

Roundtable on Sustainable Palm Oil Certification
R S P O

[✓] Surveillance

Name of Management : Kelompok Tani Tenera
Organisation

Plantation Name : PAL 1, PAL 4, PAL 5, PAL 8, PAL 9, PAL 10, and PAL 11

Location : Village of Hampalit, Sub District of Katingan Hilir, District of Katingan,
Province of Kalimantan Tengah, Indonesia.

Certificate Code : **MUTU-RSPO/116**

Date of Certificate Issue : 16 July 2018

Date of License Issue : 16 October 2019

Date of Certificate Expiry : 15 July 2023

Date of License Expiry : 15 July 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1	09 to 12 July 2019	Trismadi Nurbayuto (Lead Auditor), Brigitta Prita & Haikal Ramadhan Kharismansyah	Octo H.P.N. Nainggolan	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1	27 September 2019

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Figure 1. Location Map of Kelompok Tani Tenera.

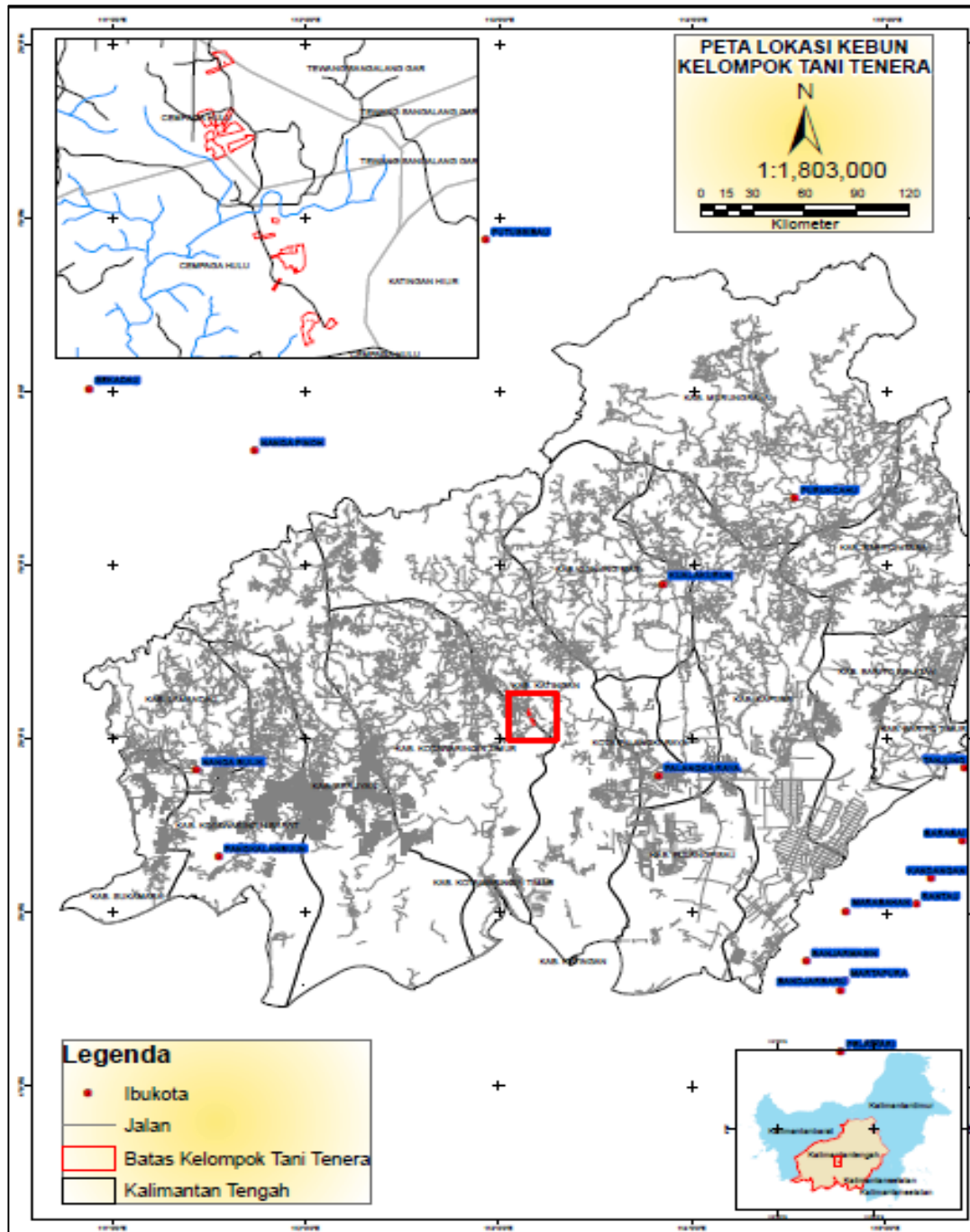
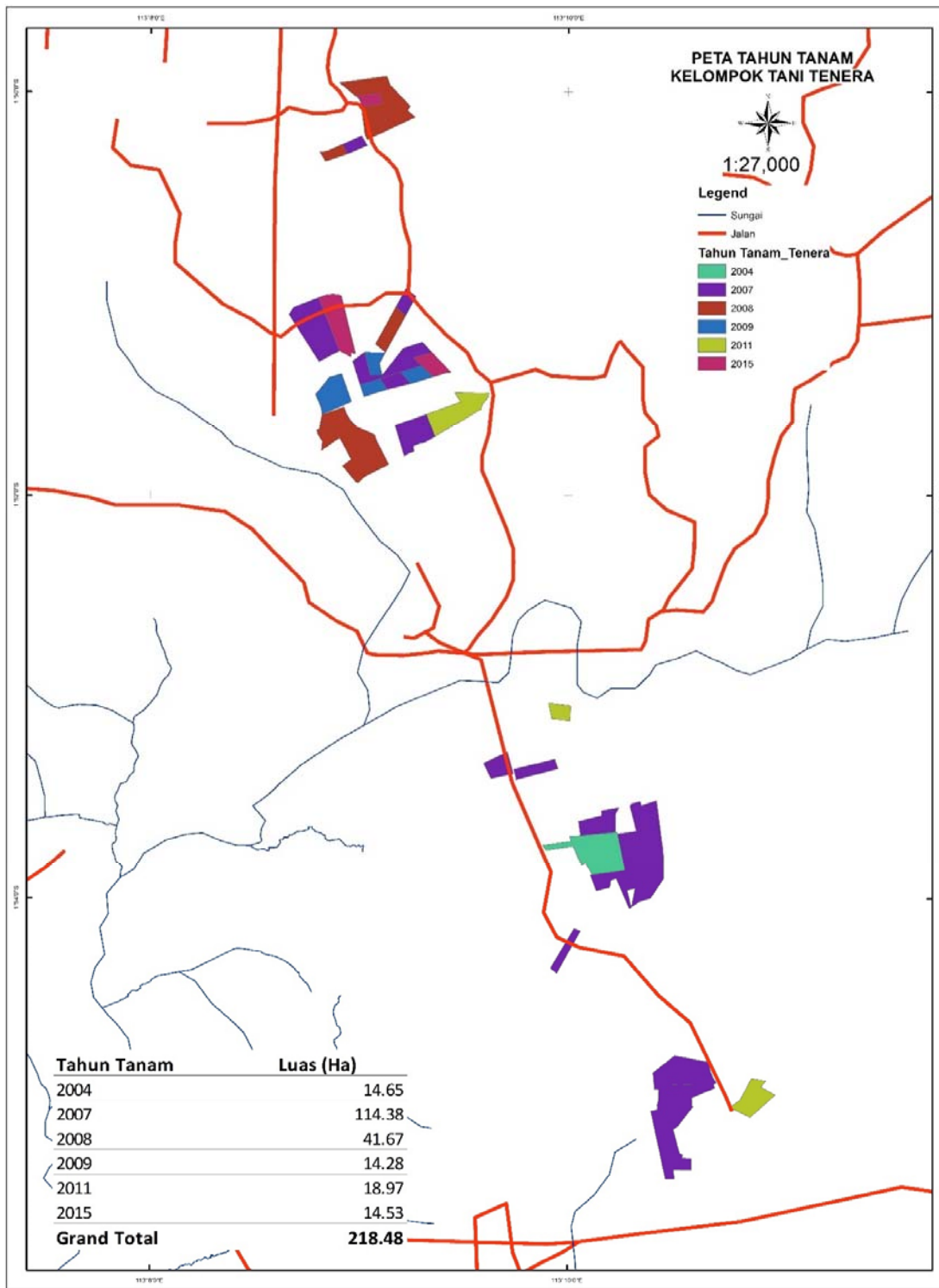


Figure 2. Operational Map of Kelompok Tani Tenera.



Abbreviations Used

ASA	:	Annual Surveillance Assessment
BGA	:	Bumitama Gunajaya Agro
BOD	:	Biological Oxygen Demand
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> or Government Social Insurance Body
CD	:	Community Development
CR	:	Collection Road
EFB	:	Empty Fruit Bunch/Janjangan Kosong
FFB	:	Fresh Fruit Bunch
FPIC	:	Free prior Informed Consent
HCV	:	High Conservation Value
HIRADC	:	Hazard Identification Risk Assessment Determining Control
ICS	:	Internal Control system
IDR	:	Indonesia Rupiah (Indonesian currency)
IPM	:	Integrated Pest Management
IOPRI	:	Indonesian Oil Palm Research Institute
ISPO	:	Indonesian Sustainable Palm Oil
KOTIM	:	Kotawaringin Timur
Km	:	Kilometre
LTA	:	Lost Time Accident
LUCA	:	Land Use Change Analysis
MSDS	:	Material Safety Data Sheet
MR	:	Main Road
OFI	:	Opportunity For Improvement
OHS	:	Occupational Health and Safety
PLN	:	<i>Perusahaan Listrik Negara</i>
POKATAN	:	Kelompok Tani (<i>Farmer Group</i>)
PPE	:	Personal Protective Equipment (<i>Alat Pelindung Diri</i>)
RACP	:	Remediation and Compensation Procedure
RnD	:	Research and Development
RSPO	:	Roundtable Sustainable Palm Oil
SCME	:	Sungai Cempaga Estate
SHM	:	<i>Surat Hak Milik</i> or Legal Ownership Certificates
SOP	:	Standard Operational Procedure
SPB	:	<i>Surat Pengiriman Buah</i> or FFB delivery letter
SPPL	:	Surat Pernyataan Pengelolaan Lingkungan (Commitment Letter of Environment Management)
STD-B	:	<i>Surat Tanda Daftar Budidaya</i> or Registration Business Letter for oil palm cultivation
WHO	:	World Health Organizations
WNA	:	Windu Nabatindo Abadi
WNL	:	PT Windu Nabatindo lestari
WALHI	:	Wahana Lingkungan Hidup Indonesia
WWF	:	World Wide Fund

1.0	SCOPE of the CERTIFICATION ASSESSMENT			
1.1	Assessment Standard Used	<ul style="list-style-type: none">RSPO Certification System for Principles and Criteria, 14 June 2017.RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.		
1.2	Organisation Information			
1.2.1	Organisation name listed in the certificate	Kelompok Tani Tenera		
1.2.2	Contact person	Sugiyarno		
1.2.3	Organisation address and site address	Village of Hampalit, Sub District of Katingan Hilir, District of Katingan, Province of Kalimantan Tengah, Indonesia		
1.2.4	Telephone	+62 812 5092 700		
1.2.5	Fax	-		
1.2.6	E-mail	-		
1.2.7	Web page address	-		
1.2.8	Management Representative who completed the application for certification	Sugiyarno		
1.2.9	Registered as RSPO member	No. 1-0248-18-000-00		
1.3	Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Kelompok Tani Tenera & 5 unit		
1.3.2	Type of certificate	Single		
1.4	Locations of Mill and Plantation			
1.4.1	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	H. Sugiyarno	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'51.4025604"	E 113°10'38.3373192"
			S 1°54'51.2472636"	E 113°10'29.9347392"
			S 1°55'6.0893832"	E 113°10'28.2905472"
			S 1°50'8.7753876"	E 113°9'3.5755308"
			S 1°50'5.8446564"	E 113°9'8.6712768"
	Trias Luhur Amengku	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'51.3310284"	E 113°10'35.4876204"
			S 1°54'52.5887388"	E 113°10'26.6730312"
			S 1°51'32.3065152"	E 113°9'31.8356496"
			S 1°51'2.374236"	E 113°9'13.0516704"
	Lasmi	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'55.437498"	E 113°10'38.6552244"
			S 1°55'1.5750732"	E 113°10'31.539522"
			S 1°55'7.8390084"	E 113°10'26.5593432"
	Hadi Susilo	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°55'19.8317856"	E 113°10'31.1764692"
			S 1°53'38.3910072"	E 113°10'5.8692936"
			S 1°51'36.9132264"	E 113°8'51.5667336"
			S 1°51'42.8136876"	E 113°8'58.4728584"
	Sugiantoro	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'54.5530128"	E 113°10'9.9804216"
			S 1°53'42.1476756"	E 113°10'22.5703452"
			S 1°51'39.7865016"	E 113°9'18.7761276"
			S 1°51'13.4079264"	E 113°9'7.2050508"

Sarsini Lilis Ujianti	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'20.5888092" S 1°51'43.0289208" S 1°51'7.9282872"	E 113°9'40.0372272" E 113°9'12.7573128" E 113°9'10.105938"
Fajar Mega Sari	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'51.0864372" S 1°54'57.453948" S 1°50'15.8227548" S 1°51'38.3652828"	E 113°10'32.695014" E 113°10'28.0863372" E 113°8'58.3084968" E 113°9'21.6600732"
Sri Suharni	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'53.4522192" S 1°53'34.1592504" S 1°51'35.5135536" S 1°51'41.1492816"	E 113°10'22.8061164" E 113°10'23.6321724" E 113°9'27.4354848" E 113°9'15.7547556"
Purwanto	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°50'2.3972424" S 1°53'55.8197916" S 1°53'42.4689612" S 1°51'22.385862"	E 113°9'2.7992664" E 113°10'15.9166128" E 113°10'18.2913204" E 113°9'22.0728996"
Gia Diana Syafitri	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'59.8998132" S 1°55'2.0496504" S 1°49'59.9566296" S 1°51'16.6588164"	E 113°10'33.7694916" E 113°10'28.2357984" E 113°9'0.8623296" E 113°9'16.4414304"
Yami	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°50'18.2771196" S 1°53'48.0141384" S 1°53'47.6389464" S 1°51'19.5382152"	E 113°8'52.3815396" E 113°10'18.924906" E 113°10'26.1945264" E 113°9'19.226898"
Waluyo	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'54.2189544" S 1°51'20.0792628" S 1°51'25.847352"	E 113°10'25.553208" E 113°9'13.0216392" E 113°9'9.9316512"
Parti	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'23.8278348"	E 113°9'6.1668828"
Jalu Saputra	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'15.5555496" S 1°53'21.4187892"	E 113°9'58.999104" E 113°9'50.4201204"
Akhmad Ikmal	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°54'55.8881928" S 1°55'0.4132344"	E 113°10'53.0456232" E 113°10'53.076288"
Fajar Syamsudin	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°50'5.6163588" S 1°53'58.8325092" S 1°51'36.9366264"	E 113°9'3.4432488" E 113°10'21.0885132" E 113°9'24.5517768"
Okta Dwi Indriana	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'36.9351168" S 1°53'54.123342"	E 113°10'11.17722" E 113°10'19.0198452"
Tini	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'41.7261492" S 1°51'47.9808144"	E 113°8'53.7824436" E 113°9'1.5924492"
Samawati	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°55'16.2078708" S 1°53'35.3054364"	E 113°10'29.1788508" E 113°10'20.0261316"
Erna Setyowati	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'31.76019" S 1°51'28.3302936"	E 113°8'49.3301796" E 113°8'54.3763608"
Zainul Arifin	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'20.36484" S 1°51'30.0591756"	E 113°9'4.0645332" E 113°8'51.6760476"
Sumaji	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'39.718116"	E 113°8'52.2618108"

