Internal assessor shall confirm any findings with the smallholder member before closing; all finding shall accompanies with pictorial evidence; Internal assessor carry out closed meeting with Operational Manager and Approval Committee related to findings from internal audit 	Complied

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		<ul style="list-style-type: none"> - Internal assessor report the findings into NC forms; The NC form and internal audit report handed over to Operational Manager in 7 days; - Internal assessor provides 90 days to rectify the findings; and verification carried out. <p>Koperasi Sawit Jaya has procedure for member expulsion and member reinstatement "Standar Operasional Prosedur Unit Penyuluhan dan Pendaftaran Anggota tentang Keluar dan Bergabung Kembali Anggota No.5/UPP/ICS-KSJ/X/2018" dated 24 October 2018.</p> <p>For resigning member: provide resignation letter to ICS and Operational Manager; Registration Unit and Operational Manager and Approval committee with meet and make decision; Approval committee issue letter on resigning member.</p> <p>For expelled member: Based on violation by member; Conducting heavy violation and/or defamation; Violate rules and regulation; does not improve field condition for 3 consecutive years; does not improve and/or rectify issues from internal audit process for 3 semester; Operational Manager after coordinating with Approval Committee issued expulsion letter for member.</p>	
Milestone A	The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed	Internal audit carried out by ICS of Koperasi Sawit Jaya, latest internal audit on month July-August 2022 for all 114 smallholder members.	Complied
Milestone B	The ICS is implemented and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.	<p>Internal audit carried out by ICS of Koperasi Sawit Jaya, latest internal audit on month July-August 2022 for all 114 smallholder members. Audit team found the internal audit was not effective to ensure all previous finding remains closed.</p> <p>NC Critical: Audit team found the internal audit was not effective to ensure all previous finding remains closed.</p> <p>Objective Evidence:</p>	Non-compliance

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		<p>Internal audit report missing important information or does not cover actual condition or check previous NC CAP effectiveness:</p> <ul style="list-style-type: none"> - Internal audit report for Zulfa No.705016; does not indicate internal auditor name; - Internal audit report for Marwanto No.702011; Zulfa No.705016; Sudirwan No.705012 stated the boundary marker available, while based on field visit, the boundary marker cannot be found. - Internal audit report for Suwadi No.706015 carried out by internal auditor Suwadi. Internal auditor checkin on his own plantation. This is violation against procedure for internal audit "Standar Operasional Prosedur Unit Penilai Internal tentang Pelaksanaan Penilaian Internal No.1/UPI/ICS-KSJ/X/2018" dated 24 October 2018. 																													
B.1.2																															
Eligibility	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager	<p>Basic information and farm information available in smallholder registry. Production data available in form of "Rekapitulasi TBS" and "Berat Tonase". Legal documentation: each group members have legal documentation where the copy of legal documentation are retained to the group manager. Legal documentation of group members consisting Identity Citizen Card (KTP) and Family Card.</p> <p>Sample of smallholder declaration sighted during this surveillance are:</p> <table border="1"> <thead> <tr> <th>No</th> <th>SH name</th> <th>SH ID</th> <th>Signing Declaration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Zaidin</td> <td>7010201</td> <td>10 Jul 2020</td> </tr> <tr> <td>2</td> <td>Katemin</td> <td>7020091</td> <td>2 Jul 2020</td> </tr> <tr> <td>3</td> <td>Mardiah</td> <td>7020101</td> <td>3 Jul 2020</td> </tr> <tr> <td>4</td> <td>Sukeni</td> <td>7030121</td> <td>8 Jul 2020</td> </tr> <tr> <td>5</td> <td>Zar'ah</td> <td>7030181</td> <td>8 Jul 2020</td> </tr> <tr> <td>6</td> <td>Parwoto</td> <td>7040081</td> <td>12 Jul 2020</td> </tr> </tbody> </table>	No	SH name	SH ID	Signing Declaration	1	Zaidin	7010201	10 Jul 2020	2	Katemin	7020091	2 Jul 2020	3	Mardiah	7020101	3 Jul 2020	4	Sukeni	7030121	8 Jul 2020	5	Zar'ah	7030181	8 Jul 2020	6	Parwoto	7040081	12 Jul 2020	Non-compliance
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2	Katemin	7020091	2 Jul 2020																												
3	Mardiah	7020101	3 Jul 2020																												
4	Sukeni	7030121	8 Jul 2020																												
5	Zar'ah	7030181	8 Jul 2020																												
6	Parwoto	7040081	12 Jul 2020																												
Milestone A	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager		Non-compliance																												
Milestone B	Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager		Non-compliance																												

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C – ICS: Group Business planning																															
C.1 The group has a Business Plan prepared with the participation and contributions of all group members																															
C.1.1																															
Eligibility	An annual group business plan is available, which includes <ul style="list-style-type: none"> • Production and income forecasting based on historical records • Plans for expansion 	The business plan year 2023 discussed during the meeting “Rapat Anggota Tahunan” 16 February 2023. The business plan informing FFB projection 2023. There is no plan for new planting or new acquisition for oil palm plantation.	Complied																												
Milestone A	The group business plan is implemented and reviewed at least annually.	The business plan for year 2022 and its achievement has been reported and reviewed during Annual Member Meeting “Rapat Anggota Tahunan”, 16 February 2023. The business plan year 2023 also discussed during the meeting.	Complied																												