	District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'45.6532848"	E 113°9'0.1533132"
Haryono	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'2.71368" S 1°51'9.175104"	E 113°8'51.7801884" E 113°8'49.172802"
Winarto	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'23.95251" S 1°51'27.7913556"	E 113°9'16.1324712" E 113°9'3.606552"
Eritrina Kurniawan S Magri	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'15.430842" S 1°51'7.1445852"	E 113°8'55.8531708" E 113°8'53.1971376"
Sunarwi	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'45.5503884" S 1°53'47.51385"	E 113°10'15.799519" E 113°10'23.042316"
Eritrina Monoyuniasih	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'10.375722" S 1°51'11.3837544"	E 113°8'47.101488" E 113°8'44.8144836"
Endang Fitri Subekti	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'8.456634" S 1°51'9.9882828"	E 113°8'50.1302544" E 113°8'48.2513028"
Candra Saputra	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'10.68237" S 1°51'12.0287052"	E 113°8'45.8504916" E 113°8'43.8114048"
Adnan Tirta Mayogia	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°49'57.9458532" S 1°49'58.2983184"	E 113°8'58.3410768" E 113°9'4.255632"
Parizon	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°53'4.3370484"	E 113°9'57.5353908"
Fasokah	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'52.8635628"	E 113°8'59.0513964"
Alex Suyanto	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'50.1241392"	E 113°9'4.6953"
Erna Catur Purnawati	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°51'11.1614868"	E 113°8'54.4618356"
Sumarno	Hampalit Village, Katingan Hilir Sub District, Katingan District, Kalimantan Tengah Province, Indonesia	S 1°55'12.345654"	E 113°10'28.330968"
1.5	Description of Area Statement		
1.5.1	Tenure		
	• State	-	Ha
	• Community	223.92	Ha
1.5.2	Area Statement		
	• Total Area	223.92	Ha
	• Planted Area		
	➢ Mature area	218.48	Ha
	➢ Immature area	0.00	Ha
	• Infrastructure (road, bridge)	2.25	Ha

	<ul style="list-style-type: none">Office and buildingEmplacement (housing)HCVOther (Rubber plant)Total Area	0.60 Ha	0.61 Ha	1.05 Ha	0.93 Ha	223.92 Ha
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Kelompok Tani Tenera		Total		
	Mature					
	2004	14.50		14.50		
	2007	113.10		113.10		
	2008	43.69		43.69		
	2009	14.41		14.41		
	2011	18.67		18.67		
	2015	14.11		14.11		
	Immature					
	-	-		-		
	TOTAL	218.48		218.48		
1.6.2	New Planting area after January 2010	32.78 ha				
1.6.3	Planting Cycle	1 st Cycle				
1.7	Description of Supply Base					
1.7.1	Description of Certification Scope of Supply Base					
	Name of Member Smallholder	Total Area (Ha)	FFB (tonnes/year)		Yield (tonnes/ha/year)	
	H. Sugiaro	24.43	534.13		21.86	
	Trias Luhur Amengku	13.28	290.35		21.86	
	Lasmi	11.28	246.62		21.86	
	Hadi Susilo	11.03	241.16		21.86	
	Sugiantoro	9.46	206.83		21.86	
	Sarsini Lilis Ujianti	9.04	197.65		21.86	
	Fajar Mega Sari	8.63	188.69		21.86	
	Sri Suharni	8.46	184.97		21.86	
	Purwanto	7.83	171.19		21.86	
	Gia Diana Syafitri	7.62	166.60		21.86	
	Yami	7.24	158.29		21.86	
	Waluyo	6.62	144.74		21.86	
	Parti	6.60	144.30		21.86	
	Jalu Saputra	6.53	142.77		21.86	
	Akhmad Ikmal	6.28	137.31		21.86	
	Fajar Syamsudin	5.95	130.09		21.86	
	Okta Dwi Indriana	5.44	118.94		21.86	
	Tini	5.17	113.04		21.86	

Samawati	5.03	109.98	21.86
Erna Setyowati	4.92	107.57	21.86
Zainul Arifin	4.84	105.82	21.86
Sumaji	4.71	102.98	21.86
Haryono	4.70	102.76	21.86
Winarto	4.65	101.67	21.86
Eritrina Magri Kurniawan S	4.36	95.33	21.86
Sunarwi	3.99	87.24	21.86
Eritrina Monoyuniasih	3.90	85.27	21.86
Endang Fitri Subekti	3.86	84.39	21.86
Candra Saputra	3.83	83.74	21.86
Adnan Tirta Mayogia	2.98	65.15	21.86
Parizon	2.66	58.16	21.86
Fasokah	2.59	56.63	21.86
Alex Suyanto	2.51	54.88	21.86
Erna Catur Purnawati	2.07	45.26	21.86
Sumarno	1.44	31.48	21.86
TOTAL	223.92	4,895.98	21.86

1.8	Tonnage of Product		
1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim 16 July 2018 to 15 July 2019 (tonnes/year)	Actual certified product 1 July 2018 to 30 June 2019 (tonnes/year)
	• FFB Production	4,744	4,895.98
	• CSPO Production	948.80	-
	• CSPKE Production	130.48	-
	• CSPKO Production	106.74	-
1.8.2	Product selling		
	Tonnage of selling product	Period of actual selling product (1 July 2018 to 30 June 2019)	
	• CSPO sold as RSPO certified product	-	
	• CSPK sold as RSPO certified product	-	
	• CSPO sold under other scheme	-	
	• CSPK sold under other scheme	-	
	• CSPO sold as conventional	-	
	• CSPK sold as conventional	-	
1.8.3	Estimate Certified FFB Claim		
	Name of Member Smallholder	Total Area (Ha)	FFB (tonnes/year)
	H. Sugiarno	24.43	560.84
	Trias Luhur Amengku	13.28	304.87
	Lasmi	11.28	258.96
	Hadi Susilo	11.03	253.22
	Sugiantoro	9.46	217.17
	Sarsini Lilis Ujianti	9.04	207.53
	Fajar Mega Sari	8.63	198.12
	Sri Suharni	8.46	194.22

	Purwanto	7.83	179.75	22.95			
	Gia Diana Syafitri	7.62	174.93	22.95			
	Yami	7.24	166.21	22.95			
	Waluyo	6.62	151.98	22.95			
	Parti	6.60	151.52	22.95			
	Jalu Saputra	6.53	149.91	22.95			
	Akhmad Ikmal	6.28	144.17	22.95			
	Fajar Syamsudin	5.95	136.59	22.95			
	Okta Dwi Indriana	5.44	124.89	22.95			
	Tini	5.17	118.69	22.95			
	Samawati	5.03	115.47	22.95			
	Erna Setyowati	4.92	112.95	22.95			
	Zainul Arifin	4.84	111.11	22.95			
	Sumaji	4.71	108.13	22.95			
	Haryono	4.70	107.90	22.95			
	Winarto	4.65	106.75	22.95			
	Eritrina Magri Kurniawan S	4.36	100.09	22.95			
	Sunarwi	3.99	91.60	22.95			
	Eritrina Monoyuniasih	3.90	89.53	22.95			
	Endang Fitri Subekti	3.86	88.61	22.95			
	Candra Saputra	3.83	87.93	22.95			
	Adnan Tirta Mayogia	2.98	68.41	22.95			
	Parizon	2.66	61.07	22.95			
	Fasokah	2.59	59.46	22.95			
	Alex Suyanto	2.51	57.62	22.95			
	Erna Catur Purnawati	2.07	47.52	22.95			
	Sumarno	1.44	33.06	22.95			
	TOTAL	223.92	5,140.78	22.95			
	<i>* Projected FFB production from 16 July 2019 to 15 July 2020</i>						
1.8.4	Estimate Certified Palm Product Claim						
	FFB	CPO		CSPKO		CSPKE	
	Processed (tonnes/year)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	5,140.78	1,028.16	20.00	1.16	0.0225	1.41	0.0275
	<i>*Extraction of CSPO, CSPKO and CSPKE from document "A seller Guide to RSPO Credits"</i>						
	<i>**Projected CSPO, CSPKO & CSPKE production from 16 July 2019 to 15 July 2020</i>						
1.9	Other Certifications						
	Others		-				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1	<p>1. Trismadi Nurbayuto. Indonesian Citizen. Diploma of Forest Management from Forestry Faculty. Bachelor degree from Agribusiness, Economic and Management Faculty. He has experienced as field assistant on oil palm plantation year of 2008. Therefore he has experienced as HCV and SEIA Assessor on 2010-2013. He has been followed HCV identification and management training; ISO training (9001;14001; 22000); ISPO Lead Auditor's training; Safety Expert; RSPO Lead Auditor's; OHS Auditors by Government Regulation No 50 year of 2012; RSPO Next, and SA 8000. He has been conducted audit on ISPO and RSPO scheme since year of 2013 as an Auditor on several aspect as environment, OHS, Legality, Best Management Practices, Social, Worker Welfare, Conflict Resolutions, Long term Business Plan and Supply Chain on Palm Oil Mill. During this assesment verified legalities, OHS and Social.</p> <p>2. Brigitta Prita. Indonesia Citizen. Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism. She had attended Training ISPO by Commission ISPO on June 2013, Training ISO 9001:2008 Quality Management System on January 2014, In House Training 17021 and 17065 management system and Product Quality, Training High Conservation Value by IPB on September 2015, In House Training HCV on August 2016, In House Training Roundtable Sustainable Palm Oil on January 2014; In House Training ISO 14000:2004 Environmental Management System. She has been audit experience ISPO & RSPO since April 2013 in the environmental, conservation, waste management and worker welfare aspects. During this assment verified Environment, GHG and HCV.</p> <p>3. Haikal Ramadhan Kharismansyah. Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 3 years experience as an Agronomy Staff in private oil palm plantation in Indonesia. Training which had attended including Basic Management Development Program Agronomy, Integrated Urban Pest Management, Integrated Pest Management, ISO 9001 : 2015, Auditor ISPO, RSPO awareness, OHSAS 18001, ISO 22000 awareness. Did some audit ISPO scheme with aspects Best management practices. During this assessment, He verified related Best Management Practices, Transparancies and Long Term Business Plan.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1	<p>Number of auditors : 3 Auditor.</p> <p>Number of days for ASA-1 at site : 3 days.</p> <p>Number of working days for ASA-1 at site : 9 Working days.</p>
2.2.2	Assessment Process
ASA-1	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kelompok Tani Tenera to the requirements of RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-1 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-2.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-1 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.</p> <p>The assessment program please find Appendix 2.</p>
2.2.3	Locations of Assessment
ASA-1	<p>Number of smallholders in this certification activity is 35 smallholders. In conducting the assessment, the team of auditors used the $0.8\sqrt{y \cdot z}$ formula to determine the management units sampling to be focused on and also considered</p>

	<p>the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling to interview are six smallholders.</p> <p>PAL 1. Spraying. Observation and Interview related pesticide handling, OHS, and safety working both of the worker and environment</p> <p>PAL 4 Harvesting. Observation and Interview related criteria of FFB, worker facilities, and wage. Housing. Observation and interview related facilities and infrastructure in housing. Boundary stones number 12. Observation related conditions of boundary stones. Boundary stones number 14. Observation related conditions of boundary stones. Hazardous storage permit transit. Observation related management of hazardous waste. PPE storage and Washing area. Observation related management of PPE and chemical area.</p> <p>PAL 11. HCV 4.1 in PAL 11. Observation related management of HCV area.</p> <p>Public consultation on July 10, 2019 to Hampalit Village and 6 members of Tenera Smallholder. Public consultation with NGO by questioner on July 2, 2019.</p>
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1	<p>Consultation of stakeholders for <i>Kelompok Tani Tenera</i> held by:</p> <ol style="list-style-type: none"> 1. Public announcement at Mutu Certification International on June 24th, 2019. 2. Public consultation by interview with locals of the nearby village (Hampalit Village and 6 members of Tenera Smallholder) on July 10, 2019. 3. Consultation with NGO (WALHI, WWF Indonesia, and Sawit Watch) via email on July 2, 2019. <p>Numbers of input from stakeholders were clarified by <i>Kelompok Tani Tenera</i>.</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit ASA-2 will be determined eight (8) month to twelve (12) month after date of annual license (March to July 2020).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

Kelompok Tani Tenera operation consisting of thirtyfive (35) smallholders. During the assessment, there were two (2) Nonconformities were assigned against Major Compliance Indicator; three (3) nonconformities was assigned against Minor Compliance Indicators; and three (3) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. document record, photographic, etc. Those corrective actions taken that consist of two (2) Major non-conformities had been closed out. While three (3) minor non conformities is still open and it shall be verified during next assessment

MUTUAGUNG LESTARI found that Kelompok Tani Tenera complied with the requirements on RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is *Continued*.

Ref Std.	VERIFICATION RESULT of MUTU-Certification													
Element 1 (E1): Group Entity and Group Management Requirements														
E1.1 The Group Entity shall be legally formed														
E.1.1.1.														
<ul style="list-style-type: none">• Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22nd 2018. Notary was Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24th 2018 about legalization of Kelompok Tani Tenera legal entity.• Kelompok Tani Tenera was registered as RSPO member on 5 February 2018 with registration number: 1-0248-18-000-00.• Head of Kelompok Tani concurrent with Group Manager: Sugiyarno.• Kelompok Tani Tenera appoint Mr. Parlaungan Pasaribu as Internal Controller dated 1 January 2019.														
<p>Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22nd 2018. Notary was Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24th 2018 about legalization of Kelompok Tani Tenera legal entity, organization structure as follows:</p>														
<table><tr><td>Structure</td><td>Committee</td><td>Supervisory Board</td></tr><tr><td>Head</td><td>Sugiyarno, SP</td><td>Agung Winoto</td></tr><tr><td>Member</td><td>Gia Diana Syafitri</td><td>Candra Saputra</td></tr><tr><td>Member</td><td>Lasmi</td><td>Hartono</td></tr></table>			Structure	Committee	Supervisory Board	Head	Sugiyarno, SP	Agung Winoto	Member	Gia Diana Syafitri	Candra Saputra	Member	Lasmi	Hartono
Structure	Committee	Supervisory Board												
Head	Sugiyarno, SP	Agung Winoto												
Member	Gia Diana Syafitri	Candra Saputra												
Member	Lasmi	Hartono												
<p>Based on interview with committee sighted that head of supervisory board has been resign. However, the Kelompok Tani has not been able to show Change of Deed. It was raised as Nonconformity no 2019.01 with Major Category.</p>														
E 1.1.2.														
<p>Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22nd 2018. Notary was</p>														

Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24th 2018 about legalization of Kelompok Tani Tenera legal entity.

There are 35 members which joint with Kelompok Tani Tenera.

There are also available Statement Letter from all member to join with Kelompok Tani Tenera that they will be followed all regulations, procedures and policy which appointed by Kelompok Tani Tenera. They will support all initiatives and Certification of RSPO.

E.1.1.3.

Based on field observation to Kelompok Tenera Office there are structure of Kelompok Tani Tenera as follows: Head/Group member: Sugiyarno, Treasury: Lasmi HJ, & Secretary: Gia Diana Syafitiri.

Status: NCR No.2019.01 with Major Category.

E1.2 The Group shall be managed by a Group Manager

E.1.2.1.

Group Manager or Chief of Kelompok Tani Tenera has mentioned in Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24th 2018. Structure of organization is presented as follows:

Position	Name
Chief or Group Manager	Sugiyarno
Secretary	Gia Diana Syafitiri
Treasury	Lasmi
Superintendant and Chief	Agung Winoto
Member	Candra Saputra
Member	Hartono

E.1.2.2.

Based on interview with Group Manager obtained information that he was understood and can be demonstrate about RSPO requirement including Human Resources, Financial, Environment and Best Management Practices.

E.1.2.3.

During audit conducted there are two person administration who help Group Manager to maintenance RSPO standard documentation. Therefore there are also Internal Control System in Charge who maintenance RSPO standard implementation on the field.

E.1.2.4.

During audit conducted there are two person administration who help Group Manager to maintenance RSPO standard documentation. Therefore there are also Internal Control System in Charge who maintenance RSPO standard implementation on the field. Based on interview with six smallholders member sighted that there were aware about certification process and requirement. The Group Manager has conducted annual socialization to the all member about RSPO certification.

Status: Comply

Element 2 (E2): Internal Control System – Policies and Management

E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.

E 2.1.1.

The Tenera Smallholder Group has a document of Integrity Pact Policy of Corporate Governance and Code of Conduct at Tenera Smallholder, signed by Tenera Smallholder Group Manager on 02 February 2018. It has been shown evidence of Socialization of Integrity Pact of Tenera Smallholder Group, such as Minutes of Meeting, Attendance List Participants & Photos (02 April 2018). There is also an Integrity Pact document (Statement) which has been signed by Tenera Smallholder Group Employees. All procedures, has describes in RSPO P&C as per related indicators. For example, procedure of best

management practices is presented in several documents (No. POKTAN-TENERA-PTKS-PMB-01 to No. POKTAN-TENERA-PTKS-PLM-12, issued by Group Manager on July 1st 2017.