Milestone B	The group demonstrates financial stability and growth, and is able to support itself financially.	Financial report has been compiled for financial year 2022, indicating income, cost, cash status, account receivable, assets status, etc. The financial report shown the ISH organization’s activity in form of FFB trading is profiting; in addition the RSPO premium from PalmTrace credit sold enable ISH organization runs RSPO Certification process: provide training, supply incentive/premium to smallholder member, etc.	Complied
C.2 The ICS of the group is integrated with the group’s management plan.			
C.2.1			
Eligibility	<p>A group management plan is available which includes:</p> <ul style="list-style-type: none"> • Training/capacity building plans to improve productivity of group members. • An approach to strengthen links within the supply chain. • Plan for continuous improvement projects (i.e. on waste, soil, etc.), if any. 	<p>Group management plan available in form of “Program Kerja Koperasi Sawit Jaya Tahun 2023”. The program consist of:</p> <ul style="list-style-type: none"> - Annual Member Meeting “Rapat Anggota Tahunan” – planned 1 time per annum; - Meeting to prepare Group Management Plan – planned 1 time per annum; - Meeting for Cooperative Working Program Evaluation – planned 1 time per annum; - Prepare program for HCV management and monitoring - HCV management and monitoring – planned 2 times per annum; - Prepare business program for cooperative – planned 1 time per annum; - Implement business program – planned implementation per month; - Improve legality of smallholder member – if there is TORA program from government; - Prepare health and safety cooperation with Health Facility “Pusat Kesehatan Masyarakat” – 2023 - PPE provision for smallholder member and its worker – planned 1 time per annum; 	Complied

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		<ul style="list-style-type: none"> - Creating suggestion box to gather information, input, complaint – planned 1 time per annum; - FFB sales/trading – implemented every month; - Monitoring of water level – planned every month; - Monitoring and maintaining boundary markers in smallholder members block – planned 2 times per annum; - Internal audit – planned 1 time per annum; - Finding rectification – planned 1 time per annum; <p>Training plan for Koperasi Sawit Jaya year 2023 is available:</p> <ul style="list-style-type: none"> - Good Agriculture Practices training planned June 2023; - Integrated Pest Management training planned July 2023; - FFB quality training planned August 2023; - Internal audit training planned 1 time in 2023; - HCV training planned May 2023; - Traceability training planned 1 time in 2023; - Land and forest fire prevention and firefighting training planned August 2023 - Socialization of RSPO ISH 2019 to smallholder member – planned 1 time in 2023; - Health and Safety training planned June 2023 - Mapping training planned May 2023 - Financial reporting planned December 2023. <p>Continuous improvement plan sighted in form of infrastructure construction: bridge, harvesting path, peat area infrastructure repair.</p>	
<p>Milestone A</p>	<p>The group management plan is implemented and reviewed at least annually.</p>	<p>The group management plan for year 2022 and its achievement has been reported and reviewed during Annual Member Meeting “Rapat Anggota Tahunan”, 16 February 2023.</p>	<p>Complied</p>

Milestone B	The group manager demonstrates the group’s compliance with this ISH Standard.	<p>ISH organization Koperasi Sawit Jaya has implemented the group management plan 2022, sighted evidence:</p> <ul style="list-style-type: none"> - Training Good Agriculture Practice on 10 December 2022; - Internal audit for 114 smallholders in July-August 2022; <p>The group management plan for year 2022 and its achievement has been reported and reviewed during Annual Member Meeting “Rapat Anggota Tahunan”, 16 February 2023.</p>	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>Koperasi Sawit Jaya established procedure to record FFB production and FFB sales “Standar Operasional Prosedur Unit Dokumentasi Penjualan dan Pemasaran TBS tentang Pendokumentasian Catatan No.1/UDPP/ICS-KSJ/X/2018” dated 24 October 2018. The SOP stated “Unit Pendokumentasian” record all FFB sales; FFB sales record only for FFB under certification scope; on regular basis reporting the FFB sales to Operational Manager.</p> <p>Sampled FFB production note:</p> <ul style="list-style-type: none"> - “Kelompok Tani Pinang Hijau – Darlan No.7050041” harvest date 28 March 2023; FFB weigh 1,210 kg; - “Kelompok Tani Pinang Hijau – Hefa Widiyani No.7050061” harvest date 28 March 2023; FFB weigh 910 kg; - “Kelompok Tani Sido Mulyo – M. Syarip No.7010051” harvest date 28 March 2023; FFB weigh 1,210 kg; - “Kelompok Tani Sido Rejo – Afif M Nurudin No.7020031” harvest date 28 March 2023; FFB weigh 2,190 kg; - “Kelompok Tani Sido Rejo – Mardiah No.70200101” harvest date 28 March 2023; FFB weigh 1,100 kg; 	Complied

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		<p>- "Kelompok Tani Pinang Merah – Mukhtar No.70060081" harvest date 28 March 2023; FFB weigh 1,980 kg; Sampled Delivery Order: "Surat Pengantar Barang Tandan Buah Segar/FFB No.254307; Seller Koperasi Sawit Jaya; Buyer PT. Budi Tani Kembang Jaya; Date 28 March 2023; Product Tandan Buah Segar/Fresh Fruit Bunch; weigh 8,500 kg; Vehicle BM8024SU. Sampled Weighbridge Ticket: "Slip Timbangan PT. Buditani Kembang Jaya No.TBS-23-003874; date 29 March 2023; DO No.254307; Supplier Koperasi Sawit Jaya; Product FFB; Weigh 8,120 kg; vehicle BM8024SU; driver Aris"</p>																																																																																																																
<p>Milestone A</p>	<p>Group manager maintains annual production records and sales of certified volumes.</p>	<p>Production data for FFB production and FFB sales for period April 2022 – March 2023 is available.</p> <table border="1" data-bbox="1131 782 1937 1361"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="7">Smallholder group production (in kg)</th> </tr> <tr> <th>Sido Mulyo</th> <th>Sido Rejo</th> <th>Sido Makmur</th> <th>Sido Rukun</th> <th>Pinang Hijau</th> <th>Pinang Merah</th> <th>Per month</th> </tr> </thead> <tbody> <tr> <td>Apr-22</td> <td>66230</td> <td>76715</td> <td>69664</td> <td>71405</td> <td>68975</td> <td>77580</td> <td>430569</td> </tr> <tr> <td>May-22</td> <td>68190</td> <td>76849</td> <td>70900</td> <td>68695</td> <td>74395</td> <td>77295</td> <td>436324</td> </tr> <tr> <td>Jun-22</td> <td>68035</td> <td>76271</td> <td>71365</td> <td>68032</td> <td>75545</td> <td>77100</td> <td>436348</td> </tr> <tr> <td>Jul-22</td> <td>66255</td> <td>76645</td> <td>69752</td> <td>67904</td> <td>73090</td> <td>74910</td> <td>428556</td> </tr> <tr> <td>Aug-22</td> <td>66815</td> <td>77346</td> <td>72244</td> <td>67765</td> <td>75685</td> <td>73705</td> <td>433560</td> </tr> <tr> <td>Sep-22</td> <td>67430</td> <td>78703</td> <td>70145</td> <td>68542</td> <td>75820</td> <td>74175</td> <td>434815</td> </tr> <tr> <td>Oct-22</td> <td>67285</td> <td>84117</td> <td>71152</td> <td>68172</td> <td>73950</td> <td>74430</td> <td>439106</td> </tr> <tr> <td>Nov-22</td> <td>66549</td> <td>80920</td> <td>70022</td> <td>67018</td> <td>75535</td> <td>70390</td> <td>430434</td> </tr> <tr> <td>Dec-22</td> <td>67140</td> <td>75061</td> <td>67537</td> <td>66700</td> <td>71438</td> <td>71643</td> <td>419519</td> </tr> <tr> <td>Jan-23</td> <td>69660</td> <td>74440</td> <td>71549</td> <td>71725</td> <td>72975</td> <td>77135</td> <td>437484</td> </tr> <tr> <td>Feb-23</td> <td>69415</td> <td>79110</td> <td>70430</td> <td>67765</td> <td>71005</td> <td>79730</td> <td>437455</td> </tr> <tr> <td>Mar-23</td> <td>67515</td> <td>76871</td> <td>74600</td> <td>74495</td> <td>72105</td> <td>80940</td> <td>446526</td> </tr> </tbody> </table>	Month	Smallholder group production (in kg)							Sido Mulyo	Sido Rejo	Sido Makmur	Sido Rukun	Pinang Hijau	Pinang Merah	Per month	Apr-22	66230	76715	69664	71405	68975	77580	430569	May-22	68190	76849	70900	68695	74395	77295	436324	Jun-22	68035	76271	71365	68032	75545	77100	436348	Jul-22	66255	76645	69752	67904	73090	74910	428556	Aug-22	66815	77346	72244	67765	75685	73705	433560	Sep-22	67430	78703	70145	68542	75820	74175	434815	Oct-22	67285	84117	71152	68172	73950	74430	439106	Nov-22	66549	80920	70022	67018	75535	70390	430434	Dec-22	67140	75061	67537	66700	71438	71643	419519	Jan-23	69660	74440	71549	71725	72975	77135	437484	Feb-23	69415	79110	70430	67765	71005	79730	437455	Mar-23	67515	76871	74600	74495	72105	80940	446526	<p>Complied</p>
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<p>Milestone B</p>	<p>The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% all certified volumes.</p>	<p>Production data for FFB production and FFB sales for period April 2022 – March 2023 is available.