Procedures has covers best agriculture practices activities such technical guidelines, land preparation, road construction and maintenance, drainage management, soil and water conservation, planting of land cover crop, planting of oil palm, weeds control management, manuring, integrated pest management, harvesting and marginal land management. Group Manager mentioned that socialization of procedure has given through daily muster morning and conducting several trainings in provided by PT WNL. Internal audit was conducted on 5 March 2019 by group ICS, there are several nonconformities. For example: there are no HCV socialization record and there are no training record.

E 2.1.2.

Kelompok Tani Tenera has implement a system to maintain the records, as follow:

- List of name and contact detail of group members.
- Location of Maps.
- A copy of Land titles.
- FFB production forecast, year of 2019: 6,496,463 Kg.
- Training record and corrective action record for internal audit result.

E 2.1.3.

Based on document verification sighted that the Kelompok Tani Tenera been archived all document from previous assessment.

E 2.1.4.

Kelompok Tani Tenera has procedure POKTAN-TENERA-SOP-45 dated 10 July 2019 about Recruitment of New Members.

- The group manager along with the ICS Team conducted a survey of land to ensure compliance between data filled and field conditions.
- The area should entered in the (*Area Penggunaan Lain*) status.
- New member has land title or equivalent to SHM.
- There is no new planting after year of 2017 in the peat area.
- Signing statement to fulfill group rules, procedures, policies and RSPO standard.

Based on interview with ICS and Group Manager, there are no new member since last year.

Status: Comply

Element 3 (E3): The Internal Control System – Operations

E3.1 The Group Internal Control System shall develop and implement and internal audit programme of Group members.

E 3.1.1.

Group Manager has implementing annual internal audit where the checklist is presented in document No. POKTAN-TENERA-SOP-IA-21. Procedure of internal audit is presented in document No. POKTAN_TENERA-SOP-IA-00 dated July 1st 2017 which mentioned that internal audit shall be conducted annually. For example, Internal audit was conducted on 5 March 2019 by group ICS, there are several nonconformities. For example: there are no HCV socialization record and there are no training record.

E 3.1.2.

Internal audit was conducted on 5 March 2019 by group ICS, there are several nonconformities. For example: there are no HCV socialization record and there are no training record. Kelompok Tani Tenera were categorized as low risk.

E 3.1.3.

Based on document POKTAN-TENERA-SOP-IA-21 there are statement that internal audit will be conducted by person who have no interests.

E 3.1.4.

Based on document POKTAN-TENERA-SOP-IA-21 there are statement that internal audit will be conducted by person who

have no interests.		
	Status: Comply	
E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the Group.		
<p>E 3.2.1; E 3.2.2; E 3.2.3; E 3.2.4 & E.2.5.</p> <p>Kelompok Tani Tenera can showing all sales of FFB originating and invoices, for example:</p> <ul style="list-style-type: none"> - FFB Consignment No RSPO014306072019 with ticket number from Pundu Mill (PT WNL) number A1219127705, planted year: 2004, FFB: 520 pcs, Netto: 8,580 kg and Driver: Sukaryaji. - Invoice to CV Graha Tenera dated 3 July 2019 with FFB volume: 423,475 Kg has been paid dated 5 July 2019. <p>The group manager has been maintained all documentation and records related to FFB transactions. There are Agreement No 02/SPK-POKTAN-TENERA/I/2019 dated 2 January 2019 for FFB sales and transport, valid until 30 December 2019.</p> <p>Based on document verification and interview with group manager sighted that Kelompok Tani Tenera has mechanism to ensure that non-certified FFB are not sold as RSPO certified FFB with RSPO Stamp on the FFB consignments.</p>		
	Status: Comply	

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1.		
<p>SOP on transparency and communication with the document number POKTAN_TENERA-SOP-TK-39 which was approved by the <i>POKTAN</i> Manager on July 1st, 2017. This procedure explains the mechanism of information delivery and supporting administration in all work units in POKTAN.</p> <p>Documents that can be accessed by the public include:</p> <ol style="list-style-type: none"> 1. Licensing documents 2. Smallholders Group Report Documents. 3. Work Process or standardization documents. 4. Physical business related documents and general documents. <ul style="list-style-type: none"> • Smallholder group organizational structure. • Data from members of the smallholder Group. • Data of Employees of smallholder Groups. • Operational area of estate with maps. • Map of rivers in the POKTAN area. • HCV report and plan management. • Report on plantation business activities • Production monitoring • Implementation of CSR program • OSH & Social Environment Program POKTAN. • Progress of work from OHS program, RSPO Environment. <p><i>POKTAN</i> determines the types and classifications of documents that are non-public and can be accessed with the approval of the POKTAN Manager consisting of:</p> <ul style="list-style-type: none"> • Establishment of deed of smallholders. • Profit / loss • Register of land / plantation business land. • Community development plan (CD). • Data on land acquisition payments. • Complaints. • Distribution map of endangered wildlife in conservation areas. • And others. <p>Based on information of incoming and outgoing letters of the <i>POKTAN</i> for the 2019 period, there is no incoming information. Based on interviews with community leaders in the village of Hampalit it is known that every request for information has been submitted.</p>		
	Status: Comply	
1.2		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
1.2.1.		
<p>Based on information of incoming and outgoing letters of the <i>POKTAN</i> for the 2019 period, there is no incoming information.</p>		

Based on interviews with community leaders in the village of Hampalit it is known that every request for information has been submitted through informal meetings such as in group social gathering activities and other activities.

1.2.2.

Documents that can be accessed by the public include:

1. Licensing documents
2. Smallholders Group Report Documents.
3. Work Process or standardization documents.
4. Physical business related documents and general documents.
 - Smallholder group organizational structure.
 - Data from members of the smallholder Group.
 - Data of Employees of smallholder Groups.
 - Operational area of estate with maps.
 - Map of rivers in the POKTAN area.
 - HCV report and plan management.
 - Report on plantation business activities
 - Production monitoring
 - Implementation of CSR program
 - OSH & Social Environment Program POKTAN.
 - Progress of work from OHS program, RSPO Environment.

POKTAN determines the types and classifications of documents that are non-public and can be accessed with the approval of the POKTAN Manager consisting of:

- Establishment of deed of smallholders.
- Profit / loss
- Register of land / plantation business land.
- Community development plan (CD).
- Data on land acquisition payments.
- Complaints.
- Distribution map of endangered wildlife in conservation areas.
- And others.

	Status: Comply	
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1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

1.3.1.

Tenera Smallholder Group has a document of Integrity Pact Policy of Corporate Governance and Code of Conduct at Tenera Smallholder, signed by Tenera Smallholder Group Manager on February 2nd, 2018. It has been shown evidence of Socialization of Integrity Pact of Tenera Smallholder Group, such as Minutes of Meeting, Attendance List Participants & Photos (June, 14th 2019). There is also an Integrity Pact document (Statement) which has been signed by Tenera Smallholder Group Employees on February, 2nd 2018.

Based on interviews with employees and members of farmer groups it is known that they have understood the commitments of farmer groups, for example behave honestly, discipline and do not do Corruption, Collusion and Nepotism at work.

	Status: Comply	
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PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS
2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

2.1.1.

POKTAN shows the list of regulatory compliance in effect until 31 December 2019 endorsed by the *POKTAN* Manager on January 4th, 2019 informing the regulatory number, regarding the application method, PIC, fulfillment status and information for example:

Plantation Aspect

There are 35 STD-B (*Surat Tanda Daftar Usaha Budidaya Tanaman Perkebunan*), for example:

- Decree Letter No 503/022/DPMPTSP/STD-B/II/2018 dated 10 January 2018 from Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu of Katingan Regency. On behalf Mr. Adnan Tirta Mayogia for SHM 15.10.06.04.1.00087 (1.492 Ha) and SHM 15.10.06.04.1.00088 (1.486 Ha).
- Decree Letter No 503/023/DPMPTSP/STD-B/II/2018 dated 10 January 2018 from Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu of Katingan Regency. On behalf Mr. Alex Suyanto for SHM 15.10.06.04.1.00034 (2.511 Ha).

Environment.

- Law number 05 year 1960 related basic rules of agrarian principles.
- Regulation Republic of Indonesia Number 101 year 2014 related management of hazardous waste.
- Minister of environment regulation number 2 year 2008 related utilization of hazardous waste.
- And others.

OHS and workers welfare.

- Law number 1 year 1970.
- Law number 36 year 2009 related healthy.
- Regulation of workers and transmigration Minister number 8 year 2010 related PPE.
- Regulation of Central Kalimantan Governor Number 51 year 2018 related wages of regency and wages of sectoral regency/city in Central Kalimantan in year 2019.
- Law Number 24 year 2011 related *BPJS*
- Others.

Agronomy Aspects

- The use of oil palm seedlings recognized by the Indonesian government, among others: D x P Marihat (Simalungun) from IOPRI, DxP Topaz from Asian Agri and DxP Yangambi from Astara
- Has implemented a zero burning method policy through a combination of mechanical methods and the use of chemicals for land clearing.
- Using pesticides that have been registered in the pesticide information system (pestisida.id) owned by the Directorate General of PSP of the Indonesian Ministry of Agriculture.

2.1.2.

Laws and regulation implementation monitoring are presented in document of "List of Laws and Regulation" No. LAW-TANI TENERA-001 (Rev. 0) to No. LAW-TANI TENERA-004 (Rev. 0), issued by Group Manager on July 1st 2017, with assistance of Sustainability Department of PT WNL, as explained in Indicator 2.1.1. Points/items of monitoring toward each aspect is presented as follows:

- Occupational health and safety aspect: 73 items, which 17 items were not applicable.
- Environment aspect: 111 items, which 25 items were not applicable.
- Plantation management and land legality aspect: 79 items, which 3 items were not applicable.
- Manpower aspect: 59 items, which 11 items were not applicable.

Those document mentioned above were available on the Office.

2.1.3 & 2.1.4.

Annual internal audit towards laws/regulation fulfillment implementation was carried out by Group Manager, Secretary and Administrative Officer of Tenera Group Smallholders, in coordination with Department of Sustainability of PT WNL. Internal audit were conducted specifically into four aspects as mentioned in Indicator 2.1.1 and 2.1.2. Smallholder management is able to shows internal audit report, issued by Group ICS dated 5 March 2019.

Annual internal audit towards laws/regulation fulfillment implementation was carried out by Group Manager, Secretary and Administrative Officer of Tenera Group Smallholders, in coordination with Department of Sustainability of PT WNL. Internal audit were conducted specifically into four aspects as mentioned in Indicator 2.1.1 and 2.1.2. Smallholder management is able to shows internal audit report, issued by Group ICS dated 5 March 2019.

Status: Comply

2.2

The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.

2.2.1.

Smallholder management stated that scope of *Kelompok Tani Tenera* or Tenera Smallholder Group was **223.92 ha**, which divided into 5 Pal, i.e. Pal 1 (Rayon 1), Pal 4 (Rayon 2), Pal 5 (Rayon 2), Pal 8&9 (Rayon 3) and Pal 10&11 (Rayon 4). Smallholder management was able to shows documents of legal ownership (SHM) as well as Registration Business Letter (STD-B) for oil palm cultivation, summarized as follows:

- Copy of "*Surat Hak Milik*" (SHM) or Legal Ownership Certificates for all Tenera Smallholder member (35 smallholders) were available on the Tenera Office. Totalling it was 93 SHM Certificates in Tenera Smallholder Group. The Original SHM were holds by the respective smallholder. According to SHM document review, it could be concluded that total area stated on 93 SHM's was 2,239,178 m² or 223.92 ha. This hectare figure is comply with scope of audit.
- Copy of *Surat Tanda Daftar Budidaya* (STD-B) or Registration Business Letter for oil palm cultivation dated January 4th and 5th 2018, for 35 smallholder members were available. The STDB has inform name of land owner, number of SHM, hectarage, FFB production (ton/ha/year), planting material, number of palms, planting pattern, partner (PT WNL), soil type and other activities within SHM area. However, it was identified 0.93 ha in area owned by Jalu Saputra were planted with rubber. Smallholder Management mentioned that this particular areas will be converted into housing areas in 2019.

For example:

- SHM from National Land Agency of Katingan Regency Number 00100 dated 5 December 2016 on behalf Mr. Zainul Arifin with area 26,590 m².
- SHM from National Land Agency of Katingan Regency Number 01048 dated 21 December 2016 on behalf Mrs. Yami with area 23,984 m².
- SHM from National Land Agency of Katingan Regency Number 00066 dated 11 November 2016 on behalf Mr. Candra Saputra with area 18,603 m².

2.2.2.

Kelompok Tani Tenera has dokument boundary stone maintenance POKTAN-TENERA-SOP-PSHM-29 dated 1 July 2017. All Group member conducted regularly maintenance every four months. For example: maintenance record on March 2019, sub group 1: 17 poles on good condition, sub group 2: 22 poles on good condition, sub group 3: 42 poles on good condition, and sub group 4: 11 poles on good conditions. Based on field observation to sub group 4 pole number 12 and number 14 on good conditions.

The Smallholders Group considerate to ensure that all boundary stones have an identity in accordance to Land Certificate map (OFI).

2.2.3.

Procedure of land conflict resolution was presented in document No. POKTAN_TENERA-SOP-PKL-38, issued by Group Manager on July 1st 2017. However, based on hectare statement and operational map, it was informed that there were no land conflict within Tenera Smallholder Group operational areas. Furthermore based in interview community representative from Village of Hampalit, it could be concluded that land conflict or occupation within Tenera Smallholder Group operational areas were not exist. All areas were has Land Ownership Certificate which issued by National Land Agency of Katingan Regency.

2.2.4 & 2.2.5.

As mentioned in Indicator 2.2.3, it could be concluded that there were no land conflict or occupation within Tenera Smallholder Group operational areas. This is confirmed during field observation and interview with *Kelompok Tani* members, as well as community representatives from Village of Hampalit.

2.2.6.

Smallholder management mentioned that member of Tenera Smallholder Group were consist of surrounding community which generally has family relationship or relatives of Group Manager. Since the first time of smallholder operational on September 2004 and starting of Group operational on May 2017, it was reported that land conflict were never been happened. Hence, involvement of para-military for security maintenance was never been happened as well. This matters has confirmed during field observation and interview with community representatives from Village of Hampalit and Group members. Furthermore, Group Manager stated that any problem related to land occupation, will be conducted through mechanism of kinship as the most priority.

Status: OFI indicator 2.2.2.

2.3

Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.

2.3.1.

Based on information from smallholder management and community representative from Village of Hampalit, it could be concluded that there is no customary rights within Smallholders Group operational areas. All area were has Legal ownership Certificates (SHM) as mentioned in Indicator 2.2.1.

However, evidence of FPIC on Tenera Smallholder membership could be shown in document of Agreement Letter which signed with IDR 6,000 legal stamp (*meterai*) by all Smallholder Group members and Group Manager. Furthermore, document of statutes and post-secondary law has signed by Group Manager, Secretary, Treasurer and Chief of Hampalit Village on February 2nd 2017 and February 4th 2017, respectively.

2.3.2 & 2.3.4.

As mentioned in Indicator 2.3.1, it could be concluded that there were no presence of customary rights within Smallholders Group operational areas. Hence, there is no compensation related to this matters. All areas were has Legal ownership Certificates (SHM) as mentioned in Indicator 2.2.1.

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability
3.1

There is an implemented management plan that aims to achieve long term economic and financial viability.

3.1.1

The Tenera Smallholders Work Program for the period 2020 to 2022 made by the group manager on 1st January 2019 informs the following matters:

Description	UoM	2020	2021	2022
Production	Ton	7,243.68	8,076.31	9,006.13
Membership	<i>Persil</i>	35	35	35
Planted Area	Ha	223.92	223.92	223.92

Projected Costs and Revenues

Description	UoM	2020	2021	2022
Production	Idr mio	10,865	12,922	15,309
Fertilizer :				
Anorganic	Idr mio	1,324	1,324	1,324
Organic	Idr thousand	321	321	321
Pesticide				
Glyphosate	Idr thousand	12.780	12.780	12.780
Methyl	Idr Thoosand	4.935	4.935	4.935

The Long Term Plan is used as a frame of reference in preparing the annual work plan. Based on information from the Tenera Smallholder Group Manager it is known that the preparation of the work plan is assisted by the BGA Group sustainability team as a partner and coach of the Tenera Smallholder

3.1.2

Based on age of planting profile, it was informed that palms in Tenera Smallholder Group were planted in between 2004 to 2015. Group Manager mentioned that palms will be replanted after reach one cycle which was about 25 years. Hence, replanting activities is projected to be carried out in 2029.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

Procedure of best management practices is presented in several documents, issued by Group Manager on July 1st 2017, presented as follows: No. POKTAN-TENERA-PTKS-PMB-01 about technical guidelines; No. POKTAN-TENERA-SOP-02 about land preparation; No. POKTAN-TENERA-SOP-03 about road and bridge construction and maintenance to No. POKTAN-TENERA-SOP-11 about harvesting and No. POKTAN-TENERA-PTKS-PLM-12 about marginal land management.

Procedure of agrochemicals handling and management is presented in the following documents, e.g.:

- No. POKTAN-TENERA-SOP-PBK-09 about agrochemicals management.
- No. POKTAN-TENERA-SOP-PLB3-10 about hazardous waste management.

Procedure of safe working practices of agrochemicals application is presented in document of "Hazard Identification Risk Assessment and Control (HIRADC) dated July 1st 2017 and the respective Material Safety Data Sheet (MSDS) of products. All procedure mentioned above are available on the Office. Group Manager mentioned that socialization of procedure has given through daily muster morning and conducting several trainings in provided by PT WNL.

Berdasarkan kunjungan lapangan ke PAL 1 pada saat kegiatan semprot lalang pekerja telah dapat menjelaskan tentang cara kerja aman bagi diri sendiri maupun bagi lingkungan. Pekerja juga dapat menjelaskan tentang aplikasi pestisida yang tepat sasaran dan tepat dosis. Pada kegiatan panen di PAL 4 pekerja dapat menjelaskan mengenai kriteria buah matang serta uraian tugas pemanen

Based on field observation to PAL 1 during the weed spraying known workers were able to explain how to work safely for themselves and the environment. Workers can also explain the application of pesticides that are right on target and on the right dosage. At the harvesting activity in PAL 4 workers can explain the criteria for ripe fruit and the job description of the harvesters

4.1.2

To maintain consistency of procedure implementation by workers, Group Manager has conducting several mechanism, as follows:

- Muster morning and periodic visit/inspection which conducted by Group Manager Twice a week
- Periodic monthly meeting with Departmen of Sustainability of PT WNL, which discussed about technical works, safety, field condition assessment, production performance, etc. For example, last meeting was held in June 2019, attended by 20 members and PT WNL representatives.
- Training and socialization of agronomy technique. For example, as follows:
 - Socialization of Herbicide Mixing on July 10, 2019 by the Tenera Smallholder supervising officer. The socialization given was in the form of PPE used, the method of mixing and storing used jerry cans
 - Socialization of Spraying Workwear standards on July 11, 2019 by the Tenera Smallholder supervising officer . Socialization focuses on understanding pesticide handling procedures which explains spraying clothes as much as possible protecting the whole body (no torn parts)
- The harvest, fertilizer and spray management performance that is carried out every month by the group manager is assisted by PT WNL's QA team- Socialization of Herbicide Mixing on July 10, 2019 by the Tenera Smallholder supervising officer. The socialization given was in the form of PPE used, the method of mixing and storing used jerry cans.

4.1.3

Tenera Smallholder can show records of internal inspection results including in the following quality reports:

• Harvesting Performance Quality (January 2019)

Location	FFB Criteria				Field Quality		
	Unripe	Underripe	Ripe	Overripe	Empty fruit bunch	Loose FFBI	Loose Fruit
PAL 1	0.2	12.6	75.4	11.3	0.5	0.00	21.1
PAL 4	0.2	11.6	77.4	10.3	0.5	0.00	14.7
PAL 5	0.1	10.1	81.2	8.3	0.3	0.00	14.2
PAL 8	0.1	8.2	79.8	11.6	0.3	0.00	22.5
PAL 11	0.2	7.2	83.1	9.2	0.3	0.00	19.2

• Manuring Performance Quality

Location	Quality Score
PAL 1	95.5
PAL 4	93.3
PAL 5	82.4
PAL 8	80.5
PAL 11	90.1

• Herbicide Performance Quality

Lokasi	Nilai Kualitas
PAL 1	89.0
PAL 4	84.0
PAL 5	90.0
PAL 8	92.0
PAL 11	92.0

The internal inspection was carried out by the Group Manager assisted by the QA team of PT WNL as the supervisor of the Tenera Smallholder. Based on the results of internal inspection, it is known that the quality of crops, fertilizers, and pesticide applications are included in the good category.

4.1.4.

FFB produced by Tenera Smallholder Group were only came from registered members (223.92 ha). Group Manager was able to shows record of FFB production from each SHM. Identification of FFB source from members' area could be shown document of *Surat Pengiriman Buah* (SPB) or FFB Delivery Letter. For example, FFB Consignment No RSPO014306072019 with ticket number from Pundu Mill (PT WNL) number A1219127705, planted year: 2004, FFB: 520 pcs, Netto: 8,580 kg and Driver: Sukaryaji. Group Manager shows record of FFB production and/or delivery from Tenera Smallholder Group period of July 2018 to June 2019 (see basic information).

Status: Comply

4.2

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

4.2.1

Procedure related to soil fertility is presented in several documents, as follows:

- No. POKTAN-TENERA-SOP-05 dated on July 1st 2017 about soil and water conservation.
- No. POKTAN-TENERA-SOP-06 dated on July 1st 2017 about planting of land cover crop.
- No. POKTAN-TENERA-PG-08 dated on July 1st 2017 about weeds control management.
- No. POKTAN-TENERA-PPK-09 dated on July 1st 2017 about manuring.
- No. POKTAN-TENERA-PTKS-PLM-12 dated on July 1st 2017 about marginal land management.

In carrying out fertilization the Tenera Smallholder follows the recommendation from the PT WNL RnD team as a guiding farmer group. Based on interviews with fertilizer workers in PAL 1 revealed that workers had been able to explain well the procedures for fertilizing that is in accordance with the dose set according to recommendations. Fertilizer is sown evenly around the tree using a calibrated bowl.

4.2.2

As stated in IOM No: 026 / IOM-RSC / X dated October 3, 2018 fertilizer recommendations for Tenera Smallholder are Urea, MOP, or MOP. In the explanation of fertilizer recommendations, it is explained that Tenera Smallholder is free to choose the use of a single or compound fertilizer according to readiness (choose one only).

Fertilization Realization (January - June 2019)

PAL	Area (Ha)	Planting Year	Fertilizer	Application (Ton)
1	38.91	2007;2011	NPK	20.80
			MOP	0
			Urea	0
4	54.63	2004;2007	NPK	16.51
			MOP	0
			Urea	0
5	10.27	2007;2011	NPK	29.12
			MOP	0
			Urea	0
8	50.37	2007,2008,2009, 2011	NPK	52.69
			MOP	0
			Urea	0
11	20.70	2007; 2008	NPK	12.16
			MOP	0
			Urea	0

By the time ASA-1 was implemented the fertilization activities had been completed and carried out in full. The selected fertilizer is compound fertilizer with NPK type. Based on information from the group manager it is known that the monitoring of the quality of fertilizer application is always monitored by the QA team of PT WNL as a guiding group of farmers. Monitoring results are outlined in the fertilizer performance report. Fertilization, schedule, and manpower arrangements are carried out by group managers in the hope that all members of the farmer groups will receive the same fertilizer quality.

4.2.3

As IOM from RnD PT WNL as the supervisor of Tenera Smallholder, it is known that the leaf sampling period is once a year. Whereas soil samples are taken every year for five years with an area of 20% of the total area. The results of the leaf analysis can be used for one year while the soil analysis can be used for five years.

There is a letter No: 003S / AL-BGA / EXT VII / 2018 dated July 24, 2018 from the Analytical Laboratory Research Department of PT WNL (BGA Group) regarding the results of analysis of soil and leaf samples. The parameters tested were pH; C-Organic; N; Available P and Total P (for soil) As for the leaf sample the parameters tested are N; P; K; Mg; Ca; B; and Cu.

Thus it can be concluded that Tenera Smallholder has information about the results of soil and leaf analysis and is carried out periodically.

4.2.4

Nutrition recycling implemented by Tenera Smallholder includes the following

- Empty Fruit Bunch Application : Based on information from the group manager and monthly reports on Tenera Smallholder empty fruit bunch was applied at a dose of 200 kg / oil palm



EFB application on PAL 1

- Preparation of the frond with U-Shape model
- Using manure from cow dung at a dose of ± 25 kg / base / year. The application of manure can be seen in PAL 4 and is applied with a slow release system (Manure is put into a sack and torn off the top).

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

Information of soil properties is presented in document of Soil Map (Scale 1:27,000), which informed there were six soil type in Tenera Smallholder Group operational areas, e.g. *Placaquods*, *Troposamants*, *Dystropepts*, *Tropudults*, *Dystropepts* and *Placaquods*. Based on field overview, it was known that in general land slope condition was flat to undulating and there were no presence of peat soil within operational areas. Hence, it could be concluded that there are no fragile soil on the accessed areas. Main limitation were seems mainly due to low fertility and sandy soil texture.

In the area of low fertility and sand, organic fertilizer is applied in the form of empty fruit bunch and dung.

4.3.2

Based on the slope class map with a scale of 1: 26,000, it is known that the slope classification found in Tenera Smallholder is as follows

Slope	Classification	Area (Ha)
0 – 2°	Flat	101.33
2 – 4°	Gently Undulating	110.16
4 – 6°	Undulating	12.43
Total		223.92

Based on the slope class map, it is known that the Tenera Smallholder area is dominated by flat and undulating areas, and there is no steep slope area.

4.3.3

Tenera Smallholder shows the budget or Road Maintenance program for the 2019 period, which is using laterite material (375 m³ / km) and excavator PC 48 (19 hour meter) heavy equipment with a total cost of IdR199.951 / Ha

Based on field observation to PAL-1 and PAL-4 it is known that the road are in good condition and easily traversed by vehicles. There is manual work to make water ropes at the point of the road that could potentially cause standing water. In addition there are stone stockings to patch potholes as seen on PAL-1

4.3.4 & 4.3.5

According to soil map (scale 1:27,000) and information from Group Manager and field overview, it could be concluded that there were no presence of peat soil within smallholders operational areas.

4.3.6

As mentioned in Indicator 4.3.1 and 4.3.2 it was known that there were no fragile soils within smallholder operational areas. Main limitation for oil palm cultivation were mainly due to low fertility and presence of sandy soils texture. To overcome this situation, several strategy that has been conducted are:

- Fertilizer application which recommended by Agronomist of PT WNL.
- EFB mulching.
- Organic fertilizer application.
- Selective weeding and pruned frond placement which aims to retain soil moisture on the field.

Based on field observations, it is known that a EFB application has been carried out in PAL 4 and PAL 1. Also do the conservation of soft fern (*Nephrolepis biserrata*) through selective spraying methods and the preparation of frond in interrow.

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

4.4.1.

Smallholders Group has a policy No. 005 / P-TNR / SK / VII / 2017 dated July 1st, 2017 to maintain the water border located within the area of the Tenera Farmers Group. The form of planning carried out is not spraying around the river border area.

Management carried out in the HCV area includes:

- Making HCV management procedures and policies.
- To socialize the existence / form of HCV areas and important values, including organizational commitment to protect them, especially to all group members and workers.
- Installation of warning boards to ban the use of HCV area chemicals and socialization to pesticide applicators.
- Give boundary marks for chemical applications.

The work program for HCV area management in 2019 includes:

- HCV socialization conducted in May 2019 by HCV officers or Managers.
- Monitoring is not carried out spraying in the HCV area in March and August 2019.
- Perform maintenance of boundary marks in July and December 2019.

Based on monitoring in March 2019, there was no known spraying and fertilizing in the HCV area. *POKTAN* shows the water management plan around the reservoir in the 2019 period, for example the installation of a fence that will be carried out in August, planting flowers in September and not using chemical material.

4.4.2.

POKTAN showed the socialization of the HCV area to all workers of the smallholders which was held on May 27th, 2019, the material discussed included maintaining HCV areas, maintenance workers were prohibited from sowing fertilizer or carrying out chemical activities in the HCV area (16 employees).

Observation in the HCV Pal 11 Kilometer 11 (HCV 4.1) area, known to have installed HCV information boards, the area was not fertilized and sprayed, plants were allowed to grow naturally around the reservoir. Maintenance is done manually such as pruning grass and others.

4.4.3.

Based on interviews with Smallholders Managers and field observations its known *POKTAN* doesn't have liquid waste water management due to absence of the Mill so that no effluent BOD measurement.

4.4.4.

Based on interviews with Smallholders Managers and field observations it is known that *POKTAN* does not have a monitoring record of water usage per ton of FFB for Mill.

Status: Comply

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

4.5.1

Commitment of integrated pest management is presented in long term business plan and procedure No. POKTAN-TENERA-HPT-10 dated July 1st 2017 about integrated pest management. Realization record of this activities is presented as follows:

• Pest observation results (January - June 2019)

PAL	Area (Ha)	Pest Infestation (%)		
		Nettle Caterpillar	Rat	Oryctes
1	38.91	0.2	0.3	3.25

4	54.65	0.5	0.2	2.65
5	10.27	-	-	3.25
8	57.59	0.3	-	3.25
11	22.52	-	-	2.22

- In order to avoid pest (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control, the use of Kleen Up 480 SL (Isoprophyl Amine Glyphosate) could be substitute with Metafuron 20 WP (Methyl Metsulfuron).
- For biological control, the management unit plans to install nest box and plant useful plants such as Turnera. The installation of nest box has not yet been carried out because it is still in the stage of a joint study with PT WNL RnD because the location of the land forms spots and many borders with residents areas so that the introduction of Tyto Alba needs to be well planned. Turnera planting can be seen on the CR and MR roads

Based on field observation to PAL-1 and PAL-4, there were no signs of an explosion of Palm Leaf Eating Caterpillar, Rat, or Oryctes populations. Plant figures are still in good condition with visually good leaves and fruit.

4.5.2

The training sessions on IPM that have been carried out by the Tenera Smallholder were on July 3, 2019 at the Tenera office and attended by 13 participants. The guest speaker was the RnD assistant of PT WNL (BGA Group) as the supervisor of the Tenera Smallholder.

Based on interviews with representatives of Tenera Smallholder and workers, such as PAL 1 and PAL 4, are known to workers and landowners who have known potential palm pests such as rat; Nettle Caterpillar; and Oryctes. During this time the employee also functions as a preliminary information provider if on the ground any signs of pests are found. In addition, workers can also explain the characteristics of oil palm plants that are attacked by pests or diseases.

Status: Comply

4.6

Pesticides are used in ways that do not endanger health or the environment

4.6.1

Procedure of pesticide application is presented in No. POKTAN-TENERA-PG-08 about weeds control management and No. POKTAN-TENERA-HPT-10 about integrated pest management dated July 1st 2017. In order to avoid pest (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control, the use of Kleen Up 480 SL (*Isoprophyl Amine Glyphosate*) could be substitute with Metafuron 20 WP (*Methyl Metsulfuron*). According to pesticide use record and overview to Pesticide Store in the Office, it was known that pesticide used in Tenera Group is presented as follows:

Pesticides	Active Ingredients	Target
Kleen Up 480 SL	<i>Isoprophyl Amine Glyphosate</i>	Broadleaf and narrowleaf
Metafuron 20 WP	<i>Methyl Metsulfuron</i>	Broadleaf

All pesticides mentioned above were herbicide which listed in the *pestisida.id* (Pesticide Information System) belongs to the Directorate General of Facilities and Infrastructure of the Indonesian Ministry of Agriculture. The site stated that both pesticides have a valid distribution permit. Moreover, according to pesticide list and application record, it could be concluded that pesticide used in Tenera Smallholder Group were only used for weeds control. There is no pesticide used for insects and mamals.

4.6.2.

Records of the use of pesticides for Tenera Smallholder as stated in the monthly pesticide use report (January - June 2019) are as follows:

Trademark	Active Ingredients	Application (Ha)	Usage	Pesticide/ha
Klen – Up	Glyphosate	223,92	93.60 Liter	0.418
Metafuron	Methyl Metsulfuron	223,92	6.71 Kg	0.029

* Information about LD50 is available on each MSDS product

Smallholder Group management has satisfactory records and monitor the used of pesticides.

4.6.3.

IPM implemented by the Tenera Smallholder is basically part of a strategy to minimize the use of pesticides. The application of pesticides to control pests and diseases is always based on the results of a pest and disease census.

Besides the biological control plan established such as the installation of nest box and planting of beneficial plants is also expected to be able to help in suppressing pest populations. Based on the recapitulation of the use of pesticides in the Tenera Smallholder in 2018 and 2019, it is known that the agrochemical species whose use is reduced are those from the insecticide and rodenticide group. Because during that period there were no insecticide and rodenticide applications in the field.

4.6.4.