</p> <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="6">Smallholder group production (in kg)</th> <th rowspan="2">Per month</th> </tr> <tr> <th>Sido Mulyo</th> <th>Sido Rejo</th> <th>Sido Makmur</th> <th>Sido Rukun</th> <th>Pinang Hijau</th> <th>Pinang Merah</th> </tr> </thead> <tbody> <tr><td>Apr-22</td><td>66230</td><td>76715</td><td>69664</td><td>71405</td><td>68975</td><td>77580</td><td>430569</td></tr> <tr><td>May-22</td><td>68190</td><td>76849</td><td>70900</td><td>68695</td><td>74395</td><td>77295</td><td>436324</td></tr> <tr><td>Jun-22</td><td>68035</td><td>76271</td><td>71365</td><td>68032</td><td>75545</td><td>77100</td><td>436348</td></tr> <tr><td>Jul-22</td><td>66255</td><td>76645</td><td>69752</td><td>67904</td><td>73090</td><td>74910</td><td>428556</td></tr> <tr><td>Aug-22</td><td>66815</td><td>77346</td><td>72244</td><td>67765</td><td>75685</td><td>73705</td><td>433560</td></tr> <tr><td>Sep-22</td><td>67430</td><td>78703</td><td>70145</td><td>68542</td><td>75820</td><td>74175</td><td>434815</td></tr> <tr><td>Oct-22</td><td>67285</td><td>84117</td><td>71152</td><td>68172</td><td>73950</td><td>74430</td><td>439106</td></tr> <tr><td>Nov-22</td><td>66549</td><td>80920</td><td>70022</td><td>67018</td><td>75535</td><td>70390</td><td>430434</td></tr> <tr><td>Dec-22</td><td>67140</td><td>75061</td><td>67537</td><td>66700</td><td>71438</td><td>71643</td><td>419519</td></tr> <tr><td>Jan-23</td><td>69660</td><td>74440</td><td>71549</td><td>71725</td><td>72975</td><td>77135</td><td>437484</td></tr> <tr><td>Feb-23</td><td>69415</td><td>79110</td><td>70430</td><td>67765</td><td>71005</td><td>79730</td><td>437455</td></tr> <tr><td>Mar-23</td><td>67515</td><td>76871</td><td>74600</td><td>74495</td><td>72105</td><td>80940</td><td>446526</td></tr> <tr><td>Subtotal</td><td>810519</td><td>933048</td><td>849360</td><td>828218</td><td>880518</td><td>909033</td><td>5210696</td></tr> </tbody> </table> <p>Credit Sales in PalmTrace sold to:</p> <ul style="list-style-type: none"> - SC Johnson and Son, Inc sales of 117 IS-CSPKO dated 29 November 2022; - Unilever Asia Private Limited for sales of 1041 IS-CSPO dated 19 December 2022; <p>NC Critical:</p>	Month	Smallholder group production (in kg)						Per month	Sido Mulyo	Sido Rejo	Sido Makmur	Sido Rukun	Pinang Hijau	Pinang Merah	Apr-22	66230	76715	69664	71405	68975	77580	430569	May-22	68190	76849	70900	68695	74395	77295	436324	Jun-22	68035	76271	71365	68032	75545	77100	436348	Jul-22	66255	76645	69752	67904	73090	74910	428556	Aug-22	66815	77346	72244	67765	75685	73705	433560	Sep-22	67430	78703	70145	68542	75820	74175	434815	Oct-22	67285	84117	71152	68172	73950	74430	439106	Nov-22	66549	80920	70022	67018	75535	70390	430434	Dec-22	67140	75061	67537	66700	71438	71643	419519	Jan-23	69660	74440	71549	71725	72975	77135	437484	Feb-23	69415	79110	70430	67765	71005	79730	437455	Mar-23	67515	76871	74600	74495	72105	80940	446526	Subtotal	810519	933048	849360	828218	880518	909033	5210696	<p>Non-compliance</p>
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		<p>Sales of 1,041 IS-CPO on December 2022 and 117 IS-CSPKO on November 2022 was not based on actual receipt and sales of certified volume (FFB quota).</p> <p>ISH organization Koperasi Sawit Jaya sold all PalmTrace credit allocation when the actual FFB production has not reach said figure:</p> <ul style="list-style-type: none"> - 1,041 IS-CPO (100% CSPO credit allocated from 5,209 MT FFB projected) - 117 IS-CSPKO (100% CSPKO credit allocated from 5,209 MT FFB projected) <p>Based on FFB production and sales database, the actual was lower:</p> <ul style="list-style-type: none"> - As at November 2022 the FFB production and sales volume 3,469 MT FFB (equal to 693.8 MT CSPO; 78.05 MT CSPKO) - As at December 2022 the FFB production and sales volume 3,889 MT FFB (equal to 777.8 MT CSPO 87.50 MT CSPKO) 	
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.	<p>Koperasi Sawit Jaya established procedure for RSPO premium sharing "Standar Operasional Prosedur Sistem Pembagian dan Penggunaan Premi RSPO No.1/SOP/UPA/ICS-KSJ/XI/2021" dated 15 November 2021.</p> <p>The SOP stated the sales of RSPO credit carry out by Operational Manager; Allocation of the premium: ICS welfare 38% (management and ICS operation); organization 10%; surveillance cost 27%; smallholder member 24%; social activity 1%; realization of premium disbursement is adjusted with situation and condition of sales.</p>	Complied
Milestone A	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	<p>Koperasi Sawit Jaya has established SOP for premium distribution, named "SOP Pembagian dan Penggunaan Premi RSPO" document No.1/SOP/UPA/ ICS-KSJ/XI/2021, Revision 0, dated 15 November 2021. Last socialization was conducted on 29 December 2021 attended by 100 members (total members are 114 farmers). The members who not join in the meeting inform their absence to Pengurus Koperasi. ICS</p>	Complied
Milestone B	The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.		Complied