The policy not use WHO 1A and 1B pesticide and paraquat are included in the Decree of Tenera Farmer Group Members No: 008 / P-TNR / SK / VIII / 2017 from group manager on August 3, 2017 concerning Herbicide Recommendations stating Herbicide group 1A and 1B as well as paraquat is no longer used in controlling weeds.

Based on monitoring of recapitulation of the use of Tenera Smallholder, it is known that there is no use of WHO 1A and 1B pesticides and paraquat. However, in the foreman's daily monitoring book, it was found that there was a use of paraquat, for example on April 16, 2019 in PAL 1; April 12, 2019 at PAL 8; and 8 April 2019 at PAL 8; PAL 8 / T; and PAL 11. Explanation from the Chairperson of the Tenera Smallholder Paraquat was applied by nearby farmers who bordered the tenera smallholder but used spraying worker and supervision from tenera smallholder so that the use of pesticides was recorded in the foreman diary.

Based on field visit in PAL 4 found that there were red and white markers to limit the tenera farmer smallholder with other farmers. Therefore Tenera Smallholder has the opportunity to socialize and ensure that commitments not to use pesticides group 1A and 1B and paraquat are implemented to all group members. **OFI**

4.6.5 & 4.6.9.

Procedures for handling pesticides are regulated in the following :

- SOP: No. POKTAN-TENERA-PG-08 about weed control
- No. POKTAN-TENERA-HPT-10 about integrated pest management
- POKTAN_TENERA-SOP-PP-31 tentang Kesehatan dan Keselamatan Kerja Lingkungan Penggunaan dan Pengawasan Pestisida

Smallholder management has conducted training to improve the knowledge and understanding of group members and workers by carrying out several socializations as follows:

- Socialization of Herbicide Mixing on July 10, 2019 by the Field Supervision. The socialization given was in the form of PPE used, the method of mixing and storing used jerry cans
- Socialization of Spraying Workwear standards on July 11, 2019 by the Field Supervision. Socialization focuses on understanding pesticide handling procedures which explains spraying clothes as much as possible protecting the whole body (no torn parts)

Based on the field observation to PAL 1, it was found that the workers were able to explain well how to apply pesticides. In addition, PPE that has been used also includes boots, plastic gloves, aprons, and face shields. However, there is a worker who uses short-sleeved work clothes and when the supervisor does the mixing of materials does not use PPE. An explanation of the nonconformity is accommodated in indicator 4.6.7

4.6.6.

Procedure of pesticide handling is presented in document No. POKTAN-TENERA-PG-08 about weeds control management and No. POKTAN-TENERA-HPT-10 about integrated pest management. Both procedure were issued by Group Manager on July 1st 2017.

Based on interviews with pesticide applicators in PAL 1, workers have understood the active ingredients of the herbicide used, how to spray properly and the dangers and risks related to the chemicals they have used so far, so they are given training in handling chemicals and are equipped with PPE appropriate so that the risk from exposure to these chemicals can be minimized. There was a training on pesticide handling for officers which was held on July 10th, 2019.

4.6.7.

Based on observed evidence such as:

1. Occupational Health and Safety SOP for Environmental Protection Pesticide Use and Control (POKTAN_TENERA-SOP-PP-31 procedure C including stating:
 - When mixing pesticides, the officers / operators must use the Standard and Decent PPE
 - Application spraying in the field must meet OHS criteria - Use of work clothes that cover the entire body as much as possible (do not wear torn work clothes)
2. Based on the field observation to PAL 1 during the spraying activity were found to be the following facts :
 - One from 3 spraying worker use short sleeves when working
 - The foreman does not use PPE, for example masks and plastic gloves when mixing pesticides

Thus it can be concluded that the use of pesticides by the Tenera Smallholder has not been fully consistent in applying methods that can minimize risks and negative impacts. **This is a Nonconformity No.2019.02**

Tenera Smallholder has followed up in the form of:

- Socialization of Herbicide Mixing on July 10, 2019 by the Field Supervision. The socialization given was in the form of PPE used, the method of mixing and storing used jerry cans
- Socialization of Spraying Workwear standards on July 11, 2019 by the Field Supervision. Socialization focuses on understanding pesticide handling procedures which explains spraying clothes as much as possible protecting the whole body (no torn parts)

However, it has not yet identified the root cause analysis and corrective actions so that the same nonconformity does not recur in subsequent assessments

4.6.8.

Based on information from the Group Manager, it is known that there is never any application of pesticides by air. In addition, based on the results of a visit to the storage of tools and equipment for pest control, it is known that there are no infrastructures to apply pesticide through the air.

4.6.10.

Procedure of agrochemicals handling and management is presented in the following documents, e.g.:

- No. POKTAN-TENERA-SOP-PBK-09 about agrochemicals management.
- No. POKTAN-TENERA-SOP-PLB3-10 about hazardous waste management.
- MSDS of pesticide products.

POKTAN shows the minutes of hazardous waste delivery from POKTAN Tenera to SCME (Sungai Cempaga Estate) PT Windu Nabatindo Abadi dated June 29th, 2019 with details:

- Knapsack as much as 3 pairs.
- Pesticide packaging as many as 12 pairs.
- Used packaging for metafuron (Pesticide packaging) for 2 pairs.

The company cooperates with PT WNA to transport hazardous waste. Hazardous waste storage Sungai Cempaga Estate has a hazardous waste storage permit. The last delivery was made on June 29th, 2019.

4.6.11.

Based on document verification sighted that there are three woman and two man pesticide&fertilizer operators. The latest medical check up were conducted on 18 June 2019 by Regional 2 BGA Group Doctor in Metro Pundu Clinic-PT WNL. All of pesticide operator on normal condition, based on interview with three pesticide operators and mandor, it was obtained information there are no itching and poisoning.

4.6.12.

Group Manager stated that pregnant and breastfeeding worker were prohibited to works with agrochemicals. This policy is presented in Manager Decree No. 016/P-TNR/SK/VIII/2017 dated August 1st 2017. According to employees' record and

information from unit management, it was known that there were three female agrochemicals (pesticide and fertilizer) applicators. Currently, there are no pregnant and breastfeeding workers.

Status: NCR No 2019.02 with minor category.

4.7

An occupational health and safety plan is documented, effectively communicated and implemented.

4.7.1.

Group smallholder management shows Decree of Group Manager No. 001/P-TNR/SK/VII/2017 dated July 1st 2017 about occupational and safety (OSH) commitment in Tenera Smallholder Group. Unit management has committed to carried out OSH through monitoring and implementing OSH principle and to arrange OSH program which aim to minimize work accident.

Group Smallholder Management has safety committee structure, which consist of Advisor of Committee by Group Manager, Chief Committee and Secretary Committee which supported by 4 Coordinators, e.g. Hazardous, Hazardous Waste and Emergency; Environment and Health; OSH Inspection; and Training, Documentation and Devices Divisions.

4.7.2.

Smallholder group management has carried out hazard identification risk assessment determining (HIRADC) which presented in document Risk Assessment, issued by Internal Control System (ICS) and Group Manager on 4 January 2019. In general among activities which covers on the analysis are harvesting, FFB transportation, loader, pesticide application, manuring, pruning, road maintenance, manual upkeep, Office activities, workshop activities, hazardous and hazardous waste management and dump truck.

4.7.3.

Unit management has provide PPE as mentioned in Risk Assessment, which shows in several documents, for example as follows:

- Official letter dated 14 June 2019 about PPE set delivery to 5 pesticide applicators, i.e. goggle, boot, apron, masker, rubber gloves and helmet.
- Official letter dated 14 June 2019 about PPE delivery to 6 harvester applicators, i.e. *dodos & egrek* glove, hand glove, rubber boot.

4.7.4.

Group Smallholder Management has safety committee structure, which consist of Advisor of Committee by Group Manager, Chief Committee and Secretary Committee which supported by 4 Coordinators, e.g. Hazardous, Hazardous Waste and Emergency; Environment and Health; OSH Inspection; and Training, Documentation and Devices Divisions. Meeting regarding safety has conducting together with monthly meeting. For example, last meeting was held in 7 January 2019.

4.7.5.

Group smallholders has evacuation procedure number POKTAN_TENERA-SOP-17 dated 1 July 2017 and aslo procedure Emergency Response Preparedness number POKTAN_TENERA-SOP-LD-E18 dated 1 July 2017. This procedure has been socialized to the workers on 14 June 2019. Based on field observation to the harvesting and chemical spraying activites sigthed that all foreman has completed with first aid in accordance to the Man Power Minister Regulation number 15 year of 2008.

4.7.6.

Based on document verification sigthed that the group smallholders has 18 workers, such as: ICS staff, two foreman, one administration, six harvesters, and four spraying&fertilizer workers. The group smallholders has paid worker insurance and health insurance every month. However there are several variance of payment, for example: workers insurance only for 13 workers and health insurance only for three workers. Based on that information, obtained the information that group smallholder has not been able to show that all workers were covered by worker insurance and health insurance. **It was raised as non conformity No 2019.03 with minor category.**

4.7.7.

Based on accident work monitoring record, there are no accident cases since January 2018 until June 2019. It also was confirmed during field visit and interview with several upkeep workers and harvesting workers.

Status: NCR No 2019.03 with minor category.																										
4.8																										
All staff, workers, smallholders and contractors are appropriately trained.																										
<p>4.8.1. The Group smallholders has training program year of 2019, such as: OHS training, worker welfare training, environment management training and also RSPO/supply chain implementation training.</p> <p>4.8.2. The group smallholders has training record, for example: safe working training to five harvester workers and five upkeep workers on 14 June 2019, PPE's usage training to all workers on 14 June 2019, fire extinguisher usage training to all workers on 14 June 2019. And also MSDS training to upkeep workers on 14 June 2019. Based on interview with group manager, it's known that other training program will be conducted on Semester II.</p>																										
Status: Comply																										
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity																										
5.1																										
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.																										
<p>POKTAN shows a statement of ability to manage and monitor the environment for each member of the farmer group (35 people) and has been signed by the group member and the Head of the Environment Agency of Katingan For example:</p> <table border="1"> <thead> <tr> <th>Name of members smallholders</th> <th>Land location</th> <th>Hectare (ha)</th> <th>Numbers of Commitment Letter of Environment Management Environment of Katingan</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Gia Diana Syafitri</td> <td>Bangkuang Village Sub-District of Tewang Sangalang Garing, Regency of Katingan</td> <td>1,434</td> <td>660.2.2/65/DLH-TL/SPPL/IV/2018</td> <td>26 April 2018</td> </tr> <tr> <td>Hampalit Village, Sub-District of Katingan Hilir, Regency of Katingan</td> <td>2,431</td> <td>660.2.2/66/DLH-TL/SPPL/IV/2018</td> <td>26 April 2018</td> </tr> <tr> <td>Bangkuang Village, Sub-District of Tewang Sangalang Garing, Regency of Katingan</td> <td>1,755 ha</td> <td>660.2.2/68/DLH-TL/SPPL/IV/2018</td> <td>26 April 2018</td> </tr> <tr> <td rowspan="2">Adnan Tirta Mayoga</td> <td rowspan="2">Bangkuang Village, Tewang Sub-District Sangalang Garing, Regency of Katingan</td> <td rowspan="2">2.978</td> <td>660.2.2/121/DLH-TL/SPPL/IV/2018</td> <td>26-Apr-18</td> </tr> <tr> <td>660.2.2/122/DLH-TL/SPPL/IV/2018</td> <td>26-Apr-18</td> </tr> </tbody> </table>		Name of members smallholders	Land location	Hectare (ha)	Numbers of Commitment Letter of Environment Management Environment of Katingan	Date	Gia Diana Syafitri	Bangkuang Village Sub-District of Tewang Sangalang Garing, Regency of Katingan	1,434	660.2.2/65/DLH-TL/SPPL/IV/2018	26 April 2018	Hampalit Village, Sub-District of Katingan Hilir, Regency of Katingan	2,431	660.2.2/66/DLH-TL/SPPL/IV/2018	26 April 2018	Bangkuang Village, Sub-District of Tewang Sangalang Garing, Regency of Katingan	1,755 ha	660.2.2/68/DLH-TL/SPPL/IV/2018	26 April 2018	Adnan Tirta Mayoga	Bangkuang Village, Tewang Sub-District Sangalang Garing, Regency of Katingan	2.978	660.2.2/121/DLH-TL/SPPL/IV/2018	26-Apr-18	660.2.2/122/DLH-TL/SPPL/IV/2018	26-Apr-18
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<p>5.1.2 & 5.1.3. POKTAN tenera has committed to carry out environmental management and monitoring in 2018, including:</p> <ol style="list-style-type: none"> 1. Maintaining the haul road by watering regularly, especially during the dry season. 2. Providing facilities and infrastructure for fighting forest fires. 3. Make firebreaks. 4. Land preparation is equipped with drainage on the site as tamping running water activities. 5. Making trenches left and right location of supporting facilities and infrastructure that lead to primary or secondary drainage. 6. And others. 																										

Based on interview with farmers they have been know related management and monitoring of environment example:

- Hazardouse waste generated is collected in the hazardous waste storage and subsequently submitted to subsequent management in accordance with applicable regulations.
- Field observation at HCV 4.1 they have been protected riparian area.

Status: Comply

5.2

The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced

5.2.1.

POKTAN was conducted assessment of HCV by the independent smallholder manager along with members guided by PT BGA in March 2017 for 234 Ha of land use using RSPO guidelines For independent smallholder managing HCVs in established Palm Oil Plantations (Version 2.4) December 9th, 2015. HCV area of 0.72 ha & 0.33 ha, so total HCV area is **1.05 ha**.

Observation area in Pal 11 Kilometer 11 HCV (HCV 4.1), its known there is existed installation of information boards HCV, the area is not done fertilizing and spraying, plants were allowed to grow naturally around the reservoir. Maintenance is done manually such as grass pruning and others.

5.2.2 & 5.2.4.

Based on HCV management and monitoring reports, which were carried out on 14-15 June 2019 and interviews with workers and the community, no protected species were found in the area.

Management carried out in the HCV area includes:

- Making HCV management procedures and policies.
- To socialize the existence / form of HCV areas and important values, including organizational commitment to protect them, especially to all group members and workers.
- Installation of warning boards to ban the use of HCV area chemicals and socialization to pesticide applicators.
- Give boundary marks for chemical applications.

The work program for HCV area management in 2019 includes:

- HCV socialization conducted in May 2019 by HCV officers or Managers.
- Monitroing is not carried out spraying in the HCV area in March and August 2019.
- Perform maintenance of boundary marks in July and December 2019.

5.2.3.

Management has a policy intended for all members of the Farmers Group Tenera and workers concerning the establishment of HCV Region, indicated by a decree issued by Farmers Group manager Tenera. With number 005 / P-TNR / SK / VII / 2017 dated 1 July 2017 concerning the prohibition of spraying using chemicals. Socialization on understanding the prohibition on spraying activities, slashing and throwing garbage in the area HCV dated June 14th, 2019.

5.2.5.

Based on the interviews and document review, there was a policy agreement with No 005 / P-TNR / SK / VII / 2017 dated July 1st, 2017 to maintain the riparian area located in independent smallholder area. The form of planning is not doing spraying around the riparian area. The result of interview with Hampalit village community, there is no overlapping community area with HCV area.

Status: Comply

5.3

Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

5.3.1.

POKTAN shows identification of waste sources and management plans for the January - June 2019 period such as:

Sources of waste in spraying activities like pesticide packaging, chemical cans, masks and gloves are stored in hazardous waste storage.

Farmers Group show identification document pollution sources in 2019 period as follows:

- Use of emission fertilizers produced by Natrium Oxide.
- Use of vehicle transportation emissions from Carbon Monoxide and Carbon Dioxide.
- Use of fuel oil produced by Carbon Dioxide emissions.
- Clearance of land produced by Carbon Dioxide.

5.3.2.

POKTAN shows the minutes of hazardous waste delivery from *POKTAN* Tenera to SCME (Sungai Cempaga Estate) PT Windu Nabatindo Abadi dated June 29th, 2019 with details:

- Knapsack as much as 3 pairs.
- Pesticide packaging as much as 12 pairs.
- Used packaging for metafuron (Pesticide packaging) for 2 pairs.
- Oil filter as much as 1 pair.
- Fuel filter as much as 1 pair.
- Sack of fertilizer as much as 1,205 pairs.
- Plastick of fertilizer as much as 1,010 pairs.
- Used gloves as much as 1 pair.

Work agreement with number 001 / P-TNR / KKB / I / 2018 between *POKTAN* Tenera and the Acting Estate Manager of PT Windu Nabatindo Abadi from January 26th, 2018. Hazardous delivery time to hazardous waste storage permit with permission is done every 3 months.