		<p>team regularly conduct socialization to members simultaneously with their monthly payment.</p> <p>Premium disbursement for year 2023 carried out in accordance to Annual Smallholder Member meeting, as recorded in "Tanda Terima Honorium Anggota Petani Kebun Koperasi Sawit Jaya Desa Benteng Hulu, Periode Januari – Desember 2022", dated March 2023. 81 smallholder member Rp.450,000 per Ha oil palm plantation.</p> <p>Sighted: Jasnimar received Rp.675,000; Mardiah received Rp.900,000; Parwoto received Rp.1,125,000; Selamat received Rp.900,000; Sukeni received Rp.900,000; Zar'ah received Rp.900,000.</p> <p>Sampled smallholder member Asmawi converted premium in form of fertilizer.</p>	
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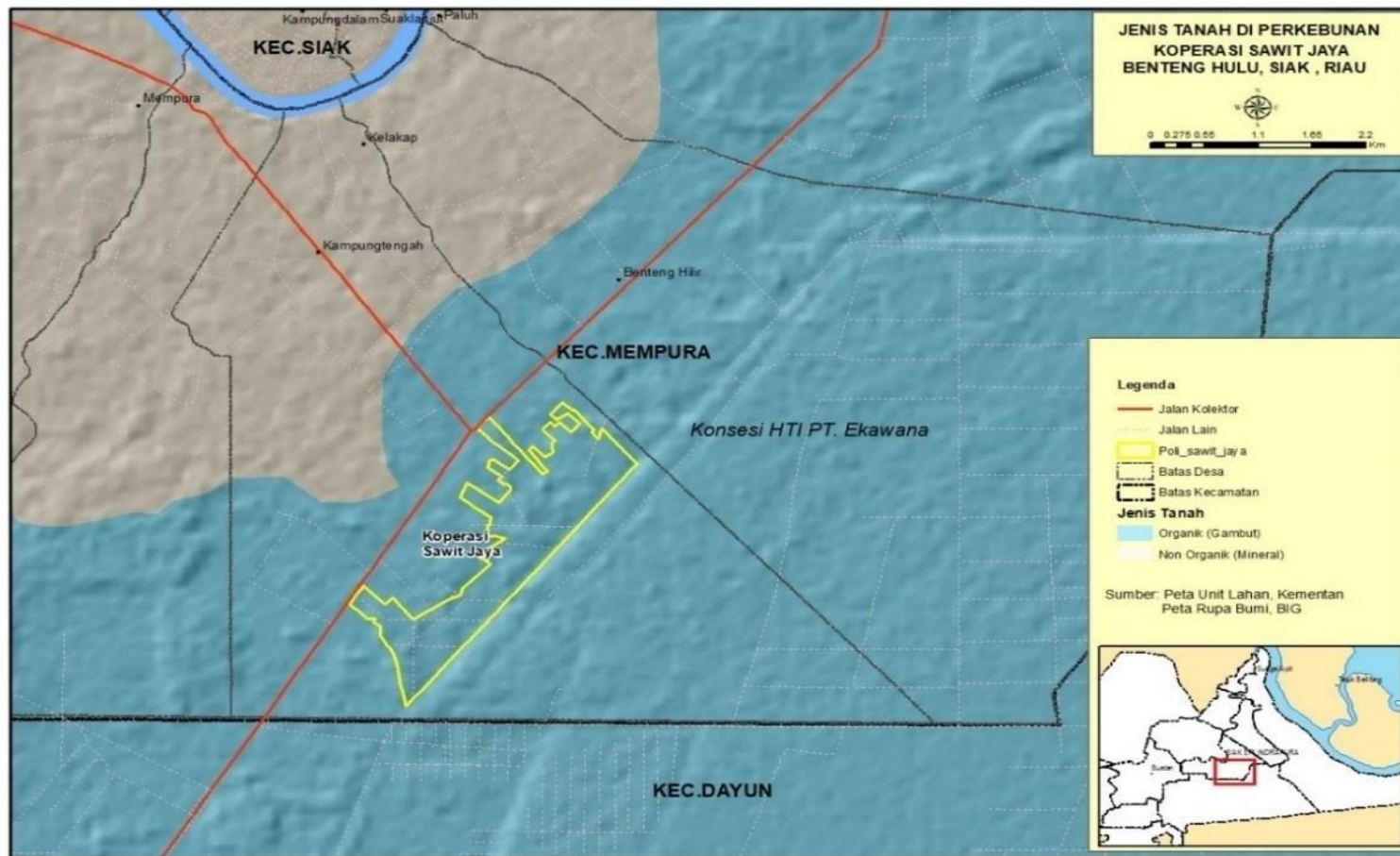
Appendix B: GHG Reporting Executive Summary