Hazardous waste and toxic management permits for PT WNA storage activities in accordance with the decision of the Regent of *KOTIM* number 660/814 / DLH-Ek.SDA / XI / 2017 located in Selucing Village, Cempaga Hulu District, *KOTIM* Regency. This permit is valid from 21 November 2017 and is valid for 5 years. The location of hazardous waste storage SCME in the coordinates S: 01°49 '05. "and E: 113° 00 '43.5 "with a size of 6 m x 12 m.

5.3.3.

Based on interviews with Housing Residents (Workers Wives), it is known that domestic waste is disposed in the trash and transported once a week to the district government landfill. Hazardous waste is collected at the hazardous waste storage in transit, then when it is fully transported to the SCME storage licensed by PT WNA. *POKTAN* already has a partnership for the storage and transportation of hazardous waste with PT WNA, especially SCME. *POKTAN* does not produce liquid waste, solid waste such as EFB, fiber and shells and infectious waste.

	Status: Comply	
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5.4

Efficiency of fossil fuel use and the use of renewable energy is optimised.

Average diesel consumption period of January - May 2019 for vehicles of farmers amounting to 341.9 liters with an average efficiency of solar usage to the FFB production amounted to 0.000956 liters / tonne of FFB. Field observations in the housing of workers its sourced from *PLN*, *POKTAN* participated in providing subsidies to workers as much as IDR 50,000 per month (two houses 1 source of electricity so that 2 doors as much as IDR 100,000).

	Status: Comply	
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5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

5.5.1

Tenera Smallholder has a policy of not use fire in land clearing and crop maintenance listed in point 7 of the "Tenera Poktan Commitment" signed by group managers on July 1, 2017.

Based on the distribution of planting year, it is known that the distribution of planting years in tenera farmer groups is 2004 to 2015. There were no land clearing or expansion activities until the time of the ASA-1 assessment. Based on interviews with workers and managers of the Tenera Smallholder found that routine socialization regarding the prohibition on the use of fire was conveyed to each member

5.5.2

Tenera Smallholder will not carry out replanting activities. Besides that, as the commitment of all member, there is no use of fire either in land clearing activities or upkeep activities.

Status: Comply

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

5.6.1.

Farmers Group show identification document pollution sources in 2019 period as follows:

- Use of emission fertilizers produced by Natrium Oxide.
- Use of vehicle transportation emissions from Carbon Monoxide and Carbon Dioxide.
- Use of fuel oil produced by carbon dioxide emissions.
- Clearance of land produced by Carbon Dioxide.

5.6.2.

The company shows the GHG monitoring plans and timelines listed in the emissions assessment report, including:

1. Land Conversion

Action Plan	Time line
To monitor the plans for land clearing and its realization	January – December 2018

2. Carbon Crop Sequestration from palm crops.

Action Plan	Time line
To make sure that seed is good quality and with a government license	January – December 2018 by KTT
To monitor the realization of oil palm planting & legume cover crops	January – December 2018 by KTT
To minimize FFB losses	January – December 2018 by KTT

3. Fertilizer manufacture and transportation.

Action Plan	Time line
To monitor leaf & soil analysis activity	Once every 1 year on April – May Assisted BGA Research Departement.
Source fertilizer closer to the field	Once every 1 year by KTT

4. Monitoring fertilizer emissions.

Action Plan	Time line
To monitor empty bunch application for mulching	After mill, operational by KTT
To monitor plan and realization of fertilizer application	Every Fertilizer application by KTT

5. Diesel fuel consumption (field)

Action Plan	Time line
To monitor the fuel consumption of device & vehicle	Every month by KTT
To analyses work of equipment compared to its fuel consumption	Every month by KTT
To monitor planning & realization of	Once every 6 months by KTT

training related with driving safety	
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6. Peat oxidation.

There is no peat land and no peat oxidation at KTT.

7. HCV Crop sequestration

Action Plan	Time line
To monitor the planning and realization of HCV areas rehabilitation, where the land cover is grassland or open land	Once every 6 months by KTT

5.6.3.

POKTAN shows the 2018 emissions assessment report with details:

Input/output	MT
Planted area (ha)	223.92
FFB	5616.78
t/ha	25.08

Description	Kelompok Tani Tenara			Percentage
Emission source	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB	
Land conversion	1593.8	7.12	0.28	85.22
CO ₂ emission from fertilizer	186.55	0.83	0.03	9.97
N ₂ O Emissions	75.06	0.34	0.01	4.01
Fuel consumption	14.91	0.07	0	0.8
Peat Oxidation	0	0	0	0
Total emissions	1870.32			
Sinks				
Crop sequestration	-2096.28	-9.36	-0.37	
Sequestration in conservation area	0	0	0	
Total (Net emissions)	-225.96	-1.01	-0.04	

Fertilizer used in 2018

Fertilizer (mt)			
Estates	NPK 12	RP	Kieserite
KTT (totals)	100.9	40.05	30.9

Fuel used in 2018

Unit	Fuel used (l/yr)
KTT	4779.5

Emissions	tCO ₂ e	Percentage
Nitrous oxide	75.06	4.01 %
Emission manufacture & transport	186.55	9.97 %
Fertilizer use & transport + Supplying FFB	261.61	13.98 %
Fuel consumption	52.63	3.02 %

Status: Comply	
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PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills
6.1

Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.

6.1.1. & 6.1.2.

The Tenera Smallholder Group (Kelompok Tani Tenera) is located in Hampalit Village, Katingan Hilir Regency, Katingan Regency, Central Kalimantan Province. The identification of the social impact of Tenera Smallholder Group has been done in 2017. The identification activities were carried out by a joint team of Tenera Farmer Group and accompanied by the Team of the companion of PT Windu Nabatindo Lestari. There is also a Minute of Meeting on information gathering for the compilation of Social Operations Impact Identification document, dated 8 March 2017.

Based on the results of stakeholder consultations with Community Leaders, Village/Peasant Representatives, Village Heads and Group members, it is known that there are no negative issues about the existence of the Tenera Farmers Group. Some informants stated that the existence of farmer groups has had a positive impact, among other: the increase of welfare (income), assistance to the village government (construction of the Mosque, funding for transport of school children and other assistance on religious days).

6.1.3.

Kelompok Tani Tenera was shown Social Impact Management & Monitoring Plan with time frame and person in charge. The implementation of this plan has been recorded, for example: regularly patrol to prevent theft of FFB's. The group manager also conducted persuasive method to the local communities to join with Kelompok Tani Tenera.

6.1.4.

Kelompok Tani Tenera has been conducted Social Impact Assessment on March 2017 with involved all stakeholders. One of the negative impact of the group activities are theft of FFB's. It cause by social inequality between group members and non members. Kelompok Tani Tenera has conducted regulary patrol and persuasive method to manage this issues. However, Kelompok Tani Tenera has not been able to show that Social Impact Management and Monitoring Plan Review minimum every two years with involeved all affected parties. **It was raised as non conformity No 2019.04 with minor category.**

6.1.5.

Kelompok Tani Tenera located in Hampalit Village, Katingan Hilir Sub-Regency, Katingan Regency, Central Kalimantan Province is a scheme of independent smallholder group with 233.92 Ha area and its members consist of local community (35 farmers). Significant impacts on surrounding communities consist of:

- Ease of obtaining fertilizer, whether subsidized fertilizer or non-subsidized fertilizer.
- Ease of obtaining counseling from various parties (Local Government, NGOs, Companies) concerning the welfare of independent oil palm growers.
- Not subject to high deduction costs related to transportation & buying and selling with Palm Oil Factory.

Status: Comply

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

6.2.1 & 6.2.2

The Tenera Smallholder has a Transparency and Communication SOP (POKTAN_TENERA-SOP-TK-39, approved by the Group Manager and entered into force on July 1, 2017). The procedure is a reference in the process of communication and providing information to stakeholders transparently.

Based on the Decree on the Appointment and Appointment of Officers in the Field of Internal and External Communication of Tenera Smallholder No. 002 / TNR / SK / I / 2019, it is known that the communication officer is Parlaungan Pasaribu

6.2.3

Tenera Smallholder has a Stakeholder Register (2018), the stakeholders consist of:

- Members of the Tenera Farmers Group
- Village Head and his apparatus
- The Police
- CV Graha Tenera
- PT Windu Nabatinto Lestari

- PT Windu Nabatinto Abadi
- Katingan Regency Work

There are several forms of communication with other parties, for example in the log book of In and Out Letters there is evidence of a recorded communication with several parties, among others:

- Correspondence with the Village Head of Hampalit regarding the implementation of the RSPO assessment activity on 9 July 2019. Letter sent on 5 July 2019
- Notification letter of IPM training for Tenera Farmers Group members from PT WNL RnD staff dated June 24, 2019

Based on interviews with representatives of Hampalit Village, it is known that coordination between the Village and Farmer Groups, both verbally and officially, is well-established, for example information on cooperative production, FFB prices, and information on opportunities for farmers who want to join the Tenera Farmers Smallholder

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

6.3.1

Tenera Smallholder has a Complaints SOP (POKTAN_TENERA-SOP-K-25, approved by the Group Manager coming into force on July 1, 2017). The procedure is a reference in handling complaints from parties (internal and external). A Whistle Blowing document has also been shown which informs us about phone numbers that can be contacted.

Based on the interviews with representatives of the Hampalit village and six farmers from the Tenera Smallholder, there were no complaints regarding the operational activities of the Tenera Farmers Group. Socialization regarding the Complaints SOP was given at regular meetings with all members of the Farmer Group and at the time of the field checking schedule by the Tenera Smallholder Group Manager.

6.3.2

Based on the document verification and explanation from the management representative and Tenera Smallholder staff that up to now there are no internal and external disputes and complaints regarding the management of the Tenera Smallholder

Based on stakeholder consultations with the parties included: Community Leaders, Village Residents / Farmers Representatives, Village Heads of Hampalit, it was found that there were no complaints or disputes in the existence of the Tenera Farmers group with the parties. During ASA-1 conducted, a complaint monitoring book was empty.

Status: Comply

6.4

Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

6.4.1.

Smallholder management stated that scope of *Kelompok Tani Tenera* or Tenera Smallholder Group was **223.92 ha**, which divided into 5 Pal, i.e. Pal 1 (Rayon 1), Pal 4 (Rayon 2), Pal 5 (Rayon 2), Pal 8&9 (Rayon 3) and Pal 10&11 (Rayon 4). Certificates of Land Ownership and Registration Business Letters of all 35 members were available.

Based on information from smallholder management, Agriculture Agency of Katingan Regency and community representative from Village of Hampalit, it could be concluded that there is no customary rights within Smallholders Group operational areas. All area were has Legal ownership Certificates (SHM) as mentioned in Indicator 2.2.1. However, evidence of FPIC on Tenera Smallholder membership could be shown in document of Agreement Letter which signed with IDR 6,000 legal stamp (*metera*) by all Smallholder Group members and Group Manager. Furthermore, document of statutes and post-secondary law has signed by Group Manager, Secretary, Treasurer and Chief of Hampalit Village on February 2nd 2017 and February 4th 2017, respectively.

6.4.2 & 6.4.3.

Tenera Smallholder Group were consist of 93 Land Ownership Certificates (SHM) which owned by 35 Group members. Total area of all certificates was 223.92 ha which covers scope of certification. Hence, there is no land compensation payment.

Status: Comply

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

6.5.1.

- Kelompok Tani Tenera sets the minimum wage with reference to Kalimantan Tengah Governor Regulation number 51 year of 2018 about sectoral minimum wage of Kotawaringin Timur Rgency is Rp 2,776,640 or over time rate is 16,049/hours.
- According to Group Manager Letter dated 2 January 2019 sighted that harvesting premium for the holiday or Sunday are Rp 100/Kg. Its equivalent with Rp 140,000/days (in accordance to mandays volume rate: 1,400 Kg of FFB.
- Premium payment period of April to May 2019 on behalf of Mr. PRW with volume: 5,035 Kg x Rp 100; Mr SRY with volume: 1,405 Kg x Rp 100.
- While based on Man Power Decree number 102 year of 2004, clause 11b that overtime payment for holidays with 6 working days system is seven hours multiplied two is Rp 224,685, 8th hours (3 x hourly wage) and 9th – 10th hours (4 x hourly wage).
- Based on above calculating, it should be $Rp\ 224,685 \div 1,400\ Kg = 160/Kg$.

Kelompok Tani Tenera has not been able to demonstrate that harvesting on holidays payment system comply with Man Power Decree number 102 year of 2004. **It was raised as non conformity No 2019.05 with Major Category.**

The Smallholders group to be consider to ensure that determination minimum wage in accordance to Katingan Regency Regulation (OFI).

6.5.2.

Group Manager was able to shows Working Agreement of all employees (14 workers). Based on interview with an administration officer, three Upkeep workers and three Harvesters, it was informed that the workers keep the copy of working agreement. The agreement has consist of Group regulation, working hours, absence, code of conduct, salary payment and remuneration, PPE, medical facility, BPJS payment, leave, permission, ends of relationship and conflict resolution. The agreement signed by Group manager and the respective worker.

6.5.3.

Group management has providing a proper housing facilities equipped with fire extinguisher, toilet and small prayer room and volley field. Voucher of electricity were given IDR 50,000 per month as subsidy. According to interview with worker in housing area, facilities given such as clean water, sanitation, health and access to the local market were considered satisfactory. As observed, housing condition was considered clean and health.

6.5.4.

Location of Tenera Smallholder Group operational areas were just in adjacent with Trans Kalimantan Province Road, which connecting Katingan Regency in Kalimantan Tengah Province to Landak Regency in Kalimantan Barat Province. Distance from the nearest traditional market were about 10 to 15 km. based on interview with employees, it was informed that accessibility from housing areas to the market was very satisfactory.

Status: NCR No 2019.05 with Major Category and OFI.

6.6

The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

6.6.1.

Management policy towards freedom of association to forms a workers union was presented in document No. 002/P-TNR/SK/VII/2017 Point 4. However, according to interview with administration Staff, 4 Upkeep workers in Pal 1 and 2

Harvesters in Pal 8, it could be concluded that forming of worker union in Tenera Smallholder Group was not necessary since there were only 12 workers in the Group.

6.6.2.

According to interview with administration Staff, five Upkeep workers in Pal 1 and five Harvesters in Pal 8, it could be concluded that forming of worker union in Tenera Smallholder Group was not necessary since there were only 12 workers in the Group. Hence, there is no meeting related to it. Aspiration of workers was delivered personally to the Group management.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1.

Policy towards minimum age for workers was presented in document No. 004/P-TNR/SK/VII/2017 dated July 1st 2017, which mentioned that worker below 18 years old was strictly prohibited. According to employees' data, it was informed that the youngest employess was 20 years old, born on October 21st 1998. Based on field observation to the spraying and harvesting activity and interview with the workers. It was obtained information that there are no indication of child workers.

Status: Comply

6.8

Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.

6.8.1.

Non discriminative policy was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1st 2017 Point 5. According to interview with Hampalit Village representatives, 5 Upkeep workers in Pal 1 and 5 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Jawa and locals (Dayak).

6.8.2.

According to interview with Hampalit Village representatives, 5 Upkeep workers in Pal 1 and 5 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Jawa and locals (Dayak). Furthermore, based on list of employee data in 2018, it was informed that it was only 1 female worker from Jawa Timur (upkeep worker). Two days reproductive leave is given to female worker by request.

6.8.3.

According to interview with Hampalit Village representatives, 5 Upkeep workers in Pal 1 and 5 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Jawa and locals (Dayak). Furthermore, based on list of employee data in 2018, it was informed that it was only 1 female worker from Jawa Timur (upkeep worker).

Status: Comply

6.9

There is no harassment or abuse in the work place, and reproductive rights are protected.

6.9.1; 6.9.2 & 6.9.3.

Policy of Smallholder Group towards preventing sexual and all other forms of harassment and violence was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1st 2017 Point 5 which mentioned that sexual harassment is strictly prohibited, and Group has supporting any non-discriminative towards race, ethnic, religion and place of origin. Furthermore, mechanism of harassment resolution was presented in document No. POKTAN-TENERA-SOP-K25 and procedure of complaint or grievance has refers to procedure of transparency of information and communication which presented in document No. POKTAN-TENERA-SOP-TK-39.

Mechanism of grievances was presented in document No. POKTAN_TENERA-SOPO-K-25 Point 5.0 which mentioned that. Grievances could be deliver through directly via conversation, by phone or through official letter. Investigation is later on to be conducted by Group Management. Based on observation to Smallholder Group Office, contact number for PIC of grievances is displayed in front of the office.

Policy of reproductive right was presented in document No. 003/P-TNR/SK/VII/2017 dated July 1st 2017. The policy has covers menstruation period, leave due to period, and prohibition for pregnant and breastfeeding workers to works with chemicals.

Based on interviews with female workers, so far there have never been cases of sexual harassment. The policy on protection for women workers has been submitted to workers. Every worker who is pregnant is given maternity leave as much as 1 ½ months before and after give birth.

Status: Comply

6.10

Growers and mills deal fairly and transparently with smallholders and other local businesses.

6.10.1.

Letter of Agreement towards FFB trading between Tenera Smallholder Group is presented in document No. 01/SPK-POKTAN-TENERA/II/2019 dated January 2st 2018. This Agreement is renew every year, signed by Group Manager and Department of Commercial of PT WNL. Terms of FFB price is presented in the agreement. FFB price is provided by PT WNL.

Group Manager informed that FFB price was available on Tambengan Newspaper (Local Newspaper) and as informed by Commercial Department of PT WNL via Whatsapp. Information of FFB price later on to be spread to Group members through Whatsapp. Group Manager reported that FFB Price from PT WNL were usually higher than price provided by Government (presented in Tambengan Newspaper).

6.10.2.

Price of FFB has refers to information from PT WNL which could be updated daily through SMS or Whatsapp (WA) to the Group Manager, which later on to be shared via Smallholder WA Group. For example, information of FFB price as per July 4, 2019 is presented as follows:

FFB from Palm Ages	June FFB Price (IDR)	July FFB Price (IDR)
2015	881.52	883.81
2014	989.75	972.04
2013	1,057.62	1,060.08
2012	1,075.28	1,077.72
2011	1,106.41	1,111.08
2009	1,184.03	1,186.69
1998-2008	1,227.35	1,230.24

Group Manager informed that usually proce provided by PT WNL is higher than FFB price from Agriculture Agency.

6.10.3.

Smallholder Group Management shows Letter of Agreement with local contractor for FFB Transportation No 02/SPK-POKTAN-TENERA/II/2019 dengan Hariyono tertanggal 2 Januari 2019 until 30 December 2019. For FFB transportation to the WNL POM. It was signed by both of parties.

6.10.4.

Based on agreement verification on point three stated that the income share will in accordance with land ownership hectarages, after deducted by operational cost. Evidence of payment such as weighbridge ticket from Estate and WNL Mill, calculation of deduction and operational cost calculation (transportation, administration, maintenance, upkeep and manuring area available).

Based on interview with six Smallholder members, it was informed that share of income were distributed fairly and proportionally, as arranged on the Agreement.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.		
6.11.1. The smallholders group has contribution to the surrounding villages, such as: <ul style="list-style-type: none"> - Regularly funding for mosque operational in Hampalit Village. - Regularly funding for school transpoertaion cost every month. 		
6.11.2. Assistance by Tenera Cooperative to their members, consist of : safe working training to five harvester workers and five upkeep workers on 14 June 2019, PPE's usage training to all workers on 14 June 2019, fire extinguisher usage training to all workers on 14 June 2019. And also MSDS training to upkeep workers on 14 June 2019. Based on interview with group manager, it's known that other training program will be conducted on Semester II.		
	Status: Comply	
6.12		
No forms of forced or trafficked labour are used.		
6.12.1; 6.12.2 and 6.12.3 Commitment of Smallholder Group towards forced labour and trafficked labour was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1 st 2017. The policy mentiond that the wages shall in accordance with government regulation and there must be no force labour for the workers. Based on interview with five Upkeep workers in Pal 1 and five Harvesters in Pal 8, it was mentioned that the works carried out were in accordance with the working agreement. They had works 7 hours per day, the salary (total income) were more that Governement regulation, provided with government insurance scheme (BPJS) and health facility. Currently there were 12 workers in Tenera Smallholder Group. Mostly of the worker were locals, while the rest was from another province which bonded through Inter-Province Works Scheme, there is also no foreign and migrant workers.		
	Status: Comply	
6.13		
Growers and millers respect human rights		
6.13.1. Policy of Human Rights is presented in document No. 017/P-TNR/SK/VIII/2017, issued by Group Manager on August 1 st 2017. Socialization of policy is presented as follows: <ul style="list-style-type: none"> • Declaration of Human Rights by Group manager on August 1st 2017. • Socialization to all employess (12 workers) which conducted on April 2nd 2018. List of attendance and picture during socialization were available. <p>Tenera Smallholder also shows a record of the socialization related to the commitment to Human Rights, for example, indicated by a meeting on May 29, 2019 between employees and farmer groups with a discussion on human rights. The meeting was attended by a total of 16 people consisting of employees, management, and farmer group supervisors.</p> <p>Based on the Tenera Smallholder employee list data it is known that the total number of employees is 14 people. The results of interviews with 3 spraying worker, 3 harvester, 1 admin and 2 foreman are known so far the work carried out is in accordance with the work agreement between the two parties. In addition, the rights as workers have also been properly fulfilled, such as minimum wage payments and housing facilities.</p> <p>Based on interviews with 3 spray workers in PAL 1 and 3 harvesters in PAL 4 it is known that the statement about respecting human rights has been implemented in daily activities such as the absence of coercion or prohibition to carry out worship, the absence of racial discrimination, and equal remuneration.</p>		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		
7.1		
A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning,		

management and operations.
7.1.1; 7.1.2 and 7.1.3.

Based on document review and interviews with independent smallholder Manager it is known that Independent smallholder has not conducted land clearing. The first planting year in 2004. The certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.

Status: Comply	
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7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

7.2.1 and 7.2.2

Information of soil properties are shown in soil and slope map (scale 1:27,000), as explained in Indicator 4.3.1 and 4.3.2. Furthermore, based on field overview and information from Group manager, it was known that in general land slope condition was flat to undulating and there were no presence of peat soil within operational areas. Hence, it could be concluded that there are no fragile soil on the accessed areas. Main limitation were seems mainly due to low fertility and sandy soil texture.

Status: Comply	
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7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

7.3.1, 7.3.2, 7.3.3, 7.3.4 and 7.3.5.

Independent smallholder has made the template for disclosure of areas without Prior HCV Assessment since November 2005 planting after November 2005-2015 did not open plantations in primary forest. The smallholder has sent the Shape file and HCV Assessment report on February 19th, 2018 to RSPO (nanda.ismael@rspo.org; membership@rspo.org and nur.ainaa@rspo.org). Email response from RSPO on February 21st, 2018 which informs email clarification on January 11th, 2018 it's informs "for independent smallholder only disclosure is required for the membership application. For LUCA and HCV Assessment, it is required for the next step remediation and compensation procedure (RACP). RSPO will share Shape File to the reviewer for LUCA Analysis when the reviewer is available".

Tenera farmer groups is independent smallholders. Based on the RSPO Remediation & Compensation Procedure approved by BOG on November 16, 2015. The remediation and compensation procedure does not apply to independent smallholders seeking certification.

Status: Comply	
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7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

7.4.1 and 7.4.2

As explained in Indicator 4.3.1, 4.3.2, 7.2.1 and 7.2.2, it was known that there are no fragile soil on the accessed areas. Main limitation were seems mainly due to low fertility and sandy soil texture.

Status: Comply	
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7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

7.5.1.

There is no new planting or new member on Tenera Smallholder Group since established in May 2017.

Status: Comply	
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7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.
7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6 Until now the Tenera Smallholder Group did not extend of plantation area in accordance with the certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.
<div> <div></div> <div>Status: Comply</div> <div></div> </div>
7.7 Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.
7.7.1 and 7.7.2. Company policy towards zero burning is presented in procedure No. POKTAN-TENERA-SOP-02 dated July 1 st 2017 about land preparation. Group Manager stated that land burning is strictly prohibited. Independent smallholder has not conducted replanting, the first planting year in 2004.
<div> <div></div> <div>Status: Comply</div> <div></div> </div>
7.8 New plantation developments are designed to minimise net greenhouse gas emissions.
7.8.1 and 7.8.2. Based on document review and interviews with independent smallholder Manager it is known that Independent smallholder has not conducted land clearing. The first planting year in 2004. The certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.
<div> <div></div> <div>Status: Comply</div> <div></div> </div>
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity
8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.
8.1. Agronomy Aspect <ul style="list-style-type: none"> • The company has not used paraquat. • Application of EFB to retain soil moisture on the field. • Implementation of IPM <p>Based on the distribution of planting years, it is known that tenera smallholders will not carry out replanting in the near future (the age of the oldest plants up to ASA-1 is done is 15 years) based on interviews with Group Managers it is known that the smallholders companion is PT WNL (BGA group) and smallholders agronomics procedures also refer to Guiding agronomic procedures</p> <p>The procedure states that replanting will be carried out with consideration of several factors such as plant age, height, and FFB production per hectare.</p> <p>The results of interviews with 6 members of the farmer group are known to have known about the timing of the recommendations when replanting will be carried out. But at least within the next 10 years these activities will not be carried out</p>
<div> <div></div> <div>Status: Comply</div> <div></div> </div>



3.2 Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA-1	Smallholders didn't use logo & trademark on the product RSPO.	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use	X or√
ASA-1	Smallholders didn't use logo & trademark on the product RSPO.	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-1	Smallholders didn't use logo & trademark on the product RSPO.	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or√
ASA-1	Smallholders didn't use logo & trademark on the product RSPO.	√
	Status: Comply	

3.3. Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.3.1 Identification of Findings, Corrective Actions and Observations at IA Certification Assessment.

NCR No.	: 2018.01	Issued by	: Brigitta Prita
Date Issued	: 04 May 2018	Time Limit	: 03 May 2019
NC Grade	: Major	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	5.3.1 A documented identified source of all waste and pollution, shall be available.		
<i>Non-Conformance Description & Evidence observed (filled by auditor):</i> Independent smallholder has not yet carried out the identification of all sources of waste derived from fertilization activities. This is shown by several facts with details as follows: <ul style="list-style-type: none">Based on observations to the workers housing areas, found inner plastic containers have not been managed (scattered).Based on the recording of the identification document of the waste source, the inner plastic packaging of the fertilizer has not been identified as waste.			
<i>Root Cause Analysis (filled by organization audited):</i> Socialization to smallholders members, workers, as well as management towards identification of waste which produced from estate operational/activities is not carried out completey.			
<i>Correction (filled by organization audited):</i> <ul style="list-style-type: none">Re-socialization of identification of waste beeing produced by estate operational activities, source of waste(s), type or classification of waste (hazardous or non-hazardous materials), as well as its management to all smallholder group members and workers.To conduct identification of waste source(s) and its type (hazardous or non-hazardous materials).			
<i>Corrective Action (filled by organization audited):</i> Socialization of source and type of waste, which aim to maintain smallholder group members and workers understanding towards hazardous waste and its management.			
<i>Assessor Evaluation and Conclusion (filled by auditor):</i> Verification 15 May 2018 Group smallholder shows identification of hazardous waste source. Inner plastic of fertilizer bag has listed as hazardous waste material and shall be managed in accordance as its type. The plastic has to be collected and placed on the licensed hazardous waste warehouse/store in PT WNA. Furthermore, group amanagement also shows evidence of socialization towards mechanism of domestic waste management in housing areas and office which conducted in may 9 th 2018, attended by 14 participants (workers, Foreman and administrative management). Among subject of socialization are mechanism of waste management, identification of waste (hazardous and non-hazardous), policy of burning prohibition within estate and housing areas. However, records of fertilizer plactic acceptance on the hazardous waste store is not availabe. Hence, NCR No. 2018.01 has remain open . Verification 18 May 2018 Group managemt shows logbook record of inner plastic of fertilizer delivery from housing areas to hazardous waste store dated May 9 th 2018, signed by Group Manager and representative of PT BGA. The logbook informed that 400 pcs of inner plastic of fertilizers has delivered and placed on the hazardous waste store. Based on explanation above, the NCR No. 2018.01 has considered closed .			
Verified by	: Brigitta Prita		

NCR No.	: 2018.02	Issued by	: Brigitta Prita
Date Issued	: 04 May 2018	Time Limit	: 03 May 2019
NC Grade	: Major	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	: 5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly.		
<p><i>Non-Conformance Description & Evidence observed (filled by auditor):</i></p> <p>Based on field observation in workers housing area, found hazardous Waste such as paint packaging. This is not in accordance with the hazardous Waste Management Procedure no. POKTAN_TENERA-SOP-PLB3-10 dated July 1st, 2018 stating that hazardous waste must be transported to the licensed hazardous Waste storage.</p>			
<div style="display: flex; justify-content: space-around;">   </div>			
<p><i>Root Cause Analysis (filled by organization audited):</i></p> <p>Smallholders, workers and manager have not been given all the socialization and understanding of the types of waste produced. Based on SOP of domestic waste management, Office and Operations on point 5.5 on inspection and monitoring it is known that:</p> <ul style="list-style-type: none"> • Administration Staff at the request of ICS Officers will conduct routine inspections once a week to ensure that no hazardous waste is mixed with domestic waste. • Admin Staff at the request of ICS officers to conduct inspection and order of Housing and Office in waste management. 			
<p>Correction (filled by organization audited):</p> <p>All hazardous waste shall be managed in accordance with laws and regulations.</p>			
<p><i>Corrective Action (filled by organization audited):</i></p> <p>Tindakan Korektif (dilengkapi oleh organisasi yang diaudit)</p> <ul style="list-style-type: none"> • Re-socialize hazardous waste related and how to manage it according to the laws and regulations. • Conduct collection of existing hazardous waste in all residential locations and collected. • Preparation of hazardous waste monitoring. <p>There are Minutes of meeting and balance sheets of paint can & container to Hazardous storage POKTAN Tenera on May 9th, 2018.</p>			
<p><i>Assessor Evaluation and Conclusion (filled by auditor):</i></p> <p>Verification, May 15th 2018.</p> <p>The smallholders showed the socialization of the Housing and Offices disposal mechanism conducted on May 9th, 2018 attended by the foreman, harvesters, maintenance, and administration of POKTAN (14 workers). This socialization was conducted by the smallholders discusses the garbage disposal mechanism, the identification of waste / waste including hazardous or Non hazardous and the ban on burning waste in the workers housing area.</p>			

The smallholders has not shown any evidence that hazardous waste has been collected and managed in accordance with the applicable SOPs as well as evidence of hazardous waste monitoring. Based on the explanation, this Indicator is declared unfulfilled, please indicate additional evidence of improvement and responding to questions related to the root cause analysis.

There are Minutes of meeting and Balance Sheets of paint can to Hazardous storage on May 9th, 2018.

Verification, May 18th 2018.

The smallholders shows hazardous waste logbook dated May 9th, 2018 as many as 6 packs of paint can that have been stored at hazardous storage and 3 packs of bucket / grase cans. Based on the above explanation, the non-conformance No. 2018.02 is stated **Closed**.

Verified by : Brigitta Prita

NCR No.	: 2018.03	Issued by	: Brigitta Prita
Date Issued	: 04 May 2018	Time Limit	: Surveillance – 1
NC Grade	: Minor	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	: 5.3.3 A documented waste management plan to avoid or reduce pollution and its implementation shall be available.		

Non-Conformance Description & Evidence observed *(filled by auditor):*

Based on observations behind workers housing, it is known there are former domestic waste burning activities. This is not in accordance with the Housing and Office Waste Management with number POKTAN_TENARA-SOP-SPK-23 dated July 1st, 2017, which on the point of general terms explained that every head of the family must control the waste generated households and prohibited to destroy the garbage by burning.



Root Cause Analysis *(filled by organization audited):*

There are workers who haven't received the socialization of waste management policy without burning domestic waste. Based on SOP of domestic waste management, Office and Operations on point 5.5 on inspection and monitoring it is known that:

- Administration Staff at the request of ICS Officers will conduct routine inspections once a week to ensure that no hazardous waste is mixed with domestic waste.
- Admin Staff at the request of ICS officers to conduct inspection and order of Housing and Office in waste management.

Correction *(filled by organization audited):*

- Socialize the management of domestic waste.
- Making of temporary waste bin and its arrangement.

Corrective Action (filled by organization audited):

- Document of socialization of waste management socialization.
- Available waste bin for domestic waste.

Based on SOP of Domestic Waste Management, Office and Operations, point 5.5 Inspection and monitoring, it is mentioned that Admin staff at the request of ICS Team will conduct inspection on domestic waste management in housing & office area, and socialized periodically.

Assessor Evaluation and Conclusion (filled by auditor):
Verification, May 15th 2018.