Not Applicable for Independent Smallholder

Appendix C: Location Map of Certification Unit and Supply bases



Appendix D: Estate Field Map



Appendix E: List of Smallholder Registered and/or sampled

No	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
1	Asmawati	Benteng Hulu Village	0°45'10.32"	102°4'58.80"	2.00	1.98	42.43	30/06/2010	7010011
2	Erlinda	Benteng Hulu Village	0°44'57.28"	102°4'51.60"	2.00	1.98	39.63	06/08/2019	7010021
3	Heri Purwanto	Benteng Hulu Village	0°44'56.80"	102°4'37.20"	2.00	1.98	40.59	30/06/2010	7010031
4	M. Bachtiar*	Benteng Hulu Village	0°45'04.89"	102°4'48.00"	2.00	1.98	43.51	01/02/2017	7010041
5	M. Syarif	Benteng Hulu Village	0°44'56.47"	102°4'44.40"	2.00	1.98	39.67	30/06/2010	7010051
6	Mansur Salim	Benteng Hulu Village	0°44'56.26"	102°4'44.40"	2.00	1.98	44.43	30/06/2010	7010061
7	Mursidi	Benteng Hulu Village	0°44'48.09"	102°4'40.80"	2.00	1.98	44.07	30/06/2010	7010071
8	Mustafa	Benteng Hulu Village	0°45'02.07"	102°4'48.00"	2.00	1.98	41.25	30/06/2010	7010081
9	Nurwati	Benteng Hulu Village	0°44'56.08"	102°4'48.00"	2.00	1.98	45.50	30/06/2010	7010091
10	Sadiman	Benteng Hulu Village	0°45'14.37"	102°4'55.20"	2.00	1.98	46.67	30/06/2010	7010101
11	Sadin	Benteng Hulu Village	0°44'48.21"	102°4'37.20"	2.00	1.98	50.28	30/06/2010	7010111
12	Samiun	Benteng Hulu Village	0°44'56.65"	102°4'40.80"	2.00	1.98	42.78	30/06/2010	7010121
13	Subarkah	Benteng Hulu Village	0°44'48.18"	102°4'40.80"	1.50	1.48	36.67	30/06/2010	7010131
14	Sumarti	Benteng Hulu Village	0°45'07.36"	102°4'51.60"	2.00	1.98	40.63	30/06/2010	7010141
15	Supriadi	Benteng Hulu Village	0°44'49.68"	102°4'44.40"	1.50	1.48	36.10	30/06/2010	7010151
16	Suryana S.*	Benteng Hulu Village	0°45'01.96"	102°4'55.20"	2.00	1.98	36.70	30/06/2010	7010161
17	Susiati	Benteng Hulu Village	0°45'10.05"	102°4'51.60"	3.00	2.98	55.50	30/06/2010	7010171
18	Tantiana	Benteng Hulu Village	0°45'17.99"	102°4'51.60"	2.00	1.98	40.17	25/01/2018	7010181
19	Tri Sambodo*	Benteng Hulu Village	0°45'13.46"	102°4'51.60"	2.00	1.98	46.79	30/06/2010	7010191
20	Zaidin**	Benteng Hulu Village	0°45'06.22"	102°4'58.80"	2.00	1.98	40.02	02/09/2019	7010201
21	Abdul Karim	Benteng Hulu Village	0°45'02.38"	102°4'40.80"	2.00	1.98	42.93	30/06/2010	7020011
22	Adnan	Benteng Hulu Village	0°45'23.64"	102°4'12.00"	2.00	1.98	40.39	30/06/2010	7020021
23	Afif M. Nurudin	Benteng Hulu Village	0°45'14.71"	102°4'40.80"	3.00	2.98	72.79	30/06/2010	7020031
24	Agustina	Benteng Hulu Village	0°45'24.46"	102°4'44.40"	2.00	1.98	37.60	30/06/2010	7020041
25	Akamuddin	Benteng Hulu Village	0°45'18.07"	102°4'15.60"	2.00	1.98	46.12	30/06/2010	7020051
26	Apriani	Benteng Hulu Village	0°45'05.38"	102°4'33.60"	2.00	1.98	38.13	30/06/2010	7020061
27	Ishak	Benteng Hulu Village	0°45'10.56"	102°4'22.80"	2.00	1.98	39.09	30/06/2010	7020071
28	Kartini	Benteng Hulu Village	0°45'12.07"	102°4'40.80"	2.00	1.98	43.06	30/06/2010	7020081
29	Katmin**	Benteng Hulu Village	0°45'19.75"	102°4'44.40"	2.00	1.98	44.48	30/06/2010	7020091
30	Mardiah**	Benteng Hulu Village	0°45'28.02"	102°4'37.20"	2.00	1.98	43.12	30/06/2010	7020101
31	Marwanto**	Benteng Hulu Village	0°45'21.95"	102°4'33.60"	2.00	1.98	42.84	30/06/2010	7020111
32	Miswanto	Benteng Hulu Village	0°45'17.81"	102°4'33.60"	2.00	1.98	42.33	30/06/2010	7020121
33	Muhammad Azlansyah	Benteng Hulu Village	0°45'09.84"	102°4'40.80"	2.00	1.98	40.98	30/06/2010	7020131