The smallholders showed the socialization of the Housing and Offices disposal mechanism conducted on May 9th, 2018 attended by the foreman, harvesters, maintenance, and administration of POKTAN (14 workers). This socialization was conducted by the smallholders discusses the garbage disposal mechanism, the identification of waste / waste including hazardous or Non hazardous and the ban on burning waste in the workers housing area.

In addition, the smallholders shows the minutes of meeting the temporary garbage dump preparation on May 7th, 2018 in the area near workers Housing. Based on the above explanation, please be able to respond to questions related to the root cause analysis and what preventive action so that non-conformance No. 2018.03 does not happen again (**OPEN**).

Verification, May 18th 2018.

Based on SOP of domestic waste management, Office and Operations on point 5.5 on inspection and monitoring it is known that:

- Administration Staff at the request of ICS Officers will conduct routine inspections once a week to ensure that no hazardous waste is mixed with domestic waste.
- Admin Staff at the request of ICS officers to conduct inspection and order of Housing and Office in waste management.

Based on the explanation, this non-conformance No. 2018.03 is stated **Closed**.

Verified by : **Brigitta Prita**

NCR No.	: 2018.04	Issued by	: Oktovianus Rusmin
Date Issued	: 04 May 2018	Time Limit	: 03 May 2019
NC Grade	: Major	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	6.1.3 Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.		
<i>Non-Conformance Description & Evidence observed (filled by auditor):</i> There was showed the document of Management Plan of Social Impact Identification. These document was arranged by the participative process with related parties, members of Hampalit Village, informal leader and the PT Windu Nabatindo Lestari staff. However the document was not explicitly described of schedule and the responsible person to in charge.			
<i>Root Cause Analysis (filled by organization audited):</i> Social impact management is not systematically documented.			

Correction *(filled by organization audited):*

To make a schedule of social impact management and monitoring, as well as the respective person in charge (PIC).

Corrective Action *(filled by organization audited):*

To arrange management plan and monitoring all activities related to social impact management towards smallholder group operational activities, as well as capture/record the implementation or realization as documentation evidence. Furthermore, evaluation of management plan shall be conducted in line with the schedule.

Assessor Evaluation and Conclusion *(filled by auditor):*

Verification, 15 May 2018

The tenera smallholder management shows document of social impact identification which include/equipped with management and monitoring plan, schedule of program and the respective PIC, as arranged/prepared together with the affected parties (stakeholder). However, root cause analysis and corrective action are not available. Hence, this NCR still remain **open**.

Verification, 18 May 2018

Smallholder group management has shows a proper root cause analysis, as well as a systematic corrective action. Hence, **NCR No. 2018.04 has considered closed**.

Verified by : Oktovianus Rusmin

3.3.2 Identification of Findings, Corrective Actions and Observations at ASA-1 Certification Assessment

NCR No.	: 2019.01	Issued by	: Trismadi N												
Date Issued	: 11 July 2019	Time Limit	: 9 October 2019												
NC Grade	: Major	Date of Closing	: 6 September 2019												
Standard Ref. & Requirement	E.1.1.1 There shall be documentary evidence of a clearly identified and legal entity. The Group Entity shall: <ul style="list-style-type: none">• Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation).• Be a member of the RSPO• Establish the structure of the organisation• Appoint a Group Manager (see E1.2)														
Non-Conformance Description & Evidence observed (filled by auditor): Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22 nd 2018. Notary was Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28 th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24 th 2018 about legalization of Kelompok Tani Tenera legal entity, organization structure as follows: <table><tr><td>Structure</td><td>Committee</td><td>Supervisory Board</td></tr><tr><td>Head</td><td>Sugiyarno, SP</td><td>Agung Winoto</td></tr><tr><td>Member</td><td>Gia Diana Syafitri</td><td>Candra Saputra</td></tr><tr><td>Member</td><td>Lasmi</td><td>Hartono</td></tr></table> Based on interview with committee sighted that head of supervisory board has been resign. However, the Kelompok Tani has not been able to show Change of Deed.				Structure	Committee	Supervisory Board	Head	Sugiyarno, SP	Agung Winoto	Member	Gia Diana Syafitri	Candra Saputra	Member	Lasmi	Hartono
Structure	Committee	Supervisory Board													
Head	Sugiyarno, SP	Agung Winoto													
Member	Gia Diana Syafitri	Candra Saputra													
Member	Lasmi	Hartono													
Root Cause Analysis (filled by organization audited): The board of Kelompok Tani Tenera has changed on the June 2019, however it has not been registered to the Public Notary.															
Correction (filled by organization audited): Registering new board of Kelompok Tani Tenera to the Law and Human Rights Minstry.															
Corrective Action (filled by organization audited): Kelompok Tani Tenera will be re-register to the public notary, when there is a change in composition of the board.															
Assessor Evaluation and Conclusion (filled by auditor): Verification on 6 September 2019 Kelompok Tani Tenera was showing attachment of Law and Human Rights Minister Decree number AHU-0000628.AH.01.08 year of 2019 dated 23 July 2019. It concerning about approval of amandement to the Legal Entity of Kelompok Tani Tenera with the following composition: <ol style="list-style-type: none">1. Sugiyarno (Group Manager)2. Gia Diana Syafitri (Chairman)3. Lasmi (Treasurer)4. Candra Saputra (member of Supervisory board)															

5. Hartono (member of Supervisory board)
6. Trio Luhur Amengku (Chairman of Supervisory board)

Auditor Conclusions:

Based on above explanation, it has been closed out

Verified by : Trismadi N

NCR No.	2019.02	Issued by	Trismadi N
Date Issued	11 July 2019	Time Limit	ASA-2
NC Grade	minor	Date of Closing	
Standard Ref. & Requirement	4.6.7 Application of pesticides shall be by proven methods that minimize risk and negative impacts.		
Evidence observed (filled by auditor): Based on observed evidence such as: <ol style="list-style-type: none"> 1. Occupational Health and Safety SOP for Environmental Protection Pesticide Use and Control (POKTAN_TENERA-SOP-PP-31 procedure C including stating: <ul style="list-style-type: none"> - When mixing pesticides, the officers / operators must use the Standard and Decent PPE - Application spraying in the field must meet OHS criteria - Use of work clothes that cover the entire body as much as possible (do not wear torn work clothes) 2. Based on the field observation to PAL 1 during the spraying activity were found to be the following facts : <ul style="list-style-type: none"> - One from 3 spraying worker use short sleeves when working - The foreman does not use PPE, for example masks and plastic gloves when mixing pesticides 			
Non-Conformance Description (filled by auditor): Thus it can be concluded that the use of pesticides by the Tenera Smallholder has not been fully consistent in applying methods that can minimize risks and negative impacts.			
Root Cause Analysis (filled by organization audited):			
Correction (filled by organization audited):			
Corrective Action (filled by organization audited):			
Assessor Evaluation and Conclusion (filled by auditor):			
Verified by			

NCR No.	2019.03	Issued by	Trismadi N
Date Issued	11 July 2019	Time Limit	ASA-2
NC Grade	minor	Date of Closing	
Standard Ref. & Requirement	4.7.6. All workers shall be provided with medical care, and covered by accident insurance (see		

criterion 6.5.3)	
Evidence observed <i>(filled by auditor):</i> Based on document verification sigthed that the group smallholders has 18 workers, such as: ICS staff, two foreman, one administration, six harvesters, and four spraying&fertilizer workers. The group smallholders has paid worker insurance and health insurance every month. However there are several variance of payment, for example: workers insurance only for 13 workers and health insurance only for three workers.	
Non-Conformance Description <i>(filled by auditor):</i> Based on that information, obtained the information that group smallholder has not been able to show that all workers were covered by worker insurance and health insurance.	
Root Cause Analysis <i>(filled by organization audited):</i>	
Correction <i>(filled by organization audited):</i>	
Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by	:

NCR No.	:	2019.04	Issued by	:	Trismadi N
Date Issued	:	11 July 2019	Time Limit	:	ASA-2
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. &	:	6.1.4. The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.			
Evidence observed <i>(filled by auditor):</i> Kelompok Tani Tenera has been conducted Social Impact Assessment on March 2017 with involved all stakeholders. One of the negative impact of the group activities are theft of FFB's. It cause by social inequality between group members and non members. Kelompok Tani Tenera has conducted regulary patrol and persuasive method to manage this issues.					
Non-Conformance Description <i>(filled by auditor):</i> Kelompok Tani Tenera has not been able to show that Social Impact Management and Monitoring Plan Review minimum every two years with involeved all affected parties.					
Root Cause Analysis <i>(filled by organization audited):</i>					
Correction <i>(filled by organization audited):</i>					
Corrective Action <i>(filled by organization audited):</i>					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>					
Verified by	:				

NCR No.	: 2019.05	Issued by	: Trismadi N
Date Issued	: 11 July 2019	Time Limit	: 9 October 2019
NC Grade	: Major	Date of Closing	: 6 September 2019
Standard Ref. & Requirement	: 6.5.1. Documentation of pay and conditions for employees based on the existin manpower regulations shall be available.		
Evidence observed (filled by auditor): <ul style="list-style-type: none"> Kelompok Tani Tenera sets the minimum wage with reference to Kalimantan Tengah Governor Regulation number 51 year of 2018 about sectoral minimum wage of Kotawaringin Timur Rgency is Rp 2,776,640 or over time rate is 16,049/hours. According to Group Manager letter dated 2 January 2019 sighted that harvesting premium for the holiday or Sunday are Rp 100/Kg. It's equivalent with Rp 140,000/days (in accordance to mandays volume rate: 1,400 Kg of FFB. Premium payment period of April to May 2019 on behalf of Mr. PRW with volume: 5,035 Kg x Rp 100; Mr SRY with volume: 1,405 Kg x Rp 100. While based on Man Power Decree number 102 year of 2004, clause 11b that overtime payment for holidays with 6 working days system is seven hours multiplied two is Rp 224,685, 8th hours (3 x hourly wage) and 9th – 10th hours (4 x hourly wage). Based on above calculating, it should be Rp 224,685 ÷ 1,400 Kg = 160/Kg. 			
Non-Conformance Description (filled by auditor): Kelompok Tani Tenera has not been able to demonstrate that harvesting on holidays payment system comply with Man Power Decree number 102 year of 2004.			
Root Cause Analysis (filled by organization audited): Lack of knowledge in the calculation of premiums.			
Correction (filled by organization audited): <ol style="list-style-type: none"> Change of Harvesting premium decree with group manager letter number 007/P-TNR/SK/VII/2019 which states that the harvesting premium adjusted to Rp 165/Kg. Rapel payment evidence for harvesting activity on the national holidays and or Sunday, starting on January to June 2019. 			
Corrective Action (filled by organization audited): Changing wage provisions refers to regulations by the group manager.			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 6 September 2019 Kelompok Tani Tenera were showing several evidence: <ol style="list-style-type: none"> Change of Harvesting premium decree with group manager letter number 007/P-TNR/SK/VII/2019 which states that the harvesting premium adjusted to Rp 165/Kg. Rapel payment to all harvesters for harvesting activity on the national holidays and or Sunday, starting on January to June 2019. 			
Auditor Conclusions: Based on above explanataions, this nonconformity has been closed.			
Verified by	: Trismadi N		

3.3.3. Opportunity for Improvement


No	Ref. Std.	Description
1	2.2.2	The Smallholders Group considerate to ensure that all boundary stones have an identity in accordance to Land Certificate map.
2	4.6.4	The Smallholders Groups have the opportunity to socialize and ensure commitments not to use pesticides group 1A and 1B and paraquat are implemented to all members of smallholders.
4	6.5.1	The Smallholders group to be consider to ensure that determination minimum wage in accordance to Katingan Regency Regulation.

3.3.4. Noteworthy Positive Components

No	Description
1	Commitment to implement the principles of sustainable management of oil palm plantations.
2	Cooperation and good presentation of the document at the time of the audit activities.
5	Has realized social assistance in the field of religion and education to the local community.

3.4 Summary of Arising Issues from Public and Auditor Verification.

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>Tenera Smallholder Member (6 Members)</p> <p>The discussion was conducted by Focus Group Discussion (FGD) method. Some discussion points:</p> <ul style="list-style-type: none"> • Oil palm cultivation by members of the Tenera Smallholder Group has been started since 2004. • Supply of FFB from smallholder to PT Windu Nabatindo (Pundu Nabatindo Mill) has been started since 1998. • Tenera Smallholder Group is established in 2016 and the land status of all members (35 persons) is Personal Land Owner Certificate. • The establishment of the Tenera smallholder group has facilitated the sale of FFB to palm oil mill that has agreements with the smallholder groups. • The quality of the crop is more controlled with the guidance of cultivation technique and fruit maturity criteria from the core company (PT Windu Nabatindo Lestari). • All members has been known about HCV area. • All members has signed statement letter about willingness to follow RSPO Certification. 	<p>Indicator 2.2.3 till 2.2.6 and 2.3.1 till 2.3.4. There was no issues of land conflict</p> <p>Indicator 6.3.1 and 6.3.2, there are no significant complaints from the other parties.</p> <p>Indicator 6.11.1 and 6.11.2, the company has implemented/provided assistance to the surrounding community and the fund aid based on community needs and based on more participatory planning.</p>
<p>Secretary of Head Hampalit Village</p> <ul style="list-style-type: none"> • The establishment of Tenera Smallholder Groups has made it easier for their members to sell their crops to the palm oil mill. In addition the existence of smallholders group can increase job opportunities and business opportunities. • The surrounding villagers who are not members are also motivated to see the success of the Tenera farmer group • Basically the village government supports the formation of smallholder groups • There was no land conflict issues between the Tenera Smallholder Group with the related party • There was no issues related to negative impact by the Tenera Smallholder Group. 	<p>Indicator 2.2.3 till 2.2.6 & 2.3.1 till 2.3.4. There was no issues of land conflict</p> <p>Indicator 6.3.1 & 6.3.2, there are no significant complaints from the other parties</p> <p>Indicator 6.11.1 & 6.11.2, the company has implemented/provided assistance to the surrounding community and the fund aid based on community needs and based on more participatory planning</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>Kelompok Tani Tenera Management Representative</p>   <p><u>Sugiyarno</u> Friday, 6 September 2019</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Trismadi Nurbayuto</u> Friday, 6 September 2019</p> </div> </div>

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1.	Hampalit Village	Hampalit Village, Katingan Regency, Central Kalimantan Province	-	Interview	10 July 2019	✓	-
2.	6 Members of Tenera Smallholders	Katingan Regency, Central Kalimantan Province	-	Interview	10 July 2019	✓	-
3.	WALHI	Jakarta	info@walhi.or.id	Questionnaire through email	2 July 2019	-	✓
4.	WWF Indonesia	Jakarta	wwf-indonesia@wwf.or.id	Questionnaire through email	2 July 2019	-	✓
5.	Sawit Watch	Jakarta	info@sawitwatch.or.id	Questionnaire through email	2 July 2019	-	✓

Appendix 2. Assessment Program

DATE	9-11 July 2019	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Tuesday, 9 July 2019		
05.40 - 07.35 07.35 - 11.00 11.00 - 12.00	<ul style="list-style-type: none"> JAKARTA → PALANGKARAYA (GA 550) PALANGKARAYA → SITE OPENING MEETING 	<ul style="list-style-type: none"> TNB/BRP/HRK TNB/BRP/HRK TNB/BRP/HRK
12.00 - 14.00	BREAK	
14.00 - 17.00	<ul style="list-style-type: none"> Document Review and Review of Previous Visit Non-conformance (Initial Assessment) 	<ul style="list-style-type: none"> TNB/BRP/HRK
Wednesday, 10 July 2019		
08.00 - 12.00	Stakeholders consultation: <ul style="list-style-type: none"> External stakeholder to surrounding village and Smallholder Members Manuring, Spraying, Harvesting, IPM, best agricultural practices, Worker Welfare (payments, complaint mechanism) Hazardous Waste Material management Worker facilities (housing, health clinic, clean water, etc) and Storage, ect.. Legal operational and Conservation Area 	<ul style="list-style-type: none"> TNB HRK BRP BRP BRP
12.00 - 14.00	BREAK	
14.00 - 17.00	<ul style="list-style-type: none"> Clarification of Field Observation&Continud of Completion Check List 	<ul style="list-style-type: none"> TNB/BRP/HRK
Thursday, 11 July 2019		
08.00 - 10.20 10.30 - 11.30 12.30 - 15.00 17.30 - 19.00	<ul style="list-style-type: none"> Audit finding preparation Closing Meeting SITE → PALANGKARAYA PALANGKARAYA → JAKARTA 	<ul style="list-style-type: none"> TNB/BRP/HRK TNB/BRP/HRK TNB/BRP/HRK TNB/BRP/HRK