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			
34	Mursida	Benteng Hulu Village	0°45'07.47"	102°4'40.80"	2.00	1.98	43.96	14/07/2014	7020141
35	Nur Eviyani	Benteng Hulu Village	0°45'10.71"	102°4'30.00"	2.00	1.98	40.62	30/06/2010	7020151
36	Said	Benteng Hulu Village	0°45'17.79"	102°4'40.80"	3.00	2.98	72.00	29/12/2014	7020161
37	Saliyem	Benteng Hulu Village	0°45'05.14"	102°4'26.40"	2.00	1.98	39.15	30/06/2010	7020171
38	Sobirin	Benteng Hulu Village	0°45'11.96"	102°4'33.60"	2.00	1.98	39.40	30/06/2010	7020181
39	Sudiono	Benteng Hulu Village	0°45'04.98"	102°4'40.80"	2.00	1.98	47.30	30/06/2010	7020191
40	Suharno	Benteng Hulu Village	0°45'20.99"	102°4'12.00"	2.00	1.98	41.41	30/06/2010	7020201
41	Sukatmi	Benteng Hulu Village	0°45'05.69"	102°4'33.60"	2.00	1.98	41.63	30/06/2010	7020211
42	Wartini	Benteng Hulu Village	0°45'14.77"	102°4'19.20"	2.00	1.98	42.72	30/06/2010	7020221
43	Ahmad Arip	Benteng Hulu Village	0°44'49.23"	102°4'19.20"	3.00	2.98	74.25	30/06/2010	7030011
44	Ali Amran	Benteng Hulu Village	0°44'57.51"	102°4'30.00"	2.00	1.98	40.36	30/06/2010	7030021
45	Arianto	Benteng Hulu Village	0°43'52.51"	102°3'54.00"	2.00	1.98	42.07	30/06/2010	7030031
46	Beza Erwansyah	Benteng Hulu Village	0°44'57.32"	102°4'33.60"	2.00	1.98	38.42	30/06/2010	7030041
47	Ikhwandi	Benteng Hulu Village	0°45'40.40"	102°4'19.20"	3.00	2.98	73.73	30/06/2010	7030051
48	Komari	Benteng Hulu Village	0°44'57.71"	102°4'26.40"	2.00	1.98	41.33	30/06/2010	7030061
49	Muhammad Ghofur	Benteng Hulu Village	0°44'45.09"	102°4'19.20"	1.50	1.48	39.66	30/04/2019	7030071
50	Parsono	Benteng Hulu Village	0°44'56.86"	102°4'22.80"	2.00	1.98	41.98	22/04/2019	7030081
51	Sangidah	Benteng Hulu Village	0°44'53.08"	102°4'19.20"	2.00	1.98	42.15	30/06/2010	7030091
52	Sidik	Benteng Hulu Village	0°44'57.06"	102°4'33.60"	2.00	1.98	48.94	30/06/2010	7030101
53	Sri Hastuti	Benteng Hulu Village	0°44'46.65"	102°4'19.20"	2.00	1.98	43.09	30/06/2010	7030111
54	Sukeni**	Benteng Hulu Village	0°44'48.32"	102°4'33.60"	2.00	1.98	48.48	30/06/2010	7030121
55	Sumedi	Benteng Hulu Village	0°44'49.94"	102°4'26.40"	3.00	2.98	75.15	30/06/2010	7030131
56	Suryani	Benteng Hulu Village	0°45'01.27"	102°4'22.80"	3.00	2.98	76.34	30/06/2010	7030141
57	Sutarso	Benteng Hulu Village	0°45'06.34"	102°4'15.60"	2.50	2.48	51.60	30/06/2010	7030151
58	Sutrisno	Benteng Hulu Village	0°44'48.54"	102°4'30.00"	1.50	1.48	34.22	30/06/2010	7030161
59	Yumailis	Benteng Hulu Village	0°44'57.46"	102°4'26.40"	2.00	1.98	39.55	30/06/2010	7030171
60	Zar'ah**	Benteng Hulu Village	0°44'48.45"	102°4'33.60"	2.00	1.98	42.69	30/06/2010	7030181
61	Ahmad Prasetyo Yugo	Benteng Hulu Village	0°44'24.77"	102°4'22.80"	3.00	2.98	65.92	10/07/2017	7040011
62	Antoni	Benteng Hulu Village	0°44'40.02"	102°4'33.60"	2.00	1.98	41.52	30/06/2010	7040021
63	Arlinus Gulo	Benteng Hulu Village	0°44'41.13"	102°4'37.20"	1.93	1.91	44.57	21/10/2019	7040031
64	Edi Priono	Benteng Hulu Village	0°44'32.78"	102°4'12.00"	2.00	1.98	45.26	30/06/2010	7040041
65	Eko Satriono*	Benteng Hulu Village	0°44'39.93"	102°4'33.60"	2.00	1.98	41.44	30/06/2010	7040051
66	Faizatul Janah	Benteng Hulu Village	0°44'21.38"	102°4'19.20"	2.00	1.98	33.35	30/06/2010	7040061
67	Nurhayati	Benteng Hulu Village	0°44'28.04"	102°4'22.80"	2.00	1.98	36.52	30/06/2010	7040071
68	Parwoto**	Benteng Hulu Village	0°44'30.46"	102°4'26.40"	2.50	1.48	54.05	30/06/2010	7040081

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			
69	Rabiun	Benteng Hulu Village	0°44'40.57"	102°4'19.20"	3.00	2.98	59.16	30/06/2010	7040091
70	Rodiyah	Benteng Hulu Village	0°44'29.57"	102°4'15.60"	1.50	1.48	33.23	30/06/2010	7040101
71	Sanah	Benteng Hulu Village	0°44'33.27"	102°4'19.20"	2.00	1.98	48.45	30/06/2010	7040111
72	Selamat**	Benteng Hulu Village	0°44'40.28"	102°4'26.40"	2.00	1.98	45.32	30/06/2010	7040121
73	Siti	Benteng Hulu Village	0°44'33.85"	102°4'30.00"	3.00	2.98	67.99	30/06/2010	7040131
74	Suanda**	Benteng Hulu Village	0°44'40.53"	102°4'22.80"	2.00	1.98	38.92	30/06/2010	7040141
		Benteng Hulu Village	0°44'33.86"	102°4'33.60"	1.00	1.98	27.75	30/06/2010	7040142
75	Suparman	Benteng Hulu Village	0°44'40.16"	102°4'30.00"	2.00	1.98	41.87	30/06/2010	7040151
76	Suradi*	Benteng Hulu Village	0°44'27.66"	102°4'19.20"	3.00	2.98	65.58	30/06/2010	7040161
77	Warsi	Benteng Hulu Village	0°44'42.30"	102°4'15.60"	2.00	1.98	39.87	30/06/2010	7040171
78	Zainal Abidin	Benteng Hulu Village	0°44'35.73"	102°4'19.20"	2.00	1.98	41.19	30/06/2010	7040181
79	Asmawi**	Benteng Hulu Village	0°44'09.57"	102°4'1.20"	2.00	1.98	43.36	30/06/2010	7050021
80	Chadirin	Benteng Hulu Village	0°44'02.68"	102°4'1.20"	2.00	1.98	39.56	30/06/2010	7050031
81	Darlan	Benteng Hulu Village	0°44'02.89"	102°3'54.00"	2.00	1.98	43.80	30/06/2010	7050041
82	Farid M Farauk Al wahid	Benteng Hulu Village	0°44'11.10"	102°3'54.00"	1.00	0.98	28.97	30/06/2010	7050051
83	Hefa Widayani	Benteng Hulu Village	0°44'03.28"	102°3'43.20"	2.00	1.98	46.75	29/12/2014	7050061
84	Lukman	Benteng Hulu Village	0°44'18.78"	102°4'8.40"	3.00	1.98	76.97	30/06/2010	7050071
85	Mansur	Benteng Hulu Village	0°44'22.56"	102°4'12.00"	3.00	1.98	76.83	30/06/2010	7050081
86	Mujibur Rohman	Benteng Hulu Village	0°44'11.12"	102°3'54.00"	1.00	0.98	28.12	30/06/2010	7050091
87	Rafida	Benteng Hulu Village	0°44'14.09"	102°4'12.00"	2.00	1.98	43.21	29/12/2014	7050101
88	Sudarwanto	Benteng Hulu Village	0°44'10.82"	102°3'57.60"	2.00	1.98	45.86	30/06/2010	7050111
89	Sudirwan**	Benteng Hulu Village	0°44'02.70"	102°3'57.60"	3.00	1.98	75.95	30/06/2010	7050121
90	Yusrina*	Benteng Hulu Village	0°44'10.61"	102°4'12.00"	2.00	1.98	47.33	30/06/2010	7050131
91	Yusup	Benteng Hulu Village	0°44'15.63"	102°4'8.40"	3.00	0.98	67.54	30/06/2010	7050141
92	Zahara*	Benteng Hulu Village	0°44'16.84"	102°4'15.60"	2.00	1.98	50.54	30/06/2010	7050151
93	Zulfa**	Benteng Hulu Village	0°44'02.81"	102°3'54.00"	2.00	1.98	44.14	30/06/2010	7050161
94	Zulnaidi*	Benteng Hulu Village	0°44'02.96"	102°3'50.40"	3.00	2.98	67.68	30/06/2010	7050171
95	Agus Waluyo	Benteng Hulu Village	0°43'53.38"	102°3'57.60"	2.00	1.98	44.33	30/06/2010	7060011
96	Ariyanto**	Benteng Hulu Village	0°44'48.67"	102°4'30.00"	2.00	1.98	50.35	12/12/2016	7060021
97	Bakri	Benteng Hulu Village	0°44'18.21"	102°3'32.40"	2.00	1.98	44.75	30/06/2010	7060031
98	Candra	Benteng Hulu Village	0°43'41.96"	102°3'46.80"	1.00	1.98	25.63	30/06/2010	7060041
99	Firdaus	Benteng Hulu Village	0°43'52.89"	102°3'50.40"	2.00	1.98	48.32	30/06/2010	7060051
100	Jasnimar	Benteng Hulu Village	0°44'09.52"	102°3'36.00"	1.50	1.48	40.03	30/06/2010	7060061
101	Jaya Masra	Benteng Hulu Village	0°43'57.07"	102°3'43.20"	2.00	1.98	49.26	30/06/2010	7060071
102	Mukhtar*	Benteng Hulu Village	0°44'03.42"	102°3'39.60"	3.00	2.98	75.44	30/06/2010	7060081

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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			
103	Ngatina	Benteng Hulu Village	0°44'12.62"	102°3'32.40"	2.00	1.98	42.30	30/06/2010	7060091
104	Radiman	Benteng Hulu Village	0°43'50.80"	102°3'43.20"	2.00	1.98	44.78	30/06/2010	7060101
105	Rohani Barus	Benteng Hulu Village	0°43'53.04"	102°3'50.40"	1.80	1.78	43.06	30/06/2010	7060112
		Benteng Hulu Village	0°43'44.84"	102°3'50.40"	1.20	1.18	34.83	30/06/2010	7060111
106	Sainah*	Benteng Hulu Village	0°43'46.07"	102°3'46.80"	2.00	1.98	47.83	30/06/2010	7060131
107	Sofyan	Benteng Hulu Village	0°44'04.48"	102°3'36.00"	2.00	1.98	49.17	30/06/2010	7060141
108	Suwadi	Benteng Hulu Village	0°44'03.20"	102°3'46.80"	3.00	2.98	73.10	10/04/2014	7060151
109	Suwandi	Benteng Hulu Village	0°43'54.32"	102°3'43.20"	2.00	1.98	45.51	12/12/2016	7060161
110	Tasmi	Benteng Hulu Village	0°43'52.66"	102°3'54.00"	2.00	1.98	48.07	30/06/2010	7060171
111	Taufik**	Benteng Hulu Village	0°44'13.38"	102°3'39.60"	2.50	2.48	59.09	30/06/2010	7060181
112	Upik	Benteng Hulu Village	0°44'14.42"	102°3'36.00"	2.00	1.98	49.05	30/06/2010	7060191
Total					239.43	237.15	5,391.58		

Note: ** are smallholders sampled in this ASA2 audit.

Note: consequent after the suspension lifted, the certified volume of FFB production is based on the prorata while the FFB produced during the suspension period will not be taken into account. Therefore, the certified volume of FFB production during May 2023-April 2024 is 4,493 tons.